

Director of Religious Education- St. Frances Cabrini Catholic Church

Summary

Under the direction of the pastor, the Director of Religious Education (DRE) will oversee the Faith Formation education programs, sacramental programs, Order of Christian Initiation of Adults adapted for Children (OCIA), and any activities assigned by the pastor for the spiritual good of the parish community. This is a full-time 30 hour/week with job benefits.

Core Responsibilities:

- The Director of Religious Education (DRE) oversees and manages faith formation programs for children of all ages within the parish.
- Develop and implement faith formation programs with a curriculum, recruit and train volunteers, and ensure the parish's religious education program aligns with archdiocesan standards and the pastor's objectives.
- Managing sacramental preparation: Penance, 1st Communion, Confirmation and leading the OCIA guiding the children and youth through the process of becoming Catholic.
- Recruiting and training catechists and volunteers to build and support a team that helps deliver the faith formation program in an engaging and effective way.
- Assessing the effectiveness of existing programs and adjusting as needed.
- Developing a comprehensive yearly budget for the faith formation program in tandem with the Business Manager and the Pastor.

Job Requirements:

- An active Catholic, in full communion with the Catholic Church.
- Passion for evangelization and faith formation, with a genuine desire to help others grow in their faith through a personal encounter with Jesus Christ.
- Having a strong and deep understanding of the Church's teachings and methods for teaching them.
- Fluent and literate in both English and Spanish.
- Proficient in Microsoft Office 365: Word, Excel, Outlook, etc.
- Proficient in use of social media: Facebook, Instagram, etc. according to the Social Media Policies from the Archdiocese of Galveston-Houston.
- High school diploma.
- Bachelor's degree in theology or Pastoral Ministry and/or completed or working towards completion of the Formation Towards Christian Ministry curriculum from the Archdiocese of Galveston-Houston.
- A minimum of 3 years of prior experience as a catechist and coordinating retreats and projects.
- Work schedule flexibility, since job responsibilities will require evenings and weekends.

- Good organizational and administrative skills including but not limited to managing schedules, budgets, and volunteers effectively.
- Being able to communicate effectively with individuals, families, and staff, with excellent interpersonal skills.
- Ability to work with diverse age groups and learning styles.
- Adapting teaching methods to meet the needs of children and youth.
- Commitment to ongoing professional development in leadership and staying current with best practices in religious education.

Applicants, please send your resume, income requirements and three (3) references to Fr. José Alonso to: jose.alonso@cabrinihouston.org or mail to:

Fr. José Alonso
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