

OUTLINE OF JOB DESCRIPTION

JOB TITLE:	Director of Handbell Ministries
ORGANIZATION:	Christ United Methodist Church (CUMC) - Greensboro
REPORTS TO:	Director of Traditional Music & Arts
SUPERVISES:	None
CLASSIFICATION:	Part Time, Hourly, Non-Exempt
HOURS:	Hours vary from week to week. The professional in this position is expected to work an average of 6 hours per week, depending on the needs of CUMC. These hours primarily revolve around Monday evening rehearsals, preparation time, and Sunday mornings, when ensembles play during the 11 a.m. traditional worship service.
MINISTRY AREA:	Worship & Arts
RESPONSIBILITIES:	<p>Responsibilities are subject to change, based on the needs of CUMC. Further expectations and responsibilities are outlined in the CUMC Employee Handbook. Job responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none">● Coordinate and direct CUMC's handbell choirs<ul style="list-style-type: none">○ As of August 2023, the church has two handbell choirs: Celebration and Carillon● Manage the handbell music library● Oversee communication with handbell choirs and recruitment of new ringers - including offering occasional introductory classes● Incorporate handbell choirs into regular and occasional CUMC worship services and events in conjunction with CUMC's Director of Traditional Music & Arts● Oversee the routine maintenance of five octaves of Malmark handbells; four octaves of Malmark handchimes; and related equipment● Coordinate instrumentalists to play with handbell choirs for worship services and special events as needed
QUALIFICATIONS:	<p>The qualifications include but are not limited to the following:</p> <ul style="list-style-type: none">● Experience and expertise in directing church handbell choirs● Familiarity with a wide range of handbell repertoire and current trends● Familiarity with a wide range of handbell techniques● A sense of calling to worship leadership in a church● Strong interpersonal skills and the ability to work as a part of a church staff team
COMPENSATION:	Compensation is based on relevant education, experience and expertise and is set by CUMC's Staff-Parish Relations Committee in accordance with the policies of the Western North Carolina Conference of the United Methodist Church. Additional benefits are detailed in the CUMC Employee Handbook.
REVISION DATE:	August 2023