

DIRECTOR OF CATECHETICAL MINISTRY
HOLY INNOCENTS CATHOLIC PARISH

Holy Innocents Catholic Parish in Victorville, CA is accepting resumes for the position of Director of Catechetical Ministry.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Design, develop, coordinate, supervise and evaluate the catechetical programs for Pre-School, Elementary, Junior High, High School, RCIA adapted for children and home catechesis.
- Implement policies, plan and oversee celebrations of the Sacramental Preparation for First Reconciliation and Communion, Youth and Adult Confirmation.
- Conduct need assessments in the parish to make sure the faith formation program responds to the current needs of the parish community.
- Collaborate and work closely with Junior and High School Youth Group leaders to serve as a resource for the promotion of the catechetical component in Youth Ministry.
- Recruit, train, supervise and evaluate catechists and support staff.
- Follow 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 program.
- Create and monitor a budget (income and revenue allocation) for the operation of programs.
- Coordinate liturgical/sacramental functions and varied prayer experiences at the parish and vicariate level.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- MA in Theology/Religious Education preferred or a related theological field and six (6) credits or 40 clock hours of in-service in the following areas: administration, educational methods, supervision, and catechetics.
- A Certified Master Catechist and ten (10) credits or 60 clock hours of in-service in the following areas: administration, methodology, catechetics, and supervision. These hours can be obtained by attending the Advance Principles course in Catechesis and parish experience as catechist.
- Knowledge of Catholic theology, doctrine and catechesis .
- Experience in Child and Youth faith development.
- Excellent communication skills.
- Excellent Computer skills.
- Excellent administration and management skills.
- Bilingual/bi-literate (English and Spanish) desired.

Qualified candidates, please send resume with cover letter to:

Holy Innocents Parish, Attn: Rev. Patrick Travers, 13230 El Evado Rd., Victorville, CA 92392

Fax: (760) 955-2100