

Archdiocese of Galveston-Houston
Associate Director of Sacramental Preparation 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 Sacramental Preparation in English and Spanish in the Office of Evangelization and Catechesis. The Associate Director provides resources and assistance for sacramental preparation to parishes in the areas of:

- Rite of Christian Initiation for Adults (Liaison with the Office of Worship)
- Rite of Christian Initiation Adapted for Children
- Infant Baptisms
- Penance and First Holy Communion
- Confirmation for Adults
- Liaison with Office of Adolescent Catechesis and Evangelization in the area of Confirmation for Youth
- Developing and facilitating training of sacramental preparation teams / staff, both in-person and online

Other duties include: working collaboratively with the Director and Associate Directors to promote the archdiocesan Catechetical Framework for Life-long Faith Formation, particularly as it concerns sacramental preparation; maintaining awareness of current resources and models of sacramental formation; and assisting in the implementation of sacramental norms and guidelines on the parish level.

The ideal candidate must be a practicing Roman Catholic in good standing with the Church. A Masters Degree in Theology, Religious Studies, Religious Education, or a related field is preferred; those with a Bachelor's Degree in Theology, Religious Studies, Religious Education, or a related field *and* 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, particularly in Grades K-6, and have skills in the areas of administration, teaching, and team building. The candidate must have experience in the RCIA process for adults and children.

The Associate Director of Sacramental Preparation 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 with **Associate Director Sacramental Preparation Office of Evangelization and Catechesis** on the subject line.