

Mortlake with East Sheen Team Ministry



THE PARISH CHURCH OF ST MARY THE VIRGIN

Mortlake High Street, SW14 8JA

Open doors, open hearts, open minds

Director of Music

January 2026

St Mary the Virgin, Mortlake

St Mary the Virgin, Mortlake, seeks to appoint a Director of Music commencing 1 January 2026. The remuneration is £9,000 p.a. payable monthly, and there is the possibility of extra fees for weddings or funerals.

Music at St. Mary's

Music plays an integral role in worship at St. Mary's. The church has a small but able and enthusiastic robed SATB choir, which sings music covering a wide variety of musical styles from the Renaissance to the present day.

In addition, the St Mary's Band plays at the monthly all-age Worship for All services. In September and March, these services celebrate Harvest Festival and Mothering Sunday. The Band, which is currently organised by another member of the choir, comprises a mix of orchestral instruments, piano, and guitar.

The St Mary's Chorus sings at the monthly all-age Worship for All services. This is an opportunity for families to sing together and for less confident singers or those who would rather not commit to sing every week.

A typical Sunday Eucharist will include some music or improvisation before the service and a voluntary afterwards. Along with the hymns, the choir normally sings an anthem and a psalm (Anglican chant), as well as a congregational mass setting.

At Worship for All services, the band accompanies all the hymns (which are a mix of traditional and modern) and the mass setting; and plays an instrumental piece during communion (usually an anthem transcription), plus music before and after the service. The St Mary's Chorus sings with all the hymns and performs a song during communion.

The church is a particularly beautiful Grade II* listed building close to the River Thames in Mortlake, with an award-winning churchyard, and is an inspiring place to work.

The St Mary's organ is a 3 manual 1899 instrument by Hill & Sons, designed by Dr CS Jekyll and incorporating some pipework from the previous 1840 William Allen organ. For many years it has been in the care of BC Shepherd & Sons, and Stewart Fothergill Ltd. The detailed specification can be found at the end of this document. There is also a Brinsmead (c. 1910) grand piano in the church.

The Director of Music would be able to use the church for practice, and for giving organ lessons, subject to there being no other activities in church and booking with the Parish Office.

The Role

The Director of Music's brief will be to:

1. Enrich the worship at St Mary's through music
2. Grow the choir and repertoire

3. Reinstate and develop the junior choir
4. Develop the St Mary's Chorus
5. Help to develop the band
6. Strengthen links with schools and community groups

The Director of Music will be assisted by members of the choir who also help with the band and the St Mary's Chorus, and the exact distribution of duties will be agreed to suit all parties. It is hoped also to appoint one or two choral trainers/choral scholars to work with children and liaise with schools.

Choir and band recruitment will be important, and the Director of Music will be expected to encourage this by developing existing links with the congregation, local schools, and community groups. In particular it is hoped that the Director of Music will recruit children, with help from one or two choral trainers/choral scholars, to form a junior choir. The aim should be regular participation by children in Sunday morning services, with a regular solo spot for the junior choir, perhaps monthly. There should then be a weekly junior choir practice at a mutually convenient time, possibly before the main choir practice on Thursdays.

On third Sundays, the Director of Music will participate with the band and the St Mary's Chorus at Worship for All services. This may be by playing, conducting, and arranging music, as mutually agreed.

As yet it has not been found practical to hold a separate rehearsal for the band during the week, so currently there is a single rehearsal at 9.00am on the Sunday morning.

It is planned that music should enhance the church's presence in the community, through recitals, "come and sing" events, and concerts. It is hoped that there will be two concerts during the course of the year, at which the Director of Music will be encouraged to perform. Assistance in organisation of events and concerts will also be given by members of the choir.

Several festivals over the course of the year do not fall on Sundays including Christmas services, Ash Wednesday, and Holy Week services. The Director of Music is expected to be available for these services, and for the patronal services of the other two churches in the team (Ascension Day and All Saints Day). These last two are held on a Sunday morning and there is then no service at St Mary's.

Supporting tasks and responsibilities

- To work with the clergy and wardens at the church
- To attend meetings with the other parish directors of music and the clergy, from time to time, to plan united services and discuss matters of common concern
- To work with the Vicar in helping to choose hymns and other music for services, and in agreeing music for festivals and special occasions

- To be responsible for the regular maintenance and tuning of the organ and piano, with an annual budget determined by the St Mary's Consultative Group after consultation

Typical Weekly Timetable

Thursday (2 hours)

19.30 - 21.00 Choir Rehearsal (in due course 19.00 – 19.30 for choir children)

Sunday (2 hours)

09.30 - 09.50 Choir Rehearsal **or**

9.00-9.50 Band/St Mary's Chorus (on Worship for All Sundays)

10.00 – 11.00 Morning Eucharist

Other days (3 hours)

Recruitment, planning and communication

This list is not intended to be exhaustive and the Director of Music may be asked to play at other services on occasion.

Future Developments

As mentioned above, St Mary's hopes to expand its music in due course with the appointment of choral trainers/choral scholars to assist the Director of Music with recruitment and work with children. These might be recent music graduates looking to build a portfolio career. The vision is that St Mary's should become a local centre of musical excellence.

Person Specification

The successful candidate should be of a good standard in organ playing and with experience of training and directing a choir. ARCO would be desirable. They should have understanding of the liturgy and relevant music. They should also have knowledge of the statutory requirements of legislation concerning safeguarding, including child protection.

The prospective Director of Music should show good initiative and have excellent self-management and organisational skills. They should be energetic, creative, imaginative, resourceful, warm, outgoing and personable. They should be reliable, punctual, flexible, adaptable, and enthusiastic to develop all aspects of music at St Mary's. An important aspect of this would be willingness to stay for coffee after services to meet the congregation. They should be a good team-player willing to work well with others.

The successful candidate must be willing to undergo an enhanced DBS disclosure check under the Diocese of Southwark regulations. They must also be able to travel to Mortlake to work at appointed times, without issue.

Remuneration and Fees

The remuneration for the Director of Music is £9,000 per annum. Salaries within the team ministry are normally reviewed with effect from 1 January. There are very occasional weddings and funerals through the year at St. Mary's and these attract an extra fee linked to RSCM rates. The performance fee is doubled for weddings and funerals that are recorded.

The post holder would be entitled to five weeks paid holiday per annum, subject to the Vicar's prior agreement of dates. NB Thursday choir practices do not take place during half term or school holidays.

The post does not qualify for the parish pension scheme.

Application and Audition

The deadline for applications is 12noon, Friday 31 October 2025. Interviews and auditions will take place in the afternoon of Saturday 22 November 2025. To apply, candidates are asked to submit a complete CV along with a letter of application and the names of two referees by email (preferably) or post to Perry Kitchen, St Mary's treasurer and music assistant. Informal enquiries and visits to the church are most welcome.

Shortlisted candidates will be invited to audition and will be asked to:

- Play two contrasting pieces chosen by the candidate:
 - o One by J. S. Bach;
 - o The other written after 1800.
- Play the final two verses of a hymn, provided on the day of audition;
- Play a short sight reading test.

Email: perrykitchen@btinternet.com

Telephone: 07511 242039

Address: Perry Kitchen,
The Parish Office
St Mary the Virgin
Mortlake High Street SW14 8JA

More information

<https://www.mortlakeparish.org.uk>

<https://stmarymortlake.org.uk>

Organ Specification

The St Mary's organ is a 3 manual 1899 instrument by Hill & Sons, designed by Dr CS Jekyll and incorporating some pipework from the previous 1840 William Allen organ. For many years it has been in the care of BC Shepherd & Sons, and Stewart Fothergill Ltd.

The organ specification is attached

Specification of the 1899 W.Hill & Son Organ in the Parish Church of St Mary the Virgin, Mortlake

Great (10 Speaking Stops)

*Double Diapason (stopped)	16
Open Diapason I	8
*Open Diapason II	8
Clarabella	8
*Principal	4
Harmonic Flute	4
*Twelfth	2 2/3
*Fifteenth	2
*Sesquialtra (17,19,22)	
Posaune	8

Choir (5 Speaking stops)

Salicional	8
Stopped Diapason	8
Suabe Flute	4
Flautina	2
Clarinet	8
Spare slide for Open Diapason	8
Spare slide for Gemshorn	4
Spare slide for Cor Anglais	16

Pedal (3 Speaking stops)

*Open Diapason (wood)	16
Bourdon	16
Principal (Ext.Open 16)	8
Preparation for Flute	8
Preparation for Violon	16
Preparation for Violoncello	8
Preparation for Posaune	16
Preparation for Trumpet	8

Compass of Manuals 58 notes
Compass of Pedals 30 notes (Straight & Concave)
Tubular Pneumatic action
Discus Blower

No. of pipes 1842
No. of ranks 30

The Salicional, Stopped Diapason & Suabe Flute on the choir were added a few years after the organ was built

Swell (12 Speaking Stops)

*Bourdon	16
*Open Diapason	8
*Stopped Diapason	8
*Keralophon	8
Voix Celeste (T.C.)	8
*Principal	8
*Flute	4
Fifteenth	2
*Mixture (17,19,22)	3 Rks
Contra Fagotto	16
Cornocean	8
*Oboe	8
Spare slide for Voix Humaine	8
Spare slide for Clarion	4
Tremulant	

Couplers

Swell Octave
Swell Sub Octave
Swell Unison off
Great Sub Octave
Swell to Great
Swell to Choir
Swell to Pedal
Great to Pedal
Choir to Pedal
4 composition pedals to Swell
4 composition pedals to Great

Reversible Great to pedal
Kick stick Swell pedal

*= Pipes from W. Allen organ of 1840

No pistons

Straight pedalboard

Unbalanced swell box