

# **Coordinator of Elementary Catechesis**

## **St. Martha's Catholic Church**

4301 Woodridge Parkway  
Porter, TX 77365

St. Martha's Faith Formation is looking for a faith-filled and passionate Coordinator of Elementary Catechesis to join our elementary faith formation team. This is a 25-hour part-time position. The primary role of the Coordinator of Elementary Catechesis is to design lesson plans, find materials, and plan activities for our volunteer catechists to use in our elementary CCE classes. The Coordinator is also responsible for regularly communicating with catechists and parents so that the children of our parish can thrive as they grow in faith.

### *Responsibilities include:*

- Assist the Associate Director of Elementary Catechesis with our elementary faith formation programs.
- Develop lesson plans and activities for elementary catechesis.
- Communicate these lesson plans and activities to the volunteer catechists and the Associate Director.
- Create and send a weekly catechesis newsletter to parents.
- Attend Wednesday evening elementary CCE classes each week during the school year and provide guidance and assistance to catechists when needed.
- Attend and assist at Sunday Connection, Sunday Family Catechesis, Sacrament classes, and other elementary faith formation events. This often requires working three Sundays per month during the school year.
- Assist the Faith Formation Staff with administrative tasks when needed. This includes answering phone calls, greeting visitors, attending staff meetings, assisting with registration, etc.

### *Requirements:*

- Candidate must be a practicing Catholic in good standing with a personal commitment to Jesus Christ and the teachings of the Catholic Church.
- Must understand the dynamics of educating children from pre-kindergarten to 5<sup>th</sup> grade.
- Must be excited to work alongside parents to form children in the Catholic Faith.
- Must be willing to participate in ongoing formation for ministry.

To apply, please send a resume, cover letter, and list of references to Tom Kasza at [thomask@stmartha.com](mailto:thomask@stmartha.com).