

SANCTUARY AND HANDBELL CHOIR DIRECTOR

Job Description

(Part time: approx. 8-10 hours per week)

REPORTS TO: Pastor & Personnel Committee

DUTIES:

Sanctuary Choir

- Choose appropriate anthems for weekly worship services, plus occasional introits/choral calls to worship and benedictions.
- Choose hymns for Sunday morning worship service.
- Select service music where appropriate, i.e. calls to prayer and prayer responses, amens, meditations, "connective music."
- Lead weekly choir rehearsals.
- Lead choir in worship.
- Lead congregation in worship through music.
- Communicate with organist and other musicians about hymns and other special music.
- Arrange for soloists, small ensembles, and other instrumentalists when appropriate.
- Communicate anthem information to secretary for bulletin. Assist with proofreading anthem texts for bulletin.
- Consult with minister(s) as needed to plan worship/create a variety of worship experiences.
- Secure substitute organists/accompanists during the absences of the church organist.
- Maintain music library (both physical and electronic).
- Assist others in finding music when requested.
- Adhere to copyright laws, and use such resources such as Christian Copyright Licensing International (CCLI) to remain within the parameters of ethical and legal use of copyrighted materials.

Handbell Choir

- Select appropriate handbell/handchime music, to be offered during worship 6-12 times per year.
- Recruit and train handbell ringers in proper ringing techniques and proper care of handbells.
- Lead regular handbell rehearsals.
- Prepare all music for rehearsals.
- Responsible for set up, tear down and storage of bell tables, pads, table covers, and other equipment, when handbells play in worship.
- If handbell selections will be played as the prelude, offertory or postlude, coordinate with organist several weeks ahead of time.
- Oversee routine maintenance of handbells, handchimes and equipment.
- Offer opportunities for handbell ringers to attend regional workshops and festivals.