

**Associate Director of Faith Formation –
Children and Family Ministry
St. Thomas More Catholic Church
Archdiocese of Galveston-Houston**

Summary:

The Associate Director of Faith Formation for Elementary Family Faith Formation will oversee and professionally manage the faith formation programs and activities for families and elementary age children (2nd grade to 5th grade). The Associate Director of Faith Formation for Children and Family Ministry will work closely with the Director of Faith Formation to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings in keeping with the guidelines of the Archdiocese of Galveston-Houston. This position will report directly to the Director of Faith Formation.

Requirements:

- Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Catholic Church, bringing a prayerful and joyful presence.
- Bilingual, English and Spanish, is preferred.
- Minimum of 2 – 3 years of experience working in Religious Education or equivalent.
- Catechist Certification or proof of currently taking courses toward certification or college degree in theology or related subject, e.g. pastoral ministry, Catholic, etc.
- Has or is working toward BCYM certificate.
- Must be a self-starter and good listener, and exhibit oral and written communication skills; use email and computer skills; be proficient in using Microsoft Word and Power Point; and be adept at planning, organizing, multitasking, and implementing systematic catechesis and faith formation.
- Strong interpersonal skills with the ability to recruit, lead and organize volunteers.
- Ability to work evenings and weekends is required when necessary.
- Willing to comply with Archdiocesan requirements for continuing education.
- Ensures that the Office of Child and Youth Protection policies and compliance requirements are maintained.

Interested candidates should send a cover letter, resume, references and salary requirements via email to csample@stmhouston.org.