

Coordinator of Adult Faith Formation St. Vincent de Paul Catholic Church

St. Vincent de Paul Catholic Church is seeking a full-time 40 hr/week Coordinator of Adult Faith Formation who is responsible for planning, organizing, and implementing parish-level opportunities and events for adults to encounter Christ and grow in lifelong discipleship. The Adult Faith Formation Coordinator will coordinate initial and ongoing conversion opportunities, including evangelization, catechesis, and sacramental preparation for adults. Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. The position reports to the Director of Faith Formation.

Core Responsibilities:

- Coordinate Sacramental Preparation for adults including RCIA, Confirmation, First Reconciliation and First Communion.
- Evaluate, plan, organize and implement parish level opportunities for adults to encounter Christ and grow in relationship with Him as life-long disciples. Includes Bible studies, talks, parish retreats, and outreach.
- Recruit, train, and maintain an effective Adult Faith Formation Team to help implement the vision and parish goals for adult formation.
- Coordinate, aide, or support faith formation events and activities.
- Serve as a staff liaison for various parish ministries.

Qualifications and Skills

- Minimum of 3-4 years of experience working in Religious Education or equivalent.
- 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.
- This is a full-time position 40 hour/week requiring some nights and weekends.
- Creative self-starter with strong time management and organization skills to pace self to handle multiple projects and concurrent deadlines to serve the people of God.
- Demonstrated interpersonal skills with spirit of cooperation and collaboration.
- Demonstrated proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook/email; experience with Canva and database software a plus.

About Our Parish

St. Vincent de Paul Catholic Church is a vibrant parish of approximately 4,500 registered families located near the Medical Center in the West University area of Houston, TX. We are a big, growing parish that is currently constructing an outdoor community complex and recently completed a new chapel and school building. The parish is seeking a person that will continue and build the enthusiasm of our families as we journey together toward Christ.

How to Apply

Please submit your cover letter, resume, salary expectations and references to Laura Rivera at lriviera@svdpc.edu.