

# COORDINATOR OF CATECHETICAL MINISTRIES

St. Margaret Mary Parish, Chino

35 hours a week

\$21.00-\$25.00 an hour DOE

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.

## MAIN RESPONSIBILITIES

- 1) Develop – coordinate - evaluate the Parish Catechetical Program for public school children – Pre - School thru Eighth grade.
  - a. Choose curriculum, order books and support materials from diocesan list of approved texts.
  - b. Recruit/train/support volunteer catechists and aides.
  - c. Provide continuing education for all volunteers and parish employees. (inc. assisting the safe environment training required by diocese)
  - d. Assist in planning Liturgies for them.
  - e. Part of responsibility #1 is to give special attention and support to children who are out of the usual order for sacraments, and who are in need of "catch up."
  - f. Coordinate weekly parish children's Liturgy of the Word for English and Spanish.
  - g. Coordinate annual Vacation Bible School, Children's Christmas Pageant and any other projects requested by the Pastor related to this position.
  - h. Coordinates retreats, fund raising and other activities, including Parent meetings for First Reconciliation and First Eucharist.
  - i. Oversee with help of Religious Education staff; record keeping, registration process and correspondence with catechists and parents.
  - j. Develops and maintains Budget.
  - k. Prepares Religious Education bulletin announcements and Social Media input.
  - l. Other duties related to position as assigned by Pastor.
- 2) **Develop – Coordinate, evaluate the Rite of Christian Initiation of Adults (RCIA)** for those who need to complete their Sacraments of Initiation.
  - a. Choose curriculum, order materials from diocesan list of approved texts
  - b. Recruit/train/support volunteer RCIA team members.
  - c. Provide continuing education opportunities for all team members.
  - d. Coordinate and assist in Liturgies for them.

## ADDITIONAL RESPONSIBILITIES:

1. Collaborate with Pastor, School Principal and other parish staff.
2. Attend Diocesan meetings, training opportunities and events for Catechetical Ministries. Keep current with guidelines and policies set by diocese for Catechetical Ministries.

## REQUIREMENTS Skills and Experience:

Must have a minimum of five years' experience as a catechist and have a thorough knowledge of Catholic theology, catechetical methods and church procedure and protocols. Must have good organizational and interpersonal skills. It is highly desired that applicant be bi-lingual in English and Spanish.

**EDUCATION:**

Must be a Master Catechist with a minimum of two years' college background in a relevant field and completion of PMFP and CMFP. (or willingness to enroll)

Interested candidates, please forward your resume to:

St. Margaret Mary Parish  
[rgalang@sbdiocese.org](mailto:rgalang@sbdiocese.org) and [mhacker@sbdiocese.org](mailto:mhacker@sbdiocese.org)  
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