

Coordinator of RCIA and Family Formation St. Edward Catholic Church

2601 Spring Stuebner
Spring, TX 77389

Minimum Requirements:

- Active, practicing Catholic in good standing with the Church
- Passionate about serving the Church and building strong ministries at the parish level
- Bachelor's degree in theology, theological studies, or related field; Master's preferred
- 3+ years of experience in RCIA and parish catechetical ministry
- Strong communication and organizational skills
- Proficient in Microsoft Office, Parish Soft, and Flocknote
- 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

Ministry Areas:

- Coordinate the Rite of Christian Initiation of Adults and adapted for teens and children
- Coordinate Adult Faith Formation
- Coordinate Family Faith Formation
- Administrative duties include:
 - Calendar and budget planning for RCIA, adult formation, and family formation
 - Inventory of books, supplies, materials, and resources
 - Recruit, train, and support all catechetical leaders involved in these ministries
 - Attend department, staff, and deanery meetings as scheduled
 - Website maintenance on pertaining pages
- Other duties as assigned

Position Information:

- Salaried
- Availability on Sunday and Wednesday evenings; other times as assigned

Please send resumes to:
Annette O'Driscoll
Director of Evangelization and Catechesis
aodriscoll@saintedward.org.