



**The Church Music Society** (Registered Charity No: 1200306) **seeks to appoint a Secretary and a Treasurer.**

While advertised as two separate posts, the Society would be prepared to consider combining them if that were attractive to a suitable candidate. Starting date: October 2026.

The Church Music Society, founded in 1906, is a Charitable Incorporated Organisation, which works to promote the use of music of the highest quality for the diverse needs of the Christian Church, principally by publishing church music, new and old, not otherwise commercially available, and by providing a platform for research and educational material. See the Society's website at: <https://www.church-music.org.uk>

#### JOB DESCRIPTIONS:

##### **Secretary**

1. In consultation with the Chairman, prepare and distribute agendas for the meetings of the Trustees, prepare and distribute minutes, and deal with the scheduling of Trustee meetings.
2. Distribute minutes of meetings of sub-committees and working parties, as requested by the Chairman.
3. Maintain records of the Society's Members, having regard to the Society's constitution, statutory GDPR requirements and data security, in a form approved by the Trustees. (Currently, the Society has about 80 members.)
4. Deal with welcome arrangements for new Members, in consultation with General Editor, and with membership pastoral matters (condolences, congratulations etc) in consultation with the Chairman.
5. Distribute correspondence and other information to Members, including newsletters, legal notices, discount voucher codes, and the Annual Report and Accounts, using electronic and hard copy mailing methods. (Currently, the Society uses Mailchimp for electronic distribution).
6. Assist the Chairman with organisational arrangements for the Annual General Meeting.
7. Advise our publisher, the Royal School of Church Music, of music-mailing list details bi-annually.
8. Liaise with the Society's Treasurer in connection with the collection of Members' subscriptions.
9. Maintain an overview of the Society's website and social media accounts to ensure they are current and consistent.
10. Establish a good working relationship with the Society's Treasurer.
11. Undertake any other relevant duties as requested by the Chairman.

Estimated average time per month: 6 hours  
Remuneration at a negotiated hourly rate.

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**Treasurer:**

1. Maintain the accounting records of the Society, including reconciling bank accounts. (Currently, the Society uses Sage software.)
2. Prepare budgets and cash flow predictions, and report on them to the Trustees at their meetings.
3. Report to the Chairman should the Society's financial situation give cause for concern.
4. Ensure that all monies owed to the Society, including membership subscriptions, are collected and recorded.
5. Make payments to the Society's suppliers and others, after obtaining appropriate authorisation.
6. Prepare and submit claims for Gift Aid to HM Revenue & Customs, and ensure that Gift Aid declarations are obtained from donors.
7. Prepare the Society's Annual Report and Accounts in charity format.
8. Liaise with the Society's Independent Examiner.
9. Prepare and submit the Society's Annual Return to the Charity Commission.
10. Advise the Trustees on changes to charity law, insofar as they are relevant to the Society's financial management.
11. Establish a good working relationship with the Society's Secretary.
12. Undertake any other relevant duties, as requested by the Chairman.

Estimated average time per month: 8-9 hours

Remuneration at a negotiated hourly rate.

**Application procedure**

Applications marked 'CMS posts' should be emailed to:

The Chairman, Prof. Patrick Russill at: [churchmusicsocietyapply@gmail.com](mailto:churchmusicsocietyapply@gmail.com)

Applications, making clear which post (or posts) are applied for, should include:

1. a concise CV relevant to the post applied for
2. a covering letter outlining the applicant's experience and suitability

Employment is conditional upon satisfactory references. We will ask for contact details of two referees once a conditional offer has been made.

Applications must be received by noon on Friday, 17 July, 2026

Interviews for shortlisted candidates hopefully during the week beginning 27 July, or as soon as possible thereafter.

16/06/2026