



Diocese of Laredo
Job Announcement

Posting Date: April 21, 2023

Application Deadline: Until Filled

Position: Catechesis and Evangelization Coordinator		FLSA Status: Exempt
Minimum Requirements: Bachelor’s Degree or equivalent, preferably with experience in church ministry. Knowledgeable and articulate in the teaching of the Catholic Church. Practicing Roman Catholic in good standing with a strong moral character and an active prayer life. Strong spiritual leadership skills from a servant-leader perspective. Excellent interpersonal, management, communications, public speaking and presentation skills. Must be proficient in computer programs (Word, Excel, Power Point, etc.) Comfortable in using social media apps, google – forms, website applications or willing to learn.		
Start Date: June 01, 2023		Location: St. Patrick Church
Position Status: Full-time	Work Schedule: Weekdays, with some evening and weekend work	

Position Summary:

The Catechesis and Evangelization Coordinator (CEC) works under the direction of the Pastor to coordinate parish catechetical programs and activities of evangelization for all members of St. Patrick Parish.

Essential Duties, Functions and Responsibilities:

- Providing for Christian formation and sacramental preparation for children, youth and adults of all ages; with the primary goal of helping all parishioners to come to know and love Jesus personally, and to nurture a love and devotion to their Catholic faith and identity.
- Recruitment, supervision, acquisition and management of staff, volunteers, curriculum and resources for evangelization and catechesis.
- Ensuring that the curriculum, volunteers and the implementation of all faith formation opportunities support the vision and the teachings of the Church and encourage opportunities for involvement in parish life.
- Equipping parishioners to learn and share their faith with others.
- Oversight of youth ministries which seek to impart, preserve or deepen the Catholic faith.
- Other related responsibilities, as needed.

Additional Requirements- Skills, Certifications, and Licenses

- Maintain a valid Texas Driver License and evidence of state required vehicle insurance. Must have reliable transportation.
- Demonstrated ability to communicate effectively, both in written form and orally in Spanish and English.
- Ability to operate business office equipment and perform multiple assignments.
- Must pass diocesan Safe Environment requirements and background screening.

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) 764-7867

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!

The diocese reserves the right to revise, rescind or extend this job announcement