

**Religious Education Coordinator
St. Charles Borromeo, Bloomington**

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 1939, St. Charles Borromeo is an active community centered on prayer and worship.

Responsibilities include but are not limited to:

- Implements aspects of the catechetical plan under the direction of the pastor.
- Administers the long range and short term goals and outcomes for effective parish catechesis.
- Coordinates Specific Parish Catechetical programs from adults to children as directed by pastor.
- Selects appropriate catechetical materials in collaboration with the pastor.
- Evaluates effectiveness of all catechetical programs.
- Maintains accurate records on student enrollment, attendance and sacramental preparation utilizing Parish Soft and submits requested data to the Office for Catechesis.
- Ensures a pastoral approach for all in setting program structures, i.e. Calendar Dates, scheduling use of facilities procedures for registration, parent orientations and classes, and fee collection.
- Communicates procedures for management of sessions and discipline.
- Implements the guidelines for mandated reporting of legal issues according to Diocesan policies.
- Assures adequate supervision of minors during the entire time they are on the parish premises for catechetical activities and ensures maintenance and safety of premises according to procedures.
- Communicates parish programs and sacramental policies and procedures to parents and staff.
- Prepares annual budget and oversees expenditures after its approval by the pastor.
- Recruits and screens candidates for the role of catechist.
- Trains catechists at all levels.
- Provides on-going spiritual formation for catechists and volunteers through appropriate means such as conferences and workshops, through the diocese or at the parish.
- Provides continued support for catechists by being present before, during and after teaching assignments.
- Communicates program information to parish community.
- Networks with other catechetical leaders.
- Assists in the planning of liturgical celebrations in the parish.
- Participates in Office for Catechesis and Youth Ministry vicariate meetings and other diocesan meetings as appropriate.
- Takes responsibility for his/her own professional and spiritual development.
- Enrolls in courses and attends workshops related to responsibilities.
- Other duties as assigned.

Qualification Requirements:

- Requires a minimum of five years' experience in a parish ministry and/ or secular skills and experience relevant to the position.
- Must demonstrate a thorough knowledge of Catholic theology as it relates to the position.
- Credentials required include completion of related formation programs as well as a bachelor's degree in an area relevant to the position.
- Bilingual ability preferred.
- Must be able to maintain confidentiality

Physical Requirements

Includes but not limited to lift, push and pull up to 30 lbs., 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 salary requirements to:
Attn. Elizabeth Cervantes
11342 Spruce St.
Bloomington, CA 92316
Fax: (909) 877-4304

The Diocese of San Bernardino is an Equal Opportunity Employer.