

## **Coordinator of Formation, Ministry & Life for Deacons**

### **Department of Ecclesial Services**

The Diocese of San Bernardino is currently accepting resumes for the position of  
Coordinator of Formation, Ministry & Life for Deacons at the Pastoral Center.

#### **Responsibilities include but are not limited to:**

- Coordinate ongoing formation in the ministry and life of deacons as presented in the National Directory for the Formation, Ministry and Life of Deacons in the United States.
- Act as the direct liaison with the Council for the Ongoing Formation of Deacons; acts as a resource and coordinates implementation of formation plans recommended by the council and approved by the Bishop, the Vicar for Deacons and/or the Director of Diaconate Formation as appropriate.
- Assist the Diaconate Formation Team with home visitations; coordination of practicum and internship programs, monitoring of candidates, and annual evaluations of couples in formation as needed.
- Assist in other areas of responsibility in the Department of Ecclesial Services as needed including program development for Pastoral Associates and providing assistance to the Office of Transitions to the extent that the foregoing responsibilities permit.
- Collaborate with diocesan ministries, parishes and schools in implementation of, and accountability for compliance with Diocesan Policies.
- Other duties as assigned.

#### **Qualification Guidelines:**

- Degree in social studies, business administration, theology or similar fields of study, plus working experience in vocational formation. Advanced degree and/or training preferred.
- A practicing Catholic with a good understanding of Church teachings and familiarity with how the Church is structured. An excellent understanding of the permanent diaconate.
- Computer literate with advance level skills in Microsoft Word, Excel, PowerPoint, Publisher and website management.
- Excellent interpersonal, pastoral listening and communication skills, both verbal and written, in a culturally diverse working environment.
- Excellent skills and confidence in making presentations or conducting training and ability to work with minimum supervision.
- Demonstrated strong organizational and collaboration skills and strong ability to multi-task and prioritize work flow.
- Ability to maintain confidentiality is required.
- Must be able to work weekends and evenings assignment as the needs of the position require.
- Occasional local and overnight travel are required.
- Must be Bi-Lingual/Bi-literate English/Spanish.

Qualified candidates please send resume with cover letter to:

Diocese of San Bernardino  
Attn: Maria Harkin, 1201 E. Highland Avenue, San Bernardino, CA 92404  
Fax: 909-475-5189  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org)