

**St Theresa Parish, Palm Springs, Ca**  
**Coordinator of Catechetical Ministry**  
Job Classification: Full-Time Employee  
Supervised by: Parish Pastor  
Hourly: \$24.00-\$27.00

The Coordinator of Catechetical Ministry directs and oversees the parish's sacramental programs (other than those provided in the parish elementary school). This direction includes the following responsibilities:

**General**

- Assists in the development of a vision and mission statement for the religious education efforts of the parish.
- Reviews, evaluates, develops programs, and establishes long-and short range goals and objectives for the religious education program.
- Oversees the pre-school, elementary, junior-high, high school programs, with special attention to Sacramental preparation (First Penance, First Communion, Confirmation) and the Christian Initiation process for both youth and adults (RCIA/RICA).
- Coordinates the annual Catechetical calendar and works with the parish administrative team in developing the schedule and assignment of classrooms and meeting space.
- Assures that the programs respond to the needs and respects the cultural dynamics of both the English-speaking and Spanish-speaking communities in the parish.
- Oversees the processes for registration, assignment of students, and record keeping for both students and catechists.

**Recruitment and Formation of Catechists and Aides**

- Discerns and calls forth the talents and gifts of various individuals in the parish in order to recruit, develop and sustain catechetical leadership within the program.
- Provides opportunities for the spiritual growth of the, catechists and others involved in the ministry of catechesis.
- Assures that catechists receive appropriate training and certification through the Diocese, maintains certification, and takes part in appropriate on-going formation
- Assures that all, catechists and other volunteers within the programs undertake the required background checks and safe environment training required by the Diocese.
- Provides guidance for catechists in developing lesson plans and activities.
- Develops a process for affirmation, evaluation and support of catechists.
- Assists in planning events for Catechetical Sunday including commissioning of catechists.

**Qualification Guidelines:**

1. Must be a practicing Roman Catholic;
2. BA in Religious Education or Master Catechist certification with at least 5 years of experience in catechetical programming
3. Must have knowledge and understanding of Catholic theology, doctrine and catechesis;
4. Understands the dynamics of program development, methodologies, child and youth faith development, family catechesis, and catechist formation;
5. Must have effective administration, supervision, and time management skills;
6. Must have effective organizational, planning, and implementation skills;
7. Must have effective listening, writing, verbal, and public speaking skills;
8. Must be computer literate in programs such as Microsoft Word, Excel, Power Point, Outlook, Publisher, and knowledge of internet and digital media;
9. Must have knowledge of ParishSoft or other online Apps;
10. Bi-lingual and Bi-literate in English/Spanish; able to read, write and speak in both languages effectively;
11. Must be available to work evenings and weekends;
12. Must have ability to interact professionally with all employees and people coming into the parish;
13. 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, 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 your cover letter and resume to:  
Eileen Salazar, HR Generalist | [esalazar@sbdiocese.org](mailto:esalazar@sbdiocese.org)  
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