

Sacrament Preparation Assistant

St. Faustina Catholic Church

Purpose: St. Faustina Catholic Church, Fulshear, Texas, is seeking a dedicated and detail-oriented Sacrament Preparation Assistant to support our growing faith community. This full-time position will assist with Infant Baptism, First Communion, Children's OCIA, and Confirmation while ensuring smooth record-keeping, effective communication with families, and a welcoming experience for all. The ideal candidate will be bilingual (fluent in Spanish and English), highly organized, and skilled in administrative tasks and technology.

Key Responsibilities:

- Assist the coordinators with the process of Infant Baptism, First Communion, Children's OCIA, and Confirmation programs.
- Data entry and maintenance of accurate sacramental records in our database sacramental registries.
- Communicate with families and catechists to provide guidance, resources, and support throughout the preparation process.
- Collaborate with the Director of Faith Formation and faith formation team to ensure smooth planning and execution of sacramental preparation programs.
- Help foster a welcoming and inclusive environment, ensuring that all families feel valued and supported.
- Support and coordinate sacramental preparation meetings, retreats, and special events, which will include evening and weekend responsibilities.

Qualifications:

- A minimum of two-years of experience working in a Catholic parish preferably in a faith formation or sacrament preparation department or program required.
- High School diploma or GED equivalent required.
- Fluency in both Spanish and English (written and spoken) is required.
- Strong organizational skills with attention to detail, particularly in maintaining sacramental records and communications.
- Ability to multi-task and work efficiently in a fast-paced environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn new software; experience with ParishSoft is a plus.
- A team player with strong interpersonal skills and a servant's heart for ministry.
- Flexibility in scheduling, including availability for evening and weekend events.

Application Process: Qualified candidates should submit a cover letter, resume, and references via email to blennox@saintfaustinachurch.org with "Sacrament Preparation Assistant" in the subject line.

Note: This description is intended to provide an overview of the position and responsibilities. Duties may be subject to change based on the needs of the ministry and parish.