



Job Profile

Position: Director of Handbell Ministries

Status: Part-Time, Hourly (up to 8 Hours/Week), Non-Exempt

Who We Are

Our Vision: An outpost for Christ, building a legacy of faith in our community for future generations.

Our Staff Values

- **Clear Like Christ:** We prioritize transparent, respectful communication, reflecting Christ's integrity and compassion.
- **Drop & Jump In:** We actively support each other, fostering teamwork and collaboration.
- **Dream On:** We embrace creativity and innovation, encouraging big ideas and bold aspirations.
- **Pivot & Grow:** We value adaptability, resilience, and continuous improvement.
- **Joyful Impact:** We engage with joy and authenticity, creating positive connections and celebrating gratitude.

The Role of the Director of Handbell Ministries

Northminster is located in Finneytown, a small and close-knit community. The Director of Handbell Ministries is a key member of the music team, responsible for leading and enhancing the worship experience through quality handbell music. This role involves planning, preparing, and presenting handbell music in coordination with the worship and music life of the congregation.

Primary Responsibilities and Tasks

- Recruit, train, and develop volunteer ringers, ensuring the inclusion of diverse age groups.
- Teach music reading skills and provide effective leadership during rehearsals and performances.
- Communicate regularly with handbell participants via email or print regarding events, activities, rehearsals, worship, and scheduling.
- Collaborate with the Pastor/Head of Staff and worship leadership to select meaningful handbell music that aligns with the sermon, scripture, and liturgical season.
- Oversee the setup and teardown of bell tables, pads, skirts, and music stands for rehearsals and worship services.
- Maintain the church's handbells, including polishing, repairs, ordering parts, and managing the inventory.
- Keep handbell ensemble activities updated on the church calendar, website, and social media platforms, in coordination with the church office staff.
- Attend music staff planning meetings and weekly church staff meetings as needed.
- Manage an organized music library, including digital records.
- Prepare and manage the annual budget related to the handbell ministries.
- Other duties as assigned

Three specific skills that stand out:

- **Inspiration:** You possess the enthusiasm and ability to inspire, engaging ringers of all ages with patience, humor, and humility.
- **Communication:** You have strong verbal and written communication skills, effectively coordinating with ringers and staff.
- **Leading people:** You excel at bringing people together, recognizing that a team is stronger than an individual, and involving others in the process.

Goals and Expectations

- Integrate into the life of Northminster, contributing to the growth and development of the handbell ministries.
- Serve as a committed member of the Northminster staff, actively participating in staff meetings and planning sessions.
- Faithfully connect with church leadership and adhere to the policies outlined in Northminster's Staff Handbook and Child Protection Policy.

Candidate Profile

- Vibrant faith in Jesus Christ
- Strong character and work ethic
- Highly relational and welcoming to diversity
- Resilient, patient, and adaptable
- Teachable spirit and a team player
- Gifted communicator with strong leadership skills

Your Team

- This position reports to the Executive Director.
- This position collaborates with other music ministry staff and participates in staff meetings as needed.

Other

- A preferred candidate will have demonstrated experience in playing and directing musical ensembles, with specific knowledge of handbell repertoire.
- The candidate must pass a criminal background check before employment.
- A preferred candidate will hold a Bachelor's degree from an accredited college or university.
- Formal music ministry experience is not required.

Your Schedule

- Flexible and seasonal work hours, Monday – Sunday, as required by rehearsals and worship services, with a break during the summer months.
- Attendance at staff meetings and participation in planning meetings as needed.

Your Compensation

The hourly range for this position: \$24-\$30 per hour (based on experience) - Up to 8 Hours per week

As a staff member at Northminster Church, you are also eligible for the following benefits:

- Vision and dental coverage (you pay a modest premium)

Physical Requirements

Activity	Constantly	Frequently	Several times/week	Occasionally	Rarely
Sitting		X			
Standing		X			
Walking		X			
Lifting up to 20 pounds			X		
Lifting more than 20 pounds			X		
Pushing/pulling			X		
Squatting/Stooping/Bending			X		
Reaching and lifting overhead				X	