

**Elizabethtown Church of the Brethren
Bell Choir Director
Position Description**

PURPOSE

The Bell Choir Director will

1. Coordinate and direct the Bell Choir, incorporating a wide variety of musical styles providing music that is vibrant, cutting edge theologically and thematically relevant music that is meaningful and inspiring to all ages.
2. This is a part-time position.

ACCOUNTABILITY

The Bell Choir Director will

1. Be responsible to and evaluated by the Expressions Commission and meet with the Human Resources Committee (or group tasked with HR Committee responsibilities), Pastor of Worship and Administration, and representative/s of the Expressions Commission for an annual performance review.
2. Be welcome to attend and contribute to scheduled meetings as an ex-officio member of the Expressions Commission.
3. Participate in the worship planning process through communication with the Music Coordinator/s and Pastor of Worship and Administration, representing the involvement of the Bell Choir in worship.

RESPONSIBILITIES

The Bell Choir Director will

1. Nurture and develop the growth of the Bell Choir in order to maintain a vital presence in the music ministry of the congregation.
2. Report any maintenance needs of the bells/chimes to the Expressions Commission Chairperson.
3. Obtain all necessary permissions and authorizations prior to any reproduction of copyrighted materials.
3. Assist the Expressions Commission to prepare the annual music budget.
4. Seek feedback, formally and informally, regarding the Bell Choir program from the Expressions Commission, the Pastors, bell choir members, and others.
5. Prepare the Bell Choir to participate in worship one Sunday a month from October through June and on special occasions (e.g., Christmas Eve, Easter, etc.) or through solo, duet, or small group ensemble opportunities, as determined in collaboration with the Worship Planning Committee. The choir performs two pieces in worship.
6. Prepare the Bell Choir to participate in festivals and workshops, after consulting with choir members.
7. Study, select, purchase, and prepare music in a variety of styles that achieves balance between old and new, challenging and accessible, and familiarity and unfamiliarity to choir members; that is engaging for those involved in playing; that enhances the worship services; and that, as much as possible, will successfully be integrated in the total worship experience.
8. Develop and implement strategies for choir recruitment, as needed.
9. Maintain the Bell Choir Music Library, including a record of performances.
10. Plan and conduct regular rehearsals using effective rehearsal techniques.
11. Maintain high standards of musicianship.