

# **Sacrament Coordinator St. Helen Catholic Church**

2209 Old Alvin Rd.  
Pearland, Texas 77584

## **Summary:**

The potential candidate will develop and coordinate preparation for First Communion, Reconciliation according to Archdiocesan guidelines and will assist with all CCE activities.

## **Education/Experience:**

Ability to multitask, recruit and train catechists, communicate well with parents and other staff members. Bilingual - English and Spanish.

Archdiocesan certification - FTCM and Basic Formation Catechetical Leader Certificate, along with experience in parish work.

Interested candidates should submit a cover letter, resume, and references to:

Fr. Jim Courville  
Saint Helen Catholic Church  
2209 Old Alvin Road  
Pearland, Texas 77581  
[frjim@sthelenchurch.org](mailto:frjim@sthelenchurch.org)