

Religious Education Coordinator St. Louis, Cathedral City

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 1948, St. Louis is united through diversity, love, the word of God and the Eucharist.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Implements aspects of the catechetical plan under the direction of the pastor.
- Coordinates Specific Parish Catechetical programs from adults to children as directed by pastor.
- Selects appropriate catechetical materials in collaboration with the pastor.
- Maintains accurate records on student enrollment, attendance and sacramental preparation utilizing Parish Soft and submits requested data to the Office for Catechesis.
- Ensures a pastoral approach for all in setting program structures, i.e. Calendar Dates, scheduling use of facilities, procedures for registration, parent orientations and classes, and fee collection.
- Implements the guidelines for mandated reporting of legal issues according to Diocesan policies.
- Assures adequate supervision of minors during the entire time they are on the parish premises for catechetical activities and ensures maintenance and safety of premises according to procedures.
- Communicates parish programs and sacramental policies and procedures to parents and staff.
- Provides continued support for catechists by being present before, during and after teaching assignments.
- Communicates program information to parish community.
- Networks with other catechetical leaders.
- Assists in the planning of liturgical celebrations in the parish.
- Takes responsibility for his/her own professional and spiritual development.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Requires a minimum of three years as a catechist.
- Must have a thorough knowledge of Catholic theology, procedures and protocols and catechetical methods.
- Must have good organizational and interpersonal skills.
- May be required to be completely fluent and literate in English and Spanish, language that is reflected in parish demographics.
- Must be a Master Catechist with a minimum of two years college background in a relevant field.
- Completion of MFI program required.

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 30lbs., 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:

St. Louis, Cathedral City
Attn. Fr. Luis A. Guido
68633 C Street
Cathedral City, CA 92234
lguido@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer