

Director of Choirs and Handbells

First Lutheran Church

St. Peter, MN

General Function and Accountability

The Director of Choirs and Handbells is to assist in the planning, preparation, and leadership of worship at First Lutheran by leading the **1) Adult Choir, 2) Children's Choir, and 3) Handbell Choir** during Sunday worship services and services throughout the year.

The Director of Choirs and Handbells will work closely with the Church Musician and be under the supervision of the senior pastor. The position is funded for approximately 15 hours per week, however, may flex depending on the liturgical year (i.e. increase prior to Christmas and Holy Week while decreasing over the summer, etc.).

The Director of Choirs and Handbells will:

- Select, prepare, and present choral and/or handbell service music as appropriate to the liturgical season.
- Recruit participation for all three ensembles.
- Plan the worship and music ministries in association with the pastor(s) and Church Musician:
 - a. Attend the Worship & Arts Committee meetings and meet with church staff as needed.
 - b. Contribute to the weekly bulletin with assistance of pastor(s), staff and others, as appropriate.
- Collaborate with the Church Musician to oversee the administration of occasional music concerts.
- Communicate with the congregation through the congregational newsletter, Sunday bulletin, First Forum, FLC website, Facebook, and through other appropriate means.

Regarding Budget and Finance:

- Determine, in consultation with the Worship and the Arts Committee and the Church Musician, the annual budget requirements for the music program. Submit the budget to the congregational council, appropriate committees, and the bookkeeper.
- Coordinate with the Church Musician to arrange for professional maintenance of handbells.
- Assist Worship and Arts Committee in the preparation of the annual report.

Specific Responsibilities:

- 1) Adult Choir – Plan and lead rehearsals for adults with a wide range of vocal talent and experiences, coordinate with accompanists and sound technicians, collaborate with the Church Musician for the selection of music appropriate for the congregation's tradition and the theme of service.
- 2) Children's Choir - Collaborate with the Lifelong Learning Committee and Church Musician to help cultivate youth participation in Wednesday and Sunday worship through an enjoyable music experience.
- 3) Handbell Choir – First Lutheran Church has a handbell choir using a 5-octave set of Schulmerich Handbells and 4-octaves of Schulmerich Hand Chimes. The handbell choir is used periodically during worship services for musical offerings and has been a wonderful form of teamwork and fellowship. The Director of Choirs and Handbells will plan and lead rehearsals for the members of all ages and talent levels. The director will also ensure the bells are properly maintained including routine cleaning and scheduling minor repairs.

After discussion with the Director of Choirs and Handbells, these responsibilities may change at any time by mutual agreement of the Pastor, Church Musician, and Church Council.

Desired Qualities:

Leadership experience, general musical proficiency, keyboard skills, understanding vocal and handbell techniques, ability to recruit and teach, positive and charismatic attitude, and a basic understanding of Lutheran practices.

This position is budgeted for 10-15 hours per week at a rate of \$20-\$25 per hour depending on experience. To apply, please email resume, cover letter, and the contact information for three references to deacon@flcstp.org. Questions about the position may be directed to Deacon Brenda Handel-Johnson at (507) 934-3060