

**Job Posting for
DIRECTOR OF THE HANDBELL CHOIR
Vestal United Methodist Church**

Purpose: Promote the spiritual life of the congregation and its members through music ministry. To direct the Handbell Choir of the Vestal United Methodist Church.

Qualifications:

1. Demonstrates Christian faith
2. A strong musical background and understanding of handbell technique/notation.
3. Experience with handbells is highly preferred but not required.
4. Ability to work cooperatively with a variety of age groups and skill levels.
5. Enthusiasm and creativity is necessary to recruit and retain ringers.

Position: Staff, Salaried – part time, September through June

Accountability: To the Pastor, the Director of Music, the Staff Parish Relations Committee.

Responsibilities:

1. Direct the performances of the Handbell Choir.
2. Recruit members for the Handbell Choir.
3. Plan, select music for, and direct Handbell Choir rehearsals and Sunday and special services performances as mutually agreed with the Director of Music and Senior Pastor.
4. Coordinate Sunday and special services performances and worship themes with the Director of Music.
5. Submit titles of music to the church office early in the week to be printed in the bulletin when performances are scheduled.
7. Order music for the Handbell Choir, either directly from the supplier or through the Director of Music. Ensure copyright laws are observed.
8. In October submit a proposed Handbell Choir budget for the following year to the Director of Music.
9. Be responsible for cataloging and filing music for the Handbell Choir and for the care of the handbells. Work with the Director of Music if repairs or new equipment is needed.
10. Open, close, and secure (as necessary) the building for each rehearsal of the Handbell Choir.

11. Submit concerns and/or reports as necessary relating to the Handbell Choir to the Director of Music, the Pastor, the Music Committee, and/or the Staff Parish Relations Committee as necessary and appropriate.
12. Meet regularly with a liaison from the SPRC.
13. Ensure compliance with VUMC Safe Sanctuaries policies.

Successful completion of background check required for any VUMC employee.

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, speaking, hearing, writing, lifting, typing, filing, seeing and reading.

The Vestal United Methodist Church is an Equal Opportunity Employer