

POSITION DESCRIPTION: HANDBELL CHOIR DIRECTOR

PURPOSE: To provide leadership, coordination, and musical direction for the Handbell Choir.

STAFF RELATIONS: The Handbell Choir Director works under the direct supervision of the Director or Music Ministries (DMM) who is responsible to the Pastor as Head-of-Staff. The Elder for Worship is the Director of Music Ministries' representative to the Session.

QUALIFICATIONS AND ATTRIBUTES

1. Experience and background in music and handbells.
2. Expertise and willingness to teach ringers of all levels.
3. Responsibility and strong organizational skills.
4. Ability to work as a team player.

RESPONSIBILITIES

1. Plan rehearsals for handbells September through May. This will include preparing music for worship, reviewing handbell skills, and teaching music reading.
2. Create rehearsal schedule in consultation with DMM and choir members. Options include weekly rehearsal (60-90 minutes) or block rehearsals before worship leadership (Thursday-Saturday before Sunday worship leadership).
3. Coordinate with the DMM to schedule worship leadership approximately six times per school year.
4. Set up and pack up for rehearsal and worship, with the help of choir members.
5. Choose music for worship that coordinates with the scripture or season.
6. Order music and supplies as needed and maintain handbell music library.
7. Oversee the maintenance and repair of handbells.
8. Provide consistent communication with choir members, office staff, and DMM.
9. Attend, as available, handbell related workshops.

EQUIPMENT

1. Three octaves of Malmark handbells with cases.
2. Four octaves of Malmark choir chimes with cases.
3. Full set of mallets and singing bell sticks.

Revised 11/14/23