

## **DEPARTMENT DIRECTOR Ministry of Formation Institute**

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.

The mission of the Ministry Formation Institute (MFI) is to serve the Diocese of San Bernardino and its parishes by providing quality education and formation to adults, those seeking personal faith enrichment, ministerial leadership, and those inquiring about Permanent Diaconate. Based on both the "Diocesan Vision" and the USCCB "National Certification Standards for Lay Ecclesial Ministry and Service," the institute aims to prepare all to be true Disciples of Christ and faithful representatives of the Church.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Formation, education and training of MFI staff, instructors and facilitators.
- Collaboration with formation leaders at the national level to put in place and maintain standards of quality and content.
- Utilization of the teachings of contemporary international Catholic theological thought, in designing the main themes of the formation program.
- Collaboration with diocesan departments/offices/leaders to establish processes and standards of formation program for parish ministers, ministry leaders, coordinators of ministries and pastoral associates.
- Chairs the Lay Ecclesial Ministry (LEM) Certification Commission and coordinates the work of its Committees.
- Liaison with national and local institutions of higher learning to ensure quality formation and training to lay ministers, such as: LMU, St. Clara University, the *Asociación para la Educación Teológica de Hispanos* (AETH), and other as needed.
- Promotion of MFI programs to diocesan, vicariate, and parish leadership.
- Assurance of staff support for diocesan goals, policies, and compliance of state and federal regulations.
- Serve as member of the Diocesan Curia.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- MA in Theology, Pastoral Theology, or Moral Theology.
- Knowledge of educational systems and methodologies.
- Strong effective adult focused teaching skills, including the ability to explain complex ideas, policies, and procedures.
- Effective knowledge and ability to design theology courses for ministry programs.
- Effective planning and team-building, and supervisory skills.
- Effective written and verbal communication skills.
- Effective interpersonal working skills at all levels.
- Flexibility and openness to change.
- Flexible in work schedule to work evenings and weekends as necessary.
- Excellent leadership skills.
- Excellent computer skills.
- Ability to conduct meetings, teach and make presentations in a virtual environment.
- Current valid driver's license and insurance and reliable transportation.
- Able to travel locally on a daily basis and able to travel overnight as required.
- 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.
- Bilingual (English/Spanish) preferred.

### **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, 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.

Interested candidates, please forward your resume and salary requirements to: David Acosta

Diocese of San Bernardino

1201 E. Highland Avenue San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**