

Director of Evangelization and Catechesis of Children
St. Andrew Roman Catholic Church

827 Sheldon
Channelview, TX 77530

Summary:

- The Bilingual full-time Director of Evangelization and Catechesis of Children is responsible for the ongoing development and implementation of various catechetical programs and objectives established by the parish for Grades Kinder through 8th.
- The DECC will oversee and professionally manage Faith Formation Education programs and activities for all age levels including but not limited to elementary and Junior High Students, CCE, sacramental programs, retreats, children with special needs, Vacation Bible School, and education activities as well as any other activities assigned by the Pastor.
- The DECC is responsible for establishing and implementing comprehensive curriculum and programs to enhance the knowledge and understanding of the Catholic Faith and its teaching.
- This position will be responsible for collaborating with the Pastor, Youth Minister, First Communion Coordinator, other clergy as well as other parish staff members.
- Ability and flexibility to work evenings and weekends.

Education/Experience:

- A minimum of a bachelor's degree in Religious Education, Theology or related field. Experience may substitute for formal education.
- A Catechist Certification or diocesan catechetical certifications.
- A minimum of three years of experience in religious education of children.
- Knowledge of the Archdiocesan Catechetical Framework of Lifelong Faith Formation.
- Safe Haven (safe environment) training and background check.
- The candidate must have strong bilingual interpersonal skills with the ability to relate to different age groups, backgrounds and foster fellowship with catechists, volunteers, parents, students, and parish staff.
- Excellent oral and written communication skills in English and Spanish are a must.
- Excellent organizational and planning skills with knowledge of MS Office Suite, Word, Excel, PowerPoint, Publisher and Parish Soft data system, social media, i.e., Zoom, Remind.
- The candidate must be a fully initiated and a practicing Catholic in good standing with the Church, fully embracing all Church teachings.
- The candidate must be able to frequently lift and/or move up to 20 pounds.

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.

Interested candidates, please email cover letter and resume to: standrew7067@comcast.net with "Resume DECC" on the subject line.