

# **Sacramental Preparation Specialist Sacred Heart Catholic Church**

704 Old Montgomery Rd.  
Conroe Texas, 77301

## **Summary:**

The sacramental Preparation Specialist and faith Formation Office Assistant, shall be catholic possessing an active faith with the ability to translate this faith into action for others by promoting christian values and growth in holiness. This position focus on implementing and documenting processes of catechesis and activities to develop leaders and ministry teams to meet the spiritual development and educational needs of those preparation for sacraments ( Baptism, First reconciliation and First communion.) providing administrative support to brign people together to learn the kindom of god.

## **Education/Experience:**

High School Diploma and catechist certification and sacramental preparation certification or actively working towards a catechist certificate. Bilingual, fluent in English and Spanish both written and verbal.

Interested candidates can submit their resume to Guillermo Velasquez at [gvelasquez@shconroe.org](mailto:gvelasquez@shconroe.org)