

# Faith Formation Administrative Assistant St. Patrick Catholic Church

Houston, TX

## **Summary:**

This person welcomes people seeking formation for themselves or family members, helps people discern their needs, then register for appropriate formation, communicates w/ the CFF, pastor, and catechists/ FF volunteers, 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 job is 40 hours/week with benefits and pay relative to person's availability and abilities.

Applicants, please send resume and 2 references to Fr. Tom Hawxhurst, Pastor, at [thwx@stpatrickcc.org](mailto:thwx@stpatrickcc.org) or by mail to:

Fr. Tom Hawxhurst  
St Patrick Catholic Church  
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