

Position

Faith Formation Coordinator

Status

Full Time with pension and health benefits

Pay

\$31,200 annual salary

Work Schedule*

Sunday: 7:30 a.m. to 3:30 p.m.

Monday: 8:00 a.m. to 5:00 p.m.

Tuesday: 8:00 a.m. to 5:00 p.m.

Wednesday: 11:30 a.m. to 8:30 p.m.

Thursday: 8:00 a.m. to 5:00 p.m.

** Some weeks may require an adjustment in schedule, depending on the need in First Sacraments. This may include confession, First Communion Mass, and retreats or workshops.*

Description

The Faith Formation office at St. Theresa Catholic Church in Sugar Land is hiring for a full-time coordinator position to work with the Elementary and Middle School Director. The coordinator's duties include managing registrations, maintaining the catechist roster, communicate with parents and catechists, assist at the reception desk, and provide support to catechists while classes are in session.

Required Skills

- Bilingual (Spanish/English) in oral and written skills.
- High proficiency in computer office software and database management.
- Possess a professional and pastoral attitude with parents and children.

Duties

- Manage registrations for Faith Formation, First Sacraments, and High School Youth Ministry.
 - Make additions/corrections to classroom rosters.
 - Send tuition statements to parents.
 - Collect and post tuition payments to parish database.
 - Provide a monthly balance sheet to Parish Bookkeeper for account reconciliation.
- Maintain a catechist roster for Elementary and Middle School levels.
 - Arrange for substitute teachers as needed.
 - Provide a complete roster to the Safe Environment Coordinator quarterly.
- Communicate with parents and catechists in the Elementary and Middle School levels.
 - Translate memos, documents, and bulletins provided by the Director and update communication platforms in a timely manner.
 - Be available for parents and catechists to answer questions and provide guidance during ministry hours.
 - Provide orientations to parents at the beginning of sacrament classes.
- Provide reception desk coverage during lunch or as needed.
- Organize and prepare materials for catechism and sacrament classes.

Please submit your resume and cover letter to faithformation@sugarlandcatholic.com. We will close application submissions by November 10, 2023, and schedule interviews November 13, 2023 through November 17, 2023.