

Draft Contract for the engagement of an Organist

1 General

This contract is between you, xxx,

and

Fr Robert Thompson, Vicar of St Mary with All Souls Kilburn, and St James' West Hampstead (which includes his successors in that benefice) and the Parochial Church Council of St Mary with All Souls Kilburn.

You are engaged as the organist at St Mary with All Souls Kilburn with effect from xxx.

NB: Your engagement is subject to a three-month trial period, after which it may be ended by either of us.

2 Scope of role

Your core duties are:

- Playing the organ at the morning services each Sunday and at services (when held at St Mary with All Souls Kilburn) on Ash Wednesday, Maundy Thursday, Good Friday, Easter Eve, the Patronal Festival (normally the Sunday closest to the festival of the Nativity of the Blessed Virgin Mary on 8 September), Christmas Eve and Christmas Day, at a Christmas Carol Service, and at no more than three additional services (e.g. Choral Evensong from time to time) throughout the year
- Taking a cantor practice on Sunday morning before the main service
- Organising the recruitment of sufficient additional singers for services on major festivals in the life of the parish and directing them in performance
- Encouraging and developing the congregation's participation in the sung parts of the service
- Taking a practice with the children's and young people's choir, approximately once a month at times to be agreed, and directing their input to all-age services and other services (e.g. occasional sung evensong) as required
- Commenting as required on lists of hymns etc prepared for use in worship
- Liaising with the parish office to ensure that appropriate arrangements are in place for the regular tuning and maintenance of the organs.

You will be co-opted as a member of the Parochial Church Council (PCC) and invited to attend the six meetings per year. A short report on the development of the musical life of the parish should be submitted for each PCC meeting. An annual music report is required for the AGM of the parish each year, to be presented in person.

3 Additional services

Where the church wishes to have additional services over and above those referred to in section 2 above, you will be given as much notice as possible and be invited to play. You will be paid an additional fee for such a service.

If you are unable to play, another organist may be engaged and paid directly.

You may also lead and/or arrange for concerts in St Mary's and St James'.

4 Weddings and funerals

You are expected to make reasonable efforts to be available to play for weddings and funerals and similar services as required. If you are unable to play, you must notify the church as soon as possible to allow the vicar to arrange for another organist to play. Your fee for playing for a wedding (or a service of thanksgiving and dedication) is £150, and for a funeral is also £150, which fee will be reviewed from time to time. For a wedding or similar service, the fee includes time discussing music with the couple. The fee will be paid to you by the church within two weeks of the wedding or funeral.

An additional fee is payable equal to 50% if an audio recording is made, and 100% if a video recording is made. This will be collected by the church and paid to you within two weeks of the service in question.

If a couple or bereaved family want a friend or relation or another organist to play for a wedding or funeral, your agreement will be first sought. If you agree to another person playing the organ, you will nevertheless still be entitled to be paid the fee as if you had played. The church will collect this fee and arrange for it to be paid to you promptly.

5 Payment

You will receive payment of £6,500 per year payable monthly in arrears (by bank transfer or cheque, or whichever method you agree with our office). The amount of pay will be reviewed each year with effect from 1 January. The payment will be made subject to any deductions for tax, national insurance or other amounts we may be required to deduct by law, or which you authorise us to deduct. You hereby authorise the PCC to deduct any sum owing to the PCC in respect of having taken more than your pro rata holiday entitlement in your final year. You are not entitled to any payment for personal expenses (e.g. travel or the purchase of unusual items of music which may be requested for weddings or funerals) unless this has been agreed in advance with the vicar, such agreement not being unreasonably withheld. You will be allocated a budget for buying choir music and similar incidental expenses.

6 Holiday

You are entitled to six weeks paid holiday per calendar year, or pro rata where you join or leave during the calendar year. You are not entitled to any further leave in respect of bank holidays. Any unused holiday may not be transferred to the next year. You should give the maximum notice possible of your intention to take leave,

which should normally be at least one month. You must make reasonable endeavours to find a suitable organist to play in your absence. The church will arrange payment for such an organist. You will not take your holiday in the week before Easter or Christmas (including those festivals) unless the vicar is satisfied that there are good reasons for you to do so and that appropriate deputising arrangements have been made.

7 Sickness

If you are unable to perform any duties of the employment because of sickness or injury, you must notify the vicar as soon as possible, stating the date on which you were injured or first became sick. If you are unable to make this notification yourself, you should try to find someone else to make it, and in any event, you should notify the vicar as soon as you are able to do so. You are entitled to such payment as may be payable as statutory sick pay. You may be paid an additional sum at the vicar's discretion. For an absence of more than one week, you should provide a medical certificate. If you are absent more than four times in any period of 12 months, we may require you to be examined by a registered medical practitioner of our choosing.

8 Maternity and paternity

If you become a parent, whether through childbirth or adoption, you may be entitled to leave of absence and payment of statutory maternity pay, statutory paternity pay or statutory adoption pay. This will be paid in accordance with the rules of the scheme.

9 Private use of organ

You may use the organs for private practice whenever the church is not otherwise in use. No charge is made for this use. Please note that at present access to the Gallery Organ is by metal ladder only.

You will comply with all reasonable requests regarding security and other matters connected with the church premises. You may also use the organs to give lessons, provided the times of those lessons have been previously agreed with the vicar. If your student wishes to use the organs for private practice, the church will try to reach a reasonable agreement with the student to do so. You are entitled to keep all fees you receive from giving lessons at St Mary with All Souls Kilburn.

You are free to engage in such other work, paid or otherwise and including playing at other churches, as you wish, provided that it neither prevents you discharging your duties under this contract nor brings you or the church into disrepute.

You are entitled to keep all royalty income from any music you compose or arrange while working for this church. If you receive any other payments or gifts arising from your work, you must declare that to the vicar. You may keep such payments or gifts to the extent that they relate to additional duties not required by this contract.

If the church wishes to make or permit a professional recording of your music, to broadcast (e.g. by way of webcast) a service at which you are playing, or otherwise engage in trading which involves your music, you are entitled to an additional fee at

an equitable rate which will be agreed from time to time between you and the vicar. You are not entitled to an additional fee for recordings made of your music solely to distribute (e.g. by way of audio recording) as part of a service to members of the congregation who are unable to attend in person.

10 Pension

The church does not operate a pension scheme in relation to this post.

11 Trade union

You are free to join any trade union you wish. No trade union is recognised for the purposes of collective bargaining in this employment.

12 Co-operation, grievance and discipline

You are required to co-operate reasonably with the vicar and all other officers of the church. This includes being reasonably available for discussions as required.

Conversely, the vicar and other appropriate officers will co-operate with you and be reasonably available to discuss any issues you wish to raise.

You will comply with all relevant provisions and procedures in force relating to the protection of children and vulnerable adults, including any requirement for vetting by the Disclosure and Barring Service and for attendance on safeguarding training provided by the Diocese of London or otherwise. A copy of the parish's safeguarding policy will be given to you.

If you have a grievance, you should normally seek to resolve this informally with the vicar. If the issue is not resolved or if the matter is too serious for an attempt at informal resolution, you must follow the statutory grievance procedure. Conversely, if the vicar has a concern about you, he will normally seek to resolve this informally with you. If the issue cannot be so resolved or is too serious for an attempt at informal resolution, the vicar will follow the statutory disciplinary procedure. In any grievance or disciplinary procedure, you have the right to be accompanied by a companion of your own choice.

13 Termination

You must give three months' notice of resigning from the post for any reason. If we wish to end your employment, we will give you one months' notice (unless the law requires a longer period). This does not apply if you are summarily dismissed (by reason of our believing that you have committed an act of gross misconduct). The usual retirement age for this position is 65.

14 Law

This contract is subject to the law of England and Wales, and the jurisdiction of the relevant courts and tribunals.

I have read and understood the above contract of employment and accept the terms contained therein.

Signed (organist)

Date

Signed (vicar)

Date

Signed (on behalf of the PCC)

Date

Further particulars (supplementary to the contract)

St Mary with All Souls Church

St Mary's is currently part of a two-parish benefice with St James' West Hampstead. More detail about the two churches can be found on our website: <https://parishnw6.com>.

A brief summary is included here, together with some further information about our musical life and St Mary's and what we are looking for in our next organist.

Both parishes stand in the liberal (progressive) Catholic tradition of the Church of England. They both use vestments, reserve the Blessed Sacrament and make use of the Hail Mary. St James' has traditionally been the "higher" of the two, reciting the Angelus after Mass, and using incense (if a thurifer is available).

Both parishes are members of InclusiveChurch and Onebodyonefaith, more details on which can be found through links on our website.

St Mary's is the larger congregation with more families and young children. Attendance at the 10:00 Sunday morning Mass on a typical Sunday varies from week to week but generally falls within a total of around 100, with around 25-30% children. Congregational life is active, with many opportunities for Christian education and for social interaction.

St Mary's has an excellent audio-visual system and the entire service is projected on an innovative glass screen hung above the Nave Altar, which can be switched off to reveal the stained glass at the East End. This enables flexibility in the choice of congregational hymns etc and makes our worship accessible to those who may be unaccustomed to juggling with books.

Music at St Mary's

Further details of the current pattern of music at St Mary with All Souls Kilburn, including detailed specifications of the two organs, may be found on the parish website here: <https://parishnw6.com/music-at-st-marys>.

This includes full details of the church's two organs, the main "Bishop" three-manual organ in the chancel, which dates from 1862 and was most recently restored and refurbished in 2011, and the smaller 1966 "Walker" mechanical action instrument in the West Gallery. The church also benefits from a Yamaha boudoir grand piano on permanent loan from a generous benefactor.

Expectations of organ music at St Mary's

The church has been accustomed in recent years to organ playing at around ARCO standard, including a good range of repertoire as opening and closing voluntaries, a broad range of 'ancient and modern' congregational hymns, and competent liturgical improvisation (e.g. a Gospel fanfare, improvising after the offertory hymn or other hymns as needed, and appropriately selective varied harmonies for last verses of hymns). We would welcome an organist able and willing to commit to maintaining and extending our repertoire in these areas.

Choral music

The Mass is almost always sung congregationally (most often at the moment to the setting by Thorne, though other options are also in use, e.g. the well-known setting by Dom Gregory Murray).

There has usually been an un-auditioned voluntary parish choir which has sung once a month, usually on the third Sunday. It typically consisted of up to around eight high voices, supplemented for occasional services by visiting tenors and basses. However, in recent months, this choir has rarely met and one of the priorities for the new organist will be to re-establish this monthly contribution to our musical life.

There is a choir library which includes a good range of hymn books and some standard compilations such as the *Church Anthem Book* and *100 Carols for Choirs*. We will be happy to support the new organist in building up this repertoire.

When the choir is not present, music at St Mary's Sunday services is led by one or more cantors and currently usually includes a cantor-led responsorial psalm and a solo piece during the distribution of communion. There is a (usually fairly brief) rehearsal on Sunday morning before Mass for this.

For major feasts, there has in the past usually been a festival choir, which is a full four-part choir with professional singers augmenting the voluntary parish choir and singing standard choral repertoire. Again, however, this has been a less prominent feature of our musical life of late and we are keen to re-instate it, or some equivalent, to give the congregation a regular experience of music from the more 'formal' liturgical tradition.

A singing group from the Sunday School has recently been initiated, and we look forward to their increasing involvement in the liturgy, for example on occasional 'all age worship' Sundays (e.g. 'Gaudete' Sunday in Advent, and Candlemas at which we celebrate a Christingle service).

We would welcome an organist able and willing to develop our choral music further. In addition to the areas already mentioned, aspects we would like to consider include:

- a wider repertoire of responsorial psalms (ideally using the full range of psalms set by the liturgical calendar for each Sunday)
- the introduction of some unaccompanied music for choir and congregation (e.g. Taizé chants, 'Iona'-style settings of folk tunes)
- how best musical leadership can be offered to the Sunday School singing group, in active liaison with Sunday School leadership. Linked to this would be working to develop closer links with St Mary's Church School which already has an active music programme which could be better brought to bear on the children's' involvement with music in the church

- building a wider repertoire of congregational music (e.g. based on the experience during Black History Month in 2019 of working with a Gospel Choir, thinking about how similar connections might be made during LGBT+ History Month, and also using the knowledge of the clergy team to use a wider range of hymn words to well-known tunes as well as expanding the repertoire of congregational hymn tunes).