

ST. ANTHONY CATHOLIC CHURCH

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF CATECHETICAL MINISTRY

EMPLOYMENT STATUS: FULL TIME EXEMPT

SALARY: 66,560

REPORTS TO: PASTOR

POSITION SUMMARY

Under the direction of the Pastor, the Director of Catechetical Ministry is responsible for overseeing and leading the faith formation programs at St. Anthony Catholic Church. This individual will oversee the Catechesis of the Good Shepherd (CGS), First Reconciliation, First Communion, Youth & Adult Confirmation and RCIA programs. Additionally, they will supervise the Catechetical Administrative Assistant, Youth Minister, Retreat Coordinators, and Confirmation Coordinators. the Director of Catechetical Ministry is responsible for developing and coordinating the Catechetical process to conform to the National Directory (NDC), General Directory for Catechesis (GDC), diocesan vision and guidelines, parish needs and contemporary culture. The Director of Catechetical Ministry recruits, mentors, and guides catechists to provide lifelong formation.

POSITION SCOPE:

Maintains relationship with Pastor, other parish staff members, pastoral council, finance council, ministry council, catechetical staff, parishioners, and diocesan office of Catechetical Ministry.

ACCOUNTABILITY:

Pastor

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

1. Develops goals, objectives, and strategies for the effectiveness of the catechetical process following the vision of the parish faith formation ministry and the diocesan vision.
2. Adjusts components (space, time, and materials, human and physical resources) as needed.
3. Ensures the implementation of Diocesan Policies regarding Catechesis and Safe Environment.
4. Prepares budget and reviews and maintains programs budget, purchases all Religious Education supplies, and maintains a weekly attendance.
5. Collaborates with admin in the parish office in matters of sacramental records and certificates.
6. Recruits, trains, mentors, supervises, and evaluates Catechists.
7. Provides direction, evaluation and generally supervises the entire Catechetical staff and volunteers in the department of Catechetical ministry.

8. Makes sure Catechetical team members are informed and updated with all the necessary information, resources, trainings, and requirements as required by the Diocese of San Bernardino.
9. Coordinates, schedules, and plans events in collaboration with the Director of Liturgy & Music, any events that are related to religious education.
10. Schedules the use of the facilities with the parish office and reports to the office any changes to the calendar.
11. Communicates with parents and parish staff, fundraising events and catechetical efforts that impact the whole community.
12. Maintains open and honest communication with the Pastor issues affecting/impacting the catechetical ministry and seek approval in relation to pastoral situations of parents and staff.
13. Provides regular reports to the pastor related to registrations and families in financial hardship.
14. Ensures compliance with Safe Environment policies and its implementations, which includes CMG and Diocesan requirements.
15. Develops, organizes and schedule formation retreats and formation of parents in the catechetical ministry.
16. Collaborates in the process of continual evaluation of Catechetical process and adjust according to parish goals, objectives, vision, and mission of the Parish.
17. Attends vicariate and diocesan meetings.
18. Maintains, propose budget, and manages available resources.
19. Directs Catechetical staff towards collaborative parish objectives and parish initiatives.
20. Other duties assigned by the pastor.

QUALIFICATION GUIDELINES

1. Must be a practicing Catholic in good standing with a strong understanding of Catholic teachings and traditions.
2. Bachelor's degree in theology, Religious Education, or a related field is preferred. (Master's degree preferred).
3. Previous experience in catechetical ministry, preferably in a leadership role.
4. Be certified catechists with at least five years of teaching experience and some credits/ or service in the following areas: Administration, educational methods, supervision.
5. A Master Catechist certificate is most desirable.
6. Understands the dynamics of program development, methodologies, child and youth faith development, family catechesis, and catechist formation.
7. Must have effective administration and time management skills.
8. Must have effective organizational, planning and implementation skills.
9. Must have effective listening, writing, verbal, and public speaking skills.
10. Ability to work collaboratively with diverse groups of individuals and adapt to changing needs.

11. Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and Publisher, as well as familiarity with internet navigation and digital media platforms is required.
12. Must have knowledge of ParishSoft;
13. Understands the diocesan safe environment policies.
14. Bilingual and Biliterate in English/Spanish; able to read, write and speak in both languages effectively.
15. Must be available to work evenings and weekends.
16. Must have ability to interact professionally with employees and people coming into the parish.
17. Must have the 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, 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 extreme.

Interested candidates, please send resume and cover letter to:
St. Anthony Catholic Church
Attn: Lindsey Cabrera lindsey.c@stanthonyupland.org

The Diocese of San Bernardino is an Equal Opportunity Employer.