

## **Penicuik Trinity Community Church (PTCC)**

### **Music Worship Leader: Job Description**

**The Kirk Session considers that this post has a Genuine Occupational Requirement that the post holder should be a practising Christian.**

- The Kirk Session takes this to mean that you not only have Christian belief and a profession of faith, but, if appointed, should be regularly involved in the life of PTCC.

#### **You should have:**

- ability and willingness to play in a wide variety of musical styles;
- knowledge of both contemporary and traditional church music;
- ability to work collaboratively with other musicians and singers;
- ability to read music notation;
- proficiency in playing an instrument or instruments. (This may include the church organ, the piano, the guitar or other instruments suited to leading musical worship.)
- ability to lead the congregation in sung worship;
- sensitivity and commitment to the worship of the church;
- strong organisational and communication skills;
- a gentle and humble spirit with a willingness to grow in faith.

#### **You must consent to the following:**

- the recording and broadcast of ordinary and additional services, by YouTube or otherwise, subject to normal copyright restrictions.
- where there is not agreement in the conduct of worship, the Minister shall have the final say.

#### **You would:**

- be responsible, in liaison with the Minister, for developing the use of music within worship by, for example, forming a praise band/other vocal or instrumental group, and by increasing the sung repertoire of the congregation.
- develop and lead our music worship in a creative fashion at Sunday services and at *additional services* as may be required, for example, in Advent, Christmas, Holy Week and Easter.
- not be obliged to play on weekdays at times which interfere with any weekday employment.
- have discretion to be free to choose whether or not to accept the task of playing at wedding and funeral services and all other '*special services*'. (Where the Music Worship Leader cannot or does not accept the task, they will not be entitled to any fee.)
- if having agreed to do so (on a case-by-case basis), play at wedding and funeral services and all other '*special services*' not specified above, and liaise with families about the music, if engaged to do so and at the employer's discretion, for which a proper fee should be paid by those who engage them. The fees, which are to be reviewed annually by the Kirk Session, are *currently*:
  - a. £115\* as a wedding fee, payable by the wedding couple;
  - b. £77\* for a '*special service*' (for example, funeral, memorial or vow renewal services) a deputy fee or similar, payable by the bereaved family or equivalent.

\*Recommended Salary Scales for Organists

## You would:

- be entitled to charge an additional 50% fee for audio recording, or an additional 100% fee for video/audio-visual recording *of special services*. (The relevant additional fee is not applicable to weddings or to ordinary and additional services, as defined above.)
- carry out any additional duties as may reasonably be requested from time to time.

## Terms and conditions

- The Kirk Session would prefer that the post would be voluntary and unpaid, except for any reasonable expenses. However, if it would not be possible for the successful candidate to do this, a regular honorarium could be agreed by both parties.
- Although the Kirk Session would prefer that all Sundays in the month might be covered, the position would also be open to those who would consider a smaller number of Sundays: for example, 2 or 3 per month.
- The successful candidate would be able to take Sundays off as required, quickly in emergencies or with reasonable notice in ordinary circumstances. (If you were able to arrange suitable cover for any periods of absence, that would be appreciated.)

## Safeguarding

- You need to be aware that, if working with children (anyone under the age of 18) and/or vulnerable adults, which is very likely in working with a music/vocal group, you would need to apply for a Disclosure Certificate through our Safeguarding Coordinator.
- You would need to complete any relevant safeguarding training, but all support necessary would be provided.

## Definitions

- **Additional services:** this term is used to designate services other than the weekly Sunday services. These are normally occasioned by the Christian Year and/or are specific to PTCC.
- **Special services:** this term is used to designate occasional services (such as weddings, funerals, memorial services and vow renewal services) which are not normally in the calendar much in advance.
- **The Kirk Session:** the council of elders who are responsible to the Presbytery of Lothian and Borders under church government and who have the responsibility of trustees under charity law. The Minister chairs this body and the Session Clerk facilitates it.
- **Safeguarding / Disclosure Certificates:** Please see: <https://www.churchofscotland.org.uk/about-us/departments/safeguarding-service>