



# Williamsburg Presbyterian Church

## Position Description

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### Director of Handbells

Williamsburg Presbyterian Church seeks a part-time musician to direct the handbell music program. The Director of Handbells will direct two adult handbell choirs, one beginning level and one intermediate/advanced level.

### Duties and Responsibilities:

1. Be responsible for the leadership of Sanctuary Ringers and Genesis Ringers.
2. Rehearse weekly with each of the bell choirs from September through early June. Hours and dates of rehearsals to be agreed upon with the Director of Music Ministries.
3. Lead music in worship services, number to be determined in consultation with the Director of Music Ministries.
4. Cooperate with the clergy and other music staff in the planning and selection of music for the handbell choirs. Be directly responsible to the Director of Music Ministries.
5. Select and purchase music and supplies for the handbell choir, with approval of the Director of Music Ministries. Annual expenses should not exceed the annual budget, as approved by the Session.
6. Maintain the handbell music library in an orderly fashion and maintain a suitable number of copies of music to enable performance of those pieces by the ensembles.
7. Maintain the instruments, rehearsal room, and supplies for the handbell ensembles, including cleaning and repairs. Report to the Director of Music Ministries the condition of and needs for maintenance and repairs of handbell instruments and supplies.
8. Attend regularly scheduled meetings of church and music staff. If unable to attend, communicate any relevant information to the Director of Music Ministries.

### Qualifications:

1. Strong musical background. A degree in music is appreciated but not required.
2. Experience ringing handbells and leading church music ensembles.
3. Sufficient knowledge and experience to select appropriate music for handbell ensembles in a church setting.
4. The ability to coordinate and work well with other musicians, pastors, and staff members.

### To Apply:

Submit resume and cover letter to Dr. Christopher Bechtler, Director of Music Ministries, at the address below or by email to: [secretary@mywpc.org](mailto:secretary@mywpc.org).