

Part-Time Junior High Faith Formation Coordinator

Mary Queen Catholic Church

Friendswood, Texas

SUMMARY

The **Part-Time** Junior High Faith Formation Coordinator is responsible for implementing parish-based pastoral ministry, catechesis, and evangelization activities for junior high school children. Will aid in the development of the program under the direction of the Director of Youth Faith Formation.

EDUCATION, EXPERIENCE and SKILLS

- Complete a Basic Certificate in Youth Ministry through the Archdiocese of Galveston-Houston
- Begin process of becoming a Certified Catechist through the ADGH's Formation Towards Christian Ministry (or Catholic institution of your choice)
- Minimum of a bachelor's degree in a related field of study.
- Youth Ministry experience on parish staff or a volunteer setting
- Active and in full communion with the Roman Catholic Church
- Demonstrated computer capability is required. Highly competent in the use of Microsoft Office, Word, Excel, PowerPoint and ParishSOFT data system a plus

CHARACTERISTICS

The Junior High Faith Formation Coordinator must possess the following characteristics:

- Faithful Catholic
- Good interpersonal skills
- Organization skills
- Problem solving skills
- Ability to perform multiple tasks
- Ability to prioritize
- Dependable
- Flexible
- Demonstrates initiative
- Resourceful
- Good judgement
- Ability to maintain confidentiality
- Adaptable – Team Player

Send your expression of interest with resume to John Laine, Business Manager, Mary Queen Catholic Church jlaine@maryqueenchurch.org