

HAND BELL CHOIR DIRECTOR JOB DESCRIPTION

General Information

- 1) This position requires:
 - a) The knowledge of music and an understanding of hand bells
 - b) The ability to lead and to work with all staff, volunteers, and the Worship Committee
 - c) The ability to organize/schedule a calendar of events
 - d) The ability to adjust to the Bell Choir members and the First Christian Church schedules
 - e) The willingness to teach people with limited hand bell experience.
- 2) Employees are accountable to the Staff Relations Committee/Sr. Minister
- 3) The Hand Bell Choir Director's vacation is June, July and August with no vacation compensation.
- 4) The Hand Bell Choir Director will be encouraged to pursue additional education/training opportunities. If reimbursement of costs for training is desired, request must be made to the First Christian Church Board for approval.
- 5) The Hand Bell Choir Director is expected to attend the Staff Relations Committee annual review. A questionnaire will be provided by the Staff Relations Committee prior to the review. The completed questionnaire should be brought to the review.
- 6) Wages will be recommended by the Staff Relations Committee to the Stewardship and Finance Committee for recommendation to the First Christian Church Board for approval. All wages must be approved by the First Christian Church Board.
- 7) A two week notice is required in writing for ending employment by either the employee or the First Christian Church.
- 8) This job description may be adjusted/changed to better meet the needs of the First Christian Church.

JOB RESPONSIBILITIES

- 1) The Hand Bell Choir Director selects and orders music to be used during the year according to the budget and the availability of funds.
- 2) The Hand Bell Choir Director conducts weekly rehearsals from September through May. The Bell Choir takes a break between the last performance in December and the first week in January. Rehearsals are on Wednesday evenings from 7:30 P.M. to 8:30 P.M.
- 3) The Hand Bell Choir's goal is to perform once a month during the Sunday 10:00 A.M. worship service. The Sunday is determined by the availability of musicians and the preparation of music as co-ordinated with the Sr. Minister, Chancel Choir Director, and/or the Worship Committee. It is the responsibility of the Hand Bell Choir Director to arrange for set-up and tear down for the Wednesday evening rehearsals and for all Sunday performances.
- 4) At the discretion of the Bell Choir Members and the Director, the Bell Choir plays special performances, such as the Advent Community Choir Service held in early December and perhaps other occasions.
- 5) It is the Hand Bell Choir Director's responsibility to see that the hand bells and chimes are properly maintained and cleaned as needed.
- 6) Every other year, the Hand Bell Choir Director will obtain a current value for the hand bells and equipment for insurance purposes. Any costs incurred for this purpose will be paid from the Hand Bell Choir annual budget.
- 7) The Hand Bell Company address is:
Schulmerich Carillons, Inc.
Carillon Hill
Sellersville, PA 18960-0903
215-257-2771
- 8) The Hand Bell Director shall perform such other duties or activities as may be directed by the supervision and/or other individuals in recognized leadership roles/responsibilities.

Signed: _____ Date: _____
Bell Choir Director

Signed: _____ Date: _____
Staff Relations Committee Chairman

Adopted September 2007
Revised October 2015