

St Faustina Catholic Church

Sacrament Preparation Assistant – Part-Time

Purpose: St. Faustina Catholic Church, Fulshear, Texas, is seeking a dedicated and detail-oriented Sacrament Preparation Assistant to support our growing faith community. This part-time position (regularly scheduled for 27 hours per week) will assist with Infant Baptism, First Communion preparation, Children's OCIA, and Confirmation preparation while ensuring all record-keeping is done timely and accurately. Communicating effectively with families, and presenting a welcoming experience for all are important aspects of this position. The ideal candidate will be bilingual (fluent in Spanish and English), highly organized, detail oriented, have the ability to multitask, and have proficient administrative and technology skills.

Key Responsibilities:

- Assist the coordinators with the process and preparation of Infant Baptism, First Communion, Children's OCIA, and Confirmation programs.
- Complete all data entry and maintenance of accurate sacramental records in our database and sacramental registries.
- Communicate with families and catechists to provide guidance, resources, and support throughout the preparation process.
- Collaborate with the Director of Faith Formation and faith formation team to ensure smooth planning and execution of sacramental preparation programs.
- Help foster a welcoming and inclusive environment, ensuring that all families feel valued and supported.
- Support and coordinate sacramental preparation meetings, retreats, and special events, which will include evening and weekend responsibilities.
- May be asked to support other Faith Formation and parish activities, if needed.

Qualifications:

- A minimum of two-years of experience working in a Catholic parish preferably in a faith formation or sacrament preparation department or program required.
- High School diploma or GED equivalent required.
- Fluency in both Spanish and English (written and spoken) is required.
- Strong organizational skills with attention to detail, particularly in maintaining sacramental records and communications.
- Ability to multi-task and work efficiently in a fast-paced environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn new software; experience with ParishSoft is a plus.
- A team player with strong interpersonal skills and a servant's heart for ministry.
- Flexibility in scheduling, including availability for evening and weekend events, if needed.

Application Process: Qualified candidates should submit a cover letter, resume, and references via email to blennox@saintfaustinachurch.org with "Sacrament Preparation Assistant" in the subject line.

Note: This description is intended to provide an overview of the position and responsibilities. Duties may be subject to change based on the needs of the ministry and parish.