

**ST. JOSEPH CATHOLIC CHURCH
BAYTOWN, TX**

DIRECTOR OF EVANGELIZATION AND CATECHESIS FAITH FORMATION

St. Joseph Catholic Church, Baytown is an active parish that strives to be faithful to the Magisterium of the Church. Our community yearns for an engaging Evangelization and Catechesis Faith Formation program and currently seeks a part-time Director. As the programs and community flourishes, this position may become a full-time benefits eligible position. The Director of Evangelization and Catechesis must be a practicing Catholic in good standing with the Church.

Summary

The Director of Evangelization and Catechesis will oversee and professionally manage the faith formation programs and activities of all levels of formation including elementary, middle school, high school, and adults. The Director will oversee and collaborate with the planning and execution of the CCE programs, sacramental preparation, RCIA, adult faith formation, and ongoing parish faith formation activities. The Director will work closely with the pastor and other leaders to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings in keeping with the guidelines of the Archdiocese of Galveston-Houston. This position will report directly to the Pastor.

Requirements

- Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Catholic Church, bringing a prayerful and joyful presence.
- Bilingual, English and Spanish is preferred.
- BA or minor in Theology or related field is required and a master's degree in theology or religious education from a credited Catholic University is preferred.
- Minimum of 2 – 3 years of experience working in Religious Education or equivalent.
- Must be a self-starter and good listener, and exhibit oral and written communication skills; use email and computer skills; be proficient in using Microsoft word and power point; and be adept at planning, organizing, multitasking, and implementing systematic catechesis and faith formation.
- Strong interpersonal skills with the ability to lead and organize volunteers.
- Ability to work evenings and weekends is required when necessary.
- Willing to comply with Archdiocesan requirements for continuing education.

Interested candidates should send a cover letter, resume, and salary range via email to tnguyenstjosephbaytown@yahoo.com with Director of Evangelization and Catechesis Faith Formation on the subject line.