

Foothills Congregational Church – Job Description

JOB TITLE: HANDBELL CHOIR DIRECTOR

REPORTING RELATIONSHIP: This position is directly responsible to the Music Board.

JOB CLASSIFICATION: Exempt, Part-time (approximately 4 hours per week for 10 months per year)

BASIC JOB FUNCTIONS

- A. Direct the Handbell Choir at a professional level.
- B. Coordinate performances with the Ministers and the Music Director/Organist.

SPECIFIC RESPONSIBILITIES

- A. Conduct weekly rehearsals of the Handbell Choir.
- B. Lead Handbell Choir in worship services performances, in coordination with Music Director/Organist and Ministers.
- C. Provide a substitute when unable to fulfill the responsibilities of conducting rehearsals or performances.
- D. Select and purchase appropriate music and supervise periodic maintenance of the handbells.
- E. Meet as needed with Ministers, Music Director/Organist or Music Board.
- F. Submit an annual budget to the Music Board to cover cost of materials, equipment maintenance and other expenses of the Handbell Choir.
- G. Follow church rules and procedures on use of the facility.