

Assistant Coordinator of Faith Formation Epiphany of the Lord Catholic Church – Katy *Archdiocese of Galveston-Houston*

Summary:

The Assistant Coordinator of Faith Formation will support the Coordinator of Faith Formation in the daily responsibilities of the Faith Formation Department. This involves working with the Elementary Coordinator, Youth Ministry Staff, Adult Formation volunteers, Sacrament Catechists, and Clergy in both systematic and sacramental catechesis. This full-time position includes a mixture of catechetical, leadership, and administrative responsibilities.

Requirements:

- Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Catholic Church, bringing a prayerful and joyful presence.
- Archdiocesan Catechetical and Sacramental Certifications (or willingness to complete these trainings)
- Must be a self-starter, good listener, and exhibit oral and written communication skills including email, Microsoft Word, and Power Point.
- Be adept at planning, organizing, multitasking, and implementing systematic catechesis, faith formation, and sacramental preparation.
- Strong interpersonal skills with the ability to recruit, lead and organize volunteers.
- Ability to work evenings and weekends is required when necessary.

(Salary will be comparable to the candidate's experience/qualifications.)

Interested candidates should send a cover letter, resume, and references to charlotte@epiphanycatholic.org.