

ASSOCIATE, FAMILY LIFE FAITH FORMATION ST. CECILIA CATHOLIC CHURCH

JOB SUMMARY: The Associate, Family Life Faith Formation is responsible for creating and supporting opportunities for families to participate in parish life and creating/supporting programs which support parishioners in times of transition such as divorces, adoptions, abortion or infant loss support, as well as, family life ministry coordinated programs, activities and events, etc. Wedding preparation, tracking and facilitation, Baptism preparation, tracking and facilitation while surfacing and managing volunteers to cover preparation for these sacraments. The Associate, Family Life Faith Formation, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Some Primary duties to include, but are not limited to:

- Develop a comprehensive calendar including all aspects of Family Life and coordinate with the parish's master calendar.
- Plan and implement activities and events which support families growing together in their faith.
- Plan, direct and facilitate a clear marriage preparation process in coordination with the Priests and Deacons, inclusive of tracking a couple's progression through the process and Sponsor Couple training and assignments.
- Plan, direct and implement volunteer teams to support programs including: Baptism and Marriage Preparation, NFP, Baptism Hosting and manage the paid Marriage Coordinators, etc.
- Plan and implement ongoing programs to support Family Life including Marriage Enrichment, Adoption Support, Divorce Support, Parenting support and Single Parent families, Rachel's Vineyard ministry, etc.

QUALIFICATIONS:

- BS/BA degree in Theology or related field; Master's degree in Theology preferred
- Three five years' leadership/management experience required; preferably in parish ministry, or catechesis
- Solid praxis in theology and the Roman Catholic tradition: Scripture, Moral Theology, Personal Spirituality, Ecclesiology, Church History, Doctrine, Sacraments, Liturgy and Worship
- Or any combination of education and experience which would provide an equivalent background

PLEASE SUBMIT ALL RESUMES TO KAREN ANN MARTIN, DIRECTOR OF LIFELONG FAITH FORMATION AT [KARENANN@SAINTCECILIA.ORG](mailto:karenann@saintcecilia.org)