

DIRECTOR OF RELIGIOUS EDUCATION

OUR LADY OF THE ROSARY CATHEDRAL

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 1927, Our Lady of the Rosary Cathedral is a community which continues to serve as the heart of the diocese.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for the development, supervision and coordination of all Parish Catechetical programs
- Directs all aspects of an extensive parish religious education program
- Recruits, trains and supervises as well as updates support staff and catechists
- Develops curriculum in accordance with national standards
- Manages Religious Education office and its budget
- Selection and order of texts and materials
- Coordination of retreats
- Registration and record keeping for religious education programs
- Compliance to diocesan safe environment regulations
- Periodic meetings with parents and catechists
- Participation in parish/diocesan/national meetings
- 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.
- Other duties as assigned

QUALIFICATION GUIDELINES:

- Requires a minimum of 5 years in a catechetical ministry along with a minimum of 3 years in a supervisory/management capacity.
- Must demonstrate thorough knowledge of Catholic theology and catechetical processes and protocols.
- Must be an active Catholic in good standing.
- Strong interpersonal/communication skills are required.
- Bilingual/biliterate ability is highly recommended.
- Bachelor's degree in Theology, Pastoral Studies or Religious Studies required.
- Master Catechist Certificate required.
- MFI Certificate highly desirable.

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 40 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:

Our Lady of the Rosary Cathedral

Attn: Rev. Duong Nguyen, S.V.D.

Fax: (909) 883-8991

dnguyen@sbdioocese.org

CC: lcamacho@sbdioocese.org