

FAITH FORMATION COORDINATOR
St. Philip the Apostle Catholic Church
Archdiocese of Galveston- Houston

St. Philip the Apostle Catholic Church in Huffman, Texas is a growing parish experiencing the realities of expanding urban development. We are seeking a dedicated and mission-driven Faith Formation Coordinator to oversee all aspects of faith formation and to work closely with the Pastor in fostering a culture of evangelization and discipleship rooted in the teachings and traditions of the Catholic Church.

The Faith Formation Coordinator works to support the Pastor's religious education, and spiritual formation efforts of the parish. This role assists in implementing programs that promote a deeper understanding and practice of the Catholic Faith in alignment with the teachings of the Church and the guidelines of the Archdiocese of Galveston-Houston. The Coordinator provides administrative, logistical, and volunteer support for formation programs across all age groups, including sacramental preparation, the Order of Christian Initiation of Adults (OCIA), and adult faith formation. This full-time, twelve-month, benefits-eligible position requires a minimum of forty hours per week and may include some evening or weekend work. The Faith Formation Coordinator must be a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES: other duties may be assigned.

Program Leadership and Evangelization

- Oversee and develop parish faith formation programs, including:
- Adult Faith Formation
- Children's Faith Formation
- Sacraments of Initiation (Baptism, First Communion, Confirmation)
- Order of Christian Initiation of Adults (OCIA)
- Implement a vision for evangelization that encourages intentional discipleship and leads parishioners toward holiness.
- Ensure that all programs are theologically sound and fully aligned with Church teachings.
- Collaborate with parish staff and leadership to integrate evangelization into parish life.
- Recruit, train, and support volunteers serving in formation ministries.
- Develop new initiatives and expand ministries in response to ongoing parish growth.
- Organize retreats, workshops, and events that encourage authentic Catholic culture and support the spiritual development of parishioners.

Program and Administrative Support

- Maintain and update sacramental records and participant databases.
- Assist with registration for CCE, sacramental preparation, and adult formation using parish management tools and Flocknote.
- Post updates and event information on the parish website, Flocknote, the parish calendar, and social media.
- Communicate with volunteers and families through email, messaging platforms, and shared calendars; monitor attendance and follow up as needed.

- With the Pastor’s approval, order, prepare, and distribute class materials and catechist resources; assist with budgeting for these materials.
- Set up classrooms and meeting spaces for formation sessions.
- Coordinate hospitality for retreats, workshops, and special events.
- Recruit and onboard catechists and other volunteers; schedule training sessions and verify Child and Youth Protection compliance with the Safe Environment Coordinator.
- Organize appreciation and recognition for catechists and volunteers.
- Respond to inquiries by phone, email, and in person regarding formation programs.
- Create flyers, newsletters, and announcements using tools such as Canva, Microsoft Publisher, or Google Slides.
- Use Microsoft Office and Google Workspace for documentation and collaboration.
- Support virtual meetings or webinars for training or parent sessions using Zoom, Capernaum, Teams, or similar platforms.
- Assist with planning parent meetings and retreats for Baptism, First Communion, and Confirmation.
- Support budget tracking and supply ordering using spreadsheets and accounting software.
- Assist with liturgical planning for sacramental celebrations, including seating charts and rehearsal coordination.

EDUCATION AND QUALIFICATIONS

Candidates must be a practicing Catholic in good standing, with a deep love for the faith and a zeal for evangelization. Prior ministry experience in faith formation and/or missionary-style evangelization is preferred. Strong understanding of Catholic doctrine, Liturgy, Scripture, morality, spirituality, and sacramental preparation is expected.

Minimum of a Bachelor’s Degree in Theology or Catechetics, with prior experience in parish ministry. FTCM certification or equivalent is required; a Master’s Degree is welcomed.

KNOWLEDGE SKILLS AND ABILITIES

- Fluency in English both oral and written required; Spanish proficiency is a plus.
- Ability to work collaboratively with clergy, staff, and volunteers.
- Strong organizational and time management skills.
- Excellent interpersonal and communication abilities.
- Proficiency in Microsoft Office, Google Workspace, and parish management software.
- Familiarity with digital communication tools and social media platforms.
- Ability to maintain confidentiality and professionalism.

If you have a heart for evangelization and a desire to help others grow in their faith, we invite you to apply for this meaningful opportunity.

Suitable applicants may submit a resume, cover letter, and a minimum salary expectation to: frdavid@stphilip.cc and pwedow@stphilip.cc with Faith Formation Coordinator on the subject line.