

Director of Catechetical Ministry

Immaculate Conception and San Salvador, Colton

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.

Under the supervision of the Pastor and Diocesan office of Catechetical Ministry, the parish Director of Catechetical Ministry designs, develops, coordinates, supervises and evaluates the catechetical programs for Pre-School, Elementary, Junior High, High School, home catechesis, and Sacramental Preparation that includes First Reconciliation and Communion, Youth and Adult Confirmation, RCIA and RCIA adapted for children that conforms to the General (GDC) and National Catechetical Directory (NCD), Diocesan guidelines, parish needs and contemporary culture.

Responsibilities Include, but are not limited to:

- Articulating a vision/direction for the parish faith formation programs.
- Developing goals, objectives and strategies for Catechetical programming in collaboration with coordinators of specific areas.
- Supervising and directing paid and/or volunteer Sacramental Preparation Coordinators.
- Conducting need assessments in the parish to make sure the faith formation program responds to the current needs of the parish community.
- Implementing policies, planning and overseeing celebrations of the RCIA/Sacraments of Initiation, Sacraments of First Reconciliation, First Communion, Adult and Youth Confirmation.
- Identifies and enables leadership within the community to take responsibility for program components.
- Recruits, trains, supervises and evaluates (at least once a year) catechists and support staff.
- Follows up on diocesan policies on safe environment, Virtus, Respect Whom God has Made for all those who provide a service and participate in the catechetical programming; keeping parish records and submitting necessary reports/forms to OCM and the Child and Youth Protection Office.
- Creates and monitors a budget for the operation of programs.

Qualification Guidelines:

- Must be a practicing Roman Catholic.
- Bilingual/bi-literate (English and Spanish)
- BA in Theology/Religious Education or a related field desired, Master Catechist Certification with a minimum of 3 years of experience in catechetical leadership/coordinator role at the parish level.
- Have a working knowledge of Catholic theology, doctrine and catechesis, the dynamics of program development and methodologies, catechist formation, communication, computer skills, administration and management.

Working Environment:

This position entails frequent evening and weekend work.

Interested Candidates, please forward your resume to:

Rev. Bonifacio Velasquez F.M.M.

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