



Diocese of Laredo Job Announcement

Posting Date: April 14, 2021

Application Deadline: Until Filled

Position: Director of Sacramental Preparation	FLSA Status: Exempt
Minimum Requirements: Active Catholic in full communion with the Catholic Church, with solid understanding of the teachings, practices, dogma and Magisterium of the Catholic Church. Experience in parish/diocesan religious education, principles and dimensions of faith formation and catechesis, preferred. Acquainted with and capable of articulating the theological and pastoral vision of the educational mission of the Church, diocesan religious education plan and current Church documents. Experience in creating catechetical programs and RCIA process, a plus.	
Start Date: Immediate	Location: Pastoral Center
Position Status: Full Time (32 hours per week)	Work Schedule: Mon-Thurs., and as needed

Position Summary:

The Director of Sacramental Preparation is responsible for planning, directing and implementing all that pertains to the ministry of catechesis throughout the diocese, including persons with disabilities. Oversees and develops policies and catechetical programs for catechesis and RCIA process. Establishes goals and objectives that allow for successful direction of the religious education at the parish level; provide quality catechetical programs in accordance with Church doctrine, Church documents, norms and directives. Promotes the work of the Church through ministry focused on preparing catechetical leaders. Responsible for the implementation of the Safe Environment Program in religious education programs at the parishes.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Advocate for quality catechetical programs on both the diocesan and parish level.
- Promote evangelization as part of the mission of each parish.
- Develops and prepares curricula for catechists and RCIA process in the parishes.
- Prepares and trains Catechists to teach the faith in accordance with church doctrine.
- Plan and implement annual training and continuing education for CCD leaders.
- Organize, review and supervise the program of persons with disabilities.
- Establish guidelines for life-long catechesis, including issues related to the sacraments.
- Oversees implementation of Safe Environment training for children at parish level.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!