

Director of Faith Formation

St. Joseph-St. Stephen Catholic Church

Houston

Summary:

The Director will oversee and professionally manage the faith formation programs and activities of all levels of formation including elementary, middle school, high school, and adults. The Director will oversee and collaborate with the planning and execution of the CCE programs, sacramental preparation, RCIA, vacation programs, adult faith formation, and ongoing parish faith formation activities. The Faith Formation Director will work closely with the CCE coordinator, Bible study leaders, coordinator of the Youth Program, Rite of Christian Initiation of Adults (RCIA) facilitator, and other leaders to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the catholic Faith and its teachings in keeping with the Galveston-Houston Archdiocesan guidelines. This position will report directly to the Pastor.

St. Joseph and St. Stephen is a multicultural parish that faithful to the Magisterium of the Church. We are a people on a journey that needs the constant teaching and guidance of the Church for our children and adults given to them in an engaging and faith-filled way. Fr. Victor Perez is the pastor.

Requirements:

- Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Catholic Church, bringing a prayerful and joyful presence.
- Bilingual, English and Spanish
- BA in Theology or related field. Master's degree in Theology or Religious Education from a credited Catholic University preferred.
- Minimum of 2 – 3 years of experience working in Religious Education or equivalent.
- Must be a self-starter and good listener, and exhibit oral and written communication skills; use email and computer skills; be proficient in using Microsoft word and power point; and be adept at planning, organizing, multitasking, and implementing systematic catechesis and faith formation.
- Strong interpersonal skills with the ability to lead and organize volunteers.
- Ability to work evenings and weekends is required when necessary
- Willing to comply with Archdiocesan requirements for continuing education.
- Manage and maintain the Archdiocese of Galveston-Houston Safe Environment Policy compliance requirements for catechists and ministry volunteers.

Complete Job description available upon request. Interested candidates should send a cover letter, resume, and references via email to administration@stjosephststephen.org