

**Director of Religious Education  
St. Frances X. Cabrini Church – Yucaipa, CA**

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 1947, St. Frances Xavier Cabrini is a community filled with faith and hope striving to bring Gods love to all people through Word and action.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Curriculum planning and development which complies with national standards. (K-6)
- Recruits, trains, supervise and evaluate support staff, ministry leaders and volunteers. (K-6)
- Sacrament Prep Eucharist and Reconciliation (grade 2-6)
- Development and implementation of Religious Education budget. (K-6)
- Coordination of Adult Ed. Including Adult Confirmation, Retreats and other Adult Formation opportunities.
- Safe environment and Mandated reporting compliance
- VIRTUS curriculum
- RCIA Team Liaison
- Coordinate RCIA for children
- Coordinate family Catechesis
- Summer Bible Camp (K-6)
- Pastoral care and outreach to parish families.
- Maintains awareness of meeting space and needs.
- Selection and ordering of texts and materials.
- Coordination of retreats for all formation groups, excluding middle and high school
- Periodic meetings with parents.
- Record keeping, including attendance and sacrament prep requirements.
- Maintains sacramental archives
- Maintains relationship with pastor/PC, other parish staff members and Diocesan Office of Religious Education.
- Participation in diocesan/national meetings
- Mothers in faith ministry Liaison
- Other duties as assigned.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Divinity, Theology, Pastoral Studies or Religious Studies required.
- Master Catechist Certificate required.
- Completion of MFI program required.
- A minimum of five years' experience in a catechetical ministry along with a minimum of three years experience in a management/supervisory capacity, preferred.
- Must demonstrate thorough knowledge of Catholic theology and catechetical processes and protocols.
- Bilingual and biliterate preferred.

**PHYSICAL REQUIREMENTS:** Standing, walking, sitting, lifting, carrying <40lbs, stooping kneeling, hearing, speaking, seeing, reaching, repetitive hand/finger movements, sense of touch/feel.

Submit resume with work history and Diocesan Employment Application to:  
Rev. Santos Ortega  
St. Frances X. Cabrini Church  
12687 California St. – Yucaipa,  
Or Email to: [sortega@sbdioocese.org](mailto:sortega@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer**