



Diocese of Laredo Job Announcement

Posting Date: August 03, 2026

Application Deadline: Until Filled

Position: Director of Sacramental Preparation and Adult Faith Formation

FLSA Status: Exempt

Minimum Requirements:

A Bachelor's Degree in Religious Studies, Theology, Catechesis or related field. Active Catholic in full communion with the Catholic Church, with solid understanding 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 catechesis. Experience with catechetical methodology and the learning process. Experience in creating catechetical programs and the OCIA process. Experience in group facilitation, training and in coordinating volunteer groups. Two years of teaching experience, preferred. At least two years of experience in parish ministry, preferred. Fully bilingual in English/Spanish, with proficient writing and communication skills.

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 and Adult Faith Formation is responsible for planning, directing and implementing all that pertains to the ministry of catechesis throughout the diocese. Oversees and develops policies and catechetical programs for catechesis and the Order for the Christian Initiation for Adults (OCIA) process. Establishes goals and objectives that allow for successful direction of 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.

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 OCIA 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 religious education leaders.
- Organize, review and supervise the program of persons with disabilities.
- Establish guidelines for life-long catechesis, including issues related to the sacraments.

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!

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