

Program Director, CMFP – (English)
Department of Ministry Formation Institute (MFI)

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, founded in 1997 by Bishop Gerald R. Barnes, serves the goal of the Diocese, and the parishes within it, by providing the diocesan theological program for the formation of lay ecclesial ministers. The office collaborates with Vicars, Pastors and Pastoral Coordinators, and Diocesan Office Directors.

POSITION SUMMARY:

Under the general direction of the Department/Office Director, the position directs and supervises the *Continuing Ministry Formation Program (CMFP)*. This program provides general and advanced faith formation to adults and prepares the laity to serve the Church as lay ecclesial ministers supporting the Pastor or Pastoral Coordinator in enacting the parish and diocesan vision.

Examples of Essential Job Functions:

1. Design CMFP theological formation courses in English or Spanish taking into account the USCCB National Competency Standards for Lay Ecclesial Ministers and the Diocesan Mission in close collaboration with the Spanish language CMFP director.
2. Administrate the CMFP program, teach in program and serve as substitute CMFP instructor as necessary.
3. Work with MFI Support Staff in maintaining program data base, preparing materials for students, faculty/instructors, calendar of classes and other logistics for the CMFP programs.
4. Monitors student's performance using the diocesan online platform as well as their participation in class and in formation days.
5. Communicates with Pastors or Pastoral Coordinators regularly to update them about the progress of the students in their parish who are in the CMFP program.
6. Visit all sites at least once a year to evaluate CMFP participants, facilitators and technical support.
7. Recruit, train and mentor regularly the CMFP site facilitators, providing training as needed.
8. Recruit, collaborate and evaluate CMFP English speaking faculty/instructors as needed.
9. Monitor, evaluate and revise CMFP courses, workshops, retreats and special events as needed.
10. Promote and market all Ministry Formation Institute's programs to pastors, pastoral coordinators, parish staffs and lay ministers.
11. Plan and coordinate the Saturday formation workshops, the Annual Theological Symposium, the Fall Conference as well as other special projects as assigned by Department Director, including workshops, reports, publications, etc.
12. Seek input from CMFP faculty/instructors, homework evaluators, advisory boards and others to evaluate and improve the human, spiritual, theological and pastoral-ministerial formation as well as the methodology used in the formation programs.
13. Collaborate with other departments and offices to insure that the advanced ministry specializations are offered to participants and graduates of CMFP.
14. Works in close collaboration with the Department of Ecclesial Ministry providing formation for LEM as: Directors/Coordinators of Ministry, Pastoral Associates, and those interested in the Permanent diaconate.
15. Make all necessary arrangements for the CMFP Graduation working closely with the Spanish language program director and the support staff.
16. May supervise office staff in the absence of the director and may represent the director at local and national events as delegated.
17. Other jobs and tasks as assigned by the Director.

Qualification Guidelines:

- Practicing Roman Catholic
- Master 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.
- 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.
- Preferred bilingual and bilateral, ability to translate and verify translations in English and Spanish.
- Experience in using and coordinating on-line learning methods, webinars, videoconferencing, etc.
- Must have ability to operate office equipment, be comfortable working in a computerized environment utilizing the following programs: MS Word, Power Point, Publisher, Excel, and Access.
- Must be able to work a full schedule including evenings and weekends as needed.
- Must have a valid driver license and be able to drive to parish sites, for networking, visitation and evaluation of site facilitators and instructors. 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 20lbs., pushing, pulling, kneeling, crouching, crawling,

Interested candidates please forward your cover letter with salary requirements and resume to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.