



Holy Trinity Church

Leverstock Green
Diocese of St Albans

Job Description

Job Title:	Director of Music
Department:	Holy Trinity Church, Leverstock Green
Line Manager:	Team Vicar responsible for Holy Trinity Church
Date:	23 rd July 2026

Job Profile
Purpose of the Role
Holy Trinity is a vibrant parish where music is central to our worshipping life. Working with the Team Vicar, the Director of Music encourages, supports and develops the music of the church, both traditional choral and contemporary worship. The Director of Music is a key enabler in the growth, training, and development of the existing choir (adults), and the recruitment, training and development of a junior choir, working closely with the Team Vicar to shape the future participation of all God's people in corporate worship.
Key Relationships and Context
• Team Vicar – Line Manager. The Director of Music will work closely with and be accountable to the Team Vicar, working with them on all aspects of the musical life of the church. • Churchwardens of Holy Trinity. The Director of Music will work with the Churchwardens, and is accountable to the Churchwardens if the Team Vicar is unavailable. • Clergy and ministers of the team. The Director of Music will have contact with ministers from across the Langelei Team supporting them with matters relating to Holy Trinity. • Directors of Music / Worship Leaders across the Langelei Team. The Director of Music will coordinate with those in similar roles across the team on team services and projects when needed.

- Choir. The Director of Music will lead the church choir, encouraging and helping them to support the worship of the church.
- Parishioners and wider community. The Director of Music may receive queries from parishioners and the wider community relating to the worship of the parish, and will need to manage these (either with an answer or passing on to the correct person) in a timely and professional manner

Duties and Key Responsibilities

Services and worship:

- In collaboration with the Team Vicar to select and arrange suitable music for services at Holy Trinity Church, communicating choices in an organised and timely manner.
- To support and encourage the Team Vicar and PCC in developing the musical and worshipping life of the parish, being open to ideas and exploring opportunities for growth in traditional and contemporary worship.
- To play the organ for morning services on Sundays at Holy Trinity Church, according to the Church's monthly pattern of worship, on Feast Days and special services.
- To provide additional accompaniment, preparation and direction during major festivals in the church calendar, such as Advent, Christmas, Lent, Easter and Harvest.
- To play the organ for baptisms (usually taking place after the main Sunday morning service), and 'life events' services, including weddings, memorials and funerals as required. Playing at these services may be delegated where necessary, but the Director of Music should assist in finding cover wherever possible.
- The current pattern of special services is as follows:
 - Christmas Eve 3pm, 5pm, 11.30pm
 - Christmas Day 10am
 - Ash Wednesday 8pm
 - Holy Wednesday 8pm
 - Maundy Thursday 8pm
 - Good Friday 12noon – 3pm
 - Easter Day 10am
 - All Souls afternoon service
 - Feast Days – Usually 4 weekday evening services in a year in addition to the above, arranged in conjunction with the lectionary and in consultation with Team Vicar

Choir:

- Direct the choir at choral services and lead a regular weekly rehearsal.
- Ongoing encouragement, nurturing, and training of existing and new choir members, and to implement initiatives in helping people use their gifts for corporate worship.

- To have primary responsibility for the recruitment and induction of new adult choir members.
- In collaboration with the Team Vicar, to recruit, sustain and develop a 'junior choir' of children and young people and to integrate this into the worshipping life of Holy Trinity.
- Preparation of adult and junior Choristers for RSCM training scheme as required.

Administrative:

- To ensure that copies are available for all musicians and to make all necessary arrangements in relation to copying and copyright.
- To oversee all administration relating to choir rehearsals and music.
- To communicate with choir members, the Team Vicar and other relevant church members about specific services and musical activity within the Parish. This may include provision of regular choir updates, information for the AV team, updates for the website and social media, 'Bulletin' notice sheet and the newsletter.
- To maintain and develop the music library.

Organ and instruments:

- To have primary care of the organ and oversight of the maintenance and tuning of all pianos/organs within the Parish.

Person Specification

Experience and Skills

Essential

- An enthusiastic and talented musician able to train and develop choirs and to accompany a wide range of church music.
- Awareness of the Liturgical Year and the shape of liturgical worship.
- Excellent written and verbal communication skills.
- Organised and able to meet deadlines.
- A welcoming, compassionate demeanour and an alignment with the Christian ethos and mission of the church.

Desirable

- ARCO standard organist
- An established track record of recruiting, encouraging and developing singers of all ages, and a range of abilities, especially children and young people

Safeguarding

This position is subject to an Enhanced DBS disclosure and safeguarding training.

The job description is an operational document that does not form part of the contract of employment.

There may be times when an individual is expected to perform tasks that are not expressly stated in the job description but are necessary in the day-to-day performance of their duties.

The job description may be amended as necessary to meet the changing needs of the organisation.