

**ST. PAUL UNITED METHODIST CHURCH
10 NORTH CENTER STREET
EAST ALTON, IL 62024**

Position Description: Hand Bell Choir Director

Supervision:

The Hand Bell Choir Director will be responsible for over-all performance to the Staff-Parish Relations Committee, and will be under the immediate supervision of the Pastor.

Hours and Compensation:

- A. A weekly rehearsal of at least an hour from September through May; monthly participation in worship (both services), with rehearsal preceding.
- B. Salary shall be recommended annually by the Staff-Parish Relations Committee to the Committee on Finance for inclusion in the yearly budget.
- C. Social Security is withheld, with the church contributing its portion, as required by law.

General Expectations:

- A. Work closely with the music coordinator(s) and the Pastor.
- B. Select appropriate music for rehearsals and be prepared to make full use of rehearsal time.
- C. Purchase additional music in keeping with the budget allotment and following consultation with the music coordinator.
- D. Be available for special services as requested by the Pastor or music coordinator(s) - ie. Lent, Easter, Christmas. Special requests will be kept to a minimum.
- E. Together with choir members, maintain the bells and other equipment in good condition. Report needed repairs and/or supplies to the church office.

Church Involvement:

The Hand Bell Choir Director is welcomed but not required to become a part of the St. Paul UMC church family.