

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

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Pearland, Texas 77581

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