



Role description for Choir Secretary

Role: To support the Incumbent, Organist and Choir Leader in preparing and enabling the choir to sing at All Saints Services

Role Requirements:

To be:

To be a person of prayer and worship, called by God and approved by All Saints church, who serves 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 regularly, in order to have a good understanding of the worshipping life of the church

In liaison with the Choir Leader:

- To keep an up to date list of Choir Members, along with contact details
- To keep Choir Members informed regarding rehearsals and Church Services
- To ensure that the music is prepared before each rehearsal
- To ensure proper communication between all the people involved in the group
- To request adequate budget support, and track budget expenditures
- To maintain forms and registers, and hand out necessary forms for completion to new children in advance
- To attend a Choir Planning Meeting at least once a year, for support and supervision by the Incumbent

Reports to:

The Incumbent/Choir Leader

Agreement:

I agree to being the Choir Secretary 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), including recruitment and training requirements; and all other policies of All Saints Church.

Name (print and sign): _____

Incumbent: _____

Date: _____