

## **Handbell Director Position Description**

### **Reports to: Director of Music Ministry (DMM)**

**Job Purpose:** The Handbell Director will lead the handbells at Saint Ambrose Catholic Parish by empowering, engaging, and equipping its members to create music in praise to our Lord Jesus Christ. This is an hourly paid position. More details about the Music Ministry can be found here: <https://stambrose.us/music/>

### **Duties and Responsibilities:**

- Lead the Saint Ambrose Handbell Choir for Thursday evening rehearsals to begin on time at 6:30pm and end by 8pm, September through May.
- Lead the Handbell Choir for:
  - Selected weekend Masses, once per month, September through May
  - All Souls Day Mass of Remembrance: November 2 - 7pm
  - Christmas Eve 8pm Mass
  - Holy Thursday 7:30pm Mass and Easter Sunday 10:30 Mass
- Lead the Handbells in approximately 2-3 works for the Advent and Passiontide concerts (dates TBD).
- Recruit new members.
- Select music appropriate to the members' ability level and the liturgy in collaboration with the DMM.
- Maintain organization of the library and sheet music.
- Meet weekly with the Music Leadership Team for planning.
- Plan handbell rehearsals and create outlines of music selections to be played in order to provide clear directions to the Handbell Choir.
- Select new music to purchase and teach to the Handbell Choir.

### **Application Procedure:**

- Email cover letter, resume, and a minimum of 3 references to Travis Jürgens, Director of Music Ministry, at [tjurgens@stambrose.us](mailto:tjurgens@stambrose.us). Apply ASAP. Position open until filled.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job related duties requested by their supervisor.