

Saint Faustina Catholic Church

Coordinator of Elementary Formation

Do you see yourself helping young people grow in their Christian faith? Do you believe you can make a difference? Then we have an opportunity for you. St. Faustina Catholic Church, a dynamic, fast paced growing parish in the Archdiocese of Galveston-Houston, is seeking a Coordinator of Elementary Formation. The Coordinator of Elementary Formation is a vital member of the Faith Formation team, entrusted with forming children in grades K–5 in the Catholic faith, building a solid foundation of Catholic beliefs and teachings while preparing them for the Sacraments of First Reconciliation and First Communion. This individual is a passionate Catholic educator who will lead with a spirit of joy, hospitality, and collaboration to build a dynamic and faithful environment for catechesis and evangelization.

Key Responsibilities:

- With the guidance of the Director of Faith Formation, create an annual curriculum of elementary faith formation for grades K–5 including regular catechesis learning, sacrament preparation, and Vacation Bible School.
- Serve as the primary point of contact and support for all families enrolled in the Elementary Faith Formation program.
- Collaborate with the Sacrament Preparation Coordinator for First Reconciliation and First Eucharist for elementary students.
- Develop and build effective working relationships with parents, Catechists, volunteers, and other members of the parish team to ensure successful operations and implementation of faith formation programs and related activities.
- Organize and conduct registration, parent meetings, and sacramental information meetings in conjunction with other faith formation activities and the parish calendar.
- Recruit, train, and support catechists and classroom aides for all classes and sessions.
- Supervise and collaborate with the Assistant Coordinator of Elementary Formation to plan, organize, and execute programs and special events.
- Maintain strong internal communications and attend regular staff and Faith Formation team meetings.
- Ensure compliance with Archdiocesan policies regarding maintaining a safe environment for children and catechists.
- Oversee and manage all required records, information, and budget for the elementary faith formation program.

Qualifications:

- Faith-filled leader who is a fully initiated practicing Catholic in good standing, committed to living out and sharing the Church's teachings engaged in an active personal prayer life.
- High school diploma or GED equivalent required. A Bachelor's degree in Theology, Religious Education, or a related field preferred.
- Minimum 3 years of experience in elementary school level faith formation programs and curriculum planning in a Catholic parish or related field preferred.
- Strong interpersonal and communication skills (verbal and written).
- Proficient writing skills and the ability to present well to groups of varying sizes.
- Proven ability to recruit, train, and lead volunteers.
- Highly organized and adaptable, works with a sense of urgency, and is able to manage multiple priorities in a fast-growing parish.

- Proficient with email, basic digital communication tools, and parish management systems (ParishSoft a plus).
- Intermediate proficiency level or higher in Microsoft Office Products including Excel, PowerPoint, and Word.
- Bilingual (English/Spanish) strongly preferred.

Hours & Schedule

This is a full-time position Monday through Friday requiring evening and weekend availability on a regular basis, particularly during Faith Formation Classes and during sacrament preparation events or formation nights.

Application Process: Qualified candidates should submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with "Coordinator of Elementary Formation" in the subject line.

Note: This job 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.