

PARISH MINISTERS FORMATION PROGRAM (PMFP) COORDINATOR

Department of Ministry Formation Institute (MFI), Pastoral Center

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 mission of the Ministry Formation Institute is to serve the Diocese of San Bernardino and its parishes by providing formation based on the Diocesan vision and the national standards for the certification of lay ecclesial ministers. The Department of Ministry Formation Institute is currently accepting applications for a Parish Ministers Formation Program (PMFP) Coordinator.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Recruit, train/mentor and evaluate PMFP instructors.
- Monitor, evaluate and revise PMFP workshops, retreats and basic-theology courses.
- Promote, market, relate to pastors, pastoral coordinators and parish staffs, all the Ministry Formation Institute's programs.
- Develop and revise theology courses for adults in ministry programs.
- Schedule and secure locations for PMFP series of classes to be held one or more times in each vicariate annually.
- Serve as substitute PMFP instructor as necessary.
- Coordinate/work on special projects as assigned by Director, including workshops, reports, theology symposia, publications, etc.
- Supervise and coordinate input for other Formation instructors on PMFP content and methodology.
- Other tasks as assigned by the Director.

QUALIFICATION GUIDELINES:

- Minimum CMFP Graduate, Master Catechist Specialization, Bachelor's Degree in Pastoral Ministry or equivalent, and at least 4 years of experience in pastoral ministry at the parish or diocesan level. MA in Pastoral Theology or studies toward a MA in Pastoral Theology and 3years experience in parish or diocesan ministry preferred.
- Must be a practicing Catholic.
- Must be bilingual/bi-literate in English and Spanish.
- Successful demonstration in instructing adults in Religious Formation and designing and coordinating theology courses for adults in ministry programs.
- Must have the ability to perform in a faith based, multicultural and multilingual environment.
- Interpersonal effectiveness in promoting formation programs with clergy and laity.
- Must have effective team building skills in working with peers, clientele and diocesan leadership.
- Successful demonstration of effective commitment to quality service and ability to adapt to different work and communication styles.
- Must have effective knowledge of adult learning principles and public speaking skills.
- Must have effective detailed organizational, planning and implementation skills and time management skills; ability to multitask.
- Must have effective ability to operate a PC utilizing the following programs: MS Word, Access and Power Point.
- Must be able to drive to parish sites for networking, visitation and evaluation of Instructors.
- Must have valid California Driver's License, and be able and willing to work a flexible schedule, including evenings and weekends.

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, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, prolonged use of computer, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume to:

Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Avenue, San Bernardino, CA 92404

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