

Faith Formation Coordinator

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 1963, Holy Family embraces its very diverse and multicultural community through its various ministries.

Responsibilities include but are not limited to:

- Coordinate the 1st Communion faith formation program for English speaking youth and work with the coordinator of the Spanish speaking youth to ensure that the programs are being effective.
- Coordinate the annual Vacation Bible School that takes place in the summer, recruit volunteers and ensure that parish youth are invited and involved.
- Plan, develop and implement events and activities related to service, social, and spiritual development of youth.
- Coordinate calendar of ministry events, reserve use of facilities and advertise events to insure success.
- Maintain the religious education page in the bulletin with up to date information.
- Recruit, train and supervise volunteers to engage and lead students and young adults in compliance with Safe Environment/VIRTUS policies.
- Keep track of Safe Environment/VIRTUS requirements and compliance for catechists and aides.
- Engage, and evangelize students and parents/guardians to pursue faith formation and become active in parish life.
- Maintain records and perform administrative tasks as needed (e.g. distributing, collecting and storing permission slips for events)
- Follow annual budget for religious education department and help set calendar of events and adhere to those plans.
- Ensure that the necessary supplies and textbooks are ordered for the program.
- Coordinate ministry participation in Youth Day and Steubenville Retreat.
- Prepare parish as well as diocesan reports as needed (e.g. attendance at events) and insure the recording of sacraments in church register.
- Maintain a liaison with vicariate and diocesan organizations to ensure ministry participation in diocesan and regional events.
- Be knowledgeable in computer communications and internet.
- Recruit and maintain catechist and catechist aids for 1st Communion classes.
- Prepare lesson plans and keep records of student attendance and progress.
- Other duties as assigned.

Qualification Guidelines

- Bilingual (English/Spanish) required
- Must be a practicing Catholic and fully participate in sacramental life
- Bachelors degree in Theology, Religious Education or a related field is preferred
- Must be a Master Catechist and completed the MFI program.
- Must have knowledge of Diocesan VIRTUS program and implementation
- Strong communication skills; conflict resolution skills; organizational, planning, and implementation skills; interpersonal and collaborative skills.
- Must be able to delegate responsibilities, train and supervise volunteers.
- Must have proficiency in email/internet, and computer software such as M/S Office systems (Word, Outlook, Calendar, Excel, PowerPoint, and Publisher) and social media (Facebook, twitter, etc.).
- Must be able to communicate effectively with youth and parents.
- Must be available to work flexible hours to include 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, 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 submit resume with work history and Diocesan Employment Application to:

Rev. Manuel Jadraque, MSP
Holy Family Catholic Church, 9974 I Ave, Hesperia CA 92345
Email: mjadraque@sbdioocese.org
Fax: 706) 244-1959

The Diocese of San Bernardino is an Equal Opportunity Employer.