

Associate Director of Faith Formation

Holy Family Parish

1525 25th Street
Galveston, Texas 77550

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary Star of the Sea Church, and Our Lady by the Sea Church. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

Position Summary:

Holy Family Parish is seeking a full-time **Associate Director of Faith Formation** to support the parish's mission of evangelization and catechesis across all age groups. Working under the direction of the Director of Evangelization and Catechesis, the Associate will assist in coordinating parish faith formation programs, sacramental preparation, youth ministry, volunteer engagement, and evangelization initiatives. This role requires collaboration with parish staff, clergy, volunteers, and Archdiocesan offices.

Responsibilities:

- Assist in planning and implementing evangelization and catechesis for children, youth, adults, and families
- Support sacramental preparation for all age levels (OCIA, Confirmation, First Sacraments, Marriage Prep, etc.)
- Help coordinate Middle and High School catechesis and youth ministry events
- Recruit, train, and support volunteers
- Collaborate with parish ministries, clergy, staff, and Archdiocesan offices
- Maintain program records including registration, attendance, and communications
- Contribute to parish website and social media updates related to catechesis and evangelization
- Participate in required Archdiocesan trainings and meetings

Qualifications:

- Active and practicing Roman Catholic in full communion with the Church
- Minimum of 2 years of experience in evangelization, catechesis, or related ministry
- Bachelor's degree in theology or related field (or equivalent experience)
- Ability to complete required Archdiocesan certifications
- Strong proficiency in Microsoft Office
- Bilingual (English/Spanish) preferred

How to Apply:

Suitable candidates may send a cover letter, résumé, and minimum salary requirement* to jezuma@hfgb.org. Please place JOB TITLE in the subject line.

**Submissions that do not include the minimum salary requirement may not receive consideration.*