

# St Luke's Lutheran Church

## Job Description

**Mission Statement:** St Luke's is a welcoming and growing community of faith, busy making Christ known to the world.

**Position:** Bells of Praise Handbell Director

**Position Summary:** St. Luke's is seeking a person to serve as director for the Bells of Praise Handbell Choir. Handbells rehearse one evening per week and play at one worship service per month.

Part-Time position 3 to 5 hours per week  
September through May  
Salary Range \$20 to \$25 per hour  
Review after 3 months

**Qualifications:**

- Ability to demonstrate understanding and full support of the mission, vision, values and beliefs of the Congregation, and a desire to model that leadership for the Bells of Praise
- Bachelor's Degree in music or equivalent
- Experience in conducting handbell ensembles and knowledge of various handbell techniques
- Knowledge of sacred handbell repertoire and the role of music in Lutheran worship. Some theological training preferred; but not required
- Ability to relate to others, well developed interpersonal skills and experience as a "team player."

**Essential Tasks:**

- Direct the Bells of Praise at one rehearsal per week on Thursday evening toward participation in worship one Sunday a month
- Prepare the Bells of Praise for special services throughout the Church year such as Christmas Eve, Easter and other special services scheduled in collaboration with the worship team
- Choose music that reflects St. Luke's theology, communicate the schedule and selections to the worship team and the office staff
- Actively recruit new members to the Bells of Praise, provide an atmosphere of musical learning, growth and mutual care. Be open to ringers of all ages and abilities, provide support and encouragement
- Coordinate with the Pastor and Worship & Music Committee to accomplish planning tasks and provide leadership to the music program
- Foster an atmosphere of musical learning, growth and mutual care
- Participate with the staff in developing short- and long-range plans and annual budget requirements

- Maintain the handbell music library and purchase new music when needed out of budgeted funds.
- Maintain the handbells and chimes, ensure proper care, repair and cleaning at appropriate intervals
- Pursue participation for the ensemble in 2 to 3 outside performances, learning or service opportunities per year.

**Internal and External Contacts:**

- Senior Pastor, staff, organist/accompanist, Worship & Music Committee and Bells of Praise
- Members of the congregation
- Bells of the Lakes

**Equipment/Software Utilized:**

- St Luke's Handbell Collection
- Microsoft Office Suite
- Email contact

**Commitment:**

- Direct weekly rehearsals
- Direct during two worship services, once per month
- Contribute to a monthly staff meeting for worship planning and coordination
- Plan initial yearly preparation with staff for programming year
- Prepare the Bells of Praise for special services throughout the Church year, including rehearsals and performances
- Yearly renewal period applies

**Position Supervision and Reporting:**

Report to Senior Pastor

***Please submit resume or questions to [jobs@stlukesbloomington.org](mailto:jobs@stlukesbloomington.org)***