



INFORMATION PACK

Organist & Director of Music

Church of the Annunciation,
Chislehurst

Starting February 2027

Closing Date: 4th November + Interviews: 28th November

APPLY NOW:

annunciation.chislehurst@gmail.com

VICAR'S WELCOME



Fr Stephen Jullien



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Thank you for your interest in this post.

Music is right at the heart of our life here at the Annunciation and both the organ and choir play significant roles in enriching our worship.

We are also affiliated to the RSCM.

This is an exciting time to come on board as we are committed to growing our musical ministry and have funding in place to recruit an organ scholar and four choral scholars beginning in September 2027.

We are also hoping to increase the participation of children and young people in our musical activities, so are looking for someone who can train future generations of musicians.

If this appeals to you, I would be delighted to have a conversation with you and look forward to receiving your application!

OUR INSTRUMENTS



ORGAN

Three Manual
digital instrument
located by the choir
stalls. Used at Sunday
10am Mass and other
major services

PIANOS



Rehearsal Room
Upright piano used
for choir practice



Main Church
Upright piano
available for
various activities

OUR CHOIR



Our choir sings at the 10am Sung Mass on Sundays as well as other special occasions.

The choir rehearse for 30 minutes before the Sunday Mass and 30 minutes afterwards. During the Mass, the choir sings hymns, the Mass setting, a Psalm, a Gospel Acclamation and often an Anthem. The Director of Music currently directs from the console. The succesful recruitment of an organ scholar would enable the Director of Music to conduct while the scholar plays.

In recent years, the Director of Music has welcomed less experienced singers into the choir and giving them coaching to improve their confidence and ability. We hope the succesful candidate will do the same. We have also seen children from our choir go on to sing in the Chapel of the Savoy and want to encourage similar experiences in musical growth for children.

With funding in place for the choral scholars to begin in 2027, we hope this wil enable us to expand our musical offering and to encourage other singers, especially children and young people, to join the choir. We would also be open to the Director of Music establishing a children's choir.

SPECIAL EVENTS



Picture: First Come & Sing Evensong, June 2026

As well as the major liturgical celebrations which the choir sings at during the year, we have also begun to increase our musical outreach in the community.

This year, we have held two Come & Sing Evensongs, which have been well attended by people outside the regular choir. We are also holding a carol service for the first time in many years and want to continue growing our range of musical activities to connect with the local community. We also work closely with the choir of St George's Bickley, and both choirs support each other at various services throughout the year.

We would also like to have more concerts taking place during the year in our building. We hope the successful candidate will continue to explore new opportunities to connect with the local community and to grow our musical presence on Chislehurst High Street. We have a beautiful building with strong acoustics and wish to take advantage of that.

ROLE DESCRIPTION

Role Title: Organist & Director of Music

Employment Type: Self-employed

Remuneration: **£7,200-10,000 per annum**

- £7,200 calculated on £150 per Sunday service
- Additional payments of £150 per special service (e.g. Holy Days and Evensongs)
- £200 per funeral/ similar life events
- To be reviewed annually by the PCC

Regular Hours: 3 hours on Sundays

- Additional hours depend on service schedule

Location: Church of the Annunciation, High Street, Chislehurst, BR7 5AQ

Reporting to: The Vicar

Key Relationships: Vicar, Churchwardens, Treasurer, Choir Members, Visiting Organists, Organ Scholar, Choral Scholars

Background: The Annunciation is a Church of England Parish in the Catholic tradition

This post is subject to an enhanced DBS check

ROLE PURPOSE

To oversee all aspects of the musical life of the Annunciation

This includes:

- Playing the organ for services
- Directing the choir
- Selecting suitable music for worship
- Recruiting and mentoring a new organ scholar and four new choral scholars.

Working closely with the clergy and church officers, the post holder will seek to evolve the musical ministry in line with the church's wider mission, including outreach, education, and community engagement.

KEY RESPONSIBILITIES

1. Musical Leadership

- Select appropriate hymns, settings, and choral music, for all services, aligned with the liturgical calendar and the parish's Anglo Catholic liturgical tradition
- Meet monthly with the Vicar to consult on musical matters
- Maintain and develop the standard of music-making in the church, encouraging beauty and reverence in worship
- Recruit and mentor an organ scholar and four choral scholars
- Provide music for Life Events (Baptisms, Weddings and Funerals) when requested
- Increase the church's musical outreach, through the development of further community events (such as Come & Sing Evensongs)
- Explore ways of increasing the participation of children and young people the church's musical ministry

2. Choir Direction

- Direct the Parish Choir at the Sunday 10am Sung Mass and other major services
- Lead rehearsals each Sunday before the service and after the service when necessary
- Encourage the development and recruitment of singers

3. Organ Playing

- Accompany the Sunday 10am Mass and other services as required, delegating to the Organ Scholar when appropriate
- Ensure the organ and other instruments are kept in good working order, reporting the maintenance needs to the churchwardens, liaising over tuning and repairs

4. Engagement with Visiting Musicians

- Arrange and book suitably qualified and experienced deputy organists to cover any absences, in line with agreed budgets
- Maintain a list of trusted professionals who can support the music programme when needed

5. Community Collaboration

- Liaise with other local musical groups (e.g. churches) to explore opportunities for different events

6. Administration

- Agree an annual budget with the PCC for music, attending meetings when invited
- Provide information for inclusion in service booklets by the deadline requested
- Keep a clear record of all music performed

PERSON SPECIFICATION

ESSENTIAL

- The ability to confidently accompany a Sunday Mass on the organ
- Prior experience directing a choir
- A strong knowledge and understanding of the place of music within the liturgy, with sympathy towards the parish's catholic tradition
- Experience training musicians and singers
- The ability to lead rehearsals confidently
- The ability to nurture and encourage musicians with different abilities
- Strong organisational skills
- The ability to work collaboratively with clergy, church officers and musicians
- A commitment to growing the church's musical ministry
- A desire to work with children and young people
- A willingness to undertake necessary safeguarding training and to be committed to fostering a strong culture of safeguarding within the musical ministry of the church

DESIRABLE

- Graduate level qualification in music or equivalent
- Knowledge and experience of the RSCM
- Some basic experience of fundraising
- Good IT/ Social Media skills