

Associate Director of Faith Formation - Youth
Sacred Heart of Jesus Catholic Community
6502 CR 48, Manvel, TX 77578

Sacred Heart of Jesus Catholic Community is a parish of approximately 4,000 families located in Manvel, Texas, in the Archdiocese of Galveston-Houston. There are currently 239 Junior High (6th – 8th Grade) students and 348 High School (9th-12th) students enrolled in the youth faith formation program.

The **Associate Director of Faith Formation-Youth** is a full time, salaried member of the pastoral staff of Sacred Heart of Jesus Catholic Community, reporting to the Director of Faith Formation. This position works in collaboration with the Director of Faith Formation and the Associate Director of Faith Formation-Elementary, providing support as part of the team and resources on issues relating to Youth Faith Formation.

Duties and Responsibilities:

Administration & Planning

- Recruits and supervises adult leaders, catechists, and volunteers
- Develops and evaluates Youth Faith Formation goals and objectives
- Develops and coordinates the planning process and policies for Youth Faith Formation

Junior and Senior High Youth Faith Formation

Confirmation Preparation

First Communion Preparation (6-12th Grades)

- Develops, designs and manages programs for each area of responsibility consistent with archdiocesan policies, making appropriate adaptations in consideration of persons with special needs.
- Implements program and policies according to Archdiocesan guidelines
- Promotes and encourages continuing formation for adult leaders, catechists and volunteers
- Designs and implements formation for parents associated with program in collaboration with Director of Faith Formation
- Coordinates registration, assignments, etc. of students

Skills/Qualifications:

- Fluent in English and Spanish, both written and verbal
- Working knowledge of Microsoft Office (Word, Excel and Publisher)
- Minimum of three years' experience in leadership/management, preferably in parish ministry, religious education or in an equivalent environment
- Ability to maintain confidentiality in all matters
- Knowledge of and the ability to convey effectively the official teachings of the Church regarding Scripture, doctrine, morality, spirituality and Sacramental preparation with demonstrated fidelity to these teachings
- Basic Formation for Catechetical Leadership Certification completed or in process
- Full Catechetical Leadership certification completed or in process
- Practicing Catholic in Good Standing

To apply for this position, please submit a cover letter and resume to jobs@sacredheartmanvel.org with the subject line "ADFF Youth".