

**Director of Hispanic Ministry**  
**Sacred Heart Catholic Church, Rancho Cucamonga**  
**PART-TIME**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of 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 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Serve as the Pastor's liaison and key individual integrating, and administrating the ministerial needs of the Hispanic community, ensuring that their talents, resources, culture, and faith are incorporated into the life of the parish.
- Assist the Pastor by overseeing the Hispanic Council and representing the Hispanic community in the various committees.
- Serve as a voice for the Hispanic community.
- Also serves as Multicultural Coordinator to promote and implement Hispanic Ministry and build bridges with all ethnic cultures including Filipino, and African Descent cultures and all ethnic cultures within the parish community.
- Collaborate closely with the Hispanic Ministries in the direction and guidelines of their programs, overseeing the implementation of these ministries.
- Oversee and coordinate the Hispanic Celebrations: Spanish baptismal program, scheduling, preparation, and ceremony; Quinceañeras program, scheduling, preparation, and ceremony; Spanish communal marriage celebrations.
- Oversee and coordinate the various ethnic ministries within the community including various parish ethnic celebrations and retreats.
- Coordinate the annual budget for the Hispanic & various ethnic ministries.
- Tribunal Advocate for the Spanish Annulment Process.
- Other duties as assigned.
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**QUALIFICATION GUIDELINES:**

- Must be a practicing Roman Catholic who upholds the teachings and traditions of the Catholic Church.
- Bachelor's degree and 2 years of experience in Hispanic ministry at a parish or diocesan level preferred.
- Must have a vision and understanding of ethnic cultures and unity in diversity and knowledge of Hispanic cultures.
- Must be bilingual/bi-literate in Spanish/English, and expert Spanish/English translation skills.
- Demonstrated communication skills, including public speaking.
- Demonstrated skill in administration of an organization or program.
- Demonstrated skill in budget administration and financial record-keeping and reporting.
- Demonstrated ability for long range planning and a vision for the future of the ministry and programs.
- Demonstrated ability to organize and prioritize, ability to work in a collaborative team effort and to lead and motivate others to action and ability to delegate tasks where appropriate.

**PHYSICAL REQUIREMENTS:**

Includes, but not limited to, considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carry 20+ 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.

**Please send your resume to:**

**Ana Estrella, Office Manager**  
**Sacred Heart Catholic Church**  
**12704 Foothill Blvd, Rancho Cucamonga, CA 91739**  
**E-mail: [ana.e@sacredheartrc.org](mailto:ana.e@sacredheartrc.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**