

# Coordinator of Sacrament Preparation

## St. Theresa Catholic Church Memorial Park

### Summary of Position

St. Theresa Catholic Church in the Memorial Park area of Houston, TX is seeking a Coordinator of Sacrament Preparation. This is a 30 hour per week position, which includes full-time benefits. The Coordinator of Sacrament Preparation will be responsible for Baptism, First Reconciliation, First Communion, Catechumenate process for children, and other areas as needed.

### Experience:

Ideal candidate will have experience with parish catechetical programs either as an employee or volunteer, be able to work with public and have good communication skills.

### Job Requires:

- A variable schedule that includes working some evenings, weekends and other days as required.
- Must be committed to ongoing personal formation.
- Collaboration with Pastor, Parish Manager, Direct Supervisor and other staff members as required.

### Specific Job Responsibilities:

- Coordinate preparation classes for Baptism, First Reconciliation, First Communion and Children's Catechumenate.
- Conduct Sacramental Workshops/Retreats for First Reconciliation, First Communion and Children's Catechumenate.
- Maintain and keep accurate records and paperwork for all of areas of preparation.
- Other duties as needed.

Interested Candidates should submit a cover letter, resume and references via email to:

Enrique Benitez, Parish Manager

[e.benitez@sttheresa.cc](mailto:e.benitez@sttheresa.cc)