

**First Presbyterian Church of Petaluma
Position Description**

Title: Handbell Choir Director

Purpose: To rehearse and lead English Handbell Choir in worship

Accountability: The Handbell Choir Director is accountable to the Music Director, directly, and Pastor as head of staff, indirectly.

Responsibilities:

- Direct the handbell choir in weekly rehearsals and in the classic worship services (every two months).
- Promote the ministry of handbells and recruit new members for the handbell choir.
- Work with the music director and pastor in planning appropriate music for worship and special occasions.
- Coordinate other staff and volunteers with music ministry needs such as the chancel choir and children's choir.
- Review, purchase and organize handbell choir music.
- Other responsibilities as directed by the pastor.

Qualifications:

- Have education and experience in English handbell direction.
- Possess a broad knowledge of church music.
- Have a mature Christian faith.
- Support the vision and goals of the church.

Terms:

- Average 10 (ten) hours per month.
- The annual salary will be established by Session upon recommendation of the Personnel Committee.
- Leaves, vacations, and holidays are subject to the provisions in the Personnel policies of the First Presbyterian Church of Petaluma.

Evaluation:

- Performance reviews will be conducted annually by the Pastor as head of staff and the Personnel Committee.
- The Personnel Committee will annually review the adequacy of compensation.

Draft, June 17, 2006