



THE ARCHDIOCESE OF
GALVESTON-HOUSTON

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**CATHOLIC
SCHOOLS**
THE ARCHDIOCESE OF GALVESTON-HOUSTON



Job Title: Director of Faith Formation
Reports to: Assistant Superintendent of Mission and Catholic Identity
FLSA Status: Exempt Full-time
Prepared by: Mazie McCoy, Ed.D.
Prepared Date: August 2024

SUMMARY: This position is responsible for the implementation of the Catholic religious education curriculum, religious assessments for students and staff, and certification of all Catholic school teachers and principals in the Archdiocese of Galveston-Houston. Under the general supervision of the Assistant Superintendent of Mission and Catholic Identity and Secretariat Director and Superintendent of Catholic Schools, the Director of Faith Formation will ensure that the Catholic Schools Office provides support to schools in the implementation of the National Standards and Benchmarks for Effective Catholic Schools, specifically in the domain of Mission and Catholic Identity. This position also supports the Church's mission, which includes an invitation for young people to foster and deepen a relationship with Jesus Christ, in an effort to include young people into the life of the Church and to help them see and understand the role of faith in one's daily life and within the larger society. The Director of Faith Formation demonstrates positive, Christ-like interpersonal skills and provides knowledge and expertise in Catholic religion curriculum planning and development while continuously evaluating the effectiveness and the quality of the Archdiocesan curriculum. This position requires that the Director of Faith Formation maintains current catechist certification, up to-date religion and professional practice, and an exceptional reputation as a Catholic school leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following tasks. Other duties may be assigned:

- Participate in meetings, workshops, and seminars for conveying and gathering information regarding a wide variety of subjects essential to carrying out administrative responsibilities related to Mission and Catholic Identity.
- Plan, schedule, facilitate and coordinate meetings, workshops, and seminars on varied content related to Mission and Catholic Identity.
- Support employees in the updating process of religion curriculum documents.

- Secure consultants, specialists, and other community resources to assist principals and instructional staff in planning and attaining faith formation goals and objectives.
- Create, maintain, and update resources relevant to religious education.
- Apply comprehensive knowledge of theology to develop and implement religion curriculum and assessment options.
- Assist the Assistant Superintendent of Mission and Catholic Identity to obtain and utilize evaluative findings including the student achievement data to examine the effectiveness of the religion curriculum and instructional programs.
- In collaboration with the Office of Evangelization and Catechesis, create and publish content for catechist faith formation on the learning management system.
- Incorporate Archdiocesan goals to support the faith formation and development of teachers, administrators, and staff with input from school personnel about their needs as well as assessment data from the Assessment for Religious Knowledge (ARK) survey results.
- Plan and facilitate the annual principals' retreat with support from the Assistant Superintendent of Mission and Catholic Identity.
- Work in collaboration with the Office of Worship to plan and coordinate the annual Back to School Mass with support from the Assistant Superintendent of Mission and Catholic Identity.
- Support professional staff with training and implementation of Human Sexuality and Circle of Grace.
- Process applications for Catechist Certification, Catholic Knowledge certificates and renewals.
- Process TCCB ED and archdiocesan religion deficiencies.
- Understand and utilize Capernaum, the Archdiocesan Learning Management System to support training and catechist certification programming.

EDUCATION AND EXPERIENCE

Minimum requirements: Applicant must be Catholic in good standing with the Catholic Church who is committed to the mission of Catholic Schools; has completed the requirements for Catechist Certificate in the Archdiocese of Galveston-Houston; Master's Degree (preference in theology, Catholic Studies, or similar field); five (5) year experience in Catholic schools, including three (3) years as a classroom teacher in a Catholic school. Preferred requirements: Working knowledge of Canon Law and Church doctrine, especially as it relates to the dignity of the human person as well as marriage and family; understanding of the catechist certification process; experience in Catholic school

accreditation; advanced knowledge in learning management systems; and maintaining digital files.

SPECIFIC SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- Applies an extensive knowledge of Catholic Church teaching and principles of theology in order to enhance Catholic curriculum design and development.
- Understands and utilizes Capernaum, the Archdiocesan Learning Management System to support training and catechist certification programming.
- Creates and publishes content for the catechist certification process on the learning management system.
- Articulates the Archdiocesan religion framework and additional pertinent Catholic educational standards and curriculum.
- Maintains confidentiality and organization of files pertaining to religion certification and accreditation.
- Applies comprehensive knowledge of theology to develop and implement religion curriculum and assessment options.
- Plans, organizes and facilitates meetings and presentations for diverse and varied purposes and audiences.
- Develops positive and effective working relationships within the Catholic Schools Office, Catholic School personnel, and all other pertinent stakeholders.
- Manages projects to completion successfully meeting set goals, timelines, and reporting.
- Performs multiple, highly complex tasks with a need to periodically upgrade skill in order to meet changing job conditions.
- Maintains the flexibility and adaptability to continuously improve and contribute to an effective and charitable office culture.
- Maintains the ability to work independently with individuals and groups dealing with a variety of significant and diverse circumstances.
- Exhibits a high level of professionalism in written and oral communication.
- Speaks before large groups and facilitates meetings.
- Exercises advanced technological competence (including Microsoft Office Suite and Outlook, Learning Management Systems, and Video Conferencing, along with reasonable competency working with standard office equipment).

Suitable candidates should send a cover letter, resume, and salary range requirements*, to resume@archgh.org reference “Director of Faith Formation” on the subject line.

Applicants who do not include an anticipated salary range may not receive further consideration.