

Board of Worship

Solus Christus Handbell Choirs Communications Coordinator

Mission Statement: Solus Christus Handbell Choirs serve members and guests attending worship by making joyful music to praise and glorify God.

Description: The Communications Coordinator works to ensure clear and timely communication between the Conductor and handbell ringers, and between the handbell choirs and the congregation.

Qualifications:

- Communicant member of Trinity Ev. Lutheran Church
- Good written and verbal communication skills
- Responsible and dependable
- Attends church regularly
- Adult handbell choir member

Responsibilities:

1. Ensure that all handbell choir members are kept updated on handbells activities (rehearsal and performance schedules, special events, etc.).
2. Communicate with church secretary to include handbell choirs information in the weekly church bulletin and/or monthly newsletter (e.g., rehearsal dates and times, special events).
3. Maintain updated contact information for all handbell choir members. Contact handbell choir members in case of canceled rehearsal, altered plans, etc.
4. Work with Conductor to submit registration for annual WELS Handbell Festival.

Time Commitment:

- 2 hours per month
- 1-year commitment

Relationships: The Communications Coordinator works closely with the Conductor and the rest of the handbell choirs leadership team, which includes the Assistant Conductor and Equipment Manager. The Communications Coordinator also works with the church secretary.

Training: The Communications Coordinator will be trained by the Conductor and by the outgoing Communications Coordinator.