

DIRECTOR OF CATECHETICAL MINISTRY
St. Christopher Catholic Church

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 1957, St. Christopher is a community animated by the Good News of Christ and is called to grow as a reconciling multicultural church.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for the development, supervision and coordination of all Parish Catechetical programs
- Develop, recruit and train catechists and volunteers; teach formation classes for students, catechists and ongoing formation.
- Develop and plan curriculum which conforms to the National Catechetical Directory (NCD), Diocesan Guidelines, and meets the needs of the parish community.
- Integrates insights from current catechetical literature into program planning.
- Develop and evaluate goals, objectives, and strategies for total program.
- Communicate and coordinate Eucharist and prayer experiences for program participants.
- Coordinate liturgical/sacramental functions within the Religious Education program.
- Articulate a vision/direction for the parish program in collaboration with Pastor/Pastoral Coordinator.
- Over sees all Faith Formation Staff.
- Maintain records and implementation of Safe Environment and Virtus programs.
- Develops and executes the Safe Environment training for children/youth/adults
- Other duties as assigned by the Pastor/Pastoral Coordinator

QUALIFICATION GUIDELINES:

- Must be a Certified Catechist and/or in process of Master Catechist and/or Master Catechist.
- Minimum 3 years' experience as a catechist.
- Bachelor's degree in Religious Studies, Theology or Pastoral Studies.
- Familiarity of key elements of Catechism of the Catholic Church: creed, sacraments, morality, justice, prayer and
- Familiar with the diocesan adult faith formation process
- Familiar with the diocesan catechetical certification process
- Excellent knowledge and understanding of diverse cultures.
- Excellent supervisory and collaboration skills.
- Excellent written and oral communication skills.
- Familiarity with learning styles, multiple intelligences and experimental learning and their application
- Self- motivated, strong work ethic and collaboration skills; ability to multitask.
- Must be bilingual, completely fluent and literate in English and Spanish
- Must be available to work weekends, nights and flexible hours according to the needs of the Parish.
- Computer skills: Microsoft Word, Access, Publisher, Power Point, & Excel, ParishSoft.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work 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 and carrying up to 30 lbs., 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 extremes.

Please send your resume and salary requirements to:
St. Christopher Catholic Church
Attn: Fr. Antonio Abuan, M.S.
25075 Cottonwood Avenue
Moreno Valley CA 92553
aabuan@sbdioocese.orh