

**GRACE EVANGELICAL LUTHERAN CHURCH**  
**Lincoln, Nebraska**

*Through baptism we become children of God, and through the blessing of our unique individual gifts, we strive to live out our lives in a vocation that is holy and pleasing to God. Martin Luther wrote that we understand that all Christians have a “calling” to use their gifts in serving God and neighbor. We consider it to be a privilege to exercise our freedom in service and to express our faith through our work.*

**EMPLOYMENT AGREEMENT**  
date-date  
Director of Chancel Bell Choir

**Ministry Partners:** This employment agreement is between Grace Evangelical Lutheran Church and *name* as the employee and constitutes a contract to serve as the Director of Chancel Bell Choir at Grace Lutheran Evangelical Church.

**Major Responsibilities:** The major responsibilities of the Director of Chancel Bell Choir are outlined in the following job description.

**Time Requirements:** This position is for 8 hours per week. Some flexibility is allowed based on the needs of the church and in consultation with the Senior Pastor.

**Salary and Benefits:** For services outlined in the job description, *name* shall receive salary and benefits as described in the following compensation package.

**Performance Evaluation:** A performance evaluation will be conducted with the employee annually by the signatories of this employment agreement and with input from the Chair of the Worship and Music Committee.

**Giving Notice:** All staff are requested to give at least four weeks’ notice of resignation and to participate in an exit interview with the signatories of this employment agreement.

**Effective Date:** The employment relationship between Grace Evangelical Lutheran Church and *name* began *date*. This employment agreement is effective when all parties have signed.

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” 1 Corinthians 12:4*

SIGNED: \_\_\_\_\_ Date  
Council President

\_\_\_\_\_ Date  
Senior Pastor

\_\_\_\_\_ Date  
*Director*

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” 1 Corinthians 12:4*

*Page 2*

## JOB DESCRIPTION:

### Duties and Responsibilities:

1. Direct the Chancel Bell Choir or variations of this choir in one rehearsal per week toward participation in worship from September through May.  
In addition, prepare the choir for special services throughout the Church year such as Thanksgiving, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday and Easter Vigil, as determined by consultation with musicians, Senior Pastor and Worship and Music Committee.
2. Provide titles and composers of such selections to be listed in the worship bulletin to the church office by Wednesday evening preceding the Saturday/Sunday worship services.
3. Actively recruit new members to the Chancel Bell Choir, including choral scholars, by providing an atmosphere of musical learning, growth and mutual care.
4. Cooperate and coordinate with the Senior Pastor and Worship and Music Committee. The Director of the Chancel Bell Choir will be responsible to the Senior Pastor.
5. Attend and work cooperatively with the Worship and Music committee in developing short and long-range plans and annual budget requirements.
6. Purchase all music and music supplies for the Chancel Bell Choir, limiting the expenditures to the amount provided in the church budget.
7. Other duties as assigned by the Senior Pastor.

### Skills and Qualifications:

1. Bachelor's degree in music is preferred.
2. Experience participating in or directing a hand bell choir.
3. Knowledge of appropriate church music (classical, contemporary, folk, jazz and global) and the role of music in Lutheran worship.
4. Ability to be a team player and work well with others.

## COMPENSATION PACKAGE

### Date and Review Cycle:

The total compensation package for *year*. This total compensation package will be reviewed annually and determined by the vote of the congregation on the *year* spending plan.

### Salary:

\$8,320-\$9,750

### Payroll Frequency:

Semi-monthly; payday is the 15<sup>th</sup> and the last business day of every month

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” 1 Corinthians 12:4*

**Vacation/Personal Leave:**

Vacation/personal leave is 16 hours (may include up to 2 Sundays). Vacation/personal leave may not be carried forward to a succeeding year.

**Holidays:** The following eight (8) paid holidays are observed:

New Year's Day

Easter Monday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

It is common for church staff to work on weekends regardless of whether it is a paid holiday or not, and those staff are encouraged to take a different day off as a holiday.

**Continuing Education:** The Director of the Chancel Bell Choir may receive reimbursement for continuing education activities related to the position, not to exceed the annual budgetary amount approved by the congregation and shall be discussed with the Senior Pastor/Head of Staff.

**Private Lessons:** The Director of Chancel Bell Choir, as part of this compensation package, is permitted to teach private lessons, with the free use of the congregation's instruments and facilities, provided such lessons do not conflict with congregational activities and work schedule.

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” 1 Corinthians 12:4*