



St. Francis Xavier
Missoula's Jesuit Parish
420 West Pine Missoula, MT 59802
(406) 542-0321

Director of Music & Liturgy

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization and social justice.

POSITION TITLE: Director of Music & Liturgy

POSITION STATUS: Full Time - Salaried

REPORTS TO: Pastor

I. POSITION GOAL

The purpose of this position is to animate and coordinate worship at St. Francis Xavier Parish by enabling quality (as defined by Pastor) liturgical music and liturgical celebrations. This position finds its rationale in Vatican II's understanding that "liturgy is the summit toward which the activity of the parish is directed, and 'Also the font from which" all outreach flows.

II. ACCOUNTABILITY

Works closely with the Pastor, who has ultimate responsibility for the liturgical life of the parish; collaborates with the Choir Director, Assistant Pastor, and Parish staff in implementing the mission. This is accomplished through planning, implementation and evaluation of music and liturgical worship with a specific focus on the goals and objectives of the parish. The Music/Liturgy Director receives limited departmental clerical and administrative support from the office manager.

III. RESPONSIBILITIES (MUSIC)

1. Oversees and coordinates the development and implementation of a quality (as defined by the Pastor) liturgical music program for the parish. Insures that music, appropriate to Roman Catholic worship, is provided for the four weekend liturgies as well as other designated liturgical services in the parish.
2. Is responsible for the recruitment, orientation, training, scheduling, supervision of all volunteer and salaried accompanists, musicians and singers including the choir director and choir members.
3. Oversees care, use and maintenance of sound equipment and system in the church. Also attends to regular tuning and maintenance of the piano and organ. Advocates for long term maintenance of historical organ.
4. Collaborates and consults with the Pastor and Parish Liturgical Commission (as chair of Committee) to plan music for the seasonal and special sacramental celebrations (Advent/Christmas, Lent/Easter/Pentecost, holy days, Penance services, Confirmation, stations of the Cross, baptisms, Novena of Grace, O Antiphons, etc.
5. Chair of Parish Liturgical Commission
6. Provides and/or schedules music for funerals as needed. Makes recommendations for all non-parish musicians and music sought for weddings, funerals and other special liturgies. Recommends musical choices with respect to ability, musicianship, and parish resources.
7. Coordinates and co-supervises the work of the principal organist.
8. Supervises the Choir Director who trains the choir to provide music for weekends and major liturgical celebrations. Conducts choir in the event of Choir Director absence.

IV. RESPONSIBILITIES (LITURGY)

1. The Director of Music/Liturgy will chair the Parish Liturgical Commission and be responsible for animating, integrating and coordinating the work of the Commission. Will create, with the Pastor, an ongoing Commission drawing from the expertise and experience of a mix of staff and parishioners.
2. Works with the Pastor and Liturgical Commission to plan and coordinate quality seasonal and special sacramental celebrations. Oversees and coordinates the work of the Lead Sacristan and through such insures that all liturgical materials and supplies are maintained by the Sacristans (bread, wine, candles, incense, etc.), that

vestments are cleaned and cared for as needed for long term use, and that the sacristy is maintained in an orderly and clean fashion.

3. Is responsible, in cooperation with the Pastor and Parish Administrator and Commission chairs for the recruitment, orientation, scheduling, formation, supervision, and recognition of the ministers of the altar (ushers, lectors, Eucharistic Ministers, altar servers and sacristans.

V. RESPONSIBILITIES (GENERAL)

1. Attends weekly staff meetings, participates in integrated planning, goal setting and supervision, and is present at parish sponsored activities as appropriate. Supports strengthened ties with the Catholic Schools.
2. Works collaboratively with other members of the parish and school staff, and with Deanery and Diocesan personnel, mindful of the Jesuit call to place our charisms at the service of the local church in the Diocese of Helena.
3. Assures liturgy and music budget is prepared for timely review. When approved, monitors monthly expenses and revenues, and authorizes expenditures within the purview of those budget lines, in consultation with Pastor and Parish Administrator.
4. Maintains a current level of knowledge and skill required to function as Director of Music/ Liturgy within the Roman Catholic tradition. This involves reading, attending workshops, conferences and liturgical events. The Director of Music and Liturgy also participates in regional, archdiocesan and professional organizations, as appropriate.
5. The Director of Music/Liturgy will post the weekly schedule, which includes weekends by the music office. Administrator will always be apprised of schedule. Schedule of 30 hours weekly will be titrated seasonally to 34.5hrs./wk for 36 winter weeks and 20hrs/wk for summer weeks.

VI. THE ROLE ALSO REQUIRES THE FOLLOWING:

1. Piano proficiency, ability to sight read music and understand basic music theory
2. Vocal proficiency and experience cantoring / ability to lead congregational singing
3. Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, Adobe Publishing Software, etc., Ability to produce correspondence and documents, maintain records, spreadsheets and a database.

4. Devising and maintaining volunteer tracking and scheduling systems;
5. Using content management systems to maintain and update websites and internal databases;
6. Attending regular staff meetings, taking minutes and keeping notes
7. Managing and maintaining a budget
8. Liaising with volunteers and colleagues and external contacts to schedule events and responsibilities.

VI. TOOLS & EQUIPMENT USED

Organ (preferred but not required), piano, microphones, computer, telephone, copier, printer.

VII. PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands and arms to play musical keyboards, direct music, type, handle, feel or operate objects or controls and reach with hands and arms.
- The employee frequently is required to sit, talk, and hear. The employee is occasionally required to walk, stoop, kneel, or crouch.
- The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.

VIII. DIOCESAN COMPLIANCE

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Additionally, all applicants must complete a Diocese of Helena Employment Application which is located under Employment Opportunities on the Diocese of Helena Web page or through the link below.

<http://www.diocesehelena.org/offices-and-ministries/human-resource-services/employment-opportunities/>

Please send your resume and application to the attention of Fr. Joseph Carver, S.J. by email at jcarver@sfxmissoula.org or you may drop it off at the parish office at the address listed above. Applications will be accepted until position is filled.