

**Director of Elementary Faith Formation
Mary Queen Catholic Church
Friendswood, TX**

SUMMARY

The Director of Elementary Faith Formation is accountable for coordinating and executing the various aspects of the parish catechetical programs for children based on the plan for comprehensive catechesis of Mary Queen Church and the Archdiocese of Galveston-Houston.

ESSENTIAL DUTIES and RESPONSIBILITIES include but are not limited to the following:

- Plan and implement a cohesive, effective program of Religious Education for Mary Queen Church for children from K through Grade 5
- Develop and train a team of Religious Education teachers (Catechists) committed to the principles of Catholic theology and the education of Catholic children
- Identify appropriate teaching materials and utilize allocated resources in a cost-effective manner that meets the budget for the program
- Ensure a comprehensive recordkeeping system is in place to document and record accurately, enrollment, catechists' certifications, sacramental records, operations, etc.

EDUCATION, EXPERIENCE and SKILLS

- Bachelor's degree in one of the following:
 - Theology
 - Religious Studies
 - Catechetics
 - Education (preferably with a religious component)
- Hold or be willing to obtain certification through the Archdiocese of Galveston-Houston catechetical formation program within a specified timeframe.
- 3-5 years' experience in an administrative catechetical setting (i.e. supervising and coordinating others)
- Possess a solid praxis in theology and Roman Catholic Ecclesiology, Church History, Doctrine, Sacraments, Liturgy and Celebration
- Have experience in as many of the following areas as possible
 - Children's religion program
 - Children's Liturgy of the Word (ages 5-10 years)
 - Elementary Catechesis (K-5)
 - Early Childhood Education (PreK-4)
 - First Reconciliation preparation
 - First Communion preparation
 - Vacation Bible School (VBS)
 - OCIA for Children
 - Home Study Faith Formation
 - Liaison between parents, volunteers, students and staff
 - Flocknote – Monthly newsletters to parents, and catechists
- Practicing Catholic in good standing with the Church
- Demonstrated computer capability is required. Highly competent in the use of Microsoft Office, Word, Excel, PowerPoint. ParishSOFT data system a plus.

Qualified candidates should submit a cover letter, resume, references and anticipated salary requirements to jlaine@maryqueenchurch.org with "Director, EFF" in the subject line.