

<b>Handbell Choir Director</b>
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Revised 1/31/24

Reports to: Director of Music and/or Pastor

Part Time Hourly, Average 16 hours/month (4 hours/week)

Mid-August to Mid-June (43 wks 2024-2025)

Paid bi-weekly

Employee reports hours via Paylocity payroll app

Position Overview:

The Handbell Choir Director conducts and administers the Holy Trinity “Bells of Joy” for the liturgical enhancement of weekend and special seasonal masses throughout the program year as a member of the Holy Trinity parish music ministry team.

Qualifications:

- Ability to read both treble and bass clefs
- Knowledge of conducting patterns and experience conducting handbell/chime choirs
- Knowledge of music theory and handbell/chime notation and techniques required to perform handbell/chime music
- Knowledge of handbell literature
- Knowledge of Catholic liturgy and the Christian Year, demonstrating the ability to select appropriate handbell/chime music
- Ability to relate to, select music for, and lead volunteers of varying musical skill levels effectively and pastorally
- Ability to work collaboratively with other music staff/volunteers and clergy regarding the use of handbell music in Catholic liturgy
- Ability to recruit and incorporate new handbell choir members

Responsibilities:

## ❖ Ministries

- Recruit and train Bells of Joy members
- Conduct weekly (Mondays, 7:00-9:00pm) Bells of Joy rehearsals during ten month program year (mid-August to mid-June)
- Review/select/purchase/arrange/compose/prepare handbell scores for rehearsals and scheduled handbell Masses as appropriate, subject to approved budget
- Prepare one or two bell or chime anthems plus appropriate service music for one Sunday each month and special or additional anthems for Christmas and Palm Sunday or Easter

## ❖ Communications/Relationships

- Collaborate with the Director of Music in developing an annual schedule for weekly rehearsals (including rehearsal space) and monthly/special seasonal Masses
- Collaborate with the Director of Music regarding the amount/use of handbell music for scheduled handbell Masses
- Collaborate with the scheduled organist/pianist regarding rehearsal needs prior to scheduled handbell Masses
- Collaborate with the Director of Music in developing an annual proposed handbell music/maintenance budget prior to the budget submission deadline

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## ❖ Administrative/Clerical duties

- Create and update a Bells of Joy roster; email updated rosters to the Director of Music at least annually
- Create and update a roster of substitute ringers; email updated rosters to the Director of Music at least annually
- Supervise movement of any equipment on or off church property
- Oversee the maintenance/purchase of handbells, chimes, and other handbell choir equipment, subject to approved budget
- Submit handbell-related purchase invoices to the Director of Music for payment/reimbursement in a timely manner
- Organize, maintain, and catalogue the handbell music library, collaborating with the Director of Music when appropriate/necessary
- Report hours worked via Paylocity mobile app

## ❖ Personal/Professional Growth

- Spend time in personal spiritual preparation for liturgies
- Maintain familiarity with Church documents and other resources relating to the use of handbells in Catholic liturgy
- Seek continued professional handbell development for self and handbell choir as opportunities and budgets allow

Equipment and Additional Resources

- ❖ Music and equipment storage room (shared with other ensembles)
- ❖ Schulmerich Hand Bells  
One 4-octave (G3-G7) set (HTC memorial donation, 2001)
- ❖ Malmark Hand Chimes  
Two 2-octave (C4-C6) sets (HTS owns both; newer set purchased 2013)
- ❖ Membership/Subscription  
Handbell Musicians of America/ *Overtones* bimonthly journal/ online resources
- ❖ Workshops as appropriate (e.g. “Ring in Spring”)

Compensation

\$25.00 - \$29.00/hour (see header to compute available annual compensation)  
Commensurate with qualifications and background

Evaluation

A performance review including the Handbell Choir Director, the Director of Music, and the Pastor will be conducted yearly. Any concerns relating to performance shall be brought to the attention of the Handbell Choir Director by the Director of Music. Job related concerns of the Handbell Choir Director may also be taken to the Director of Music or to the Pastor. All parties shall attempt to resolve concerns in a timely manner and shall be given an appropriate time frame in which to do so.