

## **SACRAMENTAL PREPARATION COORDINATOR**

Holy Innocents Catholic Parish

Part-time

Holy Innocents Catholic Parish in Victorville, CA is accepting resumes for the position of Sacramental Preparation Coordinator.

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

- Develop goals, objectives and strategies for the effectiveness of the Sacramental Preparation Program.
- Articulate a vision and direction for the parish faith formation program.
- Assist in recruiting and on-going training of catechists.
- Develop individualized programs for parishioners with special religious education needs.
- Obtains resources (AV, parish, library, textbooks, and liturgy materials) which complement the catechetical efforts in the parish.
- Coordinate liturgical and sacramental functions and varied prayer experiences.
- Work with RCIA coordinator and catechists to insure all information concerning the Rites as well as the Scrutinies are given to the families in a timely manner.
- Collaborate in the process of evaluation of the parish catechetical program in relation to the goals, objectives and strategies.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- Knowledge of theology, program development and Catechist formation.
- Must be bi-lingual and bi-literate in English and Spanish
- Must be a certified catechist with at least three years of teaching experience and some credits or service in the following areas: administration, educational methods, supervision, and catechetics.
- A Master Catechist certificate is desirable.
- Must be available for evening and weekend work.

**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