

**Coordinator Catechetical Ministry**  
**Our Lady of the Valley Parish, Hemet**  
**35 Hours Week**

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.

Under the direction of the Pastor and/or Director of Catechetical Ministry, the Coordinator of Catechetical Ministry is responsible for developing and coordinating a specific area of the catechetical process to conform to the National Directory of Catechesis (NDC), General Directory for Catechesis (GDC), diocesan vision and guidelines, parish needs and contemporary culture. The Catechetical Coordinator recruits, mentors, and guides catechists to provide lifelong formation.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops goals, objectives, and strategies for the effectiveness of the catechetical process following the vision of the parish faith formation ministry and the diocesan vision;
2. Adjusts components (space, time, and materials, human and physical resources) as needed;
3. Ensures the implementation of Diocesan Policies regarding Catechesis and Safe Environment;
4. On a regular basis, tends to administrative duties which include, but is not limited to weekly attendance, payments, check requests, developing, reviewing and maintaining program budget, bookkeeping, etc.;
5. Keeps accurate data and Sacramental records of participants in catechetical ministry;
6. Ensures proper recording of data information in the appropriate parish sacramental register, by July 1<sup>st</sup> of the same catechetical year;
7. Ensures Church of Baptism receives information in a timely manner regarding Sacraments received during the Catechetical year;
8. Recruits, trains, mentors, supervises, and evaluates catechists;
9. Provides direction, evaluation and generally supervises Catechetical ministry secretary;
10. Makes sure the catechetical team members have all necessary resources needed for each session;
11. Coordinates liturgical/sacramental celebrations and varied prayer experiences.
12. Ensures appropriate scheduling, reservation of facilities, printing of worship aids which reflect the languages used within the parish and collaborates with other parish ministries.
13. Communicates with participants, parents, parish ministry leaders and parishioners, in order to keep them informed of catechetical efforts and events;
14. Maintains open and honest communication with the Pastor and/or Director of Catechetical Ministry and provides regular reports (monthly, weekly, etc.);
15. Attends and participates in staff meetings as well as other appropriate vicariate and diocesan meetings;
16. Ensures compliance with Safe Environment policies and its implementation, which includes Virtus and Respect Whom God has Made trainings;
17. Develops individualized family sessions for parishioners with special needs;
18. Collaborates with other parish, vicariate and Diocesan ministry offices to ensure opportunities for on-going faith formation;
19. Collaborates in the process of continual evaluation of the Catechetical process and adjusts accordingly in relation to goals, objectives and effective strategies;
20. Other duties as assigned.

**QUALIFICATION GUIDELINES:**

1. Must be a practicing Roman Catholic;
2. Be certified catechist with at least five years of teaching experience and some credits/ or service in the following areas: administration, educational methods, supervision;
3. A Master Catechist certificate is most desirable;
4. Must have knowledge and understanding of Catholic theology, doctrine and catechesis;
5. Understands the dynamics of program development, methodologies, child and youth faith development, family catechesis, and catechist formation;
6. Must have effective administration and time management skills;
7. Must have effective organizational, planning and implementation skills;

8. Must have effective listening, writing, verbal, and public speaking skills
9. Must be computer literate in programs such as Microsoft Word, Excel, Power Point, Outlook, Publisher, and knowledge of internet and digital media;
10. Knowledge of ParishSoft software is highly desirable;
11. Understands the diocesan safe environment policies;
12. Bi-lingual and Bi-literate in English/Spanish; able to read, write and speak in both languages effectively;
13. Must be available to work evenings and weekends;
14. Must have ability to interact professionally with all employees and people coming into the parish;
15. Must have ability to work in a multi-cultural environment;
16. Must have a BA degree in any field or commensurable professional experience

**Physical Requirements:**

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

**Interested candidates, please submit applications and resumés to:**

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