

Director of Catechetical Ministry St Paul the Apostle Catholic Church

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirit, seek to be the visible sign of God's love.

Position summary

Designs catechetical programs, which conform to the National Catechetical Directory (NCD), Diocesan guidelines, parish needs and contemporary culture. Designs catechetical programs that meet the needs of the parish community.

Essential Functions

1. Conducts needs assessment in the parish.
2. Integrates insights from current catechetical literature into program planning.
3. Develops goals, objectives and strategies for the total religious education program.
4. Articulates a vision/direction for the parish catechetical program.
5. Complies with Diocesan policies as well as the requirements regarding Safe Environment; prepares and submits Diocesan annual reports as requested by Diocesan Office of Catechetical Ministry.
6. Pursues further education and professional development.
7. Recruits/hires, trains, supervises and evaluates catechists and support staff.
8. Prepares the master calendar and secures scheduling of events for the year.
9. Adjusts program components (space, time, materials, etc.) as needed.
10. Maintains Department Budget as allocated for the operation of the program. Requests resources for use in a particular religious education program. Purchases and distributes textbooks and materials.
11. Plans Religious Education convention weekend. Coordinates prayer experiences for program participants. Negotiates for space (calendar events) and other physical environment requirements.
12. Shares responsibilities with other staff members for building maintenance, improvements, space design. Obtains resources (AV, parish, library, textbooks, and liturgy materials) which complement the religious education efforts in the parish.
13. Communicates with participants, parents, parish-at-large regarding particular areas of responsibility. Communicates and publicizes outside Religious events, workshops, or training being offered in the local community. Responsible for providing formation and meetings for parents with children in registered in Religious Education sessions.
14. Responsible for the following programs within the Parish
 - a. Elementary and all Reconciliation and Eucharist Sacramental prep grades 1-12
 - b. High School Confirmation Preparation
 - c. Confirmation Retreats and CrossTraining
 - d. RCIA and Adult Confirmation
 - e. Baptism of an Older Child (Age of 7 or older)
 - f. Catechist Formation
 - g. Parent Catechesis
 - h. Safe Environment Certification and background checks for Parish.

Peripheral functions

1. Identifies and enables leadership within the community to take responsibility for program components. Maintains relationship with pastor, parish staff members, catechetical and Diocesan staff. Attend Parish Leadership meetings, Diocesan Office of Catechetical

Ministry/Vicariate Meetings and Formation opportunities; conduct Department staff meetings.

- a. Coordinates liturgical/sacramental functions and varied prayer experiences.
 - b. Recruits, oversees, evaluates and mentors staff of Coordinators, office assistants, and other employee positions.
2. Evaluates the religious education programs of the parish in relation to the goals, objectives and strategies; routine visits of onsite sessions.
- c. Conducts program evaluation at all levels (parish staff, catechetical staff, RE participants).
 - d. Collates evaluation information and gives feedback to appropriate groups.
 - e. Meets with coordinators of programs to elicit further information regarding evaluation and future planning.
 - f. Working and practical knowledge of current social media trends.
 - g. Working and practical knowledge of ParishSoft, JotForm, Zoom, Christ In Us, etc. as it refers to the preparation and implementation of registration, surveys, student and catechist input, conducting, scheduling and overseeing classroom management.

Skills & experience requirements

Requires a minimum of five years of experience in a catechetical ministry along with a minimum of three years experienced in a management/supervisory capacity. Must demonstrate thorough knowledge of Catholic theology and catechetical processes and protocols. Must be an active Catholic in good standing. Strong interpersonal and communication skills.

Education & credentials required

Experience and/or related education within the fields of Theology, Pastoral Studies, Religious Studies or Religious Education. Master Catechist Certificate required. MFI certificate highly desirable.

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

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez
mperez@sptacc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.