

## Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

## Role: Organist/Choir Leader/Music Group

**Group: 2 Workforce (Child/Adult): Children & Adult**

### Volunteer Role Outline

<b>Role information:</b>	To play the Hymns/Songs in Worship. To play before and after the Sunday Service.
<b>Location:</b>	Local Church
<b>Responsible to:</b>	The local church stewards and/or Minister.
<b>Eligibility:</b>	<b>None</b> , but the person appointed to this post must be in sympathy with the ethos of the Inclusive Church movement. The person appointed to this post must also be in sympathy with the ethos of the Methodist Church.
<b>Commitment:</b>	To attend Sunday Worship or according to a rota and activities as agreed in advance. Normally <b>1 – 2 hours</b> Sunday Mornings/Evening service.

### Key volunteer activities

- To work with other members of the choir/music group to prepare and perform music appropriate for public worship and for occasional services – as required
- Encourage potential new members to explore their calling.
- To encourage new music and songs in conjunction with the Music Group and Choir members.
- To arrange and lead necessary practice sessions for musicians/choir members.
- To ensure all musical activities for children, young people and adults are carried out in accordance with the church Safeguarding Policy.
- Organists maybe required to play for weddings and funerals, as requested (and upon availability), being permitted to receive additional compensation from the parties involved.
- The Music Director/Organist will oversee the submission of a report of hymns that have been reproduced for worship to the holders of copyrights.
- The Music Director/Organist will monitor the care of the organ and pianos, including arranging for tuning and any work that needs to happen.
- To arrive 20 minutes before the service to play as people arrive. To prepare music during the collection and at the end of the service as people leave.

### At any time

Liaise with the Safeguarding Officer or Minister on any issues that may give cause for concern.

## Personal Skills

- Good musical skills
- Knowledge of the instrument and keyboard ability sufficient to play hymns, songs, and other accompaniments.
- Sensitivity and the ability to interact with a variety of people.

## Boundaries

- A video recording for private purposes of a wedding or other 'special service' may be made subject to: a) the organist giving his/her permission b) a fee being paid.

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

## Training and support provided

- Volunteers are supported by the Minister and church stewards
- Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module renewable every four years.
- Expenses can be applied for.

## Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

NB All information will be held in accordance with GDPR