

# Faith Formation Director

## St. Joseph Catholic Church

Houston, TX

### **Qualifications/requirements:**

- Undergraduate degree in theology or diocesan catechetical certifications
- Proficient in English and Spanish, oral and written
- Safe Haven (safe environment) training and background check
- Practicing Catholic, in good standing with the Catholic Church, embracing Church teachings fully.
- Full time position (40 hours) with benefits.
- Availability and flexibility to work weekends and evenings

### **Skills:**

- Strong interpersonal skills to create fellowship and teamwork with catechists, volunteers, parents, students and parish staff.
- Advanced communication skills both written and verbal to follow guidance of pastor, communicate and integrate effectively all parties involved and served in the ministry. Capacity for empathic listening.
- Experience and knowledge of all aspects of CCE and RCIA ministry and process.
- Very good organizational and planning skills.
- Knowledge of MS Office Suite, Social Media and Zoom (or other virtual setting)

### **Essential Duties:**

*Job duties include, but are not limited to the following:*

- Report to pastor on all responsibilities of the position, collaborating with him, seeking his guidance and keeping him updated regularly.
- Manage all aspects of Children's Catechesis (CCE) and RCIA (all ages), including working with pastor and music director on Sacrament liturgy.
- Prepare and lead parent orientation and catechist commissioning sessions and meetings.
- Responsible for recruiting, training and coordinating all catechists and volunteers. Responsible for safe environment compliance (Safe Haven and Circle of Grace). Responsible for registration of children registration (grades K-12) and RCIA (adults).
- Plan CCE yearly schedule including classes, sacraments and fellowship events. Organize parent and family catechesis and evangelization session. Nurture relationship with catechists, volunteers and parents. Organize devotional and other events to bring parents and families closer to Christ, the Mass and His Church.
- Create lesson plans for CCE and RCIA classes, manage book inventory and teachings materials for sacrament preparation (monthly) and systematic catechesis (weekly) classes.
- Sporadic administrative support to Youth Ministry and Adult Faith Formation. Collaborate with pastor and all parties involved in overall faith formation, catechesis and evangelization of the parish.

Suitable candidates should send cover letter and resume to [admin@saintjoseph.org](mailto:admin@saintjoseph.org)