

ST MARY'S CHURCH, HANDSWORTH



DIRECTOR OF MUSIC

Role Specification

www.handsworthstmary.org

INTRODUCTION

St Mary's Handsworth is the Church of England Parish Church in Handsworth, just a few miles north of Birmingham city centre. St Mary's is a church which over the past three years has re-developed a choral tradition, with the creation of a flagship chorister program which supports children to develop their musical spark with choral excellence. We are thought to be the only parish/chorister choir of this type in the country.

St Mary's is looking to recruit a self-employed Director of Music who is a skilled musician and has a strong ability to lead a church choir which is predominantly made up of primary school aged children, and whose primary purpose is to edify worship as part of the Sunday Parish Eucharist service. You will be enthusiastic about building up the confidence of the young people in the choir as well as encouraging them in their musical skills. You will need to be able to work collaboratively alongside the Rector of St Mary's and key people in the church, for example the parish safeguarding officer.

Informal enquiries may be made to the Rector; Revd Lizzie Longhurst on 07594731122 or rector@handsworthstmary.org.



ST MARY'S CHURCH

St Mary's is a Grade II* listed building, with wonderful acoustics. It sits in the multicultural inner-city suburb of Handsworth within England's second city, Birmingham. Nestled in ten acres of churchyard with the famous Handsworth Park adjacent to it; St Mary's sits in the heart of Handsworth. With its striking building at the epicentre of community life in the parish, which, has a population of around 13000 and a vast array of faiths that co-exist in relative harmony.

The history of the area is diverse and reaches back to the 1100's when there was a scattering of people, up until the industrial revolution of the 18th and 19th centuries which saw rapid growth in Handsworth and turning it into an affluent Victorian suburb, to modern day Handsworth, which is now a community of multicultural people.

St Mary's has vital links with the industrial revolution namely three of the giants of industry James Watt, Matthew Bolton, and William Murdock having attended the church, their final resting place is within the church. Please visit St Mary's website for the full and extensive history of St Mary's church at www.handsworthstmary.org.

The local area has blossomed into a community of huge diversity which includes people from India, Pakistan, the Caribbean, the Far East and Europe. St. Mary's Church congregation reflects the essence of this integrated and diverse society. The diversity of culture and ethnicity within the Parish is considered to be the great foundation on which the Church, intend to continue to build upon.



MUSIC AT ST MARY'S AND WHAT WE OFFER

The choir forms a key part of the Parish Eucharist (Sundays at 11am) at St Mary's, where it leads the congregational hymn singing. The choir often sings an anthem as part of this service after communion. The Church Choir is currently made up of 17 Choristers, Choral Scholars and Voluntary Lay Clerks who lead choral and sung eucharists three Sundays in the month, although the congregation are eager to explore expanding this to every Sunday.

The current vision and mission statements are as follows:

Vision of St Mary's Music

'To establish an outstanding choral and sacred music tradition in our Parish and wider Deanery, using it to share the message of Christ's unconditional love and redemption'

Mission statement of St Mary's Music

'To transform the life chances of children, young people and adults through music participation of the highest quality in our diverse community'

The values of the choir and broader music team of St Mary's include the following; *Inclusivity, Equity, Ambition, Integrity, Opportunity.*

**TO TRANSFORM
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AND ADULTS
THROUGH
MUSIC**



Choral Scholarship scheme:

St Mary's is incredibly proud of the chorister scholarship scheme that is currently in place. This flagship scheme supports children to develop their musical spark through a choral musical training program. Historically there has been funding to offer up to twenty children from the diverse local community, this includes free professional singing lessons and musical theory. The choristers have recently passed their ABRSM singing grades. In the last eighteen months this has also included the opportunity to sing in concerts and on national television (including as part of the Children in Need broadcasts).

The scheme is run in partnership with the local primary school Mary's Primary CofE Academy (part of Fioretti Trust), which the majority of the children in the choir attend.

Organ and Pianos

In 2019, following the re-ordering of the church, St Mary's commissioned a state-of-the-art three-manual Copeman Hart installation led by Prof Ian Tracey DL. The Copeman Hart console has been designed to accommodate the pipe organ should the restoration ever be undertaken.



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St Mary's is lucky to have two grand pianos, one in the Church and the other in our St Mary's Hall (a short walk up the Hamstead Road from the Church). The piano in the church is a Steinway & Sons Model D Concert Grand (9ft), on long term loan from the Royal Birmingham Conservatoire.

The current team includes:

- Director of Music - Vacant
- Composer-in-Residence (on a one-year contract) - (who is also acting as organist at the moment)
- Volunteer Choir matron

All parties flat report into the Rector. There is no expectation for the Director of Music to line manage the above roles, but collaboration and communication with these individuals would be key.



WHAT WE ARE LOOKING FOR

St Mary's is looking for a Director of Music with the following qualities:

- An inspirational, confident church musician and accomplished organist, who has a high level of knowledge of, and a natural sympathy for, the choral tradition, the Anglican tradition and liturgy of the Church of England;
- A conductor familiar with the repertoire of the English choral tradition, able to rehearse and direct the choir, enabling them to achieve excellence;
- A musician capable of developing the choral tradition of the Church of England
- Someone with experience of working with children and adults, particularly in a choir;
- Someone who can inspire and encourage new members, including both children and adults;
- Someone who will be an ambassador for music at St Mary's, willing to build relationships with members of the congregation, other musicians, St Mary's school and groups in the local community;
- Someone who is able to develop the talents of choristers, including choral scholars, and to encourage them to gain a meaningful experience of choral music through association with St Mary's;
- Someone happy to collaborate in presenting high-quality liturgy during Sunday and festival services;
- Someone with good administrative, communication and forward-planning abilities
- A reliable team player, with integrity and a high level of emotional intelligence.



AN INSPIRATIONAL, CONFIDENT CHURCH MUSICIAN AND ACCOMPLISHED ORGANIST, WHO HAS A HIGH LEVEL OF KNOWLEDGE OF, AND A NATURAL SYMPATHY FOR, THE CHORAL TRADITION, THE ANGLICAN TRADITION AND LITURGY OF THE CHURCH OF ENGLAND;



DUTIES AND RESPONSIBILITIES:

The post requires the dedication of a highly adept musician, whose creativity seeks expression in the enhancement of worship and the communication of the Christian faith through music.

The Director of Music will:

- be responsible to the incumbent when planning music for services
- lead weekly choir rehearsals. These have, most recently taken place on a Friday evening.
- direct the choir or play the organ at the 11am Parish Eucharist every Sunday
- direct the choir or play the organ at the usual midweek festivals of the Church's year: e.g. Maundy Thursday, Good Friday, Ascension Day, Christmas Eve and Christmas Day;
- direct the choir at extra services, weddings, funerals and memorials as required
- support the Rector and church wardens in ensuring the care and upkeep of the church organ and other musical instruments;
- In collaboration with the Rector and PCC manage the budget allocated for music, choir robes and similar expenses;
- In collaboration with the Rector and PCC manage the chorister scheme (as mentioned above) and
- to enhance the wider reputation of our choir.

A key part of the role of the Director of Music's responsibilities at St Mary's will be timely and clear communication with the people you will be working with. Some of the key relationships in this are will be as follows:

- The Rector and other members of the ministry team
- All members of the choir (young and old)
- Other members of the music team
- The congregation
- PCC
- Parents of choristers in the chorister scheme

APPOINTMENT, LINE MANAGEMENT, REMUNERATION AND ANNUAL LEAVE

Appointment

The Director of Music is appointed via a safer recruitment process, by the incumbent and the PCC. The contract for services will include termination clause for both parties.

Line Management

The Director of Music will report into the incumbent.

Remuneration

The post will attract remuneration of £500 per month. There will also be the opportunity to play for occasional offices, e.g. weddings and funerals which have a flat fee of £120 per service, concerts and special projects. You will be commissioned as a self-employed contractor. You shall be responsible for arranging payment of your own national insurance and income tax with HMRC. The contract for services will be subject to an initial two-month trial period.

Annual leave

As someone who will be self-employed there is no set amount of annual leave. It would be appreciated if good notice of upcoming absences can be given to the Rector, and if possible that these avoid key liturgical feasts. On these occasions you would be expected to find cover for any absence in consultation with the Rector.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

St Mary's takes its safeguarding responsibilities very seriously and is committed to ensuring that the church and hall buildings are safe places for all. The PCC and the Rector have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the Rector the PCC is responsible for:

- promoting a safer church for all in the church community, and ensuring that there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all.
- adopting The House of Bishops' "Promoting a Safer Church; safeguarding policy statement, and displaying a formal statement of adoption, which should be signed on behalf of the PCC.
- adopting The House of Bishops' and diocesan safeguarding policies and practice guidance while being responsive to local parish requirements.
- appointing at least one appropriately experienced designated parish safeguarding officer (PSO) to work with the Rector and the PCC. Whether the PSO is a member of the PCC is up to local determination, but at a minimum they should report regularly to it. The PSO at St Mary's is currently an elected lay member of the PCC and reports to every PCC meeting.
- appointing to additional safeguarding roles, as the PCC deems necessary.
- ensuring that all church officers who work with children, young people and/or vulnerable adults are recruited following the House of Bishops' Safer Recruitment practice guidance.
- ensuring that all church officers who work with children, young people and/or vulnerable adults are aware of and work to the House of Bishops' safeguarding guidance (includes both policies and practice guidance).
- ensuring that all church officers who work with children, young people and/or vulnerable adults attend diocesan safeguarding training at least every three years.
- displaying information about where to get help with child and adult safeguarding issues e.g. the contact details for the PSO, local authority contact details, domestic abuse and other key helplines.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS CONTINUED

- creating an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- having a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse, in accordance with the relevant policy and practice guidance and in consultation with the diocesan safeguarding advisor.
- reporting all safeguarding concerns or allegations against church officers to the diocesan safeguarding advisor.
- ensuring that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the diocesan safeguarding advisor.
- complying with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records.
- ensuring that an activity risk assessment is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.



HOW TO APPLY

Applications should be made by completing the attached application form, complete with a CV. There will be an opportunity to provide references as part of the application form. This should be sent to the Rector; rector@handsworthstmary.org by 10/09/2025.

The Director of Music's role is classified as a regulated activity due to the significant amount of time spent by the post holder supervising children and young people. For this reason, applicants are required to complete the Church of England's Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service (DBS) and to read the attached Privacy Notice. Satisfactory completion of this document is necessary for any application to be taken forward to the interview stage.

DBS CHECKS AND TRAINING

As referenced above, this appointment will be subject to a satisfactory Enhanced DBS check including the barred lists.

The successful applicant will be required to complete online safeguarding training provided by the Church of England.

The PCC of St Mary's Handsworth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

PHOTO GALLERY



ST MARY'S CHURCH HANDSWORTH



 handsworthstmary.org

 rector@handsworthstmary.org

 Hamstead Road, Birmingham, B20 2RW