

Church Choir and Handbell Director Job Description

Benefit Status: Part-Time Salaried (15 hours)

Ministry Area: Worship

FLSA Status: Non-Exempt

Direct Supervisor: Lead Pastor

Pelham Road Baptist Church is a place where God's grace is held out for each person. A place of welcome for all. A place of healing for everyone. A place where women and men serve as equals. A place where labels are banished. A place where religion is replaced by love for God and neighbor. A place where you can be you.

Essential Functions:

1. Choir Leadership:

- a. Plan, prepare, and lead regular rehearsals for the church choir.
- b. Direct choirs during weekly worship services, seasonal services, and special events (e.g., Christmas Eve, Easter, and weddings).
- c. Encourage choir members and foster a spirit of teamwork and musical excellence.

2. Bell Choir Leadership:

- a. Direct and lead the bell choir (if applicable), ensuring proper bell techniques, musical expression, and coordination with other ensembles.
- b. Schedule regular rehearsals and performances, integrating the bell choir into appropriate worship services and special events.
- c. Ensure bell choir members have the necessary resources, including music and handbells, to succeed in their roles.
- d. Coordinate the set-up and break down of bells and equipment (tables and stands) before and after practice and for worship.

3. Collaboration:

- a. Work closely with the church's pastoral team, music staff, and other ministry leaders to plan and execute music for worship services, ensuring the music supports the sermon and liturgical themes.
- b. Collaborate with instrumentalists (e.g., organists, pianists, and other musicians) to coordinate musical elements for services and events.
- c. Engage with other musical ministries, including youth programs or special musical initiatives, to create a unified worship experience.
- d. Coordinate with vocalists and instrumentalists for special music during the Summer and other worship services throughout the year.
- e. Collaborate with media/AV team for sound, projection, and livestream needs.
- f. Coordinate with Pastor for substitute keyboard players and/or vocalist in the event of absence or vacation.

4. Administrative Duties:

- a. Schedule and communicate choir and bell choir rehearsals, performances, and special events.
- b. Assist in recruiting and retaining choir and bell choir members, fostering a welcoming and inclusive environment for participants.
- c. Check-in weekly (i.e., by phone or in person) with staff member to coordinate with church leadership regarding worship services and special events.
- d. Coordinate with church administrator to maintain and tune church instruments.

5. Spiritual Leadership:

- a. Serve as a spiritual leader and mentor to choir and bell choir members, helping them grow in their faith through music and worship.
- b. Encourage the development of both musical skills and personal spiritual growth within the context of church music ministry.

6. Other Duties:

- a. Perform other duties as assigned by the church Pastors, including special services, or church community events.
- b. Maintain a positive and nurturing relationship with church members and staff.
- c. Assist staff in planning annual budget for Music Ministry.

Required Qualifications:

1. A deep understanding and appreciation of sacred music and its role in worship.
2. Strong conducting skills, with experience leading both choirs and bell choirs.
3. Proficiency in reading music is required. Proficiency in piano or guitar is preferred but not required.
4. Background in music education or choral conducting (degree or equivalent experience).
5. Excellent communication and interpersonal skills, with the ability to work with people of various ages and backgrounds.
6. Ability to inspire and motivate others, creating a supportive and encouraging environment for choir and bell choir members.
7. Previous experience in church music ministry is preferred but not required.
8. A committed Christian with a strong personal faith and a desire to serve the church through music.
9. Will join Pelham Road Baptist Church as a member after employment.

Physical Requirements:

1. Ability to stand and lead rehearsals for extended periods.
2. Occasional lifting of musical equipment (e.g., bell sets, sheet music).
3. Strength to perform all necessary tasks including lifting, stooping, and bending.

Work Schedule:

1. Weekly rehearsals for choirs and bell choirs (typically evenings or weekends).
2. Regular participation in worship services (Sundays and other special services as scheduled). Duties and responsibilities are designed to be the essential functions of the job. They do not preclude performance or related or even unrelated jobs, which may be necessary to complete all work assignments properly and efficiently.
3. Vacation from Sunday/Wednesday assignment will be available one time per quarter. Expectation would be that these vacations would not be scheduled the holiest Seasons of each year.
4. Annual review conducted by the Pastor or designated supervisor.

Pelham Road Baptist Church reserves the right to amend job specifications to meet current needs.

_____ Employee Signature

_____ Direct Supervisor Signature

Resumes may be submitted to: MusicApplicants@PelhamRoad.org