

Director of Evangelization & Catechesis

St Andrew Catholic Church

Channelview, Texas

Position Summary- Under the direction of the Pastor, the Director of Evangelization & Catechesis supervises and coordinates all OEC activities and programs (children, youth and adult) to build up the faith life of the whole community. This requires assessing needs and resources, a good spiritual life and knowledge of our faith, and the ability to share it in ways that follow all archdiocesan and parish standards for curriculum and safety.

SPECIFIC RESPONSIBILITIES:

1. Parish Staff Member

- a. Attend staff meetings as required, participate in staff planning
- b. Communicate to pastor and staff about catechetical programs and seek staff input for them
- c. is a resource to pastor and staff on catechetical issues
- d. gets adults, especially parents, involved in parish's evangelization and catechetical work.

2. Administrator-

a. Supervises: 1) adult leaders, coordinators, and office staff (including secretary) 2) ordering of materials, books, etc. 3) area budget (including collecting tuition & fees, keeping accurate records, etc.). 4) participant enrollment, catechist certification, etc. 5) development and execution of OEC activities

b. Communicate: 1) with pastor on status of all persons involved in faith formation programs, both volunteers and participants; and 2) with the appropriate Archdiocesan office for persons seeking the sacrament of Confirmation or for Safe Environment or catechetical formation.

3. Lead Catechist

- a. Design and schedules OEC programs- classes, retreats, etc for the parish community
- b. Select/approve with pastor's input resources (curriculum, texts, media resources, etc.)
- c. Recruit, train and support volunteers for OEC works.

REQUIREMENTS:

An active Catholic, in full Communion with the Church. Functionally bilingual and good communicator. Bachelor's Degree in Theology or Pastoral Ministry or completed Formation Towards Christian Ministry curriculum

Prior work experience as a catechist and coordinating retreats and projects. 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. This is a full-time 40hr/week job with benefits.

Interested applicants, please email resume, income requirements and three references to frtom@standrewchurch.net or mail to:

Fr Tom Hawxhurst
St Andrew Catholic Church
827 Sheldon Rd
Channelview, TX 77530