



Coordinator of Religious Education (Elementary)

Status: Full-time (30-40 hrs), non-exempt

Most Holy Trinity Catholic Church in Angleton, Texas is seeking a passionate individual who will work under the direction of the Pastor and Director of Religious Education to assist with the religious education and faith formation of children (Kindergarden to 5th Grade). Essential duties and responsibilities include: Planning/implementation of all elementary CCE classes annually, recruits catechists, support staff and parent volunteers as needed for elementary CCE programming, providing catechist support and ongoing faith formation opportunities for all catechist and running our Catholic Vacation Bible School. They will also prepare children for First Reconciliation and First Communion.

RESPONSIBILITIES

- **Faith Formation** – Work with Pastor and D.R.E. to develop the faith formation of the parish; Planning/implementation of all CCE classes annually; Determines, recommends, and monitors CCE budget for fiscal year; Recruits teachers, support staff and parent volunteers as needed for CCE programming (i.e. sufficient catechist to student ratio, substitute teacher list, office volunteers, fellowship coordinators, etc.);
- **Catechist Support** - Provide catechist support and ongoing faith formation opportunities for all catechist (i.e., teacher in-service days, days of reflection, retreats, educational and spiritual reading materials, classroom skills and techniques, networking opportunities, promote diocesan catechists days and other offerings); Implements parish policies to ensure student safety (i.e., student conduct and discipline, student drop-off and pick-up, guest on premises, emergency situation procedures);
- **Vacation Bible School** - Develops and coordinates the annual Catholic Vacation Bible School program;
- **Children Parish Events** - Ensures that special events are planned, publicized and properly funded well in advance of the event (i.e. May Crowning);
- **Quinceañera Prep** - Oversees Quinceañera preparation. Communicates with students and parents on guidelines and requirements for Mass celebration;
- **Safe Environment Coordinator** – Coordinate and works with the Archdiocese to ensure all volunteers are Safe Haven trained and are up to date.
- **Other duties** as may be requested by the Pastor and/or supervisor.

QUALIFICATIONS

- **Education & Experience** – Bachelor in Theology or Education is preferred. Must be a practicing Catholic in good standing with the Church and an active visible member of a parish community. Training in current Catholic Theology, FTCM classes, Archdiocesan Catechist Certification, as well as other Certifications provided by Archdiocese. At least 5 years of experience in parish CCE for children.
- Must be current in Safe Haven training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date.
- **Skills & Abilities** - Must have excellent organization and communication skills. Must have the demonstrated abilities to motivate and dialogue with youth and parents. Must have the demonstrated abilities to work effectively in teams and other staff members. Bilingual capabilities (English/Spanish) preferred.

If you are interested please submit a cover letter and resume via email to Fr. Khoi Le - kle@mhtangleton.org.