

**FIRST UNITED METHODIST CHURCH  
125 W. MAIN STREET  
SALEM, VA 24153  
POSITION DESCRIPTION**

**Handbell Choir Director**

**PART-TIME**

The **Handbell Choir Director** is expected to be a person of high moral character who has an appreciation and love for the mission of the Church as an extension of Christ's ministry in the world. Also, the Handbell Choir Director should understand the importance of the ministry of church music, especially vocal, piano and handbell, as a vital part of the worship experience.

The **Handbell Choir Director** shall see his/her role as one showing genuine care and concern for the spiritual needs of those in the music ministry programs. The Handbell Choir Director shall help the participants grow in their appreciation of how God works through their music in the worship service and in fostering Christian growth for daily living.

**I. ORGANIZATIONAL RELATIONSHIP**

The Handbell Choir Director shall serve under the direct supervision of the Lead Pastor, and at the will and pleasure of the Staff Parish Relations Committee.

**II. PRINCIPLE FUNCTIONS AND RESPONSIBILITIES**

- A. Be responsible for the rehearsal, instruction, and direction of the handbell choirs;
- B. In timely consultation with the Pastoral Staff, provide suitable anthems for Sunday morning worship and/or special occasions as may be required to celebrate religious events of the Church year. This music shall be compatible with the sermon topic, order of worship, and season of the Christian year;
- C. Format and furnish weekly information to the Church Office for the Bulletin and/or Newsletter, and the church's website and social media platforms;
- D. Develop and maintain effective practice schedules for the handbell choirs;
- E. Collaborate with all musical groups, including the Sanctuary Choir, Children's Choir, and GENESIS Praise Band, to schedule music for the church worship services;
- F. Participate in community engagement through collaboration with other churches and organizations, concert series, and interaction with local schools and colleges to provide a bridge between the church and community in music and worship arts;
- G. Recruit volunteers and guest musicians, as needed, to assist with musical ensembles;
- H. Maintain the condition and upkeep of the handbells, handchimes, and related equipment with consultation from local technicians;
- I. Maintain an organized music library for the handbell choirs;

- J. Prepare and manage an annual budget for the requirements of this position, and submit the budget during the church’s annual budget process;
- K. Participate in continuing education workshops in consultation with the Lead Pastor;
- L. Attend staff meetings as required by the Lead Pastor, and church committee meetings as they relate to the participation of the Handbell Choirs in worship;
- M. Notify the Lead Pastor when unable to perform the duties of the Handbell Choir Director;
- N. Perform other related duties as may be required in order to successfully fulfill the position of Handbell Choir Director, and as directed by the Lead Pastor.

**III. QUALIFICATIONS**

- A. Bachelor’s degree required with a major in music preferred;
- B. Experience in leading and directing handbells;
- C. Experience with teaching multiple age groups, including children, youth and adults;
- D. Knowledge of handbells and handchimes along with their maintenance;
- E. Ability to perform and teach standard handbell and handchime techniques with a focus on musicality;
- F. Ability to read and teach the reading of music at age appropriate levels;
- G. Strong keyboard and sight-reading skills, particularly with traditional worship music genres;
- H. Ability to train music ministry participants to the highest of musical standards in a manner that provides a high-quality offering and motivates and builds the individual and ministry as a whole;
- I. Excellent oral and written communication skills;
- J. Proficient administrative and management skills to direct an expanding worship and music ministry;
- K. Ability to effectively collaborate with church staff and church members;
- L. Ability to creatively share the work of the music ministry throughout the community;
- M. Knowledge of audio visual technology preferred to assist in the recording of services for presentation virtually on platforms, such as the church’s website and social media, and other modes appropriate for homebound church members;
- N. Familiarity with United Methodist doctrine, theology, hymnals, and music tradition preferred.

**IV. POSITION REVIEW**

This position description is to be reviewed at least annually and revised according to the needs and opportunities which exist at that time.

Staff Parish Relations Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Handbell Choir Director: \_\_\_\_\_ Date: \_\_\_\_\_