



# DIRECTOR OF WORSHIP

February 27, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 74 parishes, 37 Diocesan Catholic Schools serve approximately 1.3 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by Bishop Edward J. Burns, (<https://www.cathdal.org/bishop>) the eighth bishop of the diocese

**Job Title:** Director of Worship

**Reports To:** Bishop Burns/Senior Director of Ministries

**Location:** Dallas, TX – Catholic Center

# General Summary of the Position

The Office of Worship serves the pastors and parishes of the Diocese of Dallas, in support of the diocesan Bishop in his role as “the chief steward of the mysteries of God and the overseer, promoter, and guardian of all liturgical life in the particular church entrusted to his care.” This office assists in shaping liturgical and pastoral practices, sacramental life, and in formation of liturgical ministers. We embrace the diverse cultures of the Diocese, with emphasis on providing appropriate resources. In addition, the Office of Worship is available to consult and assist in all aspects of planning and implementing worthy liturgical celebrations, and for clergy resource and formation. This office prepares and coordinates Episcopal liturgies and is responsible for the liturgy and prayer at the diocesan level and at special events.

***Decree on the Pastoral office of Bishops, n. 15.***

## Essential Duties and Responsibilities

- Adheres to the Mission Statement of the Catholic Diocese of Dallas
- Assists the Bishop in his role as principal liturgist of the Diocese
- Prepares, directs, implements and evaluates diocesan liturgical celebrations (Rite of Election, Ordination Masses, and Chrism Mass) and other diocesan liturgies as requested by the Bishop
- Coordinates and reviews all liturgy at which the Bishop presides
- Assists pastors with implementing liturgical norms of the Universal and Local Church
- Offers consultative service and approves plans for other liturgical celebrations such as Priests Convocation, Red Mass, Respect Life Mass, Dedication of a Church and other liturgical events as requested
- Assists in providing liturgical education, training and resources for parish liturgical ministers and others as requested
- Provides consultation and resource to parishes in the area of worship
- Serves on the Commission for Sacred Places
- Offers consultation and resources to pastors and parish staffs on liturgical space
- Serves as an instructor in the Deacon Formation program in the area of liturgical education
- Other duties as assigned

### Office of Worship

- Prepares and administers the Budget for the Office of Worship in collaboration with the staff
- Attends conferences for ongoing formation
- Collaborates with other Pastoral Center departments in planning and execution of liturgical events
- Plans and implements Pastoral Center retreat day, liturgical days and Memorial Masses for deceased family members as requested

# Position Requirements

## Skills, Knowledge and Abilities

- Good Standing with the Catholic Church
- Knowledge and understanding of the liturgical documents and liturgical rites
- Organizational and detail skills in order to best execute liturgical celebrations and the work of the Office of Worship
- Ability to communicate effectively in both oral and written form in a timely fashion, for deadline purposes
- Computer literacy
- Collaborative and team building skills
- Management and interpersonal skills
- Fluency in Spanish is preferred, but not required
- Skills in program planning, development and implementation
- Sensitivity and experience working with multi-cultural diversity, preferred in a Church setting
- Ability to work effectively with committees and volunteers and to motivate them to assist with diocesan celebrations
- Can work effectively with the Master of Ceremonies, deacons, and the minister of the liturgy

## Skills, Knowledge and Abilities

- Preferred: Masters in Theology/Liturgy; or MA in Liturgical Theology/Music; or PhD
- 10 + years' experience working in liturgy/music in a parish or on a diocesan level

# Other

**Salary:** Commensurate with background, education and experience.

**Application Deadline:** **April 30, 2021** (Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton  
Vice President  
Catholic Recruiter Associates  
Brent@CatholicRecruiter.com

**Note:** *Only those selected for an interview with the search committee will be contacted*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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