

Associate Director of Children's Faith Formation St. Cecilia Catholic Church

The Associate, Children's Faith Formation position is responsible for Children's Faith Formation, RCIA for Children, Children's formation activities and events, and formation outreach to parents as primary educators of faith for their elementary school children. The Associate, Children's Faith Formation, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary duties to include, but are not limited to:

- Plan, direct and implement Children's faith formation programs in conformity to the Archdiocesan Framework for Lifelong Faith Formation
- Plan, direct and implement RCIA for Children 2nd-5th grade, in collaboration with the Associate, Middle School Faith Formation and Associate, High School Faith Formation, as well as, the Associate, Adult Faith Formation.
- Plan and implement Children's Liturgy of the World
- Plan and implement first sacrament preparation (1st Reconciliation and 1st Eucharist) for elementary in collaboration with the Associate, Middle School Faith Formation and Associate, High School Faith Formation, for family cohesion
- Plan, direct and implement Children's Faith Formation events, in collaboration with other staff and ministry leaders, which foster lifelong faith and community building as appropriate (i.e. VBS, Advent Family Event, Trunk or Treat etc.)
- Recruit, train and support children's program volunteers and leaders in all elementary formation programs
- Provide curriculum for programs in accordance with Archdiocesan Guidelines
- Prepare Children's Faith Formation budget and oversee expenditures within Finance Council guidelines
- Serve as point of contact and resource for all parish programs in the areas that touch on Children's Faith Formation (i.e. Mom's groups, family ministries, school etc.)

QUALIFICATIONS

BS/BA degree in Theology or related field; Master's degree in Theology preferred

Working knowledge Archdiocesan and National Catechetical Guidelines

Three to five years' experience in faith formation with children

At least five years' leadership/management experience; preferably in parish ministry, or catechesis

Solid praxis in theology and the Roman Catholic tradition: Scripture, Moral Theology, Personal Spirituality, Ecclesiology, Church History, Doctrine, Sacraments, Liturgy and Worship or any combination of education and experience which would provide an equivalent background

We are looking to fill the position by the end of December. Please submit resume's by November 12th to karenann@saintcecilia.org