

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching, and mission of the Catholic Church.

This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



**ST COLMAN'S CHURCH
MASSFORTH, KILKEEL, BT34 4HA**

ROLE PROFILE: DIRECTOR of MUSIC on a 2-year Fixed Term Contract	
Reporting and Accountable to:	THE PARISH PRIEST
Responsible for:	❖ Leading our Parish music programme, by providing choral direction to enrich the liturgy for parish services.
Key Performance Measures:	
<ul style="list-style-type: none">- Feedback from the Parish Priest, Parish Choir/Music Group;- Professionalism and helpfulness in dealing with others, both internally and externally;- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;- Maintaining a professional approach to work at all times;- Projecting a professional and reputable image for the Parish at all times.	
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder will undertake the following activities and duties:</p> <ul style="list-style-type: none">- Direct and lead a Choir and the Church Organist, in the provision of music in St Colman's Church, Massforth, Kilkeel;- Plan regular choir practice by attending on an agreed appointed night to encourage, support and direct the Choir;- Recruit new members to the Choir and encourage congregational involvement;- Lead the Choir and congregation, as appropriate, in sung liturgy;- Recruit, encourage and develop a Youth Music Group in St Colman's Church, Massforth, Kilkeel;- In collaboration with the Parish Priest research, select and prepare music for parish services, ceremonies, and other liturgical celebrations;- Oversee, broaden and develop the Choir and Youth Music Group's repertoire, responding to liturgical context and the capacity and capability of the Choir and Youth Music Group;- Foster a fully inclusive and all-welcoming environment where there are no reasons for exclusion;	

- Ensure there is an appointed person with pastoral responsibility within the organisation of the Choir/Youth Music Group, who will take responsibility for Child Protection and Safeguarding, and who will act as 'point of contact' in line with Diocesan and Civil requirements in such matters and policies;
- Foster a culture within the choir that supports the mission and values of the Diocese of Down and Connor;
- Demonstrate a team approach to achieving the musical objectives of the Choir and Youth Music Group;
- Assist the Parish Priest in the production and development of systems relative to music and singing required and delivered across the Parish of Upper Mourne, e.g. Development of an accredited data base of casual individuals engaged to sing at weddings/funerals so as to ensure compliance in respect of: Performing Rights, Liturgical Music, Insurance and Safeguarding;
- Ensure that the Diocese's policies, including, but not limited to the Diocesan Safeguarding Policy and Health & Safety Policy, are followed, and implemented, so that high standards in all aspects of the policies are maintained.
- Adhere to the policies and procedures of the Parish, the Diocese of Down and Connor, and all relevant statutory bodies, regulations, and requirements;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

GENERAL:

- Adhere to the policies and procedures of the Parish of Upper Mourne, the Diocese of Down and Connor, and all relevant statutory bodies, regulations, and requirements;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Choir and Youth Music Group within the Parish.

**DIRECTOR of MUSIC (on a 2-year fixed term contract)
ST COLMAN'S CHURCH, MASSFORTH, KILKEEL**

PERSON SPECIFICATION

ESSENTIAL CRITERIA – QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:	<ol style="list-style-type: none"> 1. Previous experience as a musician/organist/singer/choral practitioner. 2. Experience of Catholic liturgical and musical practice, and a understanding of the role that music and a choir plays within the Liturgy. 3. Experience of choral directing. 4. A good knowledge and understanding of the place for music within the liturgy; 5. Keyboard ability to sight read hymns and liturgy accompaniments. 6. Thorough knowledge and appreciation of Catholic music, traditional and contemporary. 7. Good communication and administrative skills in leading and co-ordinating a choir of volunteers. 8. A team player who will enrich the musical life of the church. 9. Experience of managing a team of people to develop their talent and potential. 10. Excellent communication skills both oral and written. 11. Experience of working with young people. 12. A general understanding of the social and moral teachings of the Catholic Church.
COMPETENCIES REQUIRED TO FULFILL THIS ROLE:	<ul style="list-style-type: none"> - An ability to work methodically and consistently - Excellent organisational skills - An ability to work alone, using initiative - An ability to work as part of a team - Patient, courteous, reliable, honest and practical. - Ability to project a friendly, professional and helpful attitude. - Ability to work flexible hours. - Respect for the values, teaching and mission of the Catholic Church.
LOCATION:	ST COLMAN'S CHURCH, MASSFORTH, KILKEEL, BT43 4DE
SALARY/HOURLY RATE OF PAY:	£28.00 gross per hour
HOURS of WORK:	4 hours per week. Hours of attendance and work pattern to be agreed with the Parish Priest. Ability to work flexible hours is required from the post holder from time to time.
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays <u>[Pro-rata for part-time employees]</u>

NB: Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.