

Jr. High and High School Coordinator/Confirmation Coordinator

Sacred Heart Catholic Church
507 4th St. | Richmond, TX 77469

Summary:

The **Coordinator of Middle School/High School Faith Formation** is responsible for helping to plan, implement, oversee, and evaluate the Middle School and High School systematic and Confirmation Sacramental preparation religious education programs for the parish community. This position reports to the Director of Faith Formation. The position works in close conjunction with other departments, and requires an average of at least 35 hours per week, including evening and weekend hours. Position available as of August 2025.

Education/Experience:

- Develop, coordinate, implement and evaluate all functions, activities, and curriculum of Middle School and High School Religious Education programs and Confirmation Sacramental preparation
- Supervision of lesson outlines for each Middle School/ High School class
- Supervision of recruitment, direction, training, and support of sufficient religious education volunteer staff to conduct the parish's Middle School/High School and Confirmation Sacramental preparation catechetical programs.
- Oversee Home Study catechesis for Middle School
- Prepare and conduct parent and teacher meetings for regular and Confirmation programs.
- Develop a comprehensive calendar of all aspects of the Middle School as well as High School catechetical program
- Help maintain accurate records related to registration, attendance, student evaluations and the sacrament of Confirmation reception.
- Implementation and coordination of retreats and onsite/offsite activities for Middle School and High School students.
- Help co-ordinate fundraising activities that support special youth activities and trips.
- Other duties could arise from time to time as may be expected in the normal course of business and assigned by the pastor or the DRE.
- Practicing Roman Catholic with a commitment to upholding Catholic principles and teachings, both professionally and personally.
- Knowledge of and the ability to convey effectively the official teachings of the church regarding scripture, doctrine, morality and spirituality with demonstrated fidelity to these teachings.
- Ability to listen effectively and to communicate clearly, both orally and in written form.
- Have the basic ability to use computer software, such as Word, PowerPoint, Excel, Outlook.
- Able to work flexible hours, including evenings and weekends.

Contact and send resume:

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