Purpose: Assists the Director of Faith Formation and is responsible for the Faith Formation program for children in primary grades, Vacation Bible School, and R.C.I.A – Adapted for Children.

Major Responsibilities:

- Continuously assesses and develops Prince of Peace’s Faith Formation program for primary grades and R.C.I.A adapted for Children through advocacy, catechesis, community life, evangelization, service, prayer and worship, and pastoral care.
- Helps in the design and implementation of catechetical programs.
- Prepares parents and guardians, as primary catechists, to help them to form their children.
- Schedules Faith Formation events related to areas of responsibility.
- Organizes, plans, and prepares retreats/days of prayer for catechists and children within faith formation.
- Recruits, trains, and coordinates 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 faith formation areas of responsibility.
- Be familiar with Archdiocesan Catechetical Guidelines and Catechetical Framework.

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 October 6, 2023

Please include “Assoc. Dir of Faith Formation” in the subject line.