

**Rosedale Gardens Presbyterian Church (USA)**  
**Position Description: Director of Children and Youth Bells**  
**Position Description**

**Title**

Director of Children and Youth Bells

**Position Overview**

The Director of Children and Youth Bells plans and leads the work of the chime and bells choirs for children in elementary and middle school. The Director reports to the Director of Music, works under the general direction of the Worship & Music Committee of the Session, and keeps the Head of Staff Pastor in the communication loop. Specific responsibilities include:

1. Rehearse and direct the Chime (elementary) and Chapel Bells (middle school) choirs according to schedules worked out in coordination with the pastors, other music staff, and Christian Education staff. Each choir will participate in four 10:30am Sunday services during the program year (Sept – June) plus Christmas Eve.
2. Maintain clear and regular communication with the choir members and their parents concerning rehearsal and worship schedules, as well as expectations of participants.
3. Select music for the choirs that is appropriate for the age group, and for presentation in a setting of Reformed worship.
4. Ensure the chimes and handbells and associated music are properly taken care of and maintained.

**Prerequisites**

The Director of Children and Youth Bells should have a music degree and/or have prior handbell experience.

The Director of Children and Youth Bells must pass a background check due to working with children and youth.

**Time Requirements**

This part-time position includes: attending the annual August Music Planning Meeting with the Head of Staff, during the program year running weekly Sunday morning rehearsals for both choirs, a total of 8 choir dates in 10:30am worship, submitting all dates for both choirs to the office secretary, regular correspondence with the children and their parents about choir happenings, and each week reading the Tuesday morning staff meeting summary notes. (This position is not required to attend the Tuesday staff meetings.)

### **Personality Characteristics Required**

- Must be a self-motivated person
- Have a “team” style of leadership
- Must be organized and follow a schedule but remain flexible
- Must be a person of Christian faith
- Must be reliable and dependable

### **Reporting Relationship and Performance Evaluation**

The Director of Children and Youth Bells is directly accountable to and acts under the direction of the Director of Music and the Pastor Head of Staff. After the first 90 days of employment an initial employment performance evaluation will be conducted by the Pastor Head of Staff, the Director of Music and representative of the A&F Committee. Thereafter, annual performance evaluations will be conducted.

### **Terms of Employment**

This is a stipend position; Compensation for each choir will be as specified in an Employment Agreement.

### **Who to Contact**

If you are interested, or know of someone who would be interested in this position, please contact C. Benton or Steve Olsen (Director of Music) Please reply by August 14, 2017 to submit your resume, a short statement of faith, and references. An interview may then be scheduled, with an anticipated start date of August 28, 2017 and first rehearsal on September 10, 2017.

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