



## Role description for Choir Leader

**Role:** To prepare the choir to sing at All Saints Services, as required.

### Role Requirements:

#### *To be:*

To be a person of prayer and worship, called by God and approved by All Saints church, who leads in a gracious, Christ-like manner; and who treats each member of the choir with respect and dignity, as a unique individual created in the image of God.

#### *To do:*

- To attend services at All Saints occasionally, in order to have a good understanding of the worshipping life of the church
- To arrange rehearsals as necessary, or by delegation to the choir secretary
- To ensure that the music is prepared before each rehearsal
- To ensure proper communication between all the people involved in the group, either personally or by delegation
- To request adequate budget support, and track budget expenditures
- To provide leadership and encouragement to choir members
- To welcome new members freely
- To maintain forms and registers, and hand out necessary forms for completion to new children in advance; either personally or by delegation to the choir secretary
- To invoice the Church Treasurer monthly, requesting a fee of £35 per rehearsal
- To attend Choir Planning Meetings at least once a year, for support and supervision by the Incumbent
- To request permission from the Incumbent for a deputy to cover choir rehearsals, if unavailable
- To hold an up to date DBS certificate for this role at All Saints, to attend Diocesan Safeguarding Training (Core 1 and Core 2), and to go through the 'Safer Recruitment' process if new to the role.

**Reports to:** The Incumbent

### Agreement:

I agree to being the Choir Leader at All Saints Church, under the governance structures of the incumbent and the PCC. I agree to read and adhere to all aspects of the All Saints Safeguarding Policy ([www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy)), including recruitment and training requirements; and all other policies of All Saints Church.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_