

Director of Faith Formation

Shrine of the True Cross Catholic Church

Archdiocese of Galveston-Houston

SUMMARY

The Director of Faith Formation (DFF) is responsible for the ongoing development and implementation of various education programs and objectives established by the Pastor. The DFF will oversee and professionally manage faith formation education programs and activities of all levels including elementary, middle school, high school, and adults; and will oversee the CCE ongoing education programs, sacramental programs, Order of Christian Initiation of Adults (OCIA), children with special needs programs, vacation religious programs, and adult faith formation and education activities. The DFF will work with the Pastor and relevant key leaders to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings. This is a full time, no less than 40 hours per week, and benefits eligible job. This position requires a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSABILITIES include the following. Other duties may be assigned as needed by the Pastor.

- Program Development: Design and implement comprehensive faith formation programs for children, youth, and adults.
- Sacramental Preparation: Coordinate and oversee preparation for sacraments including Baptism, First Communion, Confirmation, and Marriage.
- Volunteer Management: Recruit, train, and support volunteers involved in faith formation activities.
- Curriculum Selection: Select and evaluate educational materials and resources that align with Catholic teachings.
- Event Planning: Organize retreats, workshops, and other faith-building events.
- Community Engagement: Foster relationships within the parish community to encourage participation in faith formation programs.
- Budget Management: Develop and manage the budget for faith formation programs.
- Communication: Maintain effective communication with parishioners, staff, and volunteers through newsletters, social media, and other channels.
- Continuous Improvement: Assess and improve faith formation programs based on feedback and changing needs of the parish.
- Maintains up-to-date records of all contacts as well as for all other events and activities.
- Assists in maintaining office calendar of activities in Outlook, Archdiocesan website and annual collaborative calendar, etc.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree in Theology, Religious Studies, or a related field (Master's preferred).
- Minimum of 3-5 years of experience in faith formation, religious education, or a related ministry role.
- Strong understanding of Catholic teachings, traditions, and liturgical practices.

- Excellent organizational and administrative skills in the areas of organizing, budgeting, employee management, and evaluation.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with diverse groups and individuals.
- Demonstrate skills in team ministry, collaboration, and confidentiality.
- Compassionate and charitable attitude.
- Demonstrated knowledge of Hispanic faith, culture, and history.
- Proficiency in using technology and social media for communication and program delivery.
- Deep commitment to the Catholic faith and personal spiritual growth.
- Ability to inspire and motivate others in their faith journey.
- Creative and innovative approach to faith formation.
- Strong leadership and team-building skills.
- Certification in Catechetical Leadership or equivalent (preferred).
- Commitment to ongoing professional development and staying current with best practices in faith formation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common journals, reports and documents related to the Hispanic community and culture. Ability to work in an intercultural setting. Ability to respond to common inquiries or complaints from parishes, agencies, or members of the community. Ability to effectively research and present information to management and public groups. Must be fully able to read, write, speak and translate in English with Spanish a plus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made per the ADA and ADAAA.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee must be willing to travel in his or her vehicle within and outside archdiocesan boundaries.

All qualified candidates must submit a cover letter and resume including a minimum salary requirement to Rev. Ricardo Arriola at rarriola@truecrosschurch.org. Candidates who do not submit a salary requirement may not be further considered.