

Diocesan Head of Liturgical Music

APPLICANT BRIEFING PACK

February 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

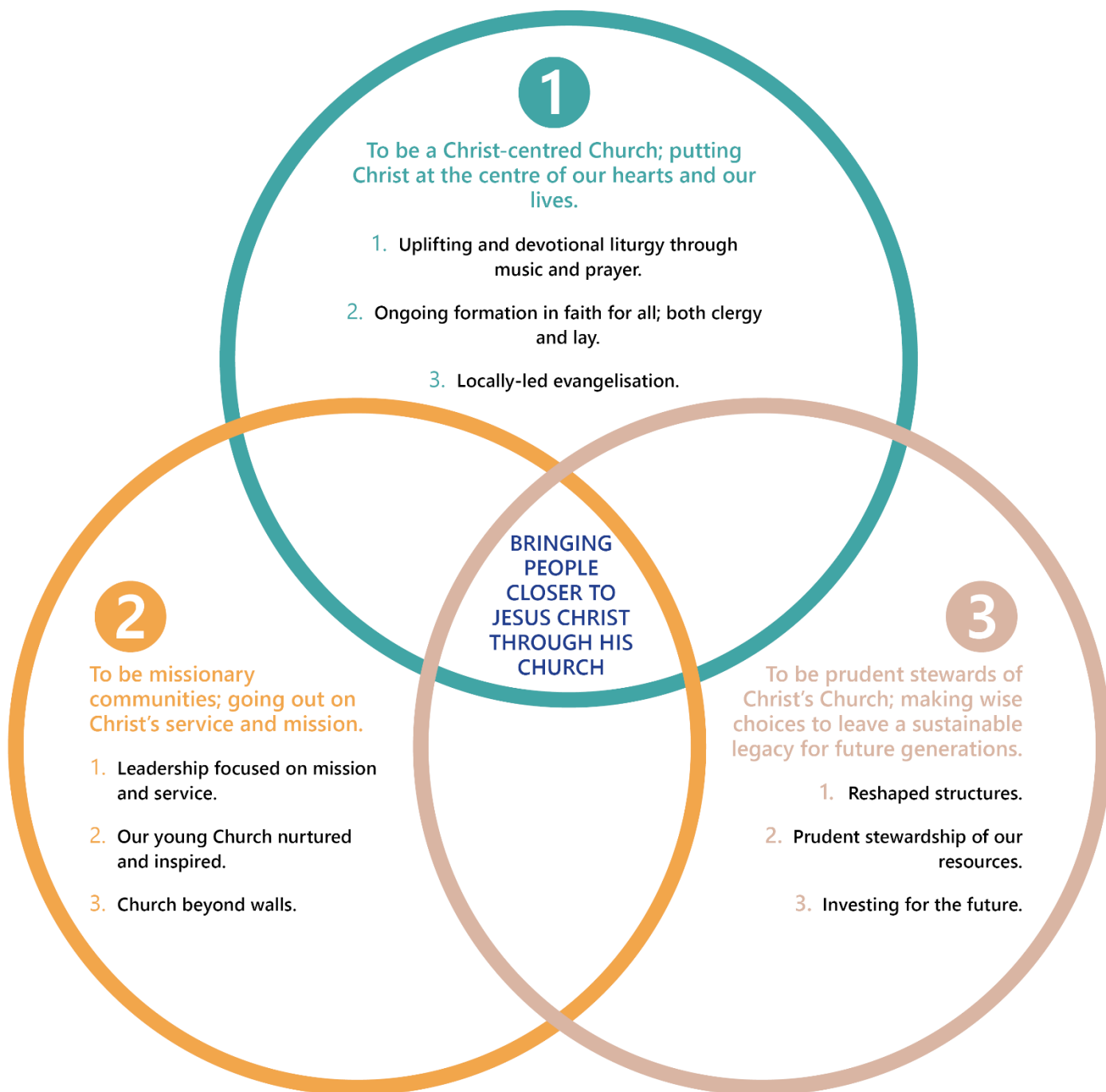
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

The Diocesan Head of Liturgical Music will play an integral part in the liturgical life of the Cathedral and the Diocese.

The post holder will promote the dignified celebration of the Sacred Liturgy in the Cathedral in such a way that the Cathedral will be a centre of excellence for the whole Diocese.

- You should be well-versed in a variety of styles of liturgical/church music (Gregorian, traditional, contemporary) that correspond to the spirit of the liturgical action, and which help foster the participation of the faithful. In this, Gregorian chant and the Church's patrimony of polyphony should hold pride of place.
- You will assist the Director of Liturgical Formation in the work of music formation and training of clergy and laity across the Diocese.

The Diocesan Head of Liturgical Music role will be based at St. John's Cathedral, Bishop's House, Bishop Crispian Way, Portsmouth, PO1 3HG but this role does include travel across the Diocese, as the post holder will be responsible for developing and overseeing additional groups of musicians as needed for various functions at St. John's Cathedral and/or across the Diocese.

Responsibilities

Diocesan Role - Key accountabilities:

- Creation of Diocesan Choir to sing at major Diocesan liturgies at the Cathedral and elsewhere.
- Provision of musical formation and training days for cantors, choirs and organists throughout the Diocese to take place 2-4 times a year in Pastoral areas or at the cathedral.
- Dissemination of information concerning norms for and development of liturgical music throughout the Diocese, including through the Diocesan Liturgy Website.
- Training and formation of seminarians in the fundamentals of Catholic liturgical music annually.
- Establish working link with Director of the National Singing Programme in the Diocese to ensure formation for young people in liturgy and liturgical music.
- Be a member of the Liturgical Formation Team.

Cathedral Role – Key accountabilities:

- i. Oversee and develop the work of all music and choral groups and individuals engaged in music at the Cathedral, including choir practices, and organising rotas and music lists.
- ii. Coordinate the provision of organist and cantor for liturgies, including funerals and weddings, as required.
- iii. Organise the music (which includes planning, preparing the music and/or organising the musicians) for:
 - Sundays, when necessary
 - Christmas Vigil, Night, and Day Masses
 - Rite of Election
 - Chrism Mass
 - Palm Sunday
 - Easter Triduum: Maundy Thursday, Good Friday, Easter Vigil
 - Easter Sunday
 - Annual Civic and Naval Masses
 - Chapter Masses
 - Ordinations (Priestly and Diaconate)
 - Other services as requested by the Cathedral Dean and Director of Liturgical Formation
- iv. Care of Organ: to ensure the organ is tuned/serviced on a regular basis.
 - To maintain the ethos and values of the Catholic Church and positively to promote the work and activities of the Catholic Church.

Experience & Skills Required

Competence, expertise & Knowledge e.g.

Essential:

- A talented musician with excellent working knowledge of and interest in Catholic liturgy.
- A background in teaching music and singing. Ideally an organist.
- An inspiring choral director.
- The ability to work independently as well as within a team and with others in a collaborative manner.
- Familiarity with the Catholic music tradition, especially *Sacrosanctum Concilium* and the *General Instruction on the Roman Missal* or an ability/willingness to become familiar with them.
- Has a deep understanding of the role of music in the Liturgy.
- A broad liturgical music vision by promoting different musical styles.
- Full UK driving licence and access to a car insured for business use.
- Possesses good computer skills; communicates well both orally and in writing.
- Excellent interpersonal skills.
- A professional recognised music qualification.
- Preferably a practicing Christian.



Salary, Benefits & Location

This role will be working 37.5 hours per week.

Salary £40,000 per annum dependent on skills and experience.

Free on-site parking

25 days holiday plus bank holidays

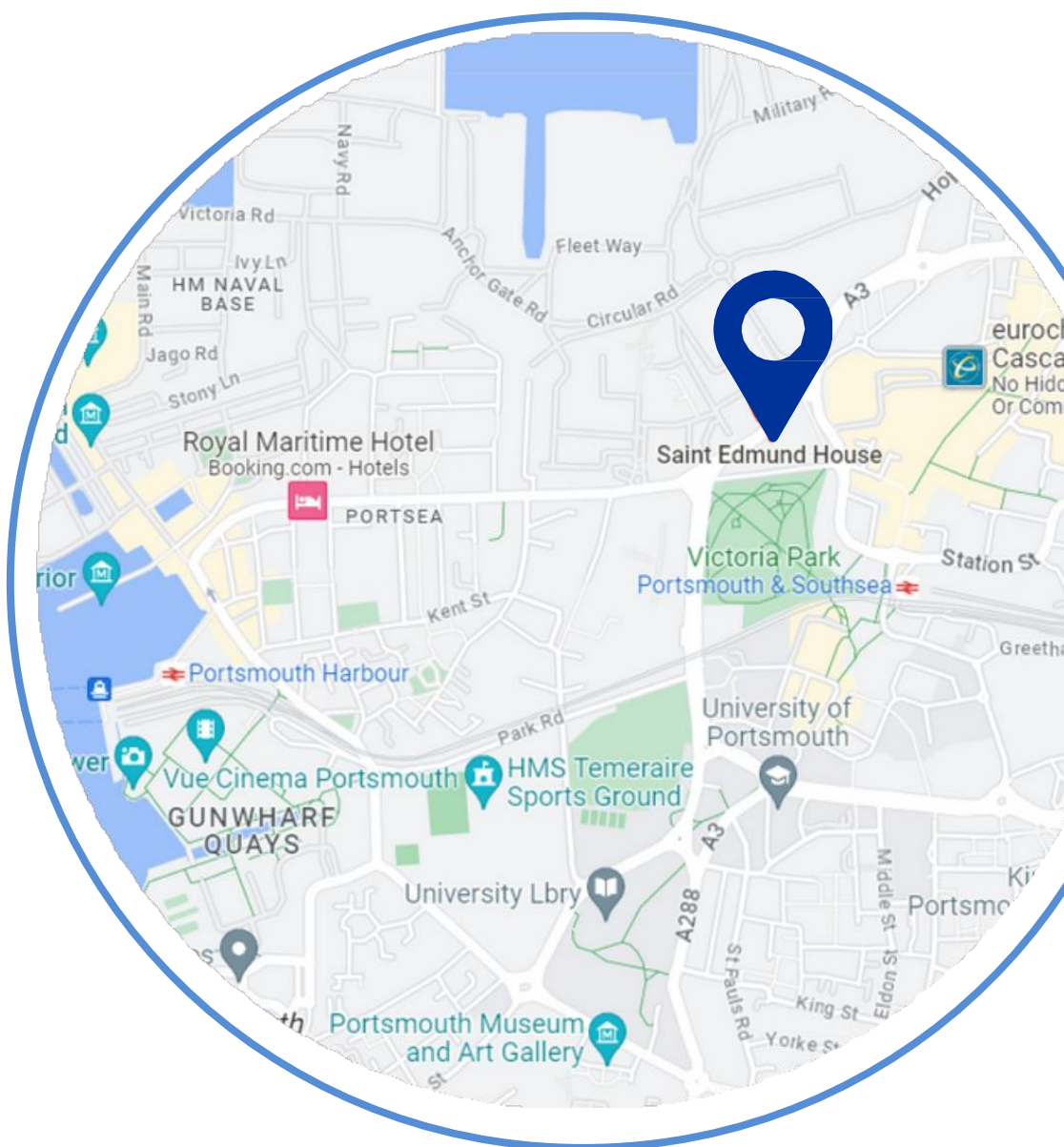
Life Assurance with Unum

Contributory pension scheme with Scottish Widows

Based at St. John's Cathedral, Bishop's House, Bishop Crispian Way, Portsmouth, PO1 3HG, with travel across the Diocese as needed for various functions.

Head Office

St Edmund House
Bishop Crispian Way
Portsmouth
PO1 3QA,
United Kingdom



Applicant Information

For an informal discussion or more information about this role, please contact recruitment@portsmouthdiocese.org.uk

Please send an up to date CV outlining your experience and suitability for the role to recruitment@portsmouthdiocese.org.uk

Early applications for this role are recommended, as applications will be reviewed and evaluated upon receipt. Closing date for applications: Friday 28th February 2025.

Interview Information

You will be notified as soon as possible, should we wish to progress your application by inviting you to an interview.

Interviews will be held in person at St. John's Cathedral, Bishop Crispian Way, Portsmouth, PO1 3HG and will include a musical assessment and a formal interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of satisfactory references and completion of pre-employment checks.

Please note you must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

