

Job Description

Job Title:	Choir Leader and Organist
Salary:	Royal School of Church Music rates
Hours:	See Main Responsibilities below
Location:	Saint Leonard's Church, Penwortham, Preston.
Responsible to:	Vicar
Responsible for:	See Main Responsibilities below

1. Background

Saint Leonards is an Anglican Parish Church located in Penwortham, Preston, Lancashire.

This position will play a key role in our music ministry.

The church has well-established and experienced church choir (approx. 10 members) and a traditional dual keyboard, multi-piped, church organ (plus 2 x Yamaha Clavinovas). The organist wears a gown and the choir wears cassocks and surplices

At Saint Leonard's we are proud of our musical heritage which has roots in the Anglican tradition. We are looking for someone who recognises this, whilst at the same time can bring fresh / new ideas. We want someone who will nurture and develop our choir and engage with the congregation in enhancing their worship experience through music and song.

2. Purpose of the role

To play the organ (or where appropriate an alternative similar instrument eg piano) and lead the church choir.

3. Overview of the main responsibilities

- To demonstrate technical musical competence combined with leadership and interpersonal skills ~ both to lead and nurture the choir and work in collaboration with the Vicar, Church Officers and Parishioners.
- To play the organ (or similar instrument eg piano) at the morning service each Sunday (10.00am), at Choral Evensong on the first Sunday in the month (except during August) and at services on Ascension Day, Ash Wednesday, Good Friday, Christmas Eve and Christmas Day.
- To lead choir practice on a weekly basis (currently held on a Thursday evening commencing at 6:30pm), except on weeks after Easter Sunday and Christmas Day, Maundy Thursday and during August.
- To direct the choir in their rehearsal and performance.

- To prepare hymn and music lists in advance for discussion and agreement with the Vicar.
- To make reasonable efforts to be available to play for occasional offices such as weddings, baptisms and funerals. An additional fee will be paid for such services.
- To participate in and/or plan other events and performances which may take place from time to time. These will be agreed in advance and where appropriate an additional fee will be paid for such occasions.
- To assist the Vicar in arranging a suitable replacement when unable to carry out duties in line with the above.
- To be active in ensuring the safety, health and wellbeing of choir members.
- To work with the church Safeguarding Officer to ensure personal compliance with all Safeguarding and similar legal / church requirements including DBS checks and training. Also to ensure that all choir members are similarly compliant.
- Ensure personal data for self and choir members is stored securely.
- To be responsible for ensuring your personal compliance with any HRMC or similar legal requirements.
- To be proactive in coming forward with ideas and suggestions to enhance the musical ministry at Saint Leonard's.

4. Key relationships

Choir Members, Vicar, PCC / Church Officers, Parishioners plus others involved in specific church events eg weddings, funerals etc.

Person Specification

			Criteria Assessed by:		
Criteria	Essential	Desirable	App	Int	Ref
Experience, knowledge and skills					
Technically competent in the playing organ / piano	Y			Y	Y
Familiar with the broad genre of church music	Y		Y	Y	Y
Appropriate music qualifications		Y	Y		
Experience in playing organ in church worship	Y			Y	Y
Experience in church choir leadership		Y	Y	Y	Y
Knowledge of Safeguarding requirements	Y		Y	Y	
Personal qualities					
Strong communication skills	Y		Y	Y	
Ability to listen to others views	Y			Y	Y
Is an encourager ~ able to nurture skills in others	Y			Y	Y

Builds relationships with tact and sensitivity	Y			Y	Y
Works well as part of a team	Y			Y	Y
Treats everyone with respect and dignity	Y			Y	Y
Is enthusiastic, energetic and has a sense of fun	Y			Y	Y

Outline of Terms and Conditions

A written contract providing full terms and conditions will be provided separately.

Contract type: Non-employee eg Self-employed / Contract for Service basis ~ contract to be issued prior to engagement.

Salary: Royal School of Church Music guidance will be applied and payment will be commensurate with qualifications and experience. Additional fees will be paid for occasional offices such as weddings, baptisms and funerals, at rates set by the Diocese. Payment will be made following submission of an invoice.

Hours: Hours worked will be determined by the duration of the agreed church services, choir practices, occasional offices and other ad hoc events (see Main Responsibilities above) ie there are no set hours per week.

Location: The post holder will be based at Saint Leonard's Church, Marshalls Brow, Penwortham, Preston, Lancashire, PR1 9HY.

Annual leave: 6 x Sundays and weekly rehearsals ~ to be agreed in advance and will be on an unpaid basis.

Termination Period: 3 months for both parties. This does not apply if this contract is summarily terminated. Period can be varied through mutual agreement.

Expenses: Reasonable out-of-pocket expenses can be claimed subject to mutual agreement in advance.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn 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 and are therefore required to undertake appropriate level DBS checks and completing a Confidential Declaration.

Preparation of Job Description / Person Specification

Document prepared by	PCC Secretary
Date signed off	17 June 2025