Purpose: Assists the Director of Faith Formation in Reconciliation, First Eucharist, Adult Confirmation and Adult Faith Formation opportunities.

Major Responsibilities:

- Continuously assesses and develops Prince of Peace’s Sacrament Ministry program through advocacy, catechesis, community life, evangelization, service, prayer and worship, and pastoral care.
- Helps in the design and implementation of catechetical programs.
- Prepares adults to receive the Sacrament of Confirmation and engage sponsors in the process.
- Schedules Reconciliation, First Eucharist, and Adult Confirmation sessions.
- Organizes, plans, and prepares retreats/days of prayer for Reconciliation, First Eucharist, and Adult Confirmation.
- Recruits, trains, and coordinates Sacrament Ministry volunteers.
- Ensures that all program volunteers are in compliance with parish and Office of Child and Youth Protection safe environment requirements.
- Maintains registration and attendance records for sessions within the ministry area.
- Assists in the recruitment and formation of catechists for sacramental preparation.
- Be familiar with Archdiocesan Catechetical Sacramental Guidelines.

Qualifications:

- Fully bilingual (English/Spanish)
- Commitment to continuing professional education and formation.
- Bachelor’s degree in Theology, Religious Studies or a related field preferred.
- Must be a well-organized, detail and customer (internal and external) oriented self-starter.
- Must possess:
  - good interpersonal communication skills.
  - time management and organizational skills.
  - a working knowledge of MS Word, Excel, Outlook, Access, and PowerPoint.
  - the ability to plan, design and assess programs in a timely manner.
  - the ability to maintain a flexible work schedule to accommodate the needs of the Faith Formation department.
- Must maintain compliance with the Archdiocesan Safe Environment Program requirements throughout the employment period.

Qualified candidates should submit a cover letter and resume via email to Resumes@pophouston.org by September 29, 2023

Please include “Associate Director of FF” in the subject line.