



The Parish of Bishops Hatfield, St Etheldreda with St Luke

Director of Music

The Rector of St Etheldreda with St Luke, Bishop's Hatfield welcomes applications for the position of Director of Music, with a view to beginning in November 2025. There may be some flexibility possible regarding the start date.

The role of the Director of Music is to provide musical leadership that enhances our mission as a church and enriches our worship.

Background

St Etheldreda's is an inclusive church in the Modern Catholic tradition of the Church of England with a lively and welcoming congregation. It has a strong musical tradition of long-standing.

The Adult Choir, which is mixed, has some 19 members at full strength and sings at the Parish Eucharist on Sunday mornings, Choral Evensong (generally on the second Sunday of the month) and carol services for Advent and Christmas. It has become customary for the choir to give an annual summer concert, usually in June.

One Sunday a month, there is an all-age Eucharist with more informal repertoire.

The choristers currently rehearse on Wednesday late afternoons during term time, with the adult choir joining to rehearse in the evening.

There is also a short rehearsal before the Parish Eucharist on Sundays.

In 2017, after a generous response from the congregation and local community, a Choral Scholarship Fund was established which supports up to four young choristers each year. The fund supports individually selected choristers with an award of £200 per annum, to be put towards a musical enterprise with the agreement of the Director of Music. It also provides for further training and workshops for all the choristers so that we can raise standards and support choral development and teamwork.

In addition to regular Sunday services, the choir plays a key role in supporting the liturgy during the seasons of Advent, Christmas, Lent and Easter and major Church festivals.

The choir also sings at other occasional services as required, usually between 2 and 4 times a year.

Vision

The Rector and PCC envisage that the Director of Music will further develop our musical life. The successful applicant will contribute to the mission of the parish by maintaining high standards of liturgical worship through excellent musicianship. The Director of Music will play the church organ, direct and build up our choir (with particular emphasis on the choristers), and seek ways of using music to extend the mission and growth of the church.

Integral to the role is outreach to the local community. As a guide, ideas may include strengthening ties with local schools and seeking out people new to music-making, creating opportunities for community music-making, and taking the parish choir out into the wider community. The shape of the programme will be at the discretion of the successful applicant, in consultation with the Rector.

The Organ

The current instrument is a 3-manual Viscount Regent Classic digital organ (2012) with 56 speaking stops, known for its tonal flexibility and responsiveness.

Other instruments

St Etheldreda's is home to a high-quality Yamaha C7 grand piano, acquired in June 2023. In addition, the church houses a grand piano by Chappell of London, generously donated some years ago.

Remuneration

The Director of Music will receive £12k-£14k per annum dependent on experience (self-employed), paid monthly in arrears.

Though the Director of Music's workload will naturally fluctuate throughout the year, we estimate this post represents 8-10 hours per week.

There are approximately 10-20 weddings and 10-15 funerals in a typical year which attract additional fees. Fees for 2025/6 are £150 for weddings and £100 for funerals.

Key duties and responsibilities

- To direct the music at services and play the organ as required.
- To lead the recruitment, training, (including RSCM preparation) and direction of the choir.
- To lead weekly choir rehearsals.
- In consultation with the Rector, to plan and prepare suitable hymns, anthems and organ voluntaries for Sunday and other services.
- To work with the Rector in the planning of worship.
- To publish a termly music list.
- To advise the PCC on the condition of the organ and pianos.
- To arrange the regular maintenance of the organ and pianos and to advise the PCC when works to the organ or pianos are necessary.
- To take responsibility, in collaboration with the choir librarian, for the music library, and to oversee its development — including the purchase of new music — within the financial parameters set by the PCC.
- To take part in safeguarding children and vulnerable adults, in accordance with Diocesan guidelines, to comply with all safeguarding procedures and to undertake safeguarding training as per Diocesan recommendations.
- To oversee and contribute to organising any concerts, liaising with external musicians/music groups where appropriate.

The successful applicant:

- will be well organised and professional.
- will ideally be an organist of ARCO or equivalent standard.
- will be an enthusiastic choir trainer keen to inspire a mixed-ability choir.
- will be a good communicator and able to work collaboratively.

- will be liturgically aware.
- will be in sympathy with the teachings of The Church of England.
- will be used to working with children and be keen to help in recruitment.
- will ensure that all choir events comply with the PCC's safeguarding policies.

The employment contract will be in accordance with current UK legislation and canons of the Church of England.

The appointment is subject to enhanced DBS disclosure.

More information about St Etheldreda's and St Luke's can be found on our website:

<https://www.stetheldreda.org>

Application and selection procedure

St Etheldreda's is fully committed to diversity and welcomes applications from all suitably qualified candidates.

Closing date for applications is 15th October 2025.

Applications by letter or email, including a full C.V.

Please include your full contact details and a description of why you are interested in the post of Director of Music at St Etheldreda's.

Please give details of musical training, qualifications, and experience, **together with the names and contact details of two referees**, who will be asked to comment on your musical ability, your work with a choir, and your experience as a collaborative colleague. If possible, one of the referees should be a member of the clergy.

Shortlisted candidates will be invited to interview and audition in late October at:

St. Etheldreda's Church,
Fore Street,
Hatfield,
HERTS.
AL9 5AN

Applications should be sent by post or email to:

Director of Music Application
9, Fore Street
Hatfield
HERTS
AL9 5AN

or

stethscomms@icloud.com

If you would like to arrange an informal phone conversation about the post, please use the email address above.

Useful links:

St Etheldreda with St Luke website Music Page <https://www.stetheldreda.org/news/music/>

St Etheldreda with St Luke Facebook Page <https://www.facebook.com/StEthsHat/>