



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

## **Director of Music**

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.

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**POSITION TITLE:** Director of Music

**POSITION STATUS:** Part Time

**REPORTS TO:** Director of Music and Liturgy

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### **I. POSITION GOAL**

St. Francis Xavier Parish is seeking a Director of Music who will coordinate all the components of music for liturgical celebrations. A successful candidate would have an understanding of Catholic liturgy, liturgical music, play piano, and sing. A candidate that is also proficient in playing the organ or being able to lead a choir would be very beneficial, but not required.

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 Director of Music and Liturgy and the Pastor, who has ultimate responsibility for the liturgical life of the parish; collaborates with the Assistant Pastors

and other 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 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 liturgical music program for the parish. Ensures 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, cantors, and choir members.
3. Collaborates and consults with the Director of Music and Liturgy, Pastor, and other appropriate staff to plan music for the seasonal and special sacramental celebrations (Advent/Christmas, Lent/Easter/Pentecost, holy days, Reconciliation services, Confirmation, Stations of the Cross, baptisms, Novena of Grace, O Antiphons, etc.)
4. Coordinates with and supervises the work of the principal organist who, at this time is Nita Smith, who also coordinates music for funerals and weddings. Is also available to make recommendations, along with the principal organist, for all non-parish musicians sought for weddings and other special liturgies. Recommends musical choices with respect to ability, musicianship, and parish resources.
5. Would supervise any staff member hired to augment parish music such as a choir director.
6. Will help maintain, along with the Director of Music and Liturgy, the sound system within the Church for the benefit of those present and those listening via the livestream.
7. Is aware and recommends when there is a need for tuning and maintenance of the piano and organ.

### **IV. RESPONSIBILITIES (GENERAL)**

1. Seeks opportunities to work with musicians from across the community and Missoula Catholic Schools.

2. Works collaboratively (as needed) with other members of the 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. Managing & maintaining a budget: under approved budget, monitors monthly expenses and revenues, and authorizes expenditures within the purview of those budget lines, in consultation with the Director of Music and Liturgy and Pastor.
4. Maintains current level of knowledge and skill required to function as Director of Music within the Roman Catholic tradition. This may involve reading, attending workshops, conferences, and liturgical events. The Director of Music also participates in regional, archdiocesan, and professional organizations as appropriate.

#### **VI. THE ROLE ALSO REQUIRES THE FOLLOWING:**

1. Musical proficiency, ability to sight read music, and understand basic music theory.
2. (Desirable but not Necessary) Vocal proficiency and experience cantoring / ability to lead congregational singing.
3. Using a variety of software packages such as: Microsoft Word, Outlook, Power-point, Excel, Access, Adobe Publishing Software, etc. Ability to produce copies of music, correspondence, and documents, maintain records, spreadsheets, and a database.

#### **VI. TOOLS & EQUIPMENT USED**

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

#### **VII. PHYSICAL DEMANDS**

1. 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.

Please send your resume and application to the attention of Fr. C. Hightower, S.J. by email: [hightowersj@sfxmissoula.org](mailto:hightowersj@sfxmissoula.org), or you may drop it off at the parish office, 420 W. Pine Street, Missoula, MT 59802. Applications will be accepted until the position is filled.