

Role Description

Volunteer Post: Chair of the 'Music in Worship' Rolling-Resource Working Group

Purpose and Objectives: To manage the development and delivery of an innovative, web-based rolling resource of hymns, music and songs to be launched in conjunction with the Methodist Church's new authorised hymn collection.

Responsible to: Methodist Conference, through the Music Resources Group.

Responsible for: Members of the Music in Worship Rolling-Resource Working Group.

Internal Relationships:

1. Secretary for Internal Relationships
2. Head of Christian Communications, Evangelism and Advocacy
3. Creative Resources Team

External Relationships:

1. Members of the Music Resources Group
2. Members of the Methodist Church's new Rolling-Resource Network
3. Faith and Order Committee
4. Worship leaders in circuits and districts
5. Worship music enthusiasts and expert across the Methodist Connexion

Main Tasks:

1. Chair and prepare for the meetings of the Music in Worship Rolling-Resource Working Group in order to achieve the objective as defined within the Terms of Reference.
2. Oversee work to define the purpose and desired content of the rolling resource - the Methodist Church's web-based resource for music in worship.
3. Oversee the development of a production, marketing and launch strategy of the rolling resource.
4. Work with members of the Connexional Team and Music Resources Group to ensure that the membership of the rolling-resource group and wider network reflects an effective balance of skills and experience, and that the working group proactively seeks additional input when needed.
5. Oversee the identification and recruitment of a wider network of individuals across the Methodist Connexion with relevant experience and expertise.
6. Oversee the budget for the production and maintenance of the rolling resource.
7. Over see the establishment of a work-plan (by month and by year, showing tasks and resources) for the group to ensure that it delivers the objectives as defined within the Terms of Reference.

8. Work collaboratively and flexibly with members of the Connexional Team and Music Resources Group.
9. Develop and produce the structure, drafts and content for both interim and final reports to Methodist Council and Conference, ensuring that these follow the required stages of approval. Present these reports as required.

Expenses:

Expenses will be paid in accordance with current policy for volunteers working with the Connexional Team.

Person Specification

Post: *Chair of the Music in Worship Rolling-Resource Working Group*

Attributes	Essential	Desirable	Method of Assessment
1. Skills and Competencies	Good marketing skills	A user-focused outlook	A, I, P
	Able to set priorities, work under pressure and meet deadlines	Music degree or equivalent relevant qualification	A, I
	Effective relationship building and interpersonal skills		A, I
	Able to work collaboratively in a team		A, I
	Good knowledge of standard IT systems and applications, including web-based programmes		A, I
2. Special Knowledge and Expertise	In-depth experience of Methodist Church life	Knowledge of Methodist Council and Conference processes	A, I, P
	Strong knowledge and expert understanding of new and traditional hymns and music used in worship	Knowledge of Methodist District, Circuit and local church structures	A, I, P
	Experience of using and developing music resources creatively for worship		A, I, P, Q
	Experience of working with social and/or electronic media		A, I
	Experience of successfully managing time bound projects		A, I
	Experience of budget planning and monitoring		A, I
	Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a		A, I

	commitment to the unique value of the individual in all aspects of the Church's life		
3. Personal Qualities	Ability to full embrace and advocate the ethos of the Methodist Church as expressed through Our Calling and Priorities for the Methodist Church.		A, I
	Ability to work flexibly and collaboratively with members of the Connexional Team, paid employees and volunteers throughout the Church.		A, I

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

We reserve the right to introduce a written exercise or group exercise as part of the recruitment and selection process.