

Choral Director for Calne and Blackland Parish,
based at St Mary's Church, Calne

OR

Director of Music for Calne and Blackland Parish,
based at St Mary's Church, Calne

Introduction

Following the retirement of David Bevan after 45 years as organist / choirmaster at St Mary's Church, Calne, the PCC wishes to develop the tradition of music-based worship at St Mary's, building on our central Church of England way of worshipping God.

We invite applications for one of two roles

1. Choral Director of a new youth choir *and* our existing robed choir
2. Director of music – including all the role of the Choral Director

1. Choral Director

Background

We wish to find an innovative way of connecting with young people in the parish, together with their families, in what we believe is a golden opportunity to bring growth to St Mary's Church through music. We are praying that young people will come to church because they love singing, and will subsequently find faith in God through singing God's praises. Once the initial development phase of the youth choir is underway, we would like to integrate this youth choir with the adult choir as much as possible.

Job description

- Establishing, directing and conducting a new youth choir, and integrating this choir with the existing choir. NB Establishing the new youth choir will involve visits to our church schools, and other schools and community settings, to recruit members.
- Dealing with the safeguarding requirements of working with children and vulnerable adults, and overseeing adult-volunteer involvement with the youth choir.
- Directing the adult choir.
- In consultation with others (including the team rector), selecting the music for services.
- Managing the admin of copyright.
- Managing the rota of organists / accompanists.

- Writing choral / instrumental arrangements as appropriate.
- Maintaining the record of our library of sheet music etc
- On Sundays when you are on duty, to conduct the adult choir along with the youth choir where appropriate.

Pattern of working

(a) Administration – 5 hours per week in term time, including time going into schools.

(b) Rehearsals:

Fridays in term time, and on other occasions as necessary for key services such as the Carol Service. We anticipate the youth choir will practice on Fridays from 5.45 to 6.45pm (you will be present from 5.30pm). The adult choir typically rehearses after this, from 7pm to 8pm. The total time therefore is 5.30pm till 8.15pm each Friday

(c) Sundays

	1 st Sunday of the month	2 nd Sunday of the month	3 rd Sunday of the month	4 th Sunday of the month	5 th Sunday of the month
Duties	Directing the choir(s)	Directing the choir(s)	Directing the choir(s)	off	Directing the choir(s)
Hours worked	Approx. 9.30am till 11.30am	Approx. 9.30am till 11.30am	Approx. 9.30am till 11.30am	-	Approx. 9.30am till 11.30am

NB If a principal festival (eg Easter or Christmas) falls on a 4th Sunday then it is expected that you will be on duty for that day and will take another Sunday off in lieu.

(d) Other special services

To conduct for five special services per year (eg Festival Evensong, Carol Service, Midnight Mass, Christmas morning, Good Friday)

(e) Remuneration and time off

The gross pay is £7,000 per annum. NB the time when you are not required to be on duty (12 Sundays per year, and no rehearsals and only minimal admin in Wiltshire Council school holidays) is taken to include all annual leave and bank holiday equivalents. Statutory employer's pension contribution of 3% of income will be paid to a pension scheme of your choice.

(f) Opportunity to boost pay

If you are judged competent to play the organ / piano on one Sunday a month (eg every 2nd Sunday of the month), your earnings will be increased by (£40 per month x 12), that is £480 per year.

Length of contract and probationary period

This is a post funded by charitable giving, and while we hope and pray it will become a permanent post, initially the contract will be offered until December 2026. On appointment there will be a probationary period of six months.

The employer is Calne and Blackland PCC. The line manager is the team rector, Revd Caspar Bush.

Person specification

- Because the person occupying this post will be key in helping choir members develop their Christian faith, there is an Occupational Requirement that the post holder be a person of Christian faith. The successful candidate will be expected to encourage choir members in their Christian faith in the way they carry out their normal duties.
- Gifted musician with experience of leading choirs. We require a competent keyboard player. There would be an opportunity to learn to play the organ.
- Skills to set up a brand new choir.
- Excellent interpersonal skills.
- A willingness to work with clergy and lay people to enable heartfelt worship. *The successful candidate will need to accept that sincere worship of God in our services is more important than the excellence of the music, but will strive to achieve both.*
- Good organisational skills.
- Some familiarity with central Anglican liturgical practices and choral tradition.
- Experience of working with children is essential, as is familiarity with safeguarding procedures. We require the person appointed to undertake regular safeguarding training and to be committed to familiarising themselves with, and following at all times, our Safeguarding: Good Practice Guidelines. A full DBS check will be required

2. Director of Music – including all the role of the Choral Director.

Job description of Director of Music – additional duties

- To play the organ for Sunday services, and other occasions as required
- To manage the maintenance of the organ
- To be involved in decisions about the organ's refurbishment.
- Playing for weddings / funerals as required. NB these currently attract an additional fee of £90 per service for the calendar year 2025.

Pattern of working

This will be largely the same as the choral director role, though the responsibility is greater because you will be responsible for directing the choir while also playing the organ. The budget allows that on one or two Sundays per month, and at the five special extra services listed an alternative organist can be enlisted to allow you to conduct the choir.

An additional one hour per week is allowed for dealing with matters specifically pertaining to the organ.

(a) Remuneration and time off

The gross pay is £9,000 per annum. NB the time when you are not required to be on duty (12 Sundays per year, and no rehearsals and only minimal admin in Wiltshire Council school holidays) is taken to include all annual leave and bank holiday equivalents. Statutory employer's pension contribution of 3% of income will be paid to a pension scheme of your choice.

Length of contract and probationary period

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The employer is Calne and Blackland PCC. The line manager is the team rector, Revd Caspar Bush.

Person specification

The person specification is the same as for the Choral Director role, with the additional requirement that you are a competent organist. Some knowledge of organ maintenance would be an advantage.

Interview process for either role

Interviews / auditions will be held by arrangement, probably in the evening, with these components:

1. Perform an own choice piece (maximum 3 minutes) on either organ or piano. NB applicants for the Director of Music role will be asked to perform on both organ and piano
2. To play at sight, on organ or piano, 2 verses of an SATB hymn from "Complete Anglican Hymns Old and New". 30 seconds preparation time will be given.
3. 20 minutes to work with a SATB choir of 8 to 10 people on a piece of the candidates' choosing (please choose something out of copyright and bring enough copies – or email the music ahead if you need copies to be made).

4. A formal interview.

Closing date for applications is 24th May 2025