

Program Coordinator
Department of Pastoral Planning

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 Office of Pastoral Planning serves the Diocese by assisting in planning efforts at the parish, school and local ministry level. It provides educational and in-service opportunities for pastoral planning. The office also provides planning assisting and follow-up of the Episcopal Visitations. In collaboration with parish leaders the office offers the necessary training to assist parishes in the formation and development of: Pastoral Planning: · Co-responsibility from Mission to Transformation · Intentional planning · Track progress on initiatives Transition Process: · Strategies to cope with transitions on an individual, administrative, and community level. · Provides support in developing the appropriate skills in order to create a collaborative work environment that takes advantage of the opportunities presented by change. Episcopal Visitation; · Assists parishes in the preparation and implementation of an Episcopal Visitation, as well as, in pastoral planning as a result of the reality and fraternal encounter of the Bishop with the leaders and the community in order to carry out the parish's mission.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Create new and innovative planning processes and efforts that will sustain future diocesan planning efforts.
2. Model a commitment to stewardship as way of life, compassionate, collaborative and professional service to all.
3. Coordinates schedules/calendars, processes check requests, answers phone, directs calls, answers questions and other administrative/office duties and projects as assigned.
4. Coordinate the planning and implementation of Episcopal visitations
5. Collaborate with Department Director in managing the follow up of Episcopal Visitation's recommendations for parishes as foundation for the strategic planning process.
6. Assisting the DPP director in managing an ongoing process of consultation with diocesan leaders, pastors, administrators, pastoral coordinators and other leaders in the preparation, developing, implementation and evaluation of the Ecclesial Integration Pastoral Plan.
7. Assists parishes, parish councils and other groups to formulate their mission or goals and create strategic plans to carry out their mission.
8. Research, maintain, interpret and disseminate statistical and demographic data for the diocese to enable the planning process regarding current and long-range needs or goals, and determines the best methods for accomplishing those tasks.
9. Facilitate Strategic Planning Process (formulate, implement and evaluate their strategic plan) for diocesan ministries, parishes, schools and other diocesan constituents and or groups.
10. Work with parishes and assist them in the development and formation of their Pastoral Council.
11. Parish Consultation on planning efforts (provide guidance and resources)
12. Participate in the ongoing development of diocesan and parishes' staff and leaders.
13. Manage Mission Insite (demographic program). Collaborate with OCRE in providing information on demographics as needed for construction projects.
14. Coordinates/update/maintain the Department website as needed, so that the website and webpages are kept current.
15. Assist with computer skills as required.
16. Manages and prepares the reproduction of all workbooks, handouts, audiovisual and various material used in the operations of planning program (brochures, videos and other publicity material.)
17. Assists in preparation of the Pastoral Planning Ministry Plan and Budget and collaborates with the department staff to process payments and expenses related to the planning activities and to maintain current, accurate, detailed records of revenue and expenses.
18. Develop monthly reports.
19. Collaborates with appropriate offices regarding ministry development: spiritual formation, theology training, theological reflection, and ministerial support systems.
20. Parish Support provides ongoing coaching to pastors and their leadership teams through phone calls and resources.
21. Other duties as assigned.

QUALIFICATION GUIDELINES:

Must have some practical and demonstrable technical skills in pastoral work at the parish level.

Bachelor's Degree or minimum 3 year's related experience (Pastoral work at the parish level and / Parish Community Life Director/Supervisor experience/ Teambuilding skills).

Must have general planning experience and knowledge.

Bi-lingual/Bi-literate skill required

Must have ability to exercise independent judgment and work with minimum supervision

Must be self-starter with excellent organizational skills.

Must have excellent writing, presentation and public speaking skills.

Must be sensitive to multicultural environment.

Facilitation, planning, implementation and interpretation skills needed.

Must have ability to work in a multi-cultural environment with bi-cultural skills in addition to language and literacy skills.

Computer skills required includes: Microsoft Access, Excel, Power Point, and Publisher

Flexible schedule

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, 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 to:

Diocese of San Bernardino

Attention: Sinia Bustamante

1201 E. Highland Ave., San Bernardino, CA 92404

Email: sbustamante@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer