

ST XAVIER CHURCH

JOB DESCRIPTION

Director of Music

I. IDENTIFYING INFORMATION

Position Title: DIRECTOR OF MUSIC

Status: Full time, Exempt, 12 month

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Music serves the parish as principal musician, organist and choir director according to the highest professional standards established by this profession.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides service by playing for the regular parish liturgical celebrations including weddings and funerals
 - Trains, directs, and supervises choirs, instrumental ensembles and cantor programs
 - Prepares assembly for liturgies through rehearsals prior to liturgies
2. Provides for liturgical updating and education of the parish
 - Introduces new music and encourages congregational participation
 - Communicates through parish bulletin or newsletter
 - Actively participates in parish organizations including pastoral staff, Worship Commission, liturgy preparation groups, etc.
3. Maintains and develops personal and professional skills
 - Attends in-service training opportunities
 - Sharpens skills through personal practice
4. Develops budget for liturgical music
 - Supervises and is accountable for expenditures
5. Cooperates with the liturgical music projects of the Deanery and or Archdiocese when feasible

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have a high degree of proficiency in the use of the organ as attested to by formal credentials and a personal performance audition
- Should have a working knowledge of other instruments which might be used in liturgical music
- Must have skill as an effective choral conductor as demonstrated by formal credentials and performance

- Must maintain a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice
- Must have the ability and desire to lead and sustain a program of quality congregational singing
- Must have a good knowledge of quality repertoire available for liturgical music programs for adult and children's choirs, organ, and congregation

B. EDUCATION, TRAINING AND/OR EXPERIENCE

1. The qualifying degrees or credentials for professional status for Director of Liturgical Music can be met in a variety of ways, including:
 - Doctoral Level: A Doctoral Degree in music performance or music education, or Fellows/Certificate (FAGO) in the American Guild of Organists
 - Master's Level: A Master's Degree in music performance or music education, or Associate's/Certificate (AAGO) in the American Guild of Organists
 - Bachelor's Level: A Bachelor of Arts or Bachelor of Music degree in music performance or music education, or Colleague's Certificate (CAGO) and the Choir Master's Certificate (CMAGO) in the American Guild of Organists
 - Private Study Level: The Archdiocesan Organ Proficiency Exam, or the Service Playing Certificate in the American Guild of Organists
2. This position requires experience in parish liturgical music programs.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Preparation and administration of annual liturgical music budget, including purchase of music, payment of additional musical personnel, copyright fees and permissions, and programs

VI. WORKING ENVIRONMENT

Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians may be required to provide music for additional services during Holy Week, sacramental celebrations, weddings and funerals.

Employees of St Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St Xavier Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

To apply for this position, please send your resume and cover letter to Mary Stutler mstutler@stxchurch.org

Revised September 18, 2023