

# **Assistant Director of Religious Education (DRE)**

Holy Family, Hesperia

Part Time / 30 hours per week. Pay Rate: \$18/hour

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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.

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

- Responsible for the assessment of needs, setting of goals and priorities, and periodic evaluations of Parish religious education programs for both parents and students including but not limited to Sacramental programs.
- Responsible for directing and supervising religious education programs including curriculum development and the selection of texts and materials for all religious education programs for both parents and students.
- Plans, directs and implements the religious education program Sacramental celebrations.
- Responsible for the supervision, development and evaluation of Religious Education Department staff. Leads and develops leadership skills among staff to create and administer the religious education programs.
- Responsible for the recruitment, selection and training of Catechists and other volunteer staff working within the Religious Education program.
- Supports and ensures the implementation of the Diocese of San Bernardino policies and programs regarding Catechists Safe Environment and Virtues.
- Responsible for ensuring that Religious Education Parish and Diocesan data bases for religious education programs, Safe Environment, Virtues for religious education staff and volunteers is maintained.
- On a regular basis, tends to administrative duties including but not limited to annual reports to Pastor and Diocesan administrators, budgets and overseeing of purchasing and expenditures for Religious Education Program.
- Plans, coordinate and directs Religious Education fund raising projects
- Ensures accurate data and proper recording of Sacramental records are kept.
- Communicates with participants, parents, parish ministry leaders and parishioners, in order to keep them informed of catechetical efforts and events.
- Maintains open and honest communications with the Pastor, Office Manager and/or Director of Religious Education and provides regular reports.

## **QUALIFICATION GUIDELINES:**

- High school diploma or equivalent
- Be a certified catechist with at least five years of teaching experience and some credits/or service in the following areas: administration, educational methods is most desirable.
- Must be a practicing Roman Catholic and completed the PMFP (Parish Ministers' Formation Program)
- A Master Catechist certificate is most desirable.
- Experience working in a religious or educational setting.
- Must have knowledge and understanding of Catholic theology, doctrine and catechesis.
- Must be fluent both in speaking and writing English and Spanish.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have 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 up to 30lbs., 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 send resume and cover letter to:

Holy Family, Hesperia

**Attn: Rev. Reginald Ibe**

**Email: [ribe@sbdiocese.org](mailto:ribe@sbdiocese.org)**

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