

DIRECTOR OF CHILDREN FAITH FORMATION

St. Ignatius Loyola Catholic Church

7810 Cypresswood Dr.

Spring, TX 77379

www.silcc.org

Summary:

We seek a full-time Director for our Children's Religious Education Program for ages 1st through 5th grade. The Director is responsible for the ongoing development, implementation and management of the religious education program for this age group, which will include, but is not limited to: academic formation, sacramental preparation for Penance and First Eucharist, seasonal liturgical/spiritual formation, VBS, catechist recruitment and training, Children with Special Needs Program, Children's Liturgy of the Word Program, OCIA for Children. This person will work collaboratively with the Pastoral Associate for Evangelization & Formation and other parish Directors of Religious Education to provide an organized system of faith education for the parish. The position reports to the Pastoral Associate for Evangelization & Formation.

The position is immediately available.

Requirements and Experience:

- Must be an active Catholic in good standing with the Church and an active visible member of a parish community.
- Must have an undergraduate degree in theology, religious education, religious studies, or related field from an accredited Catholic university. A Master's level degree preferred. And thus, be well versed in Catholic teachings and Theology.
- Minimum of three years experience as a Director of Religious Education at a Catholic parish or four years experience as an Assistant/Associate Director or Coordinator of Religious Education.
- Must have excellent organization and communication skills.
- Intermediate to advance proficiency levels in Excel, Word, and PowerPoint software.
- Must have been in an administrative position requiring planning, budgeting, resource allocation, and goal setting.
- Must have the demonstrated abilities to motivate and dialogue with youth and parents.
- Must have the demonstrated abilities to work effectively in teams and other staff members.
- Bilingual capabilities (English/Spanish) helpful.
- Must be current in Safe Environment (CMG) training in the Archdiocese of Galveston-Houston or must obtain confirmation that the training has been successfully completed within 30 days of the hire date.

Interested candidates should send a cover letter and resume with salary requirements and references by email to: RESearchCommittee@silcc.org.