



CHOIR CHURCH COORDINATOR



Summer 2022



Welcome from The Dean, the Very Reverend Peter Howell-Jones

Thank you for your interest in the position of Choir Church Co-Ordinator here at Blackburn Cathedral. This collaborative project is a direct response to the Diocesan Strategy Vision 2026 and seeks to build on the strong musical tradition here at Blackburn Cathedral and indeed across the Diocese. As we prepare to work differently following the challenges of COVID-19 we are seeking an energetic, innovative and resourceful Choir Church Coordinator with the drive, experience, skills and flair to contribute to the delivery of this inspiring project for the benefit of all across the Diocese.

We are working towards being a Cathedral that has values rooted in the person and life of Jesus Christ and in the community that he builds which we summarise as: proclamation, joy, love and self-giving service. We hope to appoint a Choir Church Coordinator that will support and promote these values.

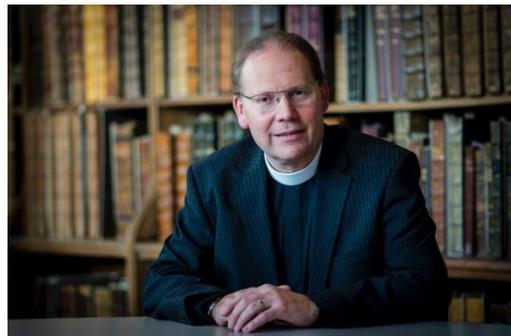
Our website www.blackburncathedral.com will provide you with a glimpse of who we are as a community.

If you would like to speak further, please contact Pauline Rowe, Executive Assistant to The Dean, on 01254 277431 to arrange a phone conversation.

Once again, thank you for your interest.

With every blessing,

The Very Reverend Peter Howell-Jones
Dean of Blackburn



Background Information

Blackburn Cathedral is one of England's newest cathedrals, yet it is one of the country's oldest places of Christian worship. Blackburn Cathedral is a living community of prayer and worship, a centre of excellence in Church Music, education and community engagement and plays a key role as the Mother Church of the Diocese of Blackburn serving the Christian and wider community across the whole of Lancashire. It is also the most prominent of Blackburn's heritage assets and tourist attractions, and a key cultural venue for Blackburn and the wider county of Lancashire.

This appointment comes at a strategic moment in the Cathedral's life as Chapter considers its long-term strategic plan as we emerge from the challenges of the last few years and prepare to reignite delivery of our strategic plan.



Blackburn Cathedral is set in a multi-faith urban context which has recently undergone significant renewal and development. The creation of a new Cathedral Close with a mix of spaces has provided a greater sense of place and focus within the town, including the adjoining Cathedral Square which provides a gathering place and a location for numerous public events throughout the year.

Blackburn is an increasingly diverse town, with positive and creative partnerships. The Cathedral sees itself as a significant partner in the life of the town and is seeking to develop partnerships further during the next few years, positioning itself as a Cathedral for the whole borough and indeed the County.

Vision, Purpose and Values

Our Vision, Purpose, Values and critical projects can be found on our website: https://blackburncathedral.com/single/wp-content/uploads/2019/10/BC_strategy.pdf

The 2021 Accounts can be found at:

<https://blackburncathedral.com/single/wp-content/uploads/2022/05/Blackburn-Cathedral-ARA-2021.pdf>

The Cathedral's Vision and Strategic Plan is very closely aligned to the Diocesan Vision 2026: healthy Churches Transforming Communities. The impact of Vision 2026 is evident in the growing ownership of the Vision themes, especially church planting, across the diocese. The diocesan target of planting 200 new local congregations is established with at least 100 congregations planted. [Information about Vision 2026 can be found here.](#)

Choir Church is an expression of this church planting strategy and is designed to be a **catalyst for mission** and growth for those churches whose tradition is central Anglican or Anglo-Catholic. Each Choir Church will have a Vision statement promoted prominently to motivate and drive the intentional mission focus.

Choir Church will **build partnerships** between parishes, schools and families in order to plant new midweek congregations built around the Eucharist, using the Anglican choral tradition with an emphasis on social action to make new disciples of Jesus Christ.

The vision of Choir Church is to show and tell the good news of Jesus by:

- Deepening the life of prayer through active discipleship, grounded in the sacraments
- Growing and planting congregations, in which new people encounter Jesus
- Organising for justice: being a church which is of and for the poorest

By planting new congregations using music and community organising as an evangelistic tool, we will pioneer a holistic approach to discipleship on a Diocesan scale for the first time. Our approach takes its learning from three individual parishes in London where Choir Church has been planted successfully, with impetus given by the Gregory Centre for Church Multiplication. This impetus partly results from St George-in-the-East (the founding parish where Choir Church was developed) being designated a Resource Church. We will innovate a Diocesan initiative with a scale-up which is unprecedented within the Church of England, with the support of the Choir Church Foundation and with the initiative being led by Blackburn Cathedral.

Inspiring Children and Young People.

Through Vision 2026, the diocese is pursuing a step change in work with children and young people. This is a strategic priority under Vision 2026 with a **target of encouraging established and new opportunities for young people to come together in community and experience faith and a sense of belonging.**

The Diocese has a strong tradition in this area. The work of our Diocesan Board of Education is, in many respects, pioneering in the ways it supports ministry to children and young people with effective resource and training (<https://www.bdeducation.org.uk/youth> <https://www.bdeducation.org.uk/children>). In the Spring of 2022, a range of clergy study days were held to encourage parishes to prioritise work amongst the young and giving practical ways for churches to implement this work by sharing good practice across the Diocese. We have recently launched Learning Communities to foster this work and are rolling out Youthscape's Launchpad programme around our Diocese. The SDF funded 'Lighting Up New Generations' project at Blackburn and Blackpool is role modelling effective ministry to the young for our parishes.

The Diocese of Blackburn has a strong and thriving family of church schools. There are 190 in total with 95% of our heads being practising Christians. This means that school leaders are committed to the wider mission of the Church and that there are strong partnerships between churches and schools. These relationships provide a basis for the current project.

This proposal is aiming to reach the following key areas and demographics:

- Younger people, children, and their families
- Lower income communities
- UKME/Global Majority Heritage population communities

Job Description

Job Title: Choir Church Co-Ordinator
Responsible to: The Dean and the Director of Music
Line Manager: Director of Music

Role Responsibility

Choir Church in the Diocese of Blackburn aims to:

- Plant new congregations which make disciples of Jesus Christ;
- Learn excellent music with the Gospel at the heart;
- Offer vibrant worship which includes people of all ages; and,
- Work for social justice and model a church which is both of and for the poorest.

The Co-ordinator will be fundamental to the establishment of 24 new congregations and help to recruit and support a team of choral musicians working as part of planting communities, comprising parish clergy, Choir Church Wardens, and volunteers. Choir Church will seek to share the Christian faith with children, their families, and the wider community, using the English Choral Tradition, prayerful teaching of the Bible, and working for social justice. The Co-ordinator will be based at Blackburn Cathedral and help to build a team of colleagues across Lancashire.



Key Responsibilities

The principal responsibilities of the post are to:

- Co-ordinate the planting of 24 new local congregations using the Choir Church model and to do so by working in close partnership with the Diocese of Blackburn, Blackburn Cathedral the Choir Church Foundation, and local parishes.
- Work closely with the Bishops of Lancaster and Burnley, Choir Church Leaders, the Choir Church Foundation, Blackburn Cathedral and other stakeholders to shape the development of appropriate plans and local processes in each of the plants to lead the initiative effectively

Main tasks

- **Develop a Choir Church Curriculum**, establishing a rigorous musical and religious pedagogy in schools. This will include working with clergy and the Director of Music to ensure prayerful teaching across participating schools on given themes and liturgical seasons, which will be shared across all Choir Churches
- **Lead a Choir Church** in the Diocese, grounding the Co-ordinator's role in best practice, to grow discipleship through choral music
- **Galvanise support** for Choir Church across the Diocese by sharing its vision, encouraging ambitions and conversations around planting between churches and their schools
- **Recruit musical leaders** who share the vision of Choir Church
- **Grow a team** of musical leaders, facilitating regular support meetings at the Cathedral, as well as planning a joint Choir Church annual festival
- **Support planting communities** within parishes, to commission and grow lay leaders including Choir Church Wardens, volunteers and others who share the vision to disciple children and their families
- **Facilitate a Learning Community** of musicians and clergy from local parishes across the Diocese who are growing congregations through Choir Church, to share learning and progress. Connect with the Diocesan Learning Community for Youth Ministry and other mission initiatives
- **Embed evaluation**, liaising with an external evaluator to capture learning and key data as Choir Church is planted across the Diocese, and a model for growth is developed
- **Report to key stakeholders** on progress with appropriate stories, learning, mission data, and budget updates (liaising with the Diocesan Finance Team)
- **Work with Cathedral and Diocesan colleagues** to liaise with representatives from the Choir Church Foundation and the Innovation Fund to design resources to help others plant Choir Church

Other responsibilities

- Ensure effective safeguarding policy and practice is adhered to across the project, liaising with the Cathedral and Diocesan Safeguarding advisers as necessary
- Support the Being Witnesses Manager, in the co-ordination of Innovation Fund reporting to enable the Diocese of Blackburn's SDF Programme Board fulfil its responsibilities

Delivering a Choir Church

The Co-ordinator will lead the music in one of the Choir Church parishes each week. This will involve working with the planting community and Head Teacher to deliver the following:

Musical Delivery

- a) Deliver high-quality classroom singing sessions each week for Reception to Year 6
- b) Deliver singing assemblies, focussing on hymns and linking to liturgical themes
- c) Collaborate with the planting community (Priest, Choir Church Wardens, and volunteers) to deliver a weekly after-school session in which children are prepared for worship through musical rehearsal, prayer, teaching and other activities
- d) Plan wider opportunities to contribute to children's musical knowledge and to their personal, spiritual, moral, social and cultural development

Teaching and Class Management

- a) Establish and maintain a safe environment which supports learning and in which children feel secure and confident
- b) Plan teaching to achieve progression in children's learning and their spiritual development
- c) Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and positive and productive relationships
- d) Provide clear structures for lessons maintaining pace, motivation and challenge
- e) Use a variety of teaching methods to:
 - I. Structure information well, outlining content and aims and summarising key points as the lesson progresses
 - II. Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - III. Use effective questioning, listen carefully to children and pay attention to errors and misconceptions
- f) Match the teaching approach to the content and the children's needs
- g) Provide classroom teachers with feedback on the children's musical progress and development

General

- (a) The person in post should in the execution of the above duties act as an ambassador for both the Cathedral and the Diocese and reflect their values, and have a positive and cheerful attitude.
- (b) The postholder will be required to operate within the framework of the policies and procedures detailed in the Staff handbook of the Cathedral.
- (c) The postholder will be kept informed of decisions relevant to the above task of the Senior Management Team and the Chapter, and should expect to be asked to make presentations or prepare reports or proposals from time to time for consideration by these and other bodies of the Cathedral.
- (d) The above list of tasks is not exhaustive, and the postholder must be able and willing to operate flexible working hours, agreed in advance with the Director of Music, including unavoidable changes to the Cathedral's working patterns as necessary.

Person Specification

Requirements	Essential (E) Desirable (D)	Measured by: A – Application D – Documents I – Interview R - References
Qualifications		
A degree from a respected institution	E	D
Appropriate musical qualifications (e.g. ABRSM Diploma or equivalent level)	E	D
Experience		
A successful track record of effective choral teaching in an educational setting or church context	E	A / I / R
Experience of working in primary and secondary education	D	A / I / R
Experience of working with children or young people	E	A / I / R
A track record of working in successful partnerships with a wide range of internal and external bodies	D	A / I / R
Evidence of working compassionately and creatively within a range of contexts and differing socio-economic backgrounds	D	A / I / R
Experience of successful financial management	D	A / I / R

Requirements	Essential (E) Desirable (D)	Measured by: A – Application D – Documents I – Interview R - References
Knowledge, Skills and Abilities		
Outstanding interpersonal skills and the ability to establish positive relationships with children, head teachers, church leaders and the community	E	A / I / R
The ability to arrange and score music for choral groups of differing abilities	E	A / I / R
The ability to inspire through music and singing	E	A / I / R
A sound theological understanding of the Christian Faith and the ability to communicate that understanding to children and adults alike	E	A / I / R
Highly developed networking, advocacy, oral, written and presentation skills	E	A / I / R
Clear understanding of safeguarding policy and practice in schools and churches	E	A / I / R
Attitudes		
Honesty, integrity and strong values. The appointee needs to be able to work comfortably in a faith-based organisation.	E	I
Flexible and adaptable under pressure.	E	I
The willingness to work flexible hours on occasion, with periods of considerable intensity, as required, including as required some evening and weekend working.	E	I
Self-organisation and the ability to balance own workload.	E	I
Discretion and sensitivity to others.	E	A / I

Terms and Conditions of Employment

The employer is Blackburn Cathedral on a permanent 3 year fixed contract and the post holder will be responsible to The Dean and the Chief Financial & Operating Officer.

As a key lay employee of the Cathedral the post holder is expected to work such hours and times as are necessary for the proper performance of the job. In view of the nature of the role and the work and mission of the Cathedral this will require some flexibility and will include some evening and weekend working, as well as attendance at some significant Cathedral services.

There is a genuine occupational requirement for the post holder to be Christian.

Salary

Salary £28,000 per annum.

Place of work

Blackburn Cathedral, Cathedral Offices, Cathedral Close, Blackburn, Lancashire, BB1 5AA. Working remotely by agreement with Line Manager.

Probation

The position is subject to a three-month probationary period, during which the appointment may be terminated by either party with one month's notice. After the successful completion of the probationary period the notice period is three months' notice on either side.

Benefits

28 days' holiday per year plus UK Bank Holidays.

Entitlement to join the Cathedral pension scheme with the Chapter contributing 5% of gross monthly salary.

Expenses

Reasonable working expenses will be met in line with Chapter policy.

Office and Administrative Support

A desk is provided for the Choir Church Coordinator within an open plan office.

The Recruitment Process

Applications

To apply for this post, please submit the following:

- A completed outline application form;
- A cover letter which addresses the appointment criteria described in the person specification, explaining how your skills and experience match the requirements of the role.

Completed application forms should be sent to: Pauline.Rowe@blackburncathedral.co.uk

Closing date for applications

12 noon on Thursday 8th September 2022.

Selection process

Shortlisting will take place on Friday 9th September 2022 and candidates selected for interview will be advised by Tuesday 13th September 2022.

The selection process for those shortlisted will be conducted on Thursday 29th September 2022. Candidates will be interviewed by a panel and be asked to begin with a short (5-10 minute) presentation covering:

- The candidate's vision for nurturing faith through music;
- Two to three examples of pieces which the candidate believes could nurture children's faith;
- A brief discussion of the challenges and opportunities which planting congregations in schools presents.

Candidates will be required to lead a 20-minute singing session for 15-20 children in Year 5 in a local school. The session should:

- Begin with 3-4 minutes of warmups;
- Teach a short piece (or a part of a piece) of the candidate's choosing;
- Use musical notation, with a soprano line projected onto a PowerPoint.

A piano will be available. A PDF score, and PowerPoint with soprano line should be submitted with the candidate's application.

Any offer of appointment will be dependent on the receipt of satisfactory references and an appropriate DBS clearance.

Organisational Chart

