

**EXAMPLE ROLE OUTLINE: Volunteer Church Musician**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with Parish Safeguarding Officer.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

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| **Role**  | Volunteer Church Musician |
| **Responsible to** Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)**  |
| **Your role includes:** * Play for …… Sunday services per month at …………………………………… (times of services)
* Play for mid-week/festival/special services in consultation with the incumbent
* Play for weddings, funerals and other occasional offices and services
* Holiday entitlement…………………
* Be a team leader
* Keep receipts and claim money for musical expenses
* Liaise with incumbent re music required for services, seasons and festivals
* Recognise the authority of the minister in the final choice of music for all services (including occasional offices) (Canons B1, B20 and B35)
* Offer appropriate advice in the choice and ordering of music for services (Canons B1, B20, B35)
* Help prepare music and materials for worship
* Let the incumbent and any other musicians know your availability
* Give the incumbent good warning of holidays and attempt to find cover for absence
* Keep equipment tidy, clean and stored in the designated storage area
* Use the church’s instruments for private practice, subject to the prior consent of the Minister regarding the timing of such usage, and compliance with any safeguarding measures (See below “Use of instruments for private teaching/performance”)
* Not permit any other person to use the Church’s instrument without the Minister’s prior consent
* To be responsible for the supervision of the care and maintenance of the church's musical instruments.
* Liaise with incumbent re weddings and funerals – may on occasion need to meet couples and families for an assessment of their requirements.
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| **Required for role** * A desire to enable worship through good musical provision
* A positive, cooperative, helpful, loving, forgiving attitude to other (non) musicians
* An understanding that worship is messy and will never be perfect
* Ability to take responsibility and take the initiative
* Ability to manage and support team members
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| **Desirable for role*** Experimenting with initiatives to promote worship
* Attending / organising periodic training
* Adaptability
* A willingness to share your own ideas and limitations without fear of being judged
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| **Any arrangements for induction, training & support**Attendance at Safeguarding Training within six months of beginning role and thereafter every three years required |
| **Any practical arrangements relevant to the role** Fees for Sunday servicesFees for weekday/festival servicesFees for weddingsAdditional fee for audio/video recordingFees for funeralsAdditional fee for audio/video recordingAll invoices, receipts and payments to be given to the church treasurerTimes for private practice |
| **Use of instruments for private teaching/performance**A private hire agreement must be entered into between the Incumbent & PCC and the musician. |
| **Safer Working Practice**All volunteers and workers in the church must abide by the Church of England Code of Safer Working Practice.<https://www.elydiocese.org/content/pages/documents/1573640365.pdf> |
| **Role to be reviewed***(insert date)* | **Annually** |
| **The role is eligible for a criminal record check which is renewable every three years** | **Yes (if working with choir/music group/team of musicians)****No (if solo musician)** |