

Associate Director of Faith Formation - Youth
Sacred Heart of Jesus Catholic Community
6502 CR 48, Manvel, TX 77578

Sacred Heart of Jesus Catholic Community is a parish of 3,500 families located in Manvel, Texas, in the Archdiocese of Galveston-Houston. There are currently 178 junior high students and 309 high school students enrolled in the faith formation program (6th – 12th Grades).

The **Associate Director of Faith Formation-Youth** is a full time, salaried member of the pastoral staff of Sacred Heart of Jesus Catholic Community, reporting to the Director of Faith Formation. This position works in collaboration with the Director of Faith Formation and the Associate Director of Faith Formation-Elementary, providing support as part of the team and resources on issues relating to Youth Faith Formation.

Duties and Responsibilities:

Staff Member

- Attends staff meetings as required
- Participates in staff planning
- Communicates to staff the programs and activities of Youth Faith Formation
- Seeks staff input in developing Youth Faith Formation programs and activities

Administration

- Supervises adult leaders, catechists, and volunteers involved with Youth Faith Formation
- Orders relevant materials, books, etc.
- Implements and assists with budget planning
- Maintains accurate records of Confirmation, First Communions, catechist certifications, etc.

Planning

- Develops and evaluates Youth Faith Formation goals and objectives in collaboration with Pastor and Director of Faith Formation
- Develops and coordinates the planning process for Youth Faith Formation
- Develops and coordinates the development of Youth Faith Formation policies consistent with mission statement, goals and objectives of the Parish and Archdiocese
- Reserves rooms and plans calendar in collaboration with parish staff and ministries

Junior and Senior High Youth Faith Formation

Confirmation Preparation

First Communion Preparation

- Develops, designs and manages programs for each area of responsibility consistent with archdiocesan policies, making appropriate adaptations in consideration of persons with special needs.
- Implements program and policies according to Archdiocesan guidelines
- Selects appropriate resources (texts, media resources, etc.) in compliance with USCCB Conformity Committee
- Recruits and trains adult leaders, catechists and volunteers
- Promotes and encourages continuing formation for adult leaders, catechists and volunteers
- Designs and implements formation for parents associated with program in collaboration with Director of Faith Formation
- Coordinates registration, assignments, etc. of students

Confirmation Preparation

- Requests and confirms date(s) for Confirmation according to Archdiocesan instruction.
- Collaborates with Director of Liturgy and Music in the preparation of liturgical rites.
- Coordinate reconciliation service(s) for students prior to Confirmation.

Youth First Communion Preparation

- Coordinate dates for Sacrament of First Communion
- Collaborates with Director of Liturgy and Music in the preparation of liturgical rites.
- Coordinate and promote reconciliation times for students prior to receiving sacrament

Other Duties as Assigned.**Skills/Qualifications:**

- Fluent in English and Spanish, both written and verbal
- Ability to communicate effectively both verbally and in writing with staff and the general public
- Working knowledge of Microsoft Office (Word, Excel and Publisher)
- Minimum of three years' experience in leadership/management, preferably in parish ministry, religious education or in an equivalent environment
- Ability to maintain confidentiality in all matters
- Knowledge of and the ability to convey effectively the official teachings of the Church regarding Scripture, doctrine, morality, spirituality and Sacramental preparation with demonstrated fidelity to these teachings
- Basic Formation for Catechetical Leadership Certification completed or in process
- Full Catechetical Leadership certification completed or in process
- Practicing Catholic in good standing
- Follows Archdiocesan Ethical and Personal Conduct Policies
- Background check clearance required
- Ability to perform physical tasks associated with job

Submit resume and cover letter via email to jobs@sacredheartmanvel.org.