

Bell Choir Director Job Description  
Sterling United Methodist Church  
Sterling, VA

**Description:**

The Bell Choir Director is responsible for selecting music and rehearsing the adult bell choir and children's bell choir to provide bell music monthly during the Sanctuary worship services October – June. This is a nine-month position with time off June 15 – Sept. 15. This position is under the supervision of the pastor and the Director of Music Ministries.

**Qualifications *Required:***

- BA or BM degree in Music or equivalent
- Knowledge of the essence of performance, individual differences in ability, personality and interests; learning and motivation.

**Qualifications *Desired:***

- Minimum three years directing experience
- Level 1 Handbell Musician Certification
- Knowledge of Christian worship demonstrating the ability to select appropriate hand-bell music.
- Knowledge of music theory and hand-bell techniques required to perform hand-bell music.
- Knowledge of organizational principles and coordination of hand-bell choir members and resources.
- Knowledge of principles of training, teaching and instruction for hand-bell players.
- Ability to objectively self-assess and assess performance of hand-bell players.

**Responsibilities:**

- Mentor and develop the spiritual and musical growth of hand-bell ringers.
- Select, prepare, and provide appropriate hand bell music for worship services and special services from September to June.
- Plan, schedule, and arrange details for rehearsals and participation in worship services.
- Conduct all rehearsals and performances of the hand-bell choir.
- Contact the Director of Music Ministries in the event of an unexpected absence.
- Confer with the Pastor and Director of Music Ministry on a regular basis to integrate the bell program in planning worship services.
- Lead the choir in special services and/or programs, such as Advent Lessons & Carols, Christmas Eve, Easter, etc.
- Arrange for substitute ringers when required.
- Recruit members of all ages for the hand-bell choir.
- Oversee maintenance of hand-bells, chimes, and equipment.

### Responsibilities (cont.):

- Maintain library of hand-bell music.
- Supervise movement of any equipment on or off church property.
- Administer hand-bell funds to purchase music, equipment, and repairs in coordination with Director of Music Ministry.
- Coordinate with youth bell choir director as needed.

### Relationships:

- Serve as a Christian role model through word, action, and deed, always conveying a cooperative spirit among hand-bell ringers. Nurture the music-making process to feed mind, body, and soul of listeners as well as players.
- Encourage and build mutual trust, respect, and cooperation among bell ringers.
- Rehearse sufficiently to maintain a high quality of music for performance.
- Seek professional relationships with other church musicians and keep abreast of developments in worship and liturgy through associations, continuing education, professional church publications and workshops.
- Effectively communicate with staff and handbell members.

Interested applications should submit a cover letter and resume via email to [jobs@sterlingumc.org](mailto:jobs@sterlingumc.org) with the subject "Bell Director Position."