

## Job Description Form

Division/Department Programs		
Job Title: Handbell Leader		
Reports to: Director of Music Ministries		
Level/Grade	Type of position: Part-time / Salaried / Exempt	Hours: On average 10 hours per week; not to exceed 31 in one week
<b>POSITION SUMMARY</b>		
Under the direction of the Director of Music Ministries, the Handbell Leader is responsible for leading all handbell ensembles.		
<b>RESPONSIBILITIES</b>		
<b>Vision</b> <ul style="list-style-type: none"> <li>Assists Director of Music Ministries to creatively develop and communicate vision and tone for bell choir music in coordination with the Senior Pastor, Worship Committee, and leaders of other elements of the music program</li> <li>Commitment comes from an understanding of God's love for us and God's desire for us to communicate the Good News of Jesus Christ through music</li> <li>Seeks ways for musical groups to support outreach opportunities to engage the community beyond the walls of Messiah</li> </ul>		
<b>Direction</b> <ul style="list-style-type: none"> <li>Responsible primarily for leading handbell choirs of various age and skill levels. Leads, coaches, nurtures and conducts these handbell choirs to include rehearsals for worship and seasonal performances</li> <li>Introduces children to Christian music through ringing</li> <li>Promotes, forms and leads instrumental groups of various sizes, composition, and skill levels as congregation interest warrants</li> </ul>		
<b>Music Preparation</b> <ul style="list-style-type: none"> <li>Reviews, selects, procures/reuses and prepares appropriate music for each musical group</li> <li>Identifies opportunities for various groups to participate in festivals and concerts</li> <li>Explores possibilities for special concerts and musical offerings</li> <li>Ability to arrange music using music notation software to suit unique instrumentation of an ensemble and/or work cooperatively with an arranger</li> <li>Familiarity with technology that supports the creation of digital music offerings (such as Logic Pro, Audacity, or GarageBand)</li> </ul>		
<b>Relational</b> <ul style="list-style-type: none"> <li>Participates in the life of the church to enhance relationships among Messiah staff and with the congregation, lay volunteers and parents of participants</li> <li>Recruits volunteers to support the music program</li> <li>Solicits feedback toward continuous improvement of the music program. Promotes participation in music programs</li> <li>Promotes community-building within each group</li> <li>Meets regularly with the Director of Music Ministries in order to plan and collaborate</li> </ul>		

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<b>Time Commitment</b> <ul style="list-style-type: none"> <li>Handbell Leader leads a weekly children's rehearsal during the Sunday School hour (10:40 – 11:10), and adult handbell rehearsals on Sunday and/or Monday evenings. Musical offerings are presented at 9 AM and 11:15 AM worship once per month, as well as for concerts and special services.</li> </ul>	
<b>Supervision and Assistance</b> <ul style="list-style-type: none"> <li>Oversees the work of lay volunteers and shares expertise toward continuous improvement of the music program</li> <li>Works under supervision of the Director of Music Ministries</li> <li>Provide conducting skills in order to fill in or assist other members of the music ministry team in special circumstances</li> </ul>	
<b>Administration</b> <ul style="list-style-type: none"> <li>Organizes and archives music in cooperation with the Director of Music, Organist and Volunteers</li> <li>Handles communications among participants, publicity and advertising</li> <li>Maintains participant database</li> </ul>	
<b>Professional Development</b> <ul style="list-style-type: none"> <li>Keeps abreast of new developments in church music</li> <li>Participates, and encourages lay musicians to participate, in developmental activities such as seminars, retreats and workshops</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>Ability to play handbells</li> <li>Adhere to policies set forth in the MUMC Personnel Policies and Procedures Manual</li> <li>Ability to work independently and in concert with other music personnel</li> <li>Ability to form groups</li> <li>Excellent interpersonal communication skills</li> <li>Work cooperatively with staff, church members and guests</li> <li>Adjusts easily to variable workloads and church seasons</li> <li>Maximizes resources including supplies and equipment</li> <li>Ability to be flexible when needs change</li> </ul>	
<b>EDUCATION /EXPERIENCE REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>A strong background in music and education with a music education degree desirable; ability to play a piano, keyboard, or other musical instrument desirable</li> <li>Several years of experience ringing bells</li> </ul>	
<b>COMPENSATION AND MINISTRY SUPPORT</b>	
<ul style="list-style-type: none"> <li>Compensation/benefits are set by SPRC in accordance with Messiah's Personnel Policy</li> <li>Evaluation procedures will be in accordance with Messiah's Personnel Policy</li> </ul>	

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<ul style="list-style-type: none"> <li>• Partial or whole funding of continuing education will be considered on an individual basis upon the SPRC's receipt of a written request stating need and benefit to the church and its members</li> <li>• Working hours may be flexibly fulfilled through work in the office, attendance at church committee meetings and weekend and evening activities required by the position</li> </ul>	
REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	