

DIRECTOR OF RELIGIOUS EDUCATION

Holy Innocents Catholic Church / \$22.66 per hour / Full Time

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 1992, Holy Innocents is a community united through praise, worship, and the celebration of talents and diversity.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Designs catechetical programs, which support lifelong learning and conform to the National Catechetical Directory (NDC), diocesan guidelines, parish needs, and contemporary culture while conducting the need assessments in the parish.
- Articulate a vision of catechesis and the catechetical process based on the major catechetical documents of the Church.
- Integrates insights from current catechetical literature into program planning.
- Develops goals, objectives, and strategies for the total religious education program.
- Articulates a vision/direction for the parish catechetical program.
- Pursues further education and professional development.
- Review, evaluate, and develop programs, mission, statements, long-and short-range goals, and objectives.
- Develops a coordinated approach toward parish religious education, i.e., faith development through catechesis on all levels—designs catechetical programs that meet the needs of the parish community.
- Recruits/hires, trains, supervises and evaluates catechists and support staff.
- Maintains relationship with pastor, other parish staff members, commission, catechetical staff, and Diocesan Office of Religious Education.
- Develops individualized programs for parishioners with special religious education needs.
- Is responsible for the maintenance of parish library and acquisition and maintenance of AV equipment.
- Shares responsibility with other staff members for building maintenance, improvement, and space design.
- Apply appropriate principles of human development, especially faith and moral development, to a catechetical program.
- Utilize appropriate methodologies of adult-centered, adolescents, and child-centered learning.
- Implement or support a program of catechist formation according to the diocesan certification norms.

QUALIFICATION GUIDELINES:

Any combination of experience and education likely to provide the required knowledge, skills, and abilities, typically:

- Must be a practicing Roman Catholic in full communion with the Church with a commitment to his/her own faith life.
- Requires a minimum of 5 years in a catechetical ministry along with a minimum three years in a supervisory/management capacity.
- **Expected to have capabilities in:** Theology, Program Development, Education, Communication and Relationship, and Administration and Management.
- The ability to successfully complete a criminal history and background check.
- Bilingual/bi-literate ability is highly recommended
- Master's Degree in Theology/ Religious Education, or other related theological field and sixty clock hours of in-service in the following areas (administration, educational methods, supervision or catechetical).
- Master's Degree in Education or Educational Administration with twenty-four-semester credits in Theology and Catechetical.
- Master's in an unrelated field with twenty-four-semester credits in Theology and Catechetical and six credits or sixty clock hours of in-service in the following areas (administration, educational methods, supervision, and catechetical).
- Expected to have a minimum of three years teaching experience in a Catholic school or equivalent and at least one year of paid administrative experience.
- Completion of MFI program and certification as a Master Catechist with a minimum of two years college background in a relevant field.
- Excellent communication skills, verbal and written, and excellent human relations and interpersonal skills.
- Must demonstrate thorough knowledge of Catholic catechetical processes and protocols.

To perform effectively in this position the incumbent is required to have the following skills:

- A working knowledge of, and a strong commitment to the mission of fostering lay leadership in the Catholic Church.
- Well-developed knowledge of Scripture, the Catechism, Church documents.
- Familiar with Church history, the stories of the saints and martyrs, Mariology.
- Experienced in teaching the faith to adults, youth, and children.
- Able to communicate with all age groups, from varying cultural and social backgrounds.
- Skilled organizer and overseer of catechetical programs that incorporate volunteer contributions.
- Sensitive to controversial issues and able to respond according to Church teaching as articulated by the Bishop.
- Excellent ability to work collaboratively with the pastor and parish staff, volunteers, catechists, and parents.
- Must have ability to interact professionally with all employees and people coming into the office.
- Familiar with the use of media technology for effective program implementation.
- Must be able to work both independently and in a team environment.
- Flexible hours and may be necessary to work occasional weekends.
- 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 up to 40 lbs., pushing, pulling, kneeling, crouching, crawling, bending, 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, and sit for sustained periods of time on a daily basis.

Interested candidates, please forward your cover letter and resume to:

Holy Innocents

Attn: Fr. Peter Phan

13230 El Evado Rd, Victorville, CA 92392

Email: pphan@sbdioocese.org

Diocese of San Bernardino is an Equal Opportunity Employer