

Coordinator of Religious Education

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 care values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY

Assists coordination and developing of goals, objectives and strategies for the effectiveness of the catechetical program.

ESSENTIAL FUNCTIONS

- Adjust components (space, time, and materials, human and physical resources) as needed.
- Ensures the implementation of Diocesan Policies regarding Catechesis and Safe Environment.
- On a regular basis, tends to administrative duties.
- Keeps accurate data and Sacramental records of catechetical ministry.
- Ensures proper recording of data information.
- Makes sure the catechetical team members have all necessary resources needed for each session
- Coordinates liturgical/sacramental celebrations and varied prayer experience.
- Ensures appropriate scheduling, reservation of facilities, printing of worship ads which reflect the languages used with the parish and collaborates with other parish ministries.
- Communicates with participants, parents, parish ministry leaders and parishioners, in order to keep them informed of catechetical efforts and events.
- Maintains open and honest communications with the Pastor and/or Director of Religious Education and provides regular reports.
- Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED

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 is most desirable.
3. A Master Catechist certificate is most desirable.
4. Must have knowledge and understanding of Catholic theology, doctrine and catechesis.
5. Must be fluent both in speaking and writing English and Spanish.
6. Must have ability to interact professionally with all employees and people coming into the office.
7. Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

St Joan Of Arc Catholic Church
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The Diocese of San Bernardino is an Equal Opportunity Employer.