

Handbell Director
Salem Covenant Church
Job Description

Reports to: Organist and Music Coordinator

Status: Part-Time

FLSA: Non-Exempt

Position Summary: The Handbell Director will oversee and direct the handbell ensemble.

Essential Functions:

- Recruit, lead, motivate, direct, train, and care for members of the handbell ensemble.
- Plan and select music for the handbell ensemble.
- Organize and lead weekly rehearsals and special rehearsals as required.
- In collaboration with other staff members, the Handbell Director will coordinate and schedule the handbell ensemble in worship services and special programs to support the overall music ministry.
- Communicate with participants, informing them of expectations and schedules.
- Attend music staff meetings to coordinate rehearsals, worship schedules, and music themes.
- Oversee the maintenance of handbells and related equipment.
- Adhere to the allocated budget.

Other Responsibilities:

- Support Salem's mission, ministries, policies and procedures.
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Function collaboratively with staff and ministry teams.
- Pursue continuing education as appropriate.

Minimum Qualifications:

- Deep commitment to Christ and the ministry of the church.
- Awareness and appreciation of Covenant theology and worship.
- Bachelors degree in music or music education preferred.
- Two years of experience in directing handbells.
- Effective communicator with strong verbal and writing skills.
- Strong organizational skills with the ability to work independently and in a team setting.

Core Competencies:

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Team Development:** Encourages and supports people in discovering, developing, and engaging their gifts and skills in service; invites people onto teams; leads teams successfully by creating strong morale and spirit in the team; leads courageously through challenges; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging and pride in the team.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.