



## Recruitment Pack Music & Worship Minister

### Vicar's Introduction

We're delighted that you're reading the recruitment pack for the Music & Worship Minister position at St John's Church. We hope that as you read the document, you'll catch a sense of the vision and purpose of the church, some understanding of where we are in our story, and an idea of what we're looking for as we recruit a new member of our staff leadership team. We hope that you will be excited by both the challenges, but also the opportunities afforded by the role, and that as you pray about whether God is calling you to apply, you will discern his call in your life. We've been praying already for several months for whoever the Lord is calling to join us – and that could be you!

Revd Graham Hunter  
Vicar

### Vision & Purpose

The vision of St John's Church is to be 'a beacon of hope for Hoxton'.

Our aim is that women, men and children of all ages, every ethnicity, every nationality and cultural background might experience what it means to be 'reconciled to God in Christ' (2 Cor. 5:19).

Everything we do as a church is to this end, and is expressed in our mission statement:

Worship God | Make Disciples | Share Jesus | Transform Hoxton



## Mission

Our approach to mission can be summarised by four activity headings: Worship God | Make Disciples | Share Jesus | Transform Hoxton. We aim to ensure that all of our activities and resources are aligned with enabling these core priorities.

Our strategic plan for this mission is expressed in our Mission Action Plan 2016-2021 in which we have articulated ambitious goals in relation to congregational growth and site redevelopment. We recognise that the work required to make the vision a reality will be hard and costly – and we seek to recruit people to our team who thrive in exciting and challenging environments where mission and ministry can be reimaged and developed in innovative ways.

## Values

### *Rooted*

- We are confidently Christian: focused on prayer and worship, we are attentive to the voice of God in Scripture and work within the inherited structures of the Church of England.
- We are committed to loving and serving Hoxton and being ambassadors of the kingdom of God.
- We are rooted in our relationships to the wider church: within our parish and diocese but also with Christians from other traditions. We will honour their gifts, and humbly seek to work and learn together.

### *Relational*

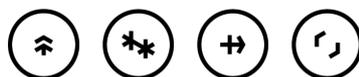
- We are committed to sharing life with all its ups and downs – rejoicing together and weeping together.
- We want fun, food and friendship to be hallmarks of our church, and hospitality a fundamental part of our corporate life.
- We want to embrace the great diversity of people in our neighbourhood.

### *Responsive*

- We're responsive to the changing shape of our church and neighbourhood, and we continually adapt our mission and ministry to reflect the context. We're happy to experiment creatively, and we recognise that fruitfulness does not always mean short-term visible outcomes.
- We want to ensure our compassionate ministry addresses real local needs.
- We want our church ministries to express the variety of our members' gifts and vocations – not fit people into a predetermined model.

### *Risk-Taking*

- We trust in a God who is able to do 'immeasurably more' than we can ask or imagine – this has been our experience over the past years.
- We will be attentive to the voice of the Spirit, and willing to step out in faith
- We will not shy away from making changes if we believe that God is calling us into something new.



## Workplace Culture

We are developing a professional while also relational working environment. We expect ministry leaders – whether paid staff or volunteers – to lead others by example. We expect our team to work diligently, efficiently and attentively in their areas of responsibility. We expect that team members will honour their commitments to other members of the ministry team as well as members of the wider church by behaving in accordance with our code of conduct.

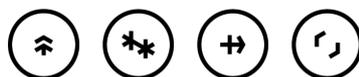
We are a developing and growing church, and we foster an entrepreneurial approach to ministry. Although we plan our work carefully, we also experiment and evaluate. We care about measuring outcomes and fruitfulness, but we're more concerned with ensuring that our inputs are carefully considered and applied. We commend effort more than attainment. But we also use quarterly and annual work plans as well as 'Key Performance Indicators' to help direct and evaluate our work.

## L-O-R-D

*'Whatever you do, work at it with all your heart, as working for the Lord, not for human masters... It is the Lord Christ you are serving' (Colossians 3:23-24)*

All our work in mission and ministry falls into four main categories. It's not an exhaustive list of duties, but it should remind you of different areas of your work – even those you may not instinctively warm to! It should help you keep a balance in your work between the practical and administrative side of ministry and the inter-personal and up-front aspect of ministry.

<p><b>L</b>ead</p> <p>Demonstrate Godly character, kingdom values and reflect Christ's love. Show 'best-practice' in your area of ministry that others may observe and imitate in personal interactions, teaching, planning, or pastoral care.</p>	<p><b>O</b>rganise</p> <p>Take responsibility for the practical administration of your programme area. Ensure good communication and preparation enables effective ministry.</p>
<p><b>R</b>esource</p> <p>Assess the material, financial, practical and human resources needed for the ministry to flourish and set about attaining them.</p>	<p><b>D</b>evelop</p> <p>Always look to train others in your area of ministry, passing on to future leaders the experience you have gained. Keep on learning: develop yourself and others.</p>



## Purpose & Story of Position

St John's Hoxton has experienced significant growth and development over the past 7 years, and the previous post holder played a significant role in developing a culture of worship amongst the congregation. As the church has grown and developed, the nature of the role has changed, and we now need to appoint a Music & Worship Minister to sustain the central place of music and worship within the life of the church, as well as to develop a new vision for music, worship and creativity within the life and mission of the church.

A significant area of the work is the leadership and development of the Worship & AV team, enabling new and younger members to develop their skills and character, and organising the team to meet the demands of a varied set of weekly worship services. Music and worship have become central to our work with children and youth – so we are seeking someone who has gifts in developing fledgling musicians, and helping to shape and direct character formation through involvement in ministry.

We have been blessed with the involvement of some really gifted and able musicians over the years, and we aim to keep an inspiring and high standard of musicianship, while also keeping the emphasis always on forms of worship which enable people to encounter the living God. We draw on a range of musical and liturgical traditions, and expect our team to be continually open to developing their gifts and skills in new ways. We expect the candidate to be energised by musical creativity and adept at using technology to enable creativity.

We hope that the candidate will be able to develop current musicians as well as attract new worship musicians to serve in the church. Most of all, we pray that the person God is calling will be able to help the whole congregation experience the ministry of the Holy Spirit as we approach God our Father through Jesus.

## Main Responsibilities

1. To hold the principal responsibility under the Vicar and Senior Leadership Team for the music and worship ministry of St John's Church.
2. To ensure that a culture of worship – with or without music – is an integral part of all our services and groups.
3. To lead and develop a team of volunteers from within the church for the provision of musical worship.
4. To undertake responsibility for all the practical arrangements and resources associated with the ministry.
5. To seek the conversion of people to a confession of Christ, and also the manifestation of the Kingdom of God in individuals lives and our local neighbourhood.
6. To adopt a flexible and innovative approach to the mission work, being willing to experiment and evaluate and change direction if needed. To be attentive to new opportunities and the prompting of the Holy Spirit.



## L-O-R-D

### *Lead*

- Lead the musical worship across a range of weekly worship services – including Sunday mornings (9.30 & 11.30am), Sunday evenings, Tuesday lunchtimes, and Friday school and youth services.
- Lead the musical worship aspect of special services – including Christmas & Easter.
- Lead the Worship & AV team, embodying the values of our church.
- By your vision, gifts and character, enthuse congregation members to experience the love of God in Jesus Christ.
- Leading and preaching occasionally at both midweek and Sunday services.
- Oversee a team of volunteer musicians and AV technicians. Support their learning, growth and development.
- Demonstrate passionate commitment to lifelong Christian discipleship – so that others may follow your example of Christian living.

### *Organise*

- Organise a rota of musicians and AV technicians to ensure all the Sunday and midweek services have resources for musical worship.
- Rotas should be prepared to cover a three-month period, and should be prepared in advance of their commencement. Modifications as they proceed will be normal.

### *Resource*

- Maintain and develop AV resources according to need.
- Ensure weekly sermons are recorded and uploaded to relevant distribution websites.
- Maintain files of music and lead sheets for other members of the team to use.
- Share recordings and music for new songs to enable learning.
- Maintain and prepare the projections software used for Sunday services.
- Be alert to web materials and literature for team development and learning that can be distributed.

### *Develop*

- To organise a termly team meeting focusing on vision and development.
- To meet with individual members to provide training on music, sound desk or projector.
- To be proactive in recruiting and developing leaders from within the congregation.
- To maintain your own development by learning new songs and practising music.

***NB: There is the opportunity adapt this role according to skills and preferences to build a team including a Youth Worship Intern and / or a Worship Administrator – paid working hours and specific duties will adjust accordingly.***

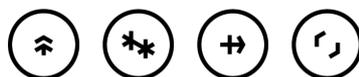


## Person Specification

Essential	Desirable
<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>- Substantial experience of leading worship in a growing church setting</li> <li>- Demonstrable experience in employment of leading a team of staff and / or volunteers.</li> <li>- Willing to be accountable in all areas of work and ministry to the Vicar.</li> <li>- Willingness to learn from the principles of Community Organising for congregational development.</li> <li>- It is an occupational requirement (under the Equality Act 2010 and Regulation 7(2) of the Employment Equality (Religion or Belief) Regulations 2003) that this post holder be a committed, worshipping Christian as the core of this role is supporting work to bring people into relationship with the Lord Jesus Christ.</li> </ul> <p><b>Key Musical &amp; Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Ability to read music in bass and treble clef</li> <li>- Ability to transpose music to appropriate keys for musician / singer ranges</li> <li>- High standard of skill on guitar and / or piano, including the ability to work with inversions; multiple capo positions and chord shapes; and to change voicing</li> <li>- Some skill in memorisation.</li> <li>- Experienced in using ProPresenter software.</li> <li>- Substantial experience of analogue PA systems, including monitoring systems.</li> <li>- Experience of copyright administration.</li> <li>- A high degree of computer literacy, and an ability to create, edit and distribute electronic documents; familiarity with Microsoft Office and Google software packages; capable of using social media appropriately – facebook, twitter, instagram, periscope.</li> </ul>	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>- As St John’s is a parish of the Diocese of London, applicants should be in sympathy with the doctrine and practice of the Church of England.</li> <li>- Familiar with ChurchSuite database package.</li> <li>- A demonstration of an accomplished level of biblical literacy, and an understanding of key Christian doctrines along with enthusiasm for theological reflection.</li> <li>- A appreciation of the creative arts and a willingness to embrace a wide variety of artistic expression within the church.</li> <li>- An understanding of project management and an ability to set and monitor budgets.</li> </ul> <p><b>Key Musical &amp; Technical Skills:</b></p> <ul style="list-style-type: none"> <li>- Ability to use and teach other musicians the ‘Nashville numbering’ system</li> <li>- Some experience of writing and recording music.</li> <li>- Some experience with audio interfaces, software audio production and effects.</li> <li>- Familiar with legislation governing wireless audio signals.</li> <li>- Ability to arrange music for different musicians, including producing written / recorded arrangements of vocal parts.</li> </ul>



<h2 style="color: #4F81BD;">Role Description Summary</h2>	
Title	Music & Worship Minister
Responsible For	Worship & AV Team; Music & Worship Ministry
Accountable To	Vicar
Paid / Volunteer	Paid – 16 / 20 / 28 hpw - £24-26k pro rata according to experience.
Usual Working Hours	Sundays (split-shift), Tuesdays & Fridays.
Term	2 Year Fixed-Term Contract (Subject to 6-month probationary period)
Application Process	<p>To apply:</p> <ol style="list-style-type: none"> <li>1. Submit a letter of application (no more than two sides of A4) detailing why you feel called to this position, and offering evidence that you can meet the requirements of the role as detailed in the person specification and the rest of the recruitment pack.</li> <li>2. Give the names and contact details of two people from whom we may seek a reference. Please ensure you give names of people who can offer feedback on both your character and suitability for the role and also your musical aptitude.</li> <li>3. Record a simple video of yourself performing two church worship songs on an instrument of your choice. One must be a hymn, and the other a contemporary worship song of your choosing. Upload the videos onto youtube / vimeo and email a link.</li> </ol> <p>Applications to <a href="mailto:graham@stjohnshoxton.org.uk">graham@stjohnshoxton.org.uk</a></p> <p>Shortlisted candidates will be invited for an informal interview with the Vicar, followed by a more formal audition and interview with a wider panel from the church. Candidates may also be invited to attend as a 'guest worship leader' on a Sunday. Relevant travel expenses will be reimbursed.</p>
Other Information	<ol style="list-style-type: none"> <li>1. St John's Hoxton is a Church of England parish church in the Diocese of London and a member of the HTB Network of churches. We are committed to the doctrines of the Christian faith as expressed in the worship and doctrine of the Church of England.</li> <li>2. There is the possibility of this post being combined with other employment opportunities in the church – specifically in youth work or operational management.</li> </ol>



## Usual Working Pattern

### *Sundays – 8 hours (8.15am-1.15pm & 5-8pm)*

- Regularly lead musical worship at worship services (expectation that 50-75% of services are led by the Music & Worship Minister)
- Ensure other musicians and AV technicians are adequately available and prepared.
- Occasionally contribute to the preaching ministry at both services
- Assist in pastoral engagement at the back of church after the services.
- Collaborate on administration of services rotas and teams.

### *Tuesdays – 4 hours (12.30-4.30pm)*

- Sermon recordings edited and uploaded.
- Services plans for following Sunday begun: song choices, band and AV lineup.
- Attend / lead staff prayers, ministry meeting, operations meeting
- Attend fortnightly supervision meeting.
- Commence planning of song-choices for weekend.

### *Fridays – 4 hours ad hoc*

- Final determination of song choices for weekend.
- Set up PA equipment for Sunday.
- Load projector software and distribute services plans to musicians.
- School service (once per month).
- Assist with worship at Friday Youth Encounter (youth group).

### *General – 4 hours ad hoc*

- Update songbook once per year.
- CCLI returns.
- Equipment inventory, maintenance and ordering (as required).
- Practise and develop personal musicianship.
- Organise quarterly rota for team.
- Team training and induction.
- Termly team meetings for vision, fellowship and development.

### *Other Working Commitments*

- All major Christian feasts: Christmas and Easter, with holiday / rest time given afterwards.
- Attendance at Focus in July – our annual church summer holiday.
- Attendance at the annual HTB Leadership Conference.
- All major church events: carol service, summer fair, other major initiatives.
- There will be some degree of flexibility in the working week, but a clear expectation that you will complete tasks in a timely fashion.

