

Religions Education Coordinator

Christ the Redeemer Roman Catholic Church, Grand Terrace
Part-time

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. Founded in 1980, Christ the Redeemer is a community rich in Benedictine tradition.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for the development, supervision, and coordination of all parish catechetical programs for pre-K through 12th grade and RCIA.
- Recruits and trains catechists for each program.
- Develops and implements curriculum.
- Maintains records and supply inventories.
- Develops and maintains budget.
- Coordinates retreats.
- Coordinates fund raising for programs.
- Meets with and conducts classes for parents.
- May handle correspondence to parents and catechists.
- Coordinates registration process.
- Must be available for ongoing catechetical education.
- Collaborates with parish ministries and attends staff meetings.
- Other duties as assigned by the pastor.

QUALIFICATION GUIDELINES:

- A minimum of three years as a catechist or equivalent teaching position required.
- A thorough knowledge of Catholic theology, procedures and protocols and catechetical methods required.
- Good organizational and interpersonal skills mandatory.
- Ability to lead & supervise RCIA/Confirmation volunteers
- Bilingual ability in a second language that is reflected in parish demographics desirable.
- Master Catechist with a minimum of two years college background in a relevant field desirable.
- Completion of PMFP and/or CMFP programs a plus.

PHYSICAL REQUIREMENTS:

Includes, but not limited to: standing, walking, sitting, lifting, and carrying up to 30 lbs., climbing, stooping, kneeling, hearing, seeing, reaching, repetitive arm/hand motions, repetitive hand/finger movements, sense of touch/feel.

Interested candidates, please forward your resume with salary requirements to:

Attention: Rev. Anthony Watrucha

Email: awaturuocha@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.