

Director of Evangelization & Catechesis St. Andrew Catholic Church

Channelview, TX

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:

Parish Staff Member

- a. Attends staff meetings as required, participate in staff planning
- b. keeps pastor and staff informed on catechetical programs and seeks input for them
- c. a resource to pastor and staff on catechetical issues
- d. involves adults, especially parents, in the parish's evangelization and catechetical work.

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. Informs: 1) pastor on status of all persons in faith formation programs, both volunteers and participants; and 2) Archdiocesan offices for persons seeking the sacrament of Confirmation or for Safe Environment or catechetical formation.

Lead Catechist

- a. Designs and schedules OEC programs- classes, retreats, etc for the parish community
- b. Selects/approves resources (curriculum, texts, media resources, etc.) with pastor's input
- c. Recruits, trains and support OEC volunteers for needed ministry.

JOB 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 and databases, can use audiovisual and other electronics, and train others to do so, as needed.

Work schedule flexibility, since job responsibilities will require occasional evenings and weekends.

This is a full-time 40hour/week job with benefits.

Applicants, please send resume, income requirements and three (3) references to Fr. Tom Hawxhurst at frtom@standrewchurch.net or mail to:

Fr Tom Hawxhurst
St Andrew Catholic Church
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