

ALL SAINTS' CHURCH, MARLOW, BUCKINGHAMSHIRE

POST OF DIRECTOR OF MUSIC

On the departure of our current Director of Music, Mr Martin Seymour, to the post of Director of Music at Romsey Abbey, Hampshire, we invite applications for the post of Director of Music at All Saints' Church in Marlow, Buckinghamshire. The position will be vacant from 1st July 2019, but we will keep it open for the right candidate as necessary. Here are some notes that we hope you will find helpful.

Final date for receipt of applications: Monday 20th May 2019

**Please send a Curriculum Vitae and covering letter,
naming two referees, by e-mail to
churchwarden.asm@4u-team.org**

Please state whether you have any access requirements or health difficulties that might impinge upon your ability to carry out any of the duties of this post.

All applications will be acknowledged by e-mail, and we ask you to telephone Julie Purves (one of the churchwardens) on 07775 517902 if your application has not been acknowledged by 5 p.m. on the next working day.

The Parish Office
All Saints' Church
The Causeway
Marlow
Buckinghamshire
SL7 2AA

All Saints' Church, Marlow, Buckinghamshire

Our vision 'We are ordinary people led by an extraordinary God, whose love inspires us to welcome everyone, serve our communities and grow as we follow Jesus together.'



There has been a church on our site in Marlow for over 1,000 years. It is humbling to wonder how many generations have been baptised, married and buried in this Church and have worshipped here week by week. That's over 50,000 Sundays!

Twenty-six years ago (in 1993), All Saints' Church, Marlow, was joined together with the churches in Bisham, Little Marlow and Marlow Bottom to form a team of four churches (originally called the Marlow Area Team Ministry). These churches share clergy and leadership structures and work together to see God's kingdom grow. Five years ago (in 2014) the team was renamed the "4U Team". The name expresses the Unity of our 4 churches, and that – whoever you are – the church is here for you.

The present church building dates from 1835, which was about the same time as the neighbouring suspension bridge. Together, they form one of the most famous scenes in the Thames Valley. The building is much used for concerts.

You will find information about the 4U Team and about All Saints' Church on our website: <http://4u-team.org/churches/all-saints-marlow/>

You might also enjoy the virtual tour of the church building on our website: <http://4u-team.org/churches/all-saints-marlow/virtual-tour/>

Information about the choirs is on Facebook: www.facebook.com/ASMChoirs

Our staff team

Here are the members of the staff team. As you can read, most of us are fairly new to Marlow. We are looking forward to welcoming our new team member.



Rev'd Dave Bull – Team Rector

Dave (appointed Jan 2012) oversees all elements of the 4U Team as its main leader. He is married to Helen and has 3 school-age children. He loves mountain biking and seeing God at work in unexpected places. Dave takes particular responsibility for leading All Saints' Marlow and is also Area Dean of Wycombe Deanery.

Gill Taylor – Worship & Creative Prayer Leader

Gill moved to Marlow in 2016 with her husband, Paul, and their two boys. She leads our worship bands and all associated activities, such as jamming nights, sound & vision and our informal evening service. She has started a Youth Band, as well as "Small Saints" a worship band for 8-12 year olds. Gill leads the whole church in Creative Prayer; and leads our internship programme.



Roland Slade, Curate

Roland initially worked for the Church Mission Society before training for ordination in Cambridge. Married to Caroline, he joined the 4U team in 2017 and works across the four churches but is mainly based at All Saints' Marlow. Roland is also a governor at Marlow CE Infant School and in his spare time he enjoys running, watching rugby and playing the piano and violin.



Rhidian Jones, Assistant Director of Music

Rhidian lives in Maidenhead with his wife Sally. After a career in local government and being an associate music tutor for the Open University, Rhidian is now in semi-retirement and is catching up on his organ practice!



Glynis Simons – Parish Administrator

Glynis is our part-time Parish Office Administrator. She provides administrative support to all four churches in the 4U Team and works with her team of committed volunteers from the small parish office in the corner of the churchyard.



Harriet Miles – PA to the Team Rector

Harriet (appointed 2016) is married to Chris and works part-time as Dave's PA. After a career in HR she moved back to Marlow to run a livery yard on her family farm in Marlow. Harriet is a key member of our Alpha Course team. She has just led a mission trip to Burundi.



Matt Clark – Youth Intern

Matt is our youth intern for 2018/19, shared with our sister church in Marlow Bottom. Matt is on the New Wine Discipleship Year programme and has a background in nightclubs and cocktails!





Julie Purves – Churchwarden

Julie has been churchwarden for the last three years. She loves working with the staff team and helping where she can with both strategic planning and detailed implementation. She also likes drinking cocktails! In her day job she runs a software company.

Paul Taylor – Churchwarden & Operations Co-ordinator

Paul has just been elected churchwarden; and is our Operations Co-ordinator, helping to ensure the smooth running of the church. Paul is married to Gill and they have two sons. Paul works for a local University helping to improve their environmental performance. He enjoys running, orienteering and maps!



Liz Kendall-Jones – Operations Administrator

After a career with Vodafone, Liz joined All Saints' after doing the Alpha course and within a year or two she had joined our staff on a volunteer basis. Liz is a general catcher of plates before they drop and takes special responsibility for Sunday service logistics.

Rev'd Sarah Fitzgerald - Team Vicar

Sarah (appointed October 2012) oversees the churches in Bisham and Little Marlow. She is married to Richard and has two adult children. She loves going to art galleries. Sarah also takes particular responsibility for discipleship across all four churches.



Rev'ds Graham and Sami Watts - Team Vicars (job share)



Graham and Sami (appointed October 2014) live in Marlow Bottom and lead St Mary's Church; working in close partnership with Marlow Bottom Methodist Church. The Lantern is an expression of that partnership. They have 3 school-age children and love theatre and sport. Graham takes particular responsibility for leading evangelism across all four churches. Graham and Sami are experienced in youth work and lead a youth group as part as the

Lantern, as well as having a longstanding involvement with Haslemere CPAS camps.

Music at All Saints' Church



All Saints' Church, Marlow, has had a long choral tradition and is one of only about 60 parish churches left in the UK still to maintain a boys' choir together with junior and senior girls' choirs, alongside a men's choir and a mixed adult choir. There are also several flourishing contemporary worship bands.

The 'traditional' choirs sing at two services on Sundays and at other special services. Prominent among these are the Good Friday and Easter Services, and the Christmastide services including large Advent, Nine Lessons and Carols, and Epiphany Carol Services. Services and concerts in other churches and buildings, both in this country and abroad (we have a choir tour abroad every other year), are looked forward to and enjoyed by the choristers.

We strive to offer the best of different types of liturgy including parish congregational and choral eucharists (including Haydn and Mozart Masses alongside settings by more modern composers such as Anthony Caesar), choral evensongs, BCP evensongs, and other liturgies including Compline during Lent.

There is an Assistant Director of Music who plays the organ at many of the services, and who is employed for some two-thirds of the weeks in the year (though this is flexible); we have also recently appointed an organ scholar.

We are also enriched by services of informal and contemporary worship, led by a variety of flourishing worship bands for children, teenagers and adults. These bands are in the care of our Worship & Creative Prayer Leader. Though the post of Director of Music will be primarily to direct the 'traditional' music, we wish strongly to encourage ever closer working between the contemporary and traditional strands of our music-making. Our expectation is that our new Director of Music will further this principle as a significant part of his or her work at All Saints'.



We strive to improve our Sunday worship and have made changes in recent years, including bringing baptisms into Sunday services, introducing Compline and 'Be Still' (a choral service including meditations and silence), experimenting with different roles for children to play, having interactive sermons (with text and Twitter real-time feedback) and the introduction of informal, contemporary-style services. The Director of Music plays an important role in the review and development of our worship services and styles. The current pattern of Sunday worship is set out below:

8 a.m. Said Communion

9.15 a.m. Sung Eucharist with robed choir, often with a choral setting on festival Sundays

10.59 a.m. Contemporary worship

5.30 p.m. Choral evening service: BCP Evensong, Choral Evensong, or other evening service such as Compline and 'Be Still'

7 p.m. Contemporary evening worship

Services also take place at other times in the week. The Director of Music and/or the Assistant Director currently take part in the 9.15 a.m. and 5.30 p.m. Sunday services.

The choirs



We currently have about 10 members of the Boys' Choir. In recent times this has been significantly higher, but 5 of the boys are now singing as new tenors and basses. There are about 10 Junior Girls and about 10 Senior Girls. An Adult Choir supports these Choirs and also sings alone. Several members of the Adult Choir have moved at various times from the Boys' Choir. Maintenance of and recruitment to the numbers will be an important part of the work of the new Director.

The Occasional Singers are a mixed group of adults (currently soprano, alto and bass) who lead the singing from the choir stalls at the Sunday morning Eucharist during school holidays. They also sing on other occasions, morning and evening, when the other Choirs are 'resting'. At present, their practices are arranged irregularly, and it will be open to the new Director to develop the work of this group.

Choirs do not practise during standard school holidays except for special occasions, though they sing in some Sunday services during holidays as well as at Christmas and Easter. The choirs are absent for the last ten days or so of July and the whole of August, except for the work of the Occasional Singers.

Trebles sometimes sing at weddings all through the year, including July and August.

The Director of Music draws up a termly rota of attendance at different services to reduce the singing load on individual choristers, and also to recognise the other varied activities that most of our children take part in.

Choir practices

Choir practices currently take place at the following times, and we recognise that these times may need to be reviewed in the light of the other commitments of the new Director. Delegation of some duties is a possibility.

Monday:

3.30 to 4.50 p.m. Junior Boys

Thursday:

4.15 to 5.15 p.m. Junior Girls, overlapping with

4.50 to 5.50 p.m. Senior Girls

6.15 to 7 p.m. Boys (followed by time in the Crypt Club)

7.30 to 9 p.m. Adults (with Senior Boys until 8.15 p.m.)

The Monday practice with the Junior Boys currently takes place at Holy Trinity Primary School in Marlow. All other practices take place in the Church. Choirs also meet before services, typically at 8.40 a.m. and 4.15 p.m. on Sundays, but these times are flexible.

Other activities

There are occasional concerts and attendance at festivals, visits to other churches and cathedrals; there are foreign tours usually every other year. In addition, choristers are prepared for participation in RSCM festivals and courses, including awards and examinations. We expect that the new Director will maintain and develop these activities.



A Music Trust offers choral scholarships to talented teenagers in the area; and may also be able to offer organ scholarships.

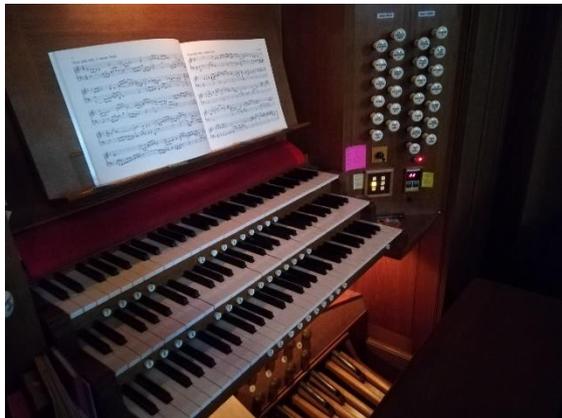
Church instruments

The Church has an organ of 1876 by Henry Willis, sympathetically restored in 1997 by N P Mander Ltd. It has three manuals and pedals, and modern console playing aids.

Details can be found as follows in the National Pipe Organ Register:



<http://www.npor.org.uk/NPORView.html?RI=D03504>



It is one of two organs by Willis in the town. A booklet about the organ is also available at the back of the Church.

The Church also has a Yamaha C3 grand piano, originally made c.2003 and bought almost as new by congregational donations in 2018.



Concert series

A concert series runs on Friday lunchtimes and Sunday afternoons during the summer and autumn months. The Director of Music has responsibility for the organisation of these, but currently their arrangement and introduction is undertaken by our volunteer concerts administrator in consultation with the Director of Music.

The person we are looking for

We are looking for a person to be our new Director of Music who is:

- committed to our values, has a vibrant faith, and who expects to play a significant part in the church leadership team
- able to train treble choristers and adults effectively
- experienced and knowledgeable in directing the traditional side of Anglican church music
- adept at efficient administration
- open to contemporary styles of music in worship
- able and willing to collaborate closely and effectively with our Worship & Creative Prayer Leader
- effective at recruiting children to the boys' & girls' choirs, especially from our church schools.

While it is preferable for our new Director to be an organist, we do not wish to deter applications from a choir trainer who meets the above aspirations who is not an organist but who can offer a good standard of performance and accompaniment on the piano.

The current Director of Music teaches piano, singing and theory to make up a varied portfolio of employment. It may be possible to take over some of this work if wished, but it is outside our ability to guarantee this. We recognise that our potential Director will require other employment, which may be full-time. For these reasons we are prepared to be flexible over the weekday times and the extent of the duties to suit the successful candidate, reflecting this in the salary where necessary. These matters can be raised at interview.

As is usual in these positions, the Director will be entitled to use the church instruments for private practice and teaching, subject to the requirements of a busy town church.

The salary of £12,350 per year represents the basic stipend, for some 19 hours a week, before fees for weddings, funerals or special services. In general, the Director, where he or she is a competent organist, can expect 'first refusal' at playing the organ at all weddings, funerals and other services where use of the organ is required, attracting a separate fee. By way of example, in 2018 there were 25 weddings, and 23 are in the diary so far for 2019, but these figures vary from year to year.

Person specification

1. An appealing and vibrant disciple of Jesus Christ who is a good team player and passionate about the place of music in the life of the church
2. A gifted and experienced Choir Trainer who is used to working with young children. Experience as a professional musician and in a similar role are desirable
3. A skilled keyboard player, preferably an organist; experience both as an accompanist and a soloist

4. Possessing suitable experience preferably with appropriate qualifications
5. Willing and able to embrace both contemporary and traditional approaches to music in worship
6. Self-motivated and able to work both independently and collaboratively as a 'team player' with internal and external contacts and colleagues
7. Confident and willing to take responsibility and make decisions
8. Tactful, diplomatic, confidential and discreet but determined and firm when necessary
9. Organised and self-disciplined
10. Willing to be flexible; open to new ideas and initiatives
11. Possessing a strong awareness of safeguarding issues and policy
12. Of Christian faith (not necessarily an Anglican), and willing to become a fully committed member of All Saints' Church, Marlow
13. Able to lead and inspire professional and volunteer individuals and teams; able to delegate effectively

The role

The Director of Music plays a key role in both Church and community and will be required to maintain and build on the firm musical foundations that have already been laid – specifically the Boys' Choir and Girls' Choirs, the Men's Choir and the Mixed Adult Choir (the 'Occasional Singers'). It is expected that the Director of Music will be open to, and will actively seek out, new ways of using music of all styles to enhance the worship at All Saints. He or she will employ music to support the work of the clergy as they continue to make the church an increasingly vibrant and attractive place to worship, wherever musical or spiritual tastes lie.

The principal duties are as follows:

1. Playing the organ or piano or directing the music for the weekly Sunday communion services at 9.15 a.m., the Sunday evening services at 5.30 p.m., and at Festivals and other special occasions as they arise
2. Training and rehearsing the Boys' Choir, Girls' Choirs, and Men's Choir; and in conjunction with the Assistant Director of Music, the Mixed Adult Choir for their participation in agreed services
3. Active regular recruitment of Boy and Girl Choristers through pre-arranged audition visits and awareness-raising visits to local schools; through Open Rehearsals; seeking out other means of recruitment as necessary
4. General oversight of the training, musical development and care of Boy and Girl Choristers and liaison with their parents. Preparation for internal and external progress tests and promotion of participation in RSCM Festivals and courses
5. Overseeing the work of the Assistant Director of Music
6. The planning of music and the preparation and production of Music Lists in liaison with the Team Rector and other relevant organisers
7. The planning and production of Rehearsal Schedules for the Choirs and the issuing of information letters to the parents of Boy and Girl Choristers
8. Observing current safeguarding procedures at all times

9. Organising occasional social events and outings, and singing visits to outside establishments
10. Attending planning meetings with the Assistant Director of Music and with the Team Rector and other colleagues
11. Participating in weekly meetings with the church staff team (to be discussed if you already have a full-time role)
12. Liaising with colleague musicians in the other Team Churches and collaborating in team events
13. Providing publicity material for the weekly news sheet, the quarterly Parish Magazine, the website and the wider public (e.g. libraries, hotels, the press etc)
14. Promoting and organising concerts and fund-raising events with in-house musicians and with external agencies
15. Planning and production of the annual Music Calendar
16. Arranging for deputy and additional musicians including organists as required
17. Ordering sheet music and other relevant items
18. Arranging for the tuning and maintenance of the church organ and the church piano
19. Liaising with wedding couples, organising and providing music as required
20. Liaising with funeral directors and families, and organising and providing music for memorial services and funerals as requested
21. Preparation for rehearsals; personal practice
22. Working with the Treasurer, being responsible for effective management of the Church's Music Budget

Working arrangements, hours and conditions

- Reporting to the Team Rector, accountable with him to the Church Council
- 19 hours per week
- Pattern of work to be flexible by agreement, and to include at least two periods of 24 hours' rest per week
- Working in the church and from home (office facilities are available)
- Monthly progress meeting
- Six weeks' holiday per year, to include six Sundays
- One week of paid retreat per year
- All agreed working expenses reimbursed
- Annual appraisal
- Three calendar months' notice

The post is subject to Enhanced DBS clearance and to a trial period of six months.

The selection process

Interviews are currently scheduled for Saturday 8th June 2019 at All Saints' Church in Marlow. If we invite you and you are unable to make this date, we will try to make other arrangements. We are keen to find the right person for this post and recognise at the outset that this date may not be suitable for every potential applicant.

We will send further details to anyone whom we invite, but the selection process will include the following.

- We will ask you to take a choir practice with some of our young choristers, accompanying yourself at the piano. As part of this, we will ask you to accompany a hymn and improvise an extension postlude, and to accompany a psalm. These accompaniments are to be played on the organ if possible. We will also ask you to conduct a portion of an anthem. This part of the process will take up to 30 minutes
- We will ask you to perform to us for up to 10 minutes. If you are an organist, we should like you to play the organ; if not, we should like you to play the piano. In addition, you are also welcome to sing one short piece to us if you wish (we will provide a piano accompanist if required)
- We will then proceed with an interview of about 40 minutes, during which you will be able to ask us questions
- You will be given the opportunity to meet with other members of the team, such as our Worship & Creative Prayer Leader and our Curate

Any subsequent offer of employment will be subject to the receipt of satisfactory references and Enhanced DBS check.

You are welcome to contact any of the persons named below if you would like to discuss this post or to arrange a visit. Please send an e-mail, leaving your telephone number if you would like us to ring you back.

The Rev'd Dave Bull, Team Rector

E-mail Dave.Bull@4u-team.org

Martin Seymour, current Director of Music

E-mail Martin.Seymour@4u-team.org

Rhidian Jones, Assistant Director of Music

E-mail Rhidian.Jones@4u-team.org

All Saints

Marlow

