

**FIRST PRESBYTERIAN CHURCH
CHEYENNE, WYOMING**

Position Description:

Bell Choir Director

Overall Function and Objective of the Position:

To have general charge of and supervision of the Bell Choir members and their activities, including safeguarding the instruments (bells) and related equipment.

Qualifications:

Preference for a candidate to have a Bachelor's Degree in the field of music or equivalent experience; with preference given to candidates who have experience and familiarity with church music and worship in the Presbyterian tradition.

Accountability:

The Bell Choir Director shall be accountable to the Session through the Worship and Music Ministry and under the immediate supervision of the Head of Staff.

Salary and Evaluation:

Performance and salary shall be reviewed annually by the Head of Staff in conjunction with the Personnel Ministry.

Duties and Responsibilities:

The duties for this position shall include but not be limited to the following:

1. To prepare and maintain the performing capabilities of the Bell Choir(s) members. This requires weekly rehearsal sessions.
2. To direct the Bell Choir(s) at all services in accordance with the schedule of time and dates for all choirs participation in worship.
3. To serve as a member of the Worship and Music Ministry, working in harmony with them to the greatest extent possible while carrying out any instructions received from the Head of Staff.
4. To order new music and materials as needed within the amount budgeted through and approved by the Worship and Music Ministry.
5. To be in charge of the Choir bells. This includes instructing the members in the proper use thereof and the safeguarding of these instruments when not in use. Various responsibilities in this regard may be assigned to key bell choir members.
6. To attend periodic workshops for Bell Choir Directors when the opportunity arises in the Wyoming/Colorado region.

Position Time Requirements:

Hours will vary according to the time deemed necessary for preparation but will be sufficient each week to fulfill the responsibilities outlined above. In case the Bell Choir Director must miss work for any reason, this individual will arrange for a substitute and notify Head of Staff and the Bookkeeper.

Termination:

This agreement between the Church and the Bell Choir Director may be terminated at the option of either party without cause by written notice mailed or delivered to the other party at least 14 days prior to the date of termination. Should the need arise; the Bell Choir Director is entitled to meet with the Personnel Ministry to discuss the reason(s) for termination.

Special Notes:**Interpersonal Relationship Expectations:**

It is expected of each staff member to make every effort to be compatible with all other church staff members in all aspects of their ministry and interpersonal relationships.

If there is a disagreement, it is expected that the persons involved will speak with one another in person and make every effort to resolve the problem in a loving and Christian manner, and in accordance of the teachings of our Christian faith.

If this step does not resolve the issue, it is expected that they will meet with the Head of Staff or a member of the Personnel Ministry to work out a solution.

If further resolution is needed, then the persons involved shall meet with Personnel Ministry.

It is expected that each member of the staff will have a copy of the personnel policy, will be familiar with it, and will sign the form that a copy has been received.