# Diocese of Laredo
# Job Announcement

Posting Date: June 27, 2018 **Application Deadline: Until Filled**

| | |
|---|---|
| **Position:** Director of Sacramental Preparation | **FLSA Status:** Exempt |
| **Minimum Requirements:** A Bachelor's Degree in Theology, Catechesis or equivalent. Active catholic in full communion with the Catholic Church, with solid grounding in the teachings, practices, dogma and Magisterium of the Catholic Church. Experience in parish/diocesan religious education, including principles and dimensions of faith formation and catechesis. Thoroughly 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 dealing with religious education for children and persons with disabilities. Experience with catechetical methodology and the learning process. Experience in creating catechetical programs and RCIA process. Experience in providing instruction and training catechists in religious education required. | |
| **Start Date:** Immediate | **Location:** Pastoral Center |
| **Position Status:** Full Time | **Work Schedule:** Mon-Fri. , work non-standard hours and days, as needed |

**Position Summary:**

The Director of Sacramental Preparation is responsible for planning, directing and implementing all that pertains to the ministry of catechesis for children 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 of children 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.

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

The diocese offers a retirement plan, medical, dental and life insurance, upon completion of waiting period. Full-time employment includes vacation leave, personal days, sick leave, holidays and holy days, in accordance with policy. Opportunities to participate in staff spiritual retreats, mass and prayer in the workplace. Join a team of dedicated, service-oriented employees who promote faithfulness, respect, joy and unity in a faith-filled environment.

***We are the Diocese of Laredo!***

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