

**VICARIATE COORDINATOR**  
**Office of Catechetical Ministry, Pastoral Center**

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 Office of Catechetical Ministry, in service to the Bishop, provides direction at the Diocesan, Vicariate and Parish levels supporting all efforts to the ministry of catechesis. The office fosters support and provides resources to the catechetical leadership for faith formation at all levels and ages. In collaboration with the Ministry Formation Institute the office certifies all catechetical ministers.

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

- Provide direction, consultation and follow up to Pastors and Coordinators at parishes in the ministry of catechesis.
- Plan, coordinate and implement meetings with RCIA, Infant Baptism, Confirmation, and Marriage coordinators.
- Visit new Pastors, Pastoral Coordinators and DCMs/CCMs to introduce the services the OCM office provides.
- Ensure the implementation of the 800 Series of the Diocesan Policy regarding Catechesis.
- Promote diversity and multicultural sensitivity.
- Schedule and secure locations for Specializations to be held.
- Recruit, train, mentor and evaluate instructors.
- Supervise and coordinate instructors for office specialization courses.
- Plan, coordinate, budget and oversee the implementation of the Annual Conference (Catechist Day).
- Develop and coordinate workshops.
- Coordinate and oversee the Curriculum Committee to review and approve new curriculum for parishes catechetical programming.
- Attend and participate in staff meetings and Episcopal Visitations to represent the OCM Office and other diocesan meetings.
- Maintain records of provided services and generate monthly report; Submit parish reports in a timely manner.
- Monitor expenses and develop budget for the following fiscal year.
- Perform the evaluation of Catechetical Programs as requested by the Pastor/Pastoral Coordinator/Administrator.
- In collaboration with the Office of Child and Youth Protection coordinates and oversees the implementation of the Diocesan Safe Environment Policies for children, youth, catechetical leaders and catechists.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- Must be a practicing Roman Catholic.
- MA in Catechesis, Religious Studies, Pastoral Theology or related field; or the equivalent of a B.A. in Catechesis, Religious Studies, Theology, Pastoral Studies or related field and a Master Catechist certification with a minimum of five (5) years of experience as a Director/Coordinator of Catechetical Ministry in a parish.
- Must have a solid knowledge and understanding of the RCIA and the sacraments.
- Must be computer literate.
- Bi-lingual/Bi-literate in English/Spanish required; must have ability to edit documents and verify translations.
- Ability to develop/ evaluate and edit Catechetical Courses; effective knowledge and demonstration of Adult learning principles.
- Interpersonal effectiveness/ ability to interact with diverse personalities; Must be sensitive to the needs of the multi-cultural Southern California environment.
- Effective administration and time management skills; must have effective organizational skills, planning, implementation.
- Must have effective listening, writing, verbal and public speaking skills.
- Must be available to work evenings and weekends. Occasional overnight travel may be required.
- Must have a California driver's license and auto insurance.

**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 extreme.

**Interested candidates, please forward your resume and salary requirements to:**

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

**Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org) or fax to: 909-475-5189**

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