

Religious Education Program Coordinator
St. Andrew Newman Center
Part-Time: 10 Hrs. / Week - \$19.00/Hr.

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 following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

POSITION SUMMARY:

Under the direction of the Administrator/Pastor, the Director of Religious Education supports the implementation and administration of the faith formation programs at St. Andrew Newman Center. This individual will assist in the coordination of General Catechesis, First Reconciliation, First Communion, Youth & Adult Confirmation, and OCIA programs. The Director will collaborate with the volunteer catechists, to ensure effective and engaging educational experiences for participants. They will also assist in providing ongoing support and resources for catechists, parents, and families.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Assist in the development and implementation of goals, objectives, and strategies for the catechetical programs in alignment with the parish's faith formation ministry.
- Support the organization of materials, schedules, and other resources necessary for catechetical sessions.
- Help ensure compliance with Diocesan Policies regarding Catechesis and Safe Environment protocols.
- Maintain records related to registrations, attendance, and sacramental preparation, and assist in tracking and reporting these metrics to the Administrator/Pastor.
- Assist in the recruitment, training, and mentoring of catechists and volunteers within the catechetical ministry.
- Provide administrative support for catechetical staff, ensuring effective communication of necessary information and resources.
- Coordinate events and initiatives in collaboration with the Director of Liturgy & Music that pertain to religious education.
- Help schedule the use of church facilities for catechetical programs and events, ensuring that necessary arrangements are in place.
- Communicate with parents regarding program updates and events, fostering community engagement.
- Work collaboratively with the Administrator/Pastor to address any issues impacting the catechetical ministry and ensure appropriate support for families in need.
- Provide input for the creation and management of the catechetical ministry budget, monitoring expenses related to ministry initiatives.
- Collaborate in the development and scheduling of formation retreats for catechists and parents involved in the catechetical ministry.
- Participate in ongoing evaluation of the catechetical process and recommend adjustments to enhance effectiveness in line with parish goals and mission.
- Attend diocesan and vicariate meetings as required to represent the parish and stay informed about catechetical initiatives.
- Perform other related duties as assigned by the Administrator/Pastor.

QUALIFICATION GUIDELINES:

- Must be a practicing Catholic in good standing with a solid understanding of Catholic teachings and traditions.
- Relevant education in Theology, Religious Education, or a related field is preferred.
- Previous experience in catechetical ministry or related environments is highly desirable.
- Certification as a catechist with experience in teaching or pastoral ministry is preferred.
- Knowledge of child and youth faith development and family catechesis principles is beneficial.
- Must possess strong organizational and time management skills.
- Effective communication skills, both written and verbal.
- Ability to work effectively with diverse groups and adapt to changing community needs.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with digital media platforms.
- Understanding of diocesan safe environment policies and compliance requirements.
- Bilingual and biliterate in English/Spanish preferred.
- Must be available to work evenings and weekends as necessary.
- Must have a professional demeanor and possess the ability to interact effectively with others 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, pushing, pulling and carrying up to __25__lbs., 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 cover letter to:

**St. Andrew Newman Center
105 W. Big Springs Road, Riverside, Ca. 92507
Attention: Susan Toledo
Email: Stoledo@sbdiocese.org**

The Diocese of San Bernardino is an Equal Opportunity Employer