

Saint Francis Handbell Choir Director Job Description

Two 3-octave handbell choirs: The St. Francis Handbell Choir (SFHC, Level 2) and the Assisi Ringers (AR, Level 1+)

Comprehensive handbell music library, 5 octave bell set, choir chime set

Access to Sibelius Ultimate

Supervised by the Director of Music

Duties and responsibilities include but are not limited to:

- Planning solo repertoire, rehearsals, fellowship times and other handbell choir events.
 - Hymns and other congregational music are typically planned by the Director of Music, but collaboration is always encouraged.
- Preparing for and running rehearsals. Maintaining roster and coordinating substitute ringers.
- Arranging service music for choirs as needed. (E.g., a hymn that is not yet in the library)
- Overseeing the library and equipment maintenance
- Overseeing volunteers who assist with the above
- Musical direction of choirs at their Masses
- Rehearsals typically begin the 2nd Tuesday of September (6-9pm) and continue into May (end date varies), with one Tuesday off per month.
 - The Tuesday off is typically the one right after ringing at Mass.
- Masses typically begin the 1st or 2nd weekend of October
 - The choirs typically ring at 3 Masses per month, with a common schedule being two Sunday morning Masses in a row (e.g., 10:30am & 12:30pm) and one of our 5pm Masses, either that weekend or another weekend.
 - SFHC typically rings 2 Masses, and AR rings 1 Mass.
- Additional liturgies
 - SFHC rings at the 10:30pm Christmas Eve Mass and the Easter Vigil, in collaboration with the St. Francis Chorale. AR rings at the 8:30am Easter Sunday Mass
 - There are occasionally opportunities to ring at other important Masses, especially when they happen to fall on a Tuesday, and depending on ringer availability.
- Community Events
 - The handbell choirs have historically done 2-3 events per year in the local community, such as ringing at the Detroit Airport, the tree-lighting ceremony at Greenfield Village, or collaborations with other area parishes, depending on scheduling. This is included in the average expected workload
- Other duties as assigned by the Director of Music

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Typical hours: Tuesdays, 5:30-9pm (3.5 hrs), Sundays and occasional Saturday (2 hrs/Mass, time varies). An additional 3-4 hours per week is anticipated for purposes such as planning, personal and rehearsal prep, communication, and occasional meetings.