

# Director

Office of Catechetical Ministry, Pastoral Center

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.

We, the Office of Catechetical Ministry, lead and journey with people into discipleship with Jesus Christ, by encountering Him through the Sacraments and the teachings of the Catholic Church, impacting our communities with Faith, Hope and Charity.

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

- Rooted in the Diocesan Vision, this person provides direction and policies in Evangelization and in all areas of the Ministry of Catechesis in line with the directives provided by the Holy See and the United States Catholic Conference of Bishops and as requested by the Bishop of the Diocese of San Bernardino;
- Collaborates with pastors/pastoral coordinators/parish administrators and other diocesan offices to implement the Diocesan Vision, "Impact";
- Collaborates with parish Directors and Coordinators of Catechetical Ministry, pastors, pastoral coordinators and parish administrators in the implementation of diocesan policies pertaining to catechesis;
- Responsible for providing catechetical formation for Parish Catechetical Leadership and catechists in Evangelization and all areas of Catechesis; fostering lifelong faith formation including the Rite of Christian Initiation for Adults, Adult Faith formation, and Sacramental Preparation (Infant Baptism, Confirmation, and Eucharist);
- In collaboration with other Diocesan Catechetical Directors of Region XI revises, coordinates and implements the statewide Catechist and Master Catechist Certification Guidelines;
- In collaboration with the Vicariate Coordinators oversees and approves the revisions to the OCM Specialization Courses; leads the development of additional programming as needed;
- Monitors the Advanced Course in Catechesis and the Certification of Master Catechists;
- Grants certification for Catechist, Master Catechists and Lay Ecclesial Minister in collaboration with the Ministry Formation Institute;
- Prepares and monitors the budget for the Office of Catechetical Ministry
- Oversees the approval of catechetical curriculum and texts;
- In collaboration with the Diocesan Office of Child and Youth Protection coordinates the implementation of the Diocesan Safe Environment Policies for children, youth and adults attending the parish catechetical programs;
- Supervises the work of the Vicariate Coordinators and the Administrative Secretary;
- Chairs the OCM Advisory Board;
- Plans staff meetings regularly; attends a variety of meetings and committees; collaborates with other Diocesan Directors and Offices in projects; including the close collaboration with the MES department;
- In collaboration with the Pastor, Pastoral Coordinator, or Administrator and office staff coordinates the evaluation of Catechetical Programs as requested by the Pastor/Pastoral Coordinator/Administrator;
- Other duties as assigned.

## **QUALIFICATION REQUIRED:**

- Must be a practicing Roman Catholic with a Master's degree in Catechesis, Religious Education, Theology, or related field and a minimum of five years of experience as diocesan or parish catechetical leader;
- Must have a solid knowledge and understanding of Evangelization, Catechesis, RCIA; Sacramental Catechesis, Adolescence Catechesis and emerging models of catechesis;
- Effective knowledge and demonstration of adult learning principles;
- Must have ability to develop and implement programs and workshops;
- Must have ability to develop and maintain a team approach and strong interpersonal effectiveness/ ability to interact with diverse personalities;
- Must have effective administration and management skills, effective organizational, planning and implementation skills; public speaking skills, effective time and project management, detailed oriented and effective written and verbal communication/marketing skills;
- Must have a global perspective and the ability to adapt to constant changes;
- Must have ability to interview and hire effectively; effective understanding of dispute resolution criteria;
- Must have ability to maintain and comply with all Diocese of San Bernardino policies and procedures;
- Must be computer literate in programs such as Microsoft Word, Excel, Power Point, Outlook, Publisher, Access, and knowledge of internet and digital media;
- Bi-lingual/Bi-literate English/Spanish; able to read, write and speak in both languages effectively;
- Must have ability to maintain strict confidentiality as required;
- Must have valid California driver's license and auto insurance;
- Available to work evenings and weekends. Occasional local and overnight travel may be required.
- Must have ability to work in a multi-cultural environment;
- Must have ability to interact professionally with all employees and people coming into the office;

## **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 extreme.

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

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

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