

# Coordinator of Religious Education

St. Anthony Church, Upland, Ca.

Full Time: 40 hours per week.

Salary: \$20.08 – 23.59 per hour

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 following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

## **POSITION SUMMARY:**

Under the direction of the Administrator/Pastor, the Director of Religious Education supports the implementation and administration of the faith formation programs at St. Anthony Church, Upland, Ca. This individual will assist in the coordination of General Catechesis, First Reconciliation, First Communion, Youth & Adult Confirmation, and OCIA programs. The Director will collaborate with the volunteer catechists, to ensure effective and engaging educational experiences for participants. They will also assist in providing ongoing support and resources for catechists, parents, and families.

## **REPORT TO:**

- Administrator/Pastor
- Business Manager
- Office Manager

## **WORK SCHEDULE:**

Full Time (40 hours per week)

## **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

1. Develop and implement goals, objectives, and strategies for catechetical programs in alignment with parish and diocesan faith formation guidelines.
2. Coordinate and oversee General Catechesis, First Reconciliation, First Communion, Youth & Adult Confirmation, and OCIA programs.
3. Develop and implement curriculum consistent with diocesan standards and parish needs.
4. Maintain accurate records related to registrations, attendance, sacramental preparation, and program materials and supply inventories.
5. Recruit, train, support, and evaluate catechists and volunteers for all religious education programs.
6. Ensure compliance with diocesan policies regarding catechesis and Safe Environment requirements.
7. Coordinate workshops and training to ensure catechists and aides remain current with Safe Environment and catechetical certification requirements.
8. Conduct classes and workshops for parents to support family catechesis and sacramental preparation.
9. Coordinate the registration process and assist in tracking program participation and related payments in accordance with parish procedures.
10. Develop, manage, and monitor the Religious Education budget, including programs, events, and supplies.
11. Coordinate fundraising efforts to support religious education programs and activities.
12. Coordinate retreats, events, and formation activities in collaboration with parish staff and ministries.
13. Provide a welcoming and hospitable environment for students, families, and volunteers.
14. Communicate effectively with parents, catechists, and volunteers regarding program updates, expectations, and parish events.
15. Prepare and manage correspondence related to religious education programs as needed.
16. Schedule and coordinate use of parish facilities for catechetical programs and events.
17. Coordinate with the Diocesan Catechetical Office and parish office regarding sacramental schedules and program requirements.
18. Communicate with the Pastor and Business Manager regarding any facility, maintenance, or safety concerns related to Religious Education operations.
19. Collaborate with parish ministries and participate in parish staff meetings.
20. Evaluate program effectiveness on an ongoing basis and provide feedback for continuous improvement.
21. Attend diocesan and vicariate meetings, trainings, and workshops as required.
22. Perform other related duties as assigned by the Administrator/Pastor.

## **QUALIFICATION GUIDELINES:**

1. Must be a practicing Catholic in good standing with a solid understanding of Catholic teachings and traditions.
2. Relevant education in Theology, Religious Education, or a related field is preferred.
3. Previous experience in catechetical ministry or related environments is highly desirable.
4. Certification as a catechist with experience in teaching or pastoral ministry is preferred.
5. Knowledge of child and youth faith development and family catechesis principles is beneficial.

6. Must possess strong organizational and time management skills.
7. Effective communication skills, both written and verbal.
8. Ability to work effectively with diverse groups and adapt to changing community needs.
9. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with digital media platforms.
10. Understanding of diocesan safe environment policies and compliance requirements.
11. Bilingual and biliterate in English/Spanish preferred.
12. Must be available to work evenings and weekends as necessary.
13. Must have a professional demeanor and possess the ability to interact effectively with others in a multi-cultural environment.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 25 lbs., 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.

**Interested candidates, please forward your resume and cover letter to:**

**St. Anthony Church**  
**2110 N San Antonio Ave. Upland, CA 91784**  
**Attention: Lindsey Cabrera**  
**Email: [LCabrera@sbdioocese.org](mailto:LCabrera@sbdioocese.org)**

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