

# Coordinator of Youth Evangelization and Catechesis St. Edward Catholic Church

2601 Spring Stuebner, Spring, TX 77389

## **Minimum Requirements:**

- Active, practicing Catholic in good standing with the Church
- Bachelor's degree in theology, theological studies, or related field
- 3+ years of experience in parish catechetical ministry
- Strong communication and organizational skills
- Proficient in Microsoft Office, Parish Soft, Flocknote, Teams, and Zoom
- Familiarity and experience working with Life Teen a plus
- 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

## **Job Description:**

- Coordinates Sacrament Preparation process for Confirmation for teens
- Coordinates Systematic Catechesis (Life Teen) for 9<sup>th</sup>-12<sup>th</sup> grade using Archdiocesan Framework and Curriculum
- Coordinates Systematic Catechesis (Edge) for 6<sup>th</sup>-8<sup>th</sup> grade using Archdiocesan Framework and Curriculum
- Coordinates spiritual and service opportunities for youth of the parish
- Assists with Family Faith Formation events
- Administrative tasks including calendar planning, budget, and inventory of materials and supplies
- Other duties as assigned

## **Position Information:**

- This position requires availability some evenings and weekends.
- Pay starts at \$45,000 and may increase depending on education and experience.

Resumes are to be sent to Annette O'Driscoll, Director of Evangelization and Catechesis, at [aodriscoll@saintedward.org](mailto:aodriscoll@saintedward.org).