First Baptist Church Fellowship of Calgary, AB

Handbell Ministry

Job Description Title: **Handbell Choir Director**

Position: **Regular Part Time – September to June**

Responsible to: **First Baptist Church Music Director**

**Weekly Duties**

* Schedule and lead handbell rehearsals, once a week, for two individual handbell groups (Intermediate and Beginner Handbell Group).

**Sundays**

* Perform once a month in the Sunday morning service (the 3rd, or 4th Sunday)
* Handbell morning rehearsal prior to each performance
* Prepare 3 selections for each service, with a mix of new and old music

**Special Concert and Services**

* Prepare music for Special concerts or Performances such as Christmas and Spring Concerts, and Heritage Park. This should include dress rehearsals for each.

**Administrative Duties**

* Continual recruitment of new volunteers through advertising, word of mouth, announcements
* Submit Sunday bulletin information (title of songs and composer required) before Sunday performances, on Wednesdays of that week
* Attend Music staff meetings
* Maintaining music library
* Ongoing care and maintenance of hand bell choir equipment
* Order new music yearly
* Prepare a music budget to be submitted annually to the Music Director (this should include a budget for equipment and new music)
* Review at least quarterly the website and submit any changes to Office Administration
* Prepare summary for the annual report
* Ongoing skill development

[http://www.firstbaptistcalgary.com](http://www.firstbaptistcalgary.com/)

Please submit resume and cover letter to fbcmusic@firstbaptistcalgary.net