



400 Speedwell Avenue, Morris Plains, NJ 07950
Phone: 973-539-3481, Fax: 973-539-1225
office@mppresby.org www.mppresby.org

OPENING FOR HANDBELL CHOIR DIRECTOR

The Walsh Memorial Bell Choir of the Presbyterian Church of Morris Plains, NJ, an advanced handbell choir of 6th through 12th grade youth, is seeking a Director to start in September 2019. This position is part-time, including weekly rehearsals, participation in worship services and other church events, and occasional concerts outside the church. The Bell Choir has six octaves of Schulmerich handbells, five octaves of Malmark Choirchimes, and three seventh-octave Choirchimes. A complete job description is included. If you are interested or know of someone who might be interested, or would like further information, please contact Carl Loutzenheiser, carl.bells@mppresby.org, (973)267-1258, or the church office.

Interested individuals should submit both a cover letter and a resume.

\

WALSH MEMORIAL BELL CHOIR DIRECTOR

The Presbyterian Church of Morris Plains
400 Speedwell Avenue, Morris Plains, NJ 07950

Mission Statement

The Walsh Memorial Bell Choir (WMBC) is an advanced handbell choir of youth ranging from 6th through 12th grade that was established in 1968 at the Presbyterian Church of Morris Plains (PCMP) as a memorial to the Rev. Joseph E. Walsh, pastor for 34 years. The mission of the WMBC is to bring the message of Christian love to others through *ringing praise with joy*.

Duties and Responsibilities

- Guide and lead ringers and parents in carrying out the WMBC mission as part of the PCMP music ministry.
- Provide musical direction for the WMBC, including the selection of appropriate music for worship services, concerts, and occasional special events, always striving for excellence.
- Actively seek to recruit new members to the bell choir program, both as current candidates for the WMBC and to participate in the training choirs.
- Schedule and conduct rehearsals at least once each week and more frequently when appropriate, taking into account the ringers' academic needs and participation in other activities to ensure maximum attendance. It is expected that there be at least 10 hours of rehearsal each month during the school year.
- Coordinate WMBC's participation in worship services and other church activities with the Director of Music and other handbell directors.
- Communicate the proposed schedule and any necessary adjustments in a timely manner with ringers, families, the Director of Music and the other handbell directors.
- Work closely with the WMBC parent organization, which handles many of the administrative aspects of the WMBC, including fund raising, arrangements for outside concerts and tours, transportation and uniforms.
- Be responsible for proper use, maintenance and repair of the handbells and related equipment.
- Oversee ringers and chaperones as responsible representatives of the PCMP at all events outside of the church premises (concerts, handbell festivals, tours, etc.).
- Seek opportunities for the WMBC to do concerts in the local community as an outreach mission of the PCMP.
- Serve as a member of and collaborate with the Worship and Music Committee of the Session.
- Prepare the WMBC for participation in, and help plan:
 - PCMP Sunday morning worship services at least once each month during the school year.
 - Additional activities during the Christmas season, including the church Christmas Concert, Christmas Eve worship services, and outside concerts.
 - The annual "Appreciation Concert" of the church handbell program, typically the first Sunday in May.
 - A mission concert tour and/or participation in a handbell festival after the close of school.

Qualifications

- Experience in ringing and directing advanced handbell music
- B.A. in music or related field
- Ability to supervise and communicate with a group of youth ranging from 6th through 12th grade

Accountability

The Director of the Walsh Memorial Bell Choir reports to the Pastor / Head of Staff.