



# Organist and Choir Director Emmanuel Church, West Hampstead

Thank you for enquiring about the position of Organist and Choir Director at Emmanuel Church.

Emmanuel is an inclusive Catholic parish in the Church of England with a high proportion of young families. The foundation stone of the original church was laid in 1897 and the church was consecrated in 1898 with the final arch, narthex and baptistery added in 1903. In 2016 the Church underwent an extensive building development project, to build four new meeting rooms and open space at the west end of the church for a whole range of community activities and hires.

We have a two manual Walker organ, dating from 1910. Emmanuel Church established a firm musical tradition with, amongst its early organists, Harold Darke, Martin Shaw and Henry Colles.

Over the past few years a choir has been established which encompasses a wide range of experience and ability, reflected in a diverse repertoire. Our developing liturgical tradition includes a weekly Sung Eucharist (with a congregational setting) and a monthly All Age Eucharist using more contemporary hymnody. From time to time we have had a Choral Eucharist. In addition to Sundays, the principal festivals of the Church year are celebrated with a Sung Eucharist. There are close links between the church and parish school, which we hope to build upon by further developing our children's choir. We have a dedicated music rehearsal room, which houses our choir robes and a growing library of music which in the past has also been available and delivered online to assist the choir in preparation.

## Job Description

- An Organist and Choir Director who is suitably experienced in choir direction, training, administration and leadership, in addition to organ performance and accompaniment within a traditional Anglican Church music environment.
- The post holder can be a non-Anglican, but must be in sympathy with the traditions, ethos and worship of Emmanuel.
- As the successful candidate will be working with children, the post holder must have statutory clearance under the enhanced disclosure provisions of the Disclosure and Barring Service, in accordance with the parish safeguarding policy.

## Remuneration

- The fees paid to the Organist and Director of Music will be based on those recommended by the RSCM for a Director Music in a London Church, and shall be negotiated with the successful candidate.
- The fees shall be reviewed each year in accordance with the budget set by the PCC.

We warmly invite those interested in this position to submit the application form, giving the names of two referees by **Wednesday 01 June 2022** either by email to [frjonathan@mac.com](mailto:frjonathan@mac.com) or to the postal address given below. Interviews to be held in the second week of June.



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EMMANUEL CHURCH Lyncroft Gardens, West Hampstead, London, NW6 1JU

## The organ



The organ at Emmanuel was built by J W Walker and Sons in 1910.

The casework, made up of the characteristic Walker 'W' shape, incorporates some speaking pipes and was installed in 1914. It was substantially cleaned and revoiced by Walkers in 1956.

A new blower installed in 1996 by BOB.

The organ is a three manual instrument with only two completed.

## Specification of the Organ

### Pedal

- 1 Open Diapason 16
- 2 Bourdon 16
- 3 Spare
- 4 Octave 8
- 5 Spare
- 6 Flute 8
- 7 Spare

### Great

- 14 Spare
- 15 Open Diapason large 8
- 16 Open Diapason 8
- 17 Wald Flute 8
- 18 Dulciana 8
- 19 Principal 4
- 20 Harmonic Flute 4
- 21 Fifteenth 2
- 22 Spare

### Swell

- 23 Open Diapason 8
- 24 Stopped Diapason 8
- 25 Echo Gamba 8
- 26 Voix Celeste 8
- 27 Principal 4
- 28 Fifteenth 2
- 29 Mixture III
- 30 Spare
- 31 Horn 8
- 32 Oboe 8
- 33 Tremulant (uses 'spare' stop)

## **The choir**

The Sung Eucharist on Sunday morning at 10.30 am is supported by a voluntary robed choir of mixed voices and ability of between 8 and 10 adults and a few children. On the first Sunday of the month the choir is joined by our growing children's choir, which we are wanting to grow and develop. There is a dedicated choir room (shared with the parish office) where the music library and robes are kept.

In addition to Sunday morning services, the choir also supports other services, including the principal feasts of the Church year, Ash Wednesday, Maundy Thursday, Good Friday Holy Saturday and the Christmas Carol Service. In recent years the Carol Service has also been augmented by the local choir Cantereas singers.

Currently choir practices are held before the Sung Eucharist on Sunday mornings and before the extra services for the principal feasts and at other times as required.

## **Job Description**

Post Title:	Organist and Choir Director
Location:	Emmanuel Church, Lyncroft Gardens, London, NW6 1JU
Employed by:	The Parochial Church Council (PCC) of Emmanuel Church
Line Manager:	The Churchwardens on behalf of the PCC
Remuneration:	Negotiable based on RSCM guidelines
Fee for occasional services:	Weddings        £125 Funerals        £125
DBS:	The position is subject to an enhanced DBS disclosure.

## ***Purpose of Role***

To play the organ, direct the choir, and encourage the musical life of the worshipping community within the church.

## **Role Description**

### ***Essential Responsibilities***

- Playing the organ at the Sunday main Eucharist, and at the main festivals (see below)
- In consultation with the incumbent/curate to agree musical liturgy for all services
- Sending out a brief weekly emailing to the choir
- Directing the choir rehearsal
- Directing the choir on Sunday morning

- To build up and encourage the musical life of Emmanuel Church through maintaining and expanding participation in the choir and develop new and existing opportunities for music to become a greater part of the life of Emmanuel Church.

### ***Privileges***

- The Organist and Choir Director will have the right to teach students on the Emmanuel organ and piano and to practice although this will have to be negotiated around other events and bookings in the community space at the west end of the church.
- The Organist and Choir Director will have first refusal on playing or directing music for weddings, funerals, and memorial services. To arrange for a choral group for such services on request and to offer advice on suitable music choices where appropriate.

### **Personal Specification**

#### ***Essential Skills & Characteristics***

- An experienced organist and choir trainer;
- An ability to lead congregational singing;
- Collaborative and friendly in approach;
- An ability to work with singers of different skills, ages and ability;
- Committed to the Christian ethos, with an ability to give expression and be an advocate for that ethos
- Occupational requirement to complete a Confidential Declaration, to hold an Enhanced DBS (or be prepared to) & willing to sign the Emmanuel Church Safeguarding Declaration.

#### ***Desirable Characteristics***

- Knowledge of Christian liturgical repertoire, and experience choosing music and hymns
- Experience with a mixed ability choir
- An interest in developing other music groups
- An interest in the general musical life of the church's worship

#### ***Time off***

- The role would offer 6 Sundays per year free, for which a deputy would need to be found.
- These Sundays would necessarily need to avoid the major Christian festivals (i.e. Christmas and Easter).

### ***Main Festivals of the church***

- Christmas Carols by Candlelight - 6.00pm on a preceding Sunday
- Christmas Eve Crib Service – 4 pm
- Christmas Midnight Mass - 11.30 pm
- Christmas Day – 10 am
- Ash Wednesday – 8 pm
- Maundy Thursday – 8 pm
- Good Friday – 2 pm
- Holy Saturday – Easter Vigil – 8 pm
- Easter Day - 10.30 am
- All Souls Day – late afternoon/evening service