

Charity number 1129523

Organist/Choir Director

Background and introduction:

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Minister [ministers name] or Safeguarding Officer [safeguarding officers name].

Volunteer in the [Name of Circuit]

Location: [Name of Church] **Responsible to:**

You will be under the supervision of [Name] and

the Minister of [Name of Church]

Responsible for: [List the Job titles of those who report to the post holder]

Purpose and Objectives:

Organists/choir directors are appointed to be part of a team to develop and nurture the worship of the church.

Main tasks:

- To contribute to the team planning worship throughout the Connexional year using appropriate material
- To prepare and perform music appropriate for public worship and where possible for occasional services
- To arrange regular tuning of the organ and or piano through the church property steward and report problems or arrange repairs through the property team
- Should you be unavailable for services due to illness etc., to advise the minister or church steward, and to delegate to an assistant when as appropriate
- To arrange and lead necessary practice sessions for musicians
- To ensure all musical activities for children, young people or adults who may be at risk of harm on or off the premises are carried out in accordance with the church safeguarding policies
- To complete designated safeguarding training within 6 months of taking up the role

Mutual support and accountability

As an organist/choir director you:

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)
- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work
- Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

DBS

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

If in the role of organist/ choir director there is any involvement with children, young people or adults at risk of harm, a satisfactory enhanced DBS certificate is required to be renewed every 5 years.

I have read and understood this role description.

Signed _____

Date ____