

Trinity Lutheran Church Position Description

Trinity Mission: A welcoming faith community living together in God's love to share the joy of Jesus Christ

Title: Handbell Choir Director

Reports to: Senior Pastor

Purpose: Trinity's music ministry is to bear witness to the Gospel through liturgy, hymns, songs, special music, choirs, instrumental groups and other music in order to enhance the spiritual growth of all who worship at Trinity.

Period of Service: The Handbell Choir Director is a nine month per year position: September-May, requiring approximately 12 hours per month.

Qualifications:

1. A calling to this music ministry, with a passion and commitment to Trinity's mission.
2. Demonstrated experience with instrumental conducting, preferably with handbells.
3. Demonstrated knowledge of basic principles of handbell music. Experience ringing bells is preferred.
4. Knowledge and understanding of Lutheran liturgical worship practices.
5. Demonstrated leadership skills.
6. Ability to relate to others with good interpersonal skills.
7. Ability to communicate and respond in a timely manner.
8. Strong organizational skills.

DUTIES AND RESPONSIBILITIES:

Handbell Choir

1. To select, rehearse, and direct liturgically appropriate music for the Bells of Trinity from September through May of each year. The Bells of Trinity ring four octaves of Schulmerich handbells (with an additional four Malmark bass bells), plus four octaves of Malmark chimes. Bell choir rehearsals are on Wednesday evenings, with adjustments to rehearsal time during Advent and Lent.
2. To prepare the handbell choir for regular participation in services throughout the year: playing one to two times per month at Sunday morning services.
3. To prepare the handbell choir for special services throughout the church year including the Advent/Christmas Season, Lenten Season, and Holy Week/Easter as determined in consultation with clergy, the Music staff, and the Worship and Music Ministry.
4. To recruit, train and develop new choir members to assure the growth of the handbell program.

Administration

1. To provide leadership to the music program, in cooperation with the clergy, the Music staff, and the Worship and Music Ministry to accomplish planning tasks.
2. To attend worship planning meetings with the clergy, Music staff, and the Worship and Music Ministry as scheduled.
3. To attend the monthly full staff meeting, currently held the first Tuesday of the month: a time mutually agreed upon by the staff.
4. To participate with the Worship and Music Ministry in developing short and long-range plans and annual budget requirements.
5. To track handbell choir budget expenditures monthly, promptly reporting discrepancies to the Worship and Music Ministry.
6. To write *Tidings* articles and bulletin announcements, when requested by the Worship and Music Ministry, to expand the congregation's knowledge of liturgies, hymns, seasons, etc.

Maintenance/Oversight

1. To be knowledgeable about and take responsibility for the maintenance of the handbells.
2. To become familiar with the music library and maintain it.
3. To purchase music and music supplies for the Handbell choir, limiting the expenditures to the amount provided in the Worship & Music budget.

Expectations

1. Work in collaboration with Trinity's staff, clergy, council, and congregation members.
2. Follow Trinity's staff covenant and employee handbook.
3. Receive supervision, evaluation, and direction from Trinity's clergy and Congregation Council.
4. Encouraged to continued professional development and knowledge in the handbell field.
5. 30 days written notice of intent to resign is requested.

Revised 5/25/23