

Faith Formation Associate

St. Mary Catholic Church

League City, TX

St. Mary is seeking a passionate and capable individual to join our ministry team as a Faith Formation Associate. Under the supervision and support of the ministry staff, the position is full-time salaried with benefits. This job is Monday-Friday including several evenings during the week and an occasional weekend event or retreat. Responsibilities include, but are not limited to the following:

Elementary, Middle, and High School:

- Assist in First Reconciliation/Communion classes (Every **Tuesday evening** and every **Thursday evening** during sacrament meetings held in the spring)
- Complete Elementary Faith Formation Bulletin page (weekly)
- Assist in organizing VBS
- Assist with Elementary bazaar booth
- To oversee and lead the Middle School youth group (**Wednesday Evenings**) in formation as well as plan and implement the overall program.
- Assist Core team in planning and implementing Middle School Youth Group nights. This includes coordinating and attending planning meetings, practices, and set-up.
- To be the primary communicator between program and presenters/core team/parents/volunteer teams
- To plan logistics for and to attend the Archdiocesan Youth Conference (AYC) as the Key Leader from St. Mary.
- To attend and assist with both the Confirmation Mass and Confirmation Rehearsal.

Young Adults:

- Coordinate Bi-Monthly Young Adult Planning Meetings with Deanery Young Adult Ministers
- Implement Monthly Young Adult Activities for the Parish
- Assist Director of Adult Formation with Young Adult faith formation opportunities

Administrative:

- Maintain a budget for the Middle School Youth Ministry Program
- Implement all archdiocesan, parish and Faith Formation Department administrative policies as directed or as written in policy handbooks.
- Collaborate with Faith Formation Staff with registration, accounting, publications, records, curriculum, and volunteer utilization.

Other Responsibilities:

- To work closely with the entire Ministry staff in the development and execution of the vision and mission of St. Mary.
- Sound doctrinal teaching of the Catholic Church
- Learn and Implement Archdiocesan guidelines

Expected Qualifications:

- Practicing Catholic in good standing with the Church
- Bachelor's Degree (preferably in Theology, Catechetics, Youth Ministry or related field) OR minimum of 3 years experience in ministry.
- Strong oral and written communication skills and a strong understanding and ability to articulate Catholic teaching and catechetical method.

Send resumes and cover letters to Lisa Sabatier at lisa.sabatier@saintmcc.org.