

# Hispanic Ministry/Religious Education Coordinator Corpus Christi Catholic Church

9900 Stella Link Rd Houston Texas 77025

This full-time position will be responsible for:

- Overseeing Hispanic Ministries within the parish.
  - Charismatic Renovation
  - Legion of Mary
  - Matachines
  - Our Lady of Guadalupe (Apariciones)
  - Pro-Life
  - Spiritual Companion
  - Grief Ministry
  - Receiving ministry meeting calendars and ensuring that meeting rooms are booked in parish calendar.
  - Attending some – but not all ministries' meetings.
  - Acting as liaison between parish and ministries.

In addition to:

- Coordinating Spanish Baptisms
- Coordinating Spanish Marriage Preparation
- Coordinating Faith Formation
  - Promoting and connecting Hispanic adults and families to parish faith formation programs (sacramental preparation, etc)
- Managing CCE and Sacramental Prep programs for our Hispanic Community grades K-5
- Co-coordinating Confirmation program with English Religious Education Coordinator
- Quinceañera Preparation
- Safe Environment Coordinator for the parish

This Coordinator will also:

- Work collaboratively with pastoral staff.  
Work some nights and weekends.
- Be fully bilingual Spanish – English, including conversation, reading and writing.  
Be competent with computer skills.  
Be comfortable with public speaking.
- Any other duties assigned by Pastor.

Candidate must be an active Catholic in good standing who is able to use their time and talent to animate the ministries under their supervision.

Please send resume to [pastoralassociate@ccparishhouston.org](mailto:pastoralassociate@ccparishhouston.org)