

Vicariate Consultant

Diocesan Pastoral Center, San Bernardino

Full Time: 35 hours per week. **Salary:** \$68,640 - 69,000 annually (Depending on Experience)

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.

POSITION SUMMARY:

Under the direction of the Department Director, the Vicariate Consultant is responsible for assisting Pastors, Parish Administrators, and Parish Catechetical leaders with ministry planning and assessment, and offers consultation on programming, policies, training, and resources related to catechetical ministry. In collaboration with the other members of the department, the Vicariate Consultant develops and supervises the implementation of ministry specialization and training courses for catechists and catechetical leaders.

POSITION SCOPE:

Department Staff, Department programs, diocesan offices, Catholic Schools, parishes, and other diocesan entities.

PROVIDES DIRECTION TO:

Provides consultation and support to Pastors, Parish Administrators, deacons, and parish catechetical leaders, catechists, and families participating in catechetical programs about issues related to Catechesis, Canon law, and diocesan policies. Also supervises and mentors the part-time instructors and Master Catechists who provide training to and formation to adults.

ACCOUNTABILITY:

Director of the Ministry Formation Institute, the Associate Director of the Ministry Formation Institute.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provides direction, guidance, support, and ongoing consultation and follow-up to Pastors and parish catechetical leaders (PCLs) on catechetical practices, diocesan policies and procedures, and data management as it relates to catechetical ministry. May independently authorize exceptions to department/office policies when they deem it prudent and pastoral to do so.
2. Plans, coordinates, and facilitates monthly meetings of parish catechetical leaders from parishes in the assigned vicariates in collaboration with the department director and other department team members.
3. Holds regular evening office hours for those who cannot reach out during usual business hours.
4. Provides ongoing formation for PCLs in areas of personal competence, with a special focus on supporting adult faith formation in parishes and especially among parish catechetical teams.
5. Promotes diversity and the development of intercultural competencies in catechetical programs.
6. Recruits, mentors, and evaluates candidates for the Master Catechist Specialization.
7. Develops and coordinates special projects as assigned by the Director, including managing the budgets for such projects and securing venues as necessary.
8. Collaborates with other Vicariate Consultants to continually evaluate, update, and implement the five tasks of catechesis across the Diocese.
9. Attends and participates in staff meetings and other appropriate vicariate and diocesan meetings.
10. Submits a report indicating the date, time and place, who attended, the purpose of the visit, topics discussed, and any items of note following any parish visits or ministry consultation.
11. Evaluates a parish catechetical program as requested by the Pastor or Parish Administrator in collaboration with other members of the Department team and proposes recommendations for improvement.
12. In collaboration with the Office of Child and Youth Protection, coordinates and oversees the implementation of the Diocesan Safe Environment Policies for children, youth, catechists, and catechetical leaders.
13. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. Must be a practicing Roman Catholic in good standing with the Church.
2. B.A. or its equivalent (M.A. preferred) in Catechesis, Religious Studies, Theology, Pastoral Studies, or a related field with a minimum of three years of experience in a parish ministry or a Catholic School.
3. Must know and understand the RCIA process and the process of preparing individuals to receive the Sacraments of Initiation and Marriage.
4. Knowledge of adult learning principles, experience teaching adults, and the ability to adapt to different work and communication styles.
5. Ability to promote formation programs with clergy and laity, both verbally and through written/digital mediums.
6. Must have effective team-building skills and be able to foster aimable and collaborative relationships with peers, clientele, and diocesan leadership.
7. Must have effective organizational and time management skills and effective strategies for the planning and implementation of projects, courses, and programs.
8. Must be able to use a variety of digital platforms to deliver course instruction both synchronously and asynchronously.
9. Must be able to operate office equipment and know how to use MS Word, PowerPoint, Excel, and Access.
10. Must be able to work a flexible schedule, including evenings and weekends as needed.
11. Must have a valid driver's license and be able to drive to parish sites; occasional overnight travel may be required.
12. Must have the ability to work in a faith-based, multicultural and multilingual 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 25 lbs., 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 send your cover letter and resume to:

Attn: Dr. Amanda Alexander
Diocesan Pastoral Center
1201 E. Highland Ave.
San Bernardino, CA 92404
Email: aalexander@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.