

St. Edward Catholic Church
2601 Spring Stuebner, Spring, TX 77389

Coordinator of Adult Evangelization and Catechesis

Minimum Requirements:

- Active, practicing Catholic in good standing with the Church
- Bachelor's degree in theology, theological studies, or related field; Masters preferred
- 3+ years of experience in parish catechetical ministry and the RCIA process
- Strong communication and organizational skills
- Proficient in Microsoft Office, Parish Soft, Flocknote, Teams, and Zoom
- Fluent in Spanish a plus
- Must have or be able to obtain safe environment certification (Safe Haven) as required by the Archdiocese of Galveston Houston

Job Description:

- Coordinate Sacramental Preparation Processes
 - RCIA and RCIA adapted for children/teens
 - Infant Baptism
 - Confirmation for adults
- Coordinate Systematic Catechesis
 - Adult Faith Formation
- Coordinate spiritual formation and experiences
 - Bible Studies
 - Christ Renews His Parish Retreat
- Administrative
 - Calendar and budget planning for adult ministries and events
 - Inventory of books, supplies, materials, and resources
 - Safe Environment roster with status of all catechetical ministers
 - Attend department, staff, and deanery meetings as scheduled
 - Website maintenance on adult ministry pages
- Other duties as assigned

Position Information:

- Availability on weekends and weeknights

All applicants are asked to send their resume to the Director of Evangelization and Catechesis, Annette O'Driscoll, at aodriscoll@saintedward.org.