

COORDINATOR OF CATECHETICAL MINISTRY
Christ the Redeemer Roman Catholic Church, Grand Terrace
PART-TIME

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 1980, Christ the Redeemer is a hospitable and diverse community. Christ the Redeemer is currently accepting resumes for a Coordinator of Catechetical Ministry.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Develops and implements curriculum.
- Recruits and trains catechists for each program.
- Maintains records and supply inventories.
- Manages Catechetical Ministry Office and its budget.
- Selects and orders texts and materials.
- Coordinates retreats.
- Meets with parents periodically
- Participates in diocesan meetings/workshops
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be a Master Catechist with a minimum of two years college background in a relevant field.
- Must have completed the Parish Ministry Formation Program (PMFP) of the Diocese of San Bernardino.
- Requires a minimum of 3 years' experience as a catechist.
- Must have a thorough knowledge of Catholic theology, procedures and protocols and catechetical methods.
- Requires good organizational and interpersonal skills.
- Must be bilingual, completely fluent and literate in English and Spanish.
- Certification in Liturgy or completion of the Ministry Formation Institute formation (i.e. PMFP, CMFP with Liturgy specialization) is a plus.
- Must be available to work Saturdays and Sundays.

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, 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.

Please send your resume to:
Jose Luis M. Crespo, Pastoral Coordinator
Christ the Redeemer Roman Catholic Church
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Grand Terrace, CA 92313
Email: jcrespo@sbdioocese.org