



Job Description: 2017 Director of Handbells

A Part-time position

Supervisor: Senior Pastor

Mission/ Purpose: To use handbell music to lead others in worship and lead two adult handbell choirs and one youth handbell choir in faith and fellowship.

Role: Lay Minister

Responsibility: Facilitate Worship

- 1: Provide special music from the handbell choirs in worship about once a month
- 2: Provide additional handbell choir music for worship services as requested (e.g. hymn or liturgy accompaniment)
- 3: Provide handbell choir music for special worship services as needed (e.g. Christmas Eve, funerals, etc.)
- 4: Work with pastors and other worship staff to plan worship services

Responsibility: Support other music ministries

- 1: Work with other music ministry leaders to determine performance schedule and roles
- 2: Recognize shared use of space, time, and resources, and plan fair use accordingly
- 3: Give handbell choir schedules to ministry support staff for timely inclusion in calendars, bulletins, etc.
- 4: Keep the handbell tables clear to present a clean look during worship when not in use

Role: Bell Choir Director

Responsibility: Engage volunteers

1. Begin and end rehearsals on time.
2. Give sufficient notice and reminders for special rehearsals and performances.
3. Be available 30 minutes before or after rehearsal to answer questions and assist individuals with learning their music.
4. Support new volunteers who are learning how to ring, e.g. by marking music, teaching technique, or rehearsing
5. Maintain and provide a list of substitute ringers.
6. Assist in locating and contacting substitute ringers as needed.
7. Keep current with handbell publications (Overtones magazine) and the periodic catalogs of publishing houses.
8. Select music that is both valuable in worship and engaging to the ringers.
9. Manage the handbell budget.

Responsibility: Manage instruments

1. Maintain and polish instruments regularly.
2. Voice instruments yearly, and inventory parts needing replacement.
3. Make repairs in house when possible.
4. If necessary, ship bells to foundry or qualified technician for repair.
5. Schedule and budget for full refurbishment every 10 years. Oversee shipping and delivery of instruments.

Responsibility: Manage equipment

1. Inventory and maintain the supply of auxiliary equipment (tables, foam, covers, gloves, notebooks, stands, clips, stand lights, music, mallets, dowels, etc.).
2. Provide organized, neat storage for equipment and instruments.
3. Keep bell area organized and tidy.
4. Assist in the cataloguing and filing of handbell music.



Role: Music Educator

Responsibility: Keep current on handbell art form with new techniques, trends, and styles in music and ringing

1. Maintain membership in the Handbell Musicians of America (The Guild)
2. Actively pursue continuing education opportunities
3. Host occasional introductory handbell classes to teach non-ringers about the instrument

Role: Small Group Leader

Responsibility: Support members in faith

1. Share prayer requests at each rehearsal.
2. Pray at the end of each rehearsal.
3. Recognize member's birthdays and other milestones.
4. Include group team building activities along with music preparation during rehearsals.

Strategic partners for this position are the Choir Director, the Director of Congregational Life, Pastors, the Organist, and Director of Communications.

Position Contact:

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