

**Archdiocese of Galveston-Houston**  
**Associate Director of Catechetical Leader and**  
**Catechist Formation in English and Spanish**  
**Office of Evangelization & Catechesis**  
**St. Dominic Chancery**  
**2403 Holcombe Blvd. Houston, TX**

**Summary**

The Archdiocese of Galveston-Houston is searching for an Associate Director of Catechetical Leader and Catechist Formation to direct and coordinate formation for all catechists and parish catechetical leaders (PCLs). Duties include:

- Coordinating the archdiocesan certification process for beginning, intermediate, and advanced catechists / catechetical leaders
- Acting as local liaison for the USCCB national catechist certification process
- Facilitating required catechetical trainings, online and in-person
- Advocating for catechetical standards and competencies among pastors, catechists and catechetical leaders
- Being a resource for parish catechetical leaders in the areas of leadership development and catechist recruitment / retention
- Providing opportunities for professional and spiritual growth to parish catechetical leaders.

The ideal candidate must be a practicing Roman Catholic in good standing with the Church. A Masters Degree in Theology, Education, or a related field is preferred; those with a Bachelor's degree in Theology, Education, or a related field in addition to extensive experience as a catechetical leader (10 years+) will also be considered. The individual must be bi-lingual (English and Spanish) and possess strong skills in communication in both languages, written and oral. They must have at least 5 years of parish experience and have skills in the areas of administration, teaching, and team building.

The Associate Director of Catechetical Leader and Catechist Formation in English and Spanish is part of a team dedicated to resourcing and consultation with the parishes of the Archdiocese. This position reports to a Team Leader within the Office of Evangelization of Catechesis. Archdiocesan benefits are included and salary is determined upon experience, education, and competencies.

Suitable candidates may send a cover letter, resume, and salary requirements, to [resume@archgh.org](mailto:resume@archgh.org) with **Associate Director Catechist and Catechetical Leader Formation Office of Evangelization and Catechesis** on the subject line.