

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 MACARTAN'S CHURCH LOUGHINISLAND, BT30 8QH

ROLE PROFILE: CHURCH ORGANIST AND CHOIR MASTER	
Reporting and Accountable to:	THE PARISH PRIEST
Responsible for:	❖ To provide choral direction and organ accompaniment for parish services.
Key Performance Measures:	
<ul style="list-style-type: none">- Feedback from the Parish Priest, parish choir;- 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">- Work with the Parish Priest and the Choir in planning and selecting music for parish services, ceremonies, and celebrations;- Play the organ for agreed weekly Mass;- Lead and conduct choir for the same agreed weekly Mass;- Lead the choir and congregation, as appropriate, in sung liturgy;- Develop the repertoire of the choir in St Macartan's Loughinisland;- Ensure there is an appointed person with pastoral responsibility within the organization of the choir 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;- Report on the tuning and maintenance needs of the Church organ as and when required;- Will be first point of referral for weddings, funerals, anniversaries etc. in the role of resident organist (availability dependent);	

GENERAL:

- Adhere to the policies and procedures of the Parish of Loughinisland, 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 within St Macartan's, Loughinisland.

CHURCH ORGANIST and CHOIR MASTER ST MACARTAN'S CHURCH, LOUGHINISLAND

PERSON SPECIFICATION

ESSENTIAL CRITERIA – QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:	
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:	<ol style="list-style-type: none"> 1. Previous experience as musician/organist/singer to a high standard. 2. Experience of choral directing. 3. Keyboard ability to sight read hymns and liturgy accompaniments. 4. Experience of Roman Catholic liturgical and musical practice. 5. Thorough knowledge and appreciation of Catholic music, traditional and contemporary. 6. Good communication and administrative skills in leading and co-ordinating a choir of volunteers. 7. Experience of managing a team of people to develop their talent and potential. 8. Excellent communication skills both oral and written. 9. Experience of working with children and young people. 10. 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 - 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 MACARTAN'S CHURCH, LOUGHINISLAND, BT30 8QH
SALARY/HOURLY RATE OF PAY:	£28.00 gross per hour
HOURS of WORK:	3.5 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.	