

# Faith Formation Administrative Assistant St. Patrick Catholic Church

## **Summary:**

This person would welcome people seeking formation for themselves or family members, helps discern needs, then registration in appropriate formation, communicates w/ the CFF, pastor, and catechists/ FF, while providing administrative support for formation programs and helping to record sacraments or formation received.

## **Experience/Education:**

Must be bilingual, computer literate, able to operate our a/v technology and train others on it. some catechetical/FF experience required.

This is 40 hours a week job with benefits and pay relative to person's availability and abilities.

Interested applicants please contact:

Fr Tom Hawxhurst  
St Patrick Catholic Church  
4918 Cochran St  
Houston, TX 77009  
713-695-0631