

*PARISH CHURCH OF ST DUNSTAN'S  
MAYFIELD, EAST SUSSEX TN20 6AQ*



*APPOINTMENT OF ORGANIST/ DIRECTOR of MUSIC*



**An outstanding opportunity to lead an enthusiastic, committed and proficient robed choir and play on a magnificent 'Walker' organ.**

## **INTRODUCTION**

St Dunstan's is a beautiful, 15<sup>th</sup> century church in the modern catholic tradition of the Church of England with a high reputation for choral music. The village of Mayfield is well known for its biennial Music Festival and as the host of the Tunbridge Wells International Music Competition.

The Parochial Church Council (PCC) is seeking to appoint an organist and Director of Music who has an understanding and knowledge of Church of England liturgy and the role of music within it; The Organist / Director of Music will be comfortable with the full spectrum of liturgical music with the experience or ambition to lead a good village church choir of all ages and who will relish the opportunity to develop and lead music for both congregation and choir.

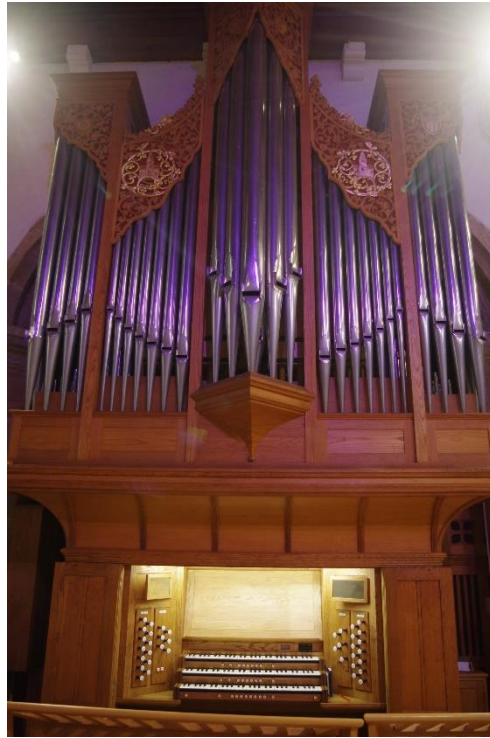
The choir is a robed SATB choir currently holding weekly practices. Under the guidance of our previous Director of Music a number of younger people have recently joined the choir. A large music library is owned by the Church and a volunteer choir administrator assists the Organist / Director of Music, when required.

Established networking opportunities offer the possibility to be involved with the organisation of secular concerts held within the church and to interact with various professional and semi-professional musicians and musical groups through the Mayfield Festival.

There are 3 groups involved with the music and organ within the church to assist the Organist / Director of Music:

- The Organ Trust seeks to promote and to maintain the organ.
- The Bruxner-Randall Endowment Fund supports the music of the church and the choir through the purchase of music and provision of modest choral scholarships for younger singers.
- The Music Forum is a small informal group supporting the Director of Music acting as a 'sounding board' and liaison with other stakeholders, as required.

Choir practices are currently held for an hour and a half on a Wednesday evening and before all services. Sundays include a Sung Eucharist (with a variety of congregational sung settings on the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Sundays each month and a choral Mass setting on the other Sundays), a monthly Choral Evensong and twelve additional evening services throughout the year. Remuneration will be in line with RSCM rates commensurate with experience and separate fees are payable for weddings and funerals.



The magnificent organ was built in 1997 by J. H. Walker and Sons Ltd and revoiced in 2012 by Martin Cross, organ builders.



Details of the organ can be found under on the parish website:  
<https://www.stdunstansmayfield.org.uk/the-walker-organ/>  
or <https://www.npor.org.uk/NPORView.html?RI=D03516>

For further details, for an informal conversation, or to arrange a visit please contact Fr. Michael Asquith at [vicar.stdunstans@gmail.com](mailto:vicar.stdunstans@gmail.com)

Alternatively, you may like to contact a member of our choir:  
Roger Salwey at [rsalwey@icloud.com](mailto:rsalwey@icloud.com)

In appointing an Organist / Director of Music to inspire the congregation and choir, we hope the candidate will be able to show:

- An understanding and knowledge of Church of England liturgy and the role of music within it.
- A high degree of proficiency in playing the organ.
- A high standard as an accompanist.
- A friendly demeanour with good interpersonal skills.
- An enthusiasm for the role and ability to work with all ages.
- An ability to inspire and nurture both choir and congregation musically.
- A commitment to expand the choral repertoire to include contemporary music whilst maintaining the established choral tradition.
- An ability to extend / improvise at various moments in services to complement liturgy.
- Previous experience of leading/managing a choir (desirable but not essential).
- A formal standard of musicianship by holding a music degree or Royal College of Organists qualification, (ARCO) or be working towards one of these qualifications.

## **Note**

The appointment is subject to the completion of a satisfactory enhanced DBS check.

## **Pay scale**

Remuneration for the Organist / Director of Music is based upon the RSCM pay scale for organists. Whilst accepting that St Dunstan's is a 'village church' the pay is more aligned to that paid in a 'small town church' in recognition of both the standard of organ playing and the aspirations of the choir.

Currently we seek an organist / Director of Music whose pay will be within the range of £7,000 to £10,000 p.a. depending on experience, qualifications, ability and whether the preferred candidate is a 'professional' or 'vocational' musician.' Additionally, travelling expenses may be considered depending upon circumstances. The expected average time commitment is circa 7 hours per week.

In addition, there are fees payable for weddings (currently £150) and for funerals (currently £110). Where a service is filmed an additional 50% is payable to the Organist. Currently there are 10 weddings scheduled for 2024.

The Organist / Director of Music is entitled to six weeks' paid holiday each year. The periods of holiday taken may not include more than six Sundays or any of the Principal Services.

The choir does not sing during August, nor on the Sundays immediately after Christmas and Easter. This is reflected in calculating the pay scale.

## **JOB DESCRIPTION**

To work with the Vicar under his direction to develop the role of music in the worship of the Church and contribute to the planning of music and worship both formal and informal ensuring appropriate balance and variety to meet the differing needs of worshippers.

To creatively develop and broaden the church's musical offering, while maintaining the commitment and quality of the core choral repertoire.

To be responsible for the development, inspiration, training and discipline of the Choir, and recruit, nurture and encourage younger members of the choir.

To support and encourage the congregational singing.

To play the Organ at the morning services each Sunday, at Choral Evensongs when scheduled (currently between 6 and 9 a year), and at the Principal Services (as outlined below).

To play the Organ, whenever possible, at such additional services as may be required by the Vicar.

To play the Organ, whenever possible at weddings, funerals and special services for outside organisations. Fees for such services will be paid in addition to those already referred to.

To hold regular practices for this purpose and sustain the Church's wish that the Choir remains predominantly parish and congregational based.  
Currently practice times for the Choir are as follows:

- Wednesdays 6.15pm-7.45pm
- Sundays – One hour before the morning and evening services
- Principal Services – One hour before

To implement and adhere to the PCC's Safeguarding and Health and Safety Policies

To ensure that only adults and children whose membership has been approved both by the Vicar and the Director of Music shall be admitted to full membership of the Choir following a minimum probationary period of six weeks. The power to terminate membership will rest with the Director of Music, subject to confirmation by the Vicar.

To meet agreed deadlines for orders of service, the monthly music list and weekly church news sheet.

To chair the twice-yearly Choir meetings, usually held before or after scheduled choir practices, and be willing to report to or attend Parochial Church Council meetings if requested. A written formal report is required for inclusion into the Church's Parish Report formally presented at its AGM.



To serve as a member of the Bruxner-Randall Endowment Fund and develop its work in relation to bursaries, workshops and where relevant with local bodies including Mayfield and Five Ashes Primary Schools.

To encourage use of the Organ for practice by other organists subject to times and schedules having been booked in advance with the Parish Administrator. Should the Director of Music wish to use the organ for teaching, a personal fee may be charged for those services.

To liaise with members of the of St Dunstan's Organ Trust on matters relating to the tuning and maintenance of the organ.

To meet bi-monthly with the Vicar to review past services and discuss the future music plan, and quarterly with the Music Forum (a committee led by a Churchwarden and including a member of the choir) to support the Director of Music.

To secure the approval of the PCC Treasurer before incurring any expenditure on behalf of the PCC.

To ensure the security and safety of St Dunstan's Church and London House when on site at either premises.

To liaise with the Choir Administrator to produce contributions to Parish publications and website, as required.

"The Principal Services"	Advent and Christmas Carol Services, Crib/Christingle Service on Christmas Eve, Midnight Mass on Christmas Eve, Christmas Day, Epiphany, (Candlemas)  Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Holy Saturday, Easter Day  Ascension Day, Whitsunday or Pentecost  Trinity Sunday, All Saints' Day, All Souls' Day and St Dunstan's Day  Such other services as agreed between the Vicar and Director of Music from time to time
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Please apply by sending a current CV and the names and contact details for 2 references (please indicate if you would wish us not to contact them prior to interview) to our Vicar at [vicar.stdunstans@gmail.com](mailto:vicar.stdunstans@gmail.com) by **23<sup>rd</sup> February 2024**. Interviews for those shortlisted will be arranged within the following 2 weeks. All applications will be acknowledged.