

# Coordinator of Elementary Formation St. Mary Magdalene Catholic Church

Humble, Texas

## **Summary:**

St. Mary Magdalene Catholic Church has an immediate opening for a full-time, salaried **Coordinator of Elementary Formation (CEF)**. The CEF will develop and coordinate a comprehensive systematic catechesis program for grades Kindergarten – 5<sup>th</sup> Grade while working within the archdiocesan Catechetical Framework. Additionally, the CEF will coordinate the parish sacramental preparation programming for Reconciliation and Eucharist, as well as the elementary “home-based catechesis” program and the summer Vacation Bible School.

A qualified applicant must: be an active and practicing Catholic (in full communion with the Church) and be at least 21 years of age with a minimum of 3 years of parish Catechetical experience; hold a Bachelor’s degree in Theology, Religious Education, Youth Ministry, or a related field – or equivalent combination of experience and education. The applicant must also have a strong Catholic theological background; possess strong interpersonal, communication, and organizational skills; be able to effectively and efficiently manage fluctuating demands and deadlines, as well as ministry volunteers. Experience using Windows-based computers with Microsoft Office software is essential. Verbal and written communication in English is required; fluency in Spanish is a plus.

Please submit a resumé with cover letter, salary requirements, and references to Fr. Felix Osasona, MSP via email at [pastor@st-mm.com](mailto:pastor@st-mm.com); no telephone inquiries, please. Interested applicants should submit their paperwork by **April 15, 2025**, for consideration.