



# ST. JOSEPH CATHOLIC CHURCH

Archdiocese of Galveston Houston

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stjosephbaytown.org

*One Family of God in Christ  
We Grow in Faith Through Love*

**Parish Mission/Vision:** We the Parishioners of St. Joseph Catholic Church, centered on God and the Eucharist, commit to renew our hearts that we might grow in faith. We welcome all with open arms and hearts so that we may become one Family of God in Christ. We grow in faith through love.

## **Director of Evangelization and Catechesis**

The Church exists to evangelize. Evangelization expresses the Church's identity and completes the mission entrusted to her by her founder, Jesus Christ. Catechesis is a significant moment in the process of evangelization. Through comprehensive, systematic instruction and initiation into the life of the community through the Liturgy, sacraments, and service, catechesis deepens and strengthens the believer as a member of the Body of Christ, the Church.

### **Objectives of Catechesis**

- Catechesis promotes knowledge of the faith.
- Catechesis promotes meaningful participation in liturgical worship and the sacramental life of the Church.
- Catechesis integrates moral formation into a Christian way of life.
- Catechesis teaches Christians how to pray with Christ, in Christ, and in communion with the Church.
- Catechesis initiates the Christian into the life of the local church community and fosters active participation in the mission of the Church.
- Catechesis promotes a missionary spirit that prepares Christians to witness to Christ in society.

These six objectives constitute a unified whole. While each task realizes the goal of catechesis, all of the objectives are interdependent. For catechesis to be effective, no task should be separated from the rest.

### **Qualifications**

- Fully-initiated practicing Catholic in good standing with the Church
- Minimum of Bachelor's Degree
- Knowledge of the Catholic faith (may include catechetical certification, undergraduate or graduate work in theology or religious studies)
- Minimum of three to five years of experience as a catechist
- Superior organizational and leadership skills; ability to plan and assess programs
- Excellent interpersonal skills
- Fluent in Spanish recommended but not required
- Good computer skills including Microsoft Word, Excel PowerPoint and Parishsoft

## ***Areas of Responsibility***

### **I. Administration/Parish Staff**

- Attract, train and supervise Faith Formation adult leaders, coordinators, and office staff; ensure accurate recordkeeping for catechist certification/credentials
- Ensure safe environment for all: secure background checks and training, per Archdiocesan guidelines, for all volunteers who will interact with children and youth
- Work with Pastor and Parish Manager to establish Faith Formation budget, and then implement budget, including collecting tuition, referring bills for payment, maintaining accurate financial records, etc.
- Participate in Archdiocesan, deanery, and parish staff meetings; report to parish staff the activities of the catechetical programs, and coordinate with other parish ministries
- Serve as liaison with Archdiocesan Office of Evangelization and Catechesis to benefit from Archdiocesan programs, services and resources

### **II. Catechetical Leader**

- Develop and implement goals and objectives for Faith Formation programs at all levels, including early childhood, elementary, junior school, high school, young adult, adult, family, RCIA and children's catechumenate
- Develop and implement goals and objectives for Sacramental preparation: Baptism, Confirmation (including parent and sponsor meetings), First Eucharist (including parent meetings), First Penance, Marriage (sponsor couples)
- Incorporate multicultural/multilingual catechesis to reflect parish membership, including programming, catechists, and materials
- Responsible to order, care for, and evaluate Faith Formation materials (books, supplies, etc.)
- Conduct annual registration process; ensure accurate recordkeeping for program enrollment
- Set calendar for all Faith Formation events/programs, including meetings, workshops and retreats for catechists and parents; reserve facilities and equipment as needed
- Incorporate curriculum, train catechists, provide materials and any special equipment or accessibility as needed, to serve persons with disabilities

### **III. Personal Development**

- Attend workshops and Conferences (within budget allowances) for personal and professional development