Part-Time Rector  
St. Bartholomew’s Episcopal Church  
21611 Laytonsville Road  
Laytonsville, MD 20882

Position Description

A historic Episcopal parish in a bucolic town 25 miles outside Washington DC seeks an energetic, devoted rector (transitional deacons also eligible for consideration) to join us as we continue to serve our Lord and our community. Partnering with our new priest, we are committed to enhancing our ministries, expanding our fellowship opportunities and invigorating our outreach efforts. Together, we will leverage our talents, technology and spiritual energy to achieve our vision of Sustained Growth.

St. Bartholomew’s of Laytonville, Maryland includes an iconic church, a cottage rectory, an additional multi-use house, and a memorial labyrinth garden. Our well maintained buildings sit on 3.5 acres of well-tended land and our parish is debt free. We recently installed a hi-tech audio/visual system that facilitates quality hybrid worship. With our robust vitality enhancement strategy – and under the guidance of a motivated rector – we are well-positioned for growth.

Essential Functions

- Administer the sacraments and liturgy of the Episcopal Church
- Officiate at all worship services, including at least two services on Sundays unless the Rector and Vestry agree to have one service. In addition, weddings, funerals, baptisms, and holiday services, including but not limited to, Wednesday evenings during Lent, Maundy Thursday, Good Friday, and two services on Christmas Eve, shall be conducted
- Prepare and present sermons at Sunday services and all other services as appropriate
- Collaborate with the administrative assistant and lay leaders to plan worship and create worship bulletins
- Assist the Music Director/Organist in coordinating music for services
- Encourage and provide leadership for the training of chalice bearers, lectors, acolytes, and other worship assistants
- Provide for the pastoral visitation of members of the parish as needed
- Facilitate Christian education opportunities for all ages
- Oversee preparation for confirmation, reaffirmation, and reception into the Episcopal Church
- Serve as a facilitator for community involvement
- Maintain regular office hours
Other Responsibilities

- Attend monthly vestry meetings and the annual vestry retreat
- Chair the annual parish meeting
- Represent the parish within the Episcopal Diocese of Washington

Qualifications and Requirements

- Ordained as a priest or transitional deacon in the Episcopal Church or a denomination that is in communion with the Episcopal church
- Proficiency in basic office software and comfortable learning new technologies used to broadcast virtual services

Core Competencies

- Ability to inspire, motivate, and lead
- Demonstrate team building skills
- Excellent verbal and written communication skills
- Proficiency with basic office software and technology used for virtual services

Website

More information about the rector search can be found on our website: https://saintbartholomews.org/rector-search/

Contact Information

To be considered for the position, please send a resume to Brent Grimes, chairman of St. Bartholomew's Search Committee: brentgrimes@verizon.net, subject line "Rector Search."