Director of Elementary Faith Formation  
Mary Queen Catholic Church  
Friendswood, TX

SUMMARY
The Director of Elementary Faith Formation is accountable for coordinating and executing the various aspects of the parish catechetical programs for children based on the plan for comprehensive catechesis of Mary Queen Church and the Archdiocese of Galveston-Houston.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned as needed by supervisor.

- Plan and implement a cohesive, effective program of Religious Education for Mary Queen Church that encompasses children from Pre-School through Grade 5
- Develop and train a team of Religious Education teachers (Catechists) committed to the principles of Catholic theology and the education of Catholic children
- Identify appropriate teaching materials and utilize allocated resources in a cost-effective manner that meets budget for the program
- Ensure a comprehensive recordkeeping system is in place to document and record accurately – enrollment, catechists’ certifications, sacramental records, operations, etc.
- Provide oversight to ensure that all children are afforded access to appropriate Catholic religious education, including those with special needs
- Communicate actively with parents to increase parental involvement in the religious education of their children
- Serve as a conduit to the Mary Queen Staff and community on Archdiocesan program and policies related to elementary religious education
- Schedule classes, events, room and building coordination
- Supervise the sacramental preparation program
- Supervise the activities of the Faith Formation Administrative Assistant
- Utilize mediation and problem-solving skills in dealing with problem resolution involving parents
- Develop medium and long-range plans for Elementary Religious Education at Mary Queen that reflects the vision, stewardship and advance the Kingdom of God
- Develop, implement, and ensure compliance with annual departmental budget
- Educate the pastor and staff regarding developments in catechesis and how they might affect other staff members
- Provide ongoing staff and teacher development through in-service programs and other resources
- Provide a curriculum designed for total parish catechesis with elementary education as an integral part
- Work jointly with the Directors of Adult and Children’s Faith Formation to deliver high quality Faith Formation to Mary Queen parishioners.

EDUCATION, EXPERIENCE and SKILLS

- Master’s Degree in theology/Master’s Degree in Pastoral Studies/USCCB Catechist Certification or equivalent
- 3-5 years’ experience in an administrative catechetical setting (i.e. supervising and coordinating others)
- Possess a solid praxis in theology and Roman Catholic Ecclesiology, Church History, Doctrine, Sacraments, Liturgy and Celebration
- Knowledge of the Archdiocesan of Galveston-Houston’s Catechetical Framework of Lifelong Faith Formation
- Exhibit a commitment to continuing education and certification
- Have experience in as many of the following areas as possible
  - Children’s religion program
Children’s Liturgy of the Word (ages 5-10 years)
- Elementary Catechesis (K-5)
- Early Childhood Education (PreK-4)
- First Reconciliation preparation
- First Communion preparation
- Vacation Bible School (VBS)
- RCIA for Children
- Home Study Faith Formation
- Maintain Social Media account – Mary Queen Elementary Facebook page
- Flocknote – Newsletters to Parents, Catechists on weekly basis
- Satisfactory completion of requisite background check and the Archdiocesan Safe Environment Training
- Demonstrated computer capability is required. Highly competent in the use of Microsoft Office, Word, Excel, PowerPoint and ParishSOFT data system a plus
- Roman Catholic in good standing with the Catholic Church.

CHARACTERISTICS
The Director of Elementary Religious Education must possess the following characteristics:
- Good interpersonal skills
- Organization skills
- Problem solving skills
- Ability to perform multiple tasks
- Ability to prioritize
- Dependable
- Flexible
- Demonstrates initiative
- Resourceful
- Good judgement
- Ability to maintain confidentiality
- Adaptable – Team Player

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made per ADA guidelines. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment is typical of an office environment. Employee is not required to travel for this position and no regularly scheduled overtime will be required.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Pastor and/or their supervisor.

Should you have an interest in any of these positions, please submit your expression of interest with resume to Fr. Jim Kuczynski, M.S. (FRJIM@MARYQUEENCHURCH.ORG) with a copy to Rose Mary Baez (BAEZR@MARYQUEENCHURCH.ORG) via email. Should you have any questions, please direct all calls to Rose Mary Baez at 281-482-1391.