

**First Christian Church (Disciples of Christ)**  
Ponca City, Oklahoma  
**JOB DESCRIPTION**

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**Title:** HANDBELL CHOIR DIRECTOR

**Reporting**

**Relationships:** Responsible to the FCC Pastor, FCC Personnel Committee, and FCC Council.

**Qualifications:** Three years experience as a handbell director preferred; proficiency in handbell direction required.

**Working Relationships:** Develop and maintain a positive working relationship with FCC staff and members necessary to carry out the total ministry of the church.

**Essential Job Functions:**

1. Utilizes good communication skills (verbal and written).
2. Demonstrates flexibility in responding to the various situations that occur as part of the music ministry of the church.
3. Demonstrates effective planning and organizational skills.
4. Demonstrates a willingness to enhance skills through additional training.
5. Participates in worship planning with staff and other church ministry teams.
6. Reviews and selects music for appropriate groups.
7. Supervises the maintenance and care of equipment and music libraries.
8. Assists in the development of the annual music budget.
9. Participates in and encourages music outreach to the community.
10. Performs related duties as assigned.

**Physical Factors:** Be able to perform under stress when confronted with emergency, critical, or unusual situations.  
Able to lift up to 50 pounds.

**Standards of Performance:** The Handbell Choirs Director will be evaluated annually.

**Hours Required for Job Responsibilities:** 4-6 hours/week.

**Church Description:** Average weekly attendance - 63  
Worship style - traditional, structured, but not high church  
Location - downtown area of Ponca City, OK  
<https://www.fccponcacity.com/>

**To Apply:** Send cover letter and resume to  
[connect@fccponcacity.com](mailto:connect@fccponcacity.com), attention Stephen Johnson.