

Southminster Presbyterian Church Job Description

TITLE – DIRECTOR OF HANDBELL CHOIR

GENERAL PURPOSE – To establish an enthusiastic, positive environment to enhance Southminster's music ministry and other programs of the church.

PROFESSIONALISM: -- Staff are expected to support Southminster goals and values; to work both independently and cooperatively with the Southminster team; to respect and support fellow staff and congregation members; to communicate clearly; to solve problems that arise even if they lie outside the job description or expected time commitment; to be adaptive to change; to seek self-improvement and embrace one's own responsibilities for excellent job performance.

SPECIFIC PURPOSE – To provide leadership and direction for the Handbell Choir as part of the Southminster Music Ministries Team and promote an integrated, balanced music program.

DURATION – Permanent

CLASSIFICATION – Non-Exempt (salaried).

WORK PERIOD – September 1 through mid-June.

EXPECTED TIME COMMITMENT – 15-16 hours per month

ESSENTIAL FUNCTIONS – Subject to review and adjustment in conjunction with the Worship & Music Committee, the Director of Music Ministries, and the Pastor as Head of Staff, the following constitute the primary duties:

- Recruit and train Handbell Choir members
- Hold weekly Handbell Choir rehearsals
- Be responsible for a monthly Handbell Choir performance at worship services as well as two Christmas Season performances
- If events preclude the Handbell Choir from playing on their scheduled performance date, arrange for substitute musicians.
- Select music appropriate to the needs of the worship service and the skill level and interest of the players
- Organize and maintain the Handbell Choir music library
- Oversee the maintenance of the Handbell Choir equipment
- Oversee the Handbell Choir budget in collaboration with the Worship & Music Committee
- Attend two Staff Planning meetings a year, and other Staff meetings as possible/required by the Pastor or Director of Music Ministries
- Schedule performance and rehearsal dates collaboratively for the coming program year and have the information available in printed form early in the program year; any schedule changes to be communicated immediately to the rest of the Staff

- Send out monthly email to Handbell Choir members (copy Head of Staff, Director of Music Ministries, and Administrative Assistant) re schedules, music, etc. to act as a reminder and to foster a sense of community among the choir members
- Handle other administrative duties such as:
 - Administrative paperwork as necessary
 - Compliance with copyright issues
 - Communication with Administrative Assistant re items for Order of worship, room use, etc. at least a week ahead
 - Creation and update of Handbell Choir member's roster
 - Creation and update of roster of substitute musicians for music emergencies (in conjunction with the Director of Music Ministries)
- Foster relationships with other Handbell Choir Directors
- Seek continued professional Handbell development as opportunities and budgets allow

ACCOUNTABILITY & EVALUATION – Work objectives and performance review to be conducted annually by the Personnel Committee and Head of Staff, with input from the Director of Music Ministries and Handbell Choir members.

QUALIFICATIONS – Basic requirements are as follows:

- Knowledge and skill in directing and teaching handbell choirs
- Knowledge of music regarding appropriateness for liturgical seasons and level of skill of choir members
- Ability to work well with others
- Good communication skills, including written verbal, and electronic communication skills
- Good organizational and follow-through skills

JOB LOCATION – Southminster Presbyterian Church, Beaverton, OR

EFFECTIVE DATE OF JOB DESCRIPTION – Begins September 1, 2013 – Hiring as soon as possible

Approved August 9, 2012