

JOB DESCRIPTION	
Job Title: Bell Choir Director	Reports to: Director of Music
Classification: Part-time (4-5 hrs/week)	FLSA Status: Exempt
<p>Purpose of the job:</p> <p>The Director of the Bell Choir is responsible for all rehearsals and participation of the bell choir in worship and in other handbell opportunities as approved by the Director of Music and the Pastor.</p>	
<p>Essential Functions/Responsibilities:</p> <ul style="list-style-type: none"> <li>•Schedule rehearsals of the bell choir beginning on the September Sunday after Renewal Sunday and continuing through the beginning of June, with the exception of the Sunday between Christmas and New Year's Day</li> <li>•Plan all music for the bell choir; order new music as necessary in collaboration with the Director of Music</li> <li>•Coordinate the scheduling of bell choir participation in worship with the Director of Music</li> <li>•Conduct all performances of the bell choir, within the church and outside the church</li> <li>•Recruit new participants for the bell choir as necessary</li> <li>•Manage the bell choir equipment responsibly (tables, table covers, foam, music stands, folders, gloves, mallets)</li> </ul>	
<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• The Bell Choir Director must have experience with music programming and the direction of an ensemble.</li> <li>• The Bell Choir Director shall have as a minimum a Bachelor's Degree</li> <li>•</li> </ul> <p>The candidate must also read and agree to the Safe Sanctuary policy as adopted by Carter Memorial United Methodist Church. This includes agreeing to a CORI background check and acting in accordance with the provisions set forth by the Safe Sanctuary policy.</p>	

Applicants should send a resume and cover letter to [cartersprc@gmail.com](mailto:cartersprc@gmail.com) and indicate their interest in the Bell Choir Director posting.