

# **High School Catechetical Coordinator**

## **St. Andrew Catholic Church**

Channelview, Texas

### **Summary:**

St Andrew Catholic Church seeks a full time, 40 hours/week, bilingual catechetical and evangelization staff member, who will mostly work with 9<sup>th</sup>-12<sup>th</sup> grade youth. Guided by the pastor and the Director of Religious Education, this staff helps parish youth and their families to grow in faith, by training them in the teachings of the Catholic Church, organizing ways in which people can live their faith more fully by prayer and service, and fostering moments of encounter, like retreats, conferences, and other activities.

### **Job Responsibilities:**

Guided by the Pastor and the Director of Religious Education, prepares and implements high school catechetical programs that follow all diocesan guidelines, including safe environment. Recruits, trains, and supports volunteers to implement high school programs. Helps volunteers to get necessary training. Keeps volunteers and staff connected and informed for mutual support. Offers parental/family formation and training, as needed.

Under the DRE's guidance, works with other staff and volunteers to register youth, maintain attendance and other necessary records. Keeps families informed of their status.

Organizes Confirmation and other sacramental preparation retreats as needed. Helps pastor to plan needed liturgies.

Coordinates parish youth participation in parish and diocesan events, like AYC.

### **Requirements/Qualifications:**

- An active Catholic, in Communion with the Church
- Bachelor's Degree in Theology or Pastoral Ministry or completed Formation Towards Christian Ministry curriculum
- Prior work experience with high school youth, as a catechist and coordinating retreats and projects.
- Functionally bilingual and good communicator.
- knows word processing, databases, audiovisual and other electronics, able to train others to use these, as needed.
- Work schedule flexibility, since job responsibilities will require occasional evenings and weekends.

Applicants, please email: [frtom@standrewchurch.net](mailto:frtom@standrewchurch.net) ; send resume, income requirements and 3 references. Or mail to:

Fr. Tom Hawxhurst  
St Andrew Catholic Church  
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