

Coordinator of Elementary Catechesis

St. Angela Merici Catholic Church

Missouri City, TX 77459

Employment Status: Part Time - between 19 - 24 hours/week

Position Summary - The vibrant church of St. Angela Merici, Missouri City, TX seeks an enthusiastic disciple to fill the position of *Coordinator of Elementary Catechesis for grades Pre-K – 5. The catechetical, administrative, and practical components for this position include the faith formation of children and their families, instructions for the sacraments of First Reconciliation and First Holy Communion, Youth RCIA, special celebrations and collaboration with other ministries. Supervisor is the Faith Formation Director and Pastor. Previous ministerial experience preferred.

Catechetical Duties and Responsibilities:

- Plan, develop and implement programs and policies which foster the spiritual development of children and their families in accordance with Archdiocesan guidelines
- Familiar with Church practices and vocabulary as well as with Church documents
- Substitutes catechists or aides
- Recruit, empower, lead and supervise volunteers
- Prepare and lead workshops and meetings
- Participate in staff and diocesan formation gatherings

Administrative Duties and Responsibilities:

- Create and coordinate a calendar in conjunction with the youth ministry
- Communicate with parents, volunteers, students and staff via telephone, email, or text
- Operate various word-processing software, spreadsheets and database programs
- Prepare and submit order requests for approval
- Maintain confidentiality at all times

Practical Duties and Responsibilities:

- Implement safe and secure policies at all times
- Interacts with all age groups from varying cultural and social backgrounds
- Follow instructions furnished in a verbal or a written format
- Prioritize and carry out multiple tasks meeting deadlines
- Organize, utilize and recycle resources
- Set-up classrooms and supplies before, during and after each session
- Other tasks as required by the ministry or by the pastor
- Ability to lift 20 lbs.

Special Celebrations Duties and Responsibilities:

Coordinate the Vacation Bible School in summertime – Saints Day - Advent / Christmas - Lent - Sacraments

Qualifications

- Live in full sacramental communion with the Catholic Church and maintain a personal lifestyle that is consistent with the needs and values promoted by the position and the Catholic Church
- Pursues continuing professional and spiritual development
- Available afternoon and early evening hours as well as occasional weekends
- Provides presence within the parish community

The Coordinator of Elementary Catechesis focuses on the Eucharist as the source of foundation and commits to strengthen a faith journey led by the sacraments, continued prayer, education and service with the guidance of the Holy Spirit. The Coordinator of Elementary Catechesis is evaluated quarterly for the first year and annually every year thereafter. If the parish sacramental needs change this job description will be revised.

Interested candidates please submit resume: Noemi Saybe, Dir. of Faith Formation, nsaybe@stamericigh.com