

**St. James Lutheran Church**  
**Position Description – Bell Choir Director – Part Time**

**Summary**

The Bell Choir Director should have a Christian commitment and a willingness to serve the congregation's music needs. The Bell Choir Director is responsible for coordinating the bell choir, including training of volunteer bell ringers. He/she is responsible for enhancing the congregation's worship experience through the application of conducting and rehearsing skills and selection of liturgically and artistically appropriate music.

**Primary Accountabilities**

- A. Actively promote and increase participation in the bell choir as to ensure the ability to ring varied music at scheduled church services.
- B. Select and obtain by legal means sufficient copies of music for the bell choir anthems and other musical participation of the bell choirs.
- C. Schedule rehearsals in conjunction with the other members of the music staff and coordinate with the accompanist. Additional time commitments will include:
  - September through May:
    - The Bell Choir is to participate one Sunday morning worship service per month, with rehearsal / warm-up before the service.
    - Rehearsals at mutually agreed-upon times of a frequency and duration sufficient to achieve quality performances of the music selected
  - Seasonal participation in other services:
    - Christmas Eve
    - Easter Sunday
    - Musical Mosaic Sundays (multi-ensemble participation – as scheduled by Worship & Music Committee)
- D. Arrange for substitute ringers as necessary for any given group for any given service.
- E. In the event of absence, inform the Director of Music and Pastors at least 14 days in advance (except in case of emergency) and arrange for an acceptable substitute conductor.
- F. Maintain an appropriate music library, including selecting and obtaining additional music as needed.
- G. Meet regularly with other music staff members and Pastors.
- H. Oversee the maintenance and care of the congregation's bells.
- I. Ensure that scheduling conflicts are avoided by checking with the church office calendar.
- J. Communicate to the office staff in a timely manner the title and composer of the anthem that will be played at a given service so that the information can be included in the worship bulletin.
- K. The incumbent will be subject to annual performance reviews by the Director of Music.

**Required Skills**

- A. Ability to select sacred music for anthems by a variety of composers. Music must be appropriate for Christian worship and should fit the general themes of the liturgy and the church year.
- B. Music degree and/or relevant experience.
- C. Knowledge of handbell technique suitable for training volunteer bell ringers.

- D. Dependability; the ability to be available and on time on those occasions which require the bell choir, such as Sunday services, special services, and rehearsals.
- E. Ability to coordinate efforts with other members of the music staff and the office staff.
- F. Desire and willingness to grow personally and professionally in musicianship and in liturgical understanding in order to serve the needs of a growing music program.

Last updated: May 2018