

Role description for the All Saints Band Administrator

Role: To be the Band Administrator for the music at All Saints at 10 o'clock Services on first and third Sundays of each month



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 congregation with respect and dignity, as a unique individual created in the image of God.

To do:

- To attend Services at All Saints regularly, and have a good understanding of the worshipping life of the church
- To gather musicians and singers for 1st and 3rd Sundays of the month, from within the congregation and from the local community (both adults and children)
- To gather musicians for special events/Services as necessary
- To arrange Band rehearsals at 9am on Sundays twice a month, to prepare for 1st and 3rd Sunday Services; and on other occasions as and when necessary
- To send out sheet music in advance for musicians/singers, ahead of rehearsals (music to be approved by the Incumbent in advance)
- To lead each rehearsal, or ask a member of the Band to lead - making sure that the Band is well prepared for each Sunday Service
- To be responsible for setting up equipment for the Band on each 1st and 3rd Sunday of the month, inviting others to support as necessary
- To manage the sound system during Services, or delegate this responsibility to the Band audio-visual technician
- To provide leadership and encouragement to group members
- To keep a register of children who attend, and ensure a 'permission form' is completed annually for each child
- To make sure that there are 2 DBS adults present, when children are involved in either rehearsals or Services (or parents must stay to look after their children)
- To be an ex-officio member of the Worship Vision Group; and to attend at least one meeting a year for appropriate support and supervision from the Incumbent.
- To attend *Altogether Worship* planning meetings (monthly), to assist the group in choosing music for AW Services
- To use a bespoke All Saints email address for all communications with members of the Music Group
- To understand that under Canon Law the final responsibility and decision for the choice of music at Services, rests with the Incumbent (Canon B20)

I agree to read and adhere to all aspects of the All Saints Safeguarding Policy, including recruitment and training requirements:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Reports to: The Incumbent

Agreement: I agree to being the All Saints Band Administrator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____ Date: _____ (form updated April 2024)