

Lansing First Presbyterian Church
BELL CHOIR DIRECTOR
Position Description

PURPOSE:

The Bell Choir Director (herein referred to as Director) is charged with enhancing the congregation's experience of worship and praise through music. The Director will exercise general supervision over the Bell Choir of the church, providing opportunities for members of the congregation and other interested persons in the community to be part of a ministry of music for worship, service, and enjoyment.

ACCOUNTABILITY:

The Director is accountable to the Director of Music/Chancel Choir Director and to the Pastor as Head of Staff.

PERSONAL QUALITIES:

The Director ideally shall be a person with Christian commitment who understands and endorses First Presbyterian's mission. In addition, the person must demonstrate musical ability with high standards, and shall be sensitive to the importance of human relations in the church music program.

RESPONSIBILITIES:

The Director shall:

1. Conduct the Bell Choir with weekly rehearsals September through May. Coordinate rehearsals and the overall programming and scheduling of services in consultation with the Director of Music/Chancel Choir Director and the Session Worship Committee ensuring liturgically appropriate music for all worship events.
2. Confer with the Director of Music/Chancel Choir Director to schedule and coordinate performances of the Bell Choir in Sunday worship services along with anticipated choral and musical needs.
3. Prepare all communications to the Bell Choir members regarding choir activities, arrange soloists and ensembles for special services in consultation with the Director of Music/Chancel Choir Director.
4. Provide information in a timely fashion for the church calendar, weekly church bulletin, monthly church newsletter and other appropriate communication venues.
5. In consultation with the Director of Music/Chancel Choir Director maintain the Bell Choir music budget by submitting budget recommendations and requests to the Director of Music for submission to the Session Worship Committee.

6. Oversee the cataloging and organization of the Bell Choir music library and care of bells.
7. Arrange for an appropriate substitute when unable to be present for a rehearsal or a worship service.

RELATIONSHIPS:

The Director of the Bell Choir is encouraged to demonstrate interest and participate in the total life of the church and its activities.

EVALUATION:

Performance reviews will be conducted as needed by the Director of Music/Chancel Choir Director and Pastor as Head of Staff.

May 2022