



HOLY TRINITY
CATHOLIC CHURCH



DIRECTOR OF LITURGY

November 5, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

[Holy Trinity Catholic Church](#) traces their origins to the late 18th century and today is a vital worship community of Catholics in the Washington DC area under Jesuit leadership. The Director of Liturgy reports to our pastor, Reverend C. Kevin Gillespie, S.J. and is responsible for managing all aspects of the liturgical life of the parish.

Title: Director of Liturgy

Supervisor: Managing Director for Parish Operations

Summary of Position:

The Director of Liturgy heads Holy Trinity’s liturgy office and, under the general guidance of the pastor, is responsible for liturgical programs of the Parish. The Director of Liturgy supervises the Director of Music Ministry and other members of the liturgy staff. She/he reports to the Managing Director for Parish Operations.

The Director of Liturgy will collaborate and partner with Jesuit clergy and lay pastoral staff (including as a member of the pastoral associates planning team (PAPT)), while providing leadership to and garnering feedback from the parishioner-led worship committee. The incumbent recruits, manages, guides and trains a range of liturgical ministers involved in liturgy in the parish. This is accomplished through furnishing liturgical expertise and by establishing common goals and methods of celebration for the liturgical life of the parish.

Position Duties and Responsibilities

Liturgical Celebrations (45%)

- Articulate a vision for the celebration of liturgical feasts and seasons in consultation with Jesuits, the director of music and the worship committee.
- Implement the celebration of Sundays and daily liturgies, observing feasts and seasons in accordance with the liturgical year.
- Create weekly and seasonal liturgical directives with prayers and liturgical rubrics.
- Create aesthetically-pleasing and liturgically-appropriate seasonal environments.
- Coordinate and develop parish guidelines and policies for the celebration of all sacraments.
- Design, schedule and oversee the celebration of other sacraments and rites, including funerals, baptisms, and especially weddings, through appropriate supervision of the liturgy assistant and close partnership with presiders.
- Assist/MC liturgical celebrations as necessary.

Liturgical Ministers (25%)

- Oversee, coordinate and schedule liturgical ministers for masses.
- Recruit and train new liturgical ministers.
- Communicate instructions for liturgical celebrations (in consultation with presiding priests) to the lay liturgical ministers.
- Provide on-going formation for liturgical ministers and parishioners.
- Create and distribute schedules for liturgical ministers and presiders.
- Implement liturgical modifications as required, in coordination with Jesuit staff.

Collaboration (20%)

- Manage the work and staff of the liturgy office.
- Collaborate with pastoral associates and other staff to harmonize the work of the liturgy office with other ministries.
- Advise and guide the worship committee, review advice and recommendations.
- Consult the Jesuits and pastor on liturgical and sacramental matters.

Administration (10%)

- Prepare and manage the liturgy and music portion of the parish budget.
- Coordinate the scheduling of all liturgical events. Create and maintain the parish liturgy calendar.
- Oversee the use and maintenance of the church and chapel.
- Maintain the supply and good order of the sacristy, liturgical implements, and worship spaces.
- Oversees the maintenance of official sacramental records.
- Remain informed about developments in sacramental theology, canon law, liturgical practice and diocesan policies and guidelines.
- Participate in ongoing spiritual and professional formation and continuing education.
- Maintain memberships in professional organizations.

Position Duties and Responsibilities

The Director of Liturgy supervises a Director of Music Ministry, an Associate Director of Music, a part-time Liturgy Coordinator, a part-time Sacramental Records Coordinator and various contract musicians. She/he reports to the Managing Director for Parish Operations and receives appropriate direction from the pastor.

Qualifications

- A practicing Roman Catholic with an active commitment and fidelity to the liturgical vision of Vatican II.
- Supportive of the parish's Ignatian character and spirituality.
- Bachelor's Degree or higher in liturgy or theology, or equivalent experience.
- Ability to work collaboratively and flexibly with others.
- Exceptional organizational skills.
- Strong, clear communication skills in speaking, writing, and listening.
- Computer literacy.
- Desire for continuing professional growth.

Compensation & Benefits: Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

Application Deadline: January 30, 2022

(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.)

Salary: Commensurate with background, education and experience.

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:

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