

CMFP PROGRAM COORDINATOR II
Department of Ministry Formation Institute

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Ministry Formation Institute (MFI), founded in 1997 by Bishop Gerald R. Barnes, serves the goal of the Diocese and the parishes within it, by providing the diocesan theological programs for the formation of lay ecclesial ministers.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Design CMFP theological formation courses in Spanish, taking into account the USCCB National Competencies Standards for Lay Ecclesial Ministers and the Diocesan Mission, in close collaboration with the English language CMFP coordinator.
- Work with MFI Support Staff in maintaining program data base, preparing materials for instructors and other logistics for the CMFP programs.
- Visit all sites once a year to evaluate onsite, CMFP participants, site & Hybrid facilitators and technical support.
- Recruit, train, mentor and evaluate annually CMFP site & Hybrid facilitators.
- Recruit, collaborate and evaluate CMFP English and Spanish speaking instructors as needed.
- Teach in the program and serve as substitute CMFP instructor as necessary.
- Monitor, evaluate and revise CMFP courses, workshops, retreats and special events.
- Promote and market all Ministry Formation Institute's programs to pastors, pastoral coordinators, parish staffs and lay ministers.
- Plan and coordinate the Saturday formation workshops, the Annual Theological Symposium, as well as other special projects as assigned by Director, including workshops, reports, publications, etc.
- Seek input from CMFP Formation instructors, homework evaluators and others to evaluate and improve the spiritual, theological and ministerial formation as well as the methodology used in the formation programs. (CMFP Advisory Boards)
- Collaborate with other departments and offices to insure that the advanced ministry specializations are offered to participants and graduates of CMFP.
- May supervise office staff in the absence of the director and may represent the director at local and national events as delegated.
- Other jobs and tasks as assigned by the Director.

QUALIFICATION GUIDELINES:

- Must be a practicing Roman Catholic.
- Master's Degree in Theology, Religious Education or related field and at least 3 years of experience educating/forming adults at a parish, diocesan level or Catholic Institution.
- Bilingual and bi-literate in English and Spanish required.
- Knowledge of adult learning principles, demonstrated successful coordination of programs and courses for adults in ministry and ability to adapt to different work and communication styles.
- Effectiveness in promoting formation programs with clergy and laity verbally and electronically.
- Must have effective team building skills in working with peers, clientele, and diocesan leadership.
- Must have an effective commitment to quality service, and ability to listen and answer questions.
- Must have administrative and organizational skills, effective time management, and good with details in planning and implementing programs.
- Must have excellent written and verbal communication & public speaking skills. Ability to communicate clearly, concisely and accurately in writing and ability to create and edit documents.
- Experience in using and coordinating on-line learning methods, webinars, videoconferencing, etc.
- Must have ability to operate office equipment and computer programs, including MS Word, Power Point, Publisher, Excel, and Access.
- Must be able to work a flexible schedule, including evenings and weekends as needed.
- Must have a valid driver's license and be able to drive to parish sites; occasional overnight travel as required.
- Must have ability to work in faith based, multi-cultural and multilingual environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Ave, San Bernardino, CA 92404 **Email:** employment@sbdiocese.org or **Fax to:** 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.