

Coordinator of Catechetical Ministry for Adults

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.

Founded in 1948, St. Theresa is transformed by an ongoing prayerful relationship with the Gospel message, renewed by its education processes and fulfilled by a commitment to ministry.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Recruit and maintain volunteers
- Coordinates all aspects of the Liturgical Rites with RCIA and Adults preparing for Eucharist, Confirmation and Sacrament of Marriage.
- Organizes schedules and curriculum for Adult Confirmation RCIA and Marriage Preparation Classes
- Coordinates retreats for team members and sponsors, and ongoing formation for catechists, and participants.
- Insure that catechists are provided the material, supplies and resources to effectively carry out their ministry.
- Responsible for Catechist formation.
Monitor, encourage and support parish catechists in their formation process towards catechetical certification.
- Prepare and facilitate monthly (or as required) catechist meetings and or in-service opportunities for catechists
- Maintain sacramental and attendance records pertaining to the Sacraments. Update Parish Soft system as needed.
- Supervise with other parish staff to preparing calendars, reserve facilities and services for the different programs.
- Prepare bulletin articles as needed for parish community regarding any programs in the Catechetical Ministry for Adults.
- Be present and coordinate all Liturgies; RCIA Rites including Easter Vigil, Adult Confirmation.
- Work together with the Wedding Coordinator and the Celebrant in the preparation of the ceremonies.
- Maintain a close working relationship and communication with the Coordinator of Catechetical Ministry.
- Other duties as assigned.

QUALIFICATION REQUIRED:

- Requires a minimum of three years as a coordinator of catechetical ministries in the area of RCIA, Confirmation, & Marriage.
- Degree in theology, religious studies or pastoral ministries preferred. Master catechist certificate (*Adult Catechesis*).
- Completion of MFI, CMFP and ongoing formation.
- Must have a thorough knowledge of Catholic theology, procedures and protocols.
- Requires good organization and strong interpersonal skills and ability to communicate effectively.
- Self-motivated, professional verbal and written skills, organizational skills.
- Practicing Roman Catholic
- Bilingual preferred but not required

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 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 resume and cover letter with salary requirements to:

Jacqueline Macias
2800 E Ramon Rd
Palm Springs, CA 92264
Fax (760) 322-8581
Email: jmacias@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.