COORDINATOR OF SACRAMENT PREPARATION
St. Helen Catholic Parish

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

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

Job Requires:
- Working – evenings and weekends
- Personal ongoing formation
- Collaboration with Archdiocese, Pastor, area supervisor and other staff members
- Christ-like and congenial – pastoral

General or overall responsibility (in light of the Parish Mission Statement)

Specific responsibilities:

Coordinate:
- Preparation for Sacraments Baptism, First Communion, Reconciliation and Children Catechumenate according to Archdiocesan guidelines.
- Children Sacramental Retreat and Penance Service
- Parent Formation and Sacramental meetings
- Maintaining accurate sacramental records of student enrollment, attendance, etc.
- Recruiting and Formation of Catechist / volunteers
- Preparation of children, sponsors and parents for rites and scrutiny
- All other such duties which the Pastor may require for the sacramental process - program

Assist with all CCE activities:
- Planning and implementing special programs (Summer Vacation Bible School, Christmas, Easter etc.)
- Training / Recruiting Catechists /volunteer and adult education etc.
- Reviewing and ordering of materials, books, resources, etc
- Catechist coverage for all classes
- Supervision of students during CCE sessions and pickup and drop-off of students
- Class materials requested by catechists
- Setting-up meeting environment

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