

VICARIATE COORDINATOR (West End/Riverside)

Office of Catechetical Ministry, Pastoral Center

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.

We, the Office of Catechetical Ministry, lead and journey with people into discipleship with Jesus Christ, by encountering Him through the Sacraments and the teachings of the Catholic Church, impacting our communities with Faith, Hope and Charity.

POSITION SUMMARY

Under the direction of the Office Director, this person is responsible for assisting Pastors, Pastoral Coordinators, Parish Administrators and Parish Catechetical leaders with ministry planning, assessment, consultation on programming, policies, and resources. Works with other Vicariate Coordinators to provide a team approach; focuses on leadership development by supervising and coordinating the implementation of the specialization courses that are the core of Catechetical Ministry.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provides direction, ongoing consultation and follow up to Pastors, Pastoral Coordinators, DCMs/CCMs, Master Catechists, Coordinators of Infant Baptism, Confirmation, RCIA, and Marriage in the ministry of catechesis;
2. Plans, coordinates, and implements monthly DCMs/CCMs meetings in collaboration with the office director and other vicariate coordinators;
3. Throughout the year, plans, coordinates and implements meetings with RCIA, Infant Baptism, Confirmation, and Marriage coordinators;
4. Visits new Pastors, Pastoral Coordinators and DCMs/CCMs to introduce him/herself and the services the OCM office provides;
5. Ensures the implementation of the 800 Series of the Diocesan Policy regarding Catechesis;
6. Promotes diversity and multicultural sensitivity. Ensures inclusive services;
7. Schedules and secures locations for OCM Specializations to be held;
8. Recruits, trains/mentors and evaluates OCM instructors according to the area they teach;
9. Supervises and coordinates instructors for office specialization courses; making sure their methodologies and course content are appropriate for each audience;
10. Coordinates and oversees committees and task forces for the revision of the specialization courses;
11. Plans, coordinates, budgets and oversees the implementation of the Annual Conference (Catechist Day); building committees, contracting speakers, publishing companies, and evaluating the event;
12. Develops and coordinates special projects as assigned by Director, including workshops, Spring and Fall Gatherings for Catechetical Directors and Coordinators, retreats, Publishers' showcases, reports, publications, symposiums, conferences, etc.;
13. Coordinates and oversees the Curriculum Committee to review and approved new curriculum for parishes catechetical programming;
14. Collaborates with other vicariate coordinators to implement the goals/objectives of the Office of Catechetical Ministry;
15. Attends and participates in staff meetings and other appropriate vicariate and diocesan meetings;
16. Maintains records of provided services and generates a regular monthly report;
17. Submits parish reports for the Episcopal Visitations in a timely manner;
18. Attends assigned Episcopal Visitations to represent the OCM Office;
19. Monitors expenses for a balanced budget and develops budget for the following fiscal year;
20. In collaboration with the OCM team performs the evaluation of Catechetical Programs as requested by the Pastor/Pastoral Coordinator/Administrator;
21. In collaboration with the Office of Child and Youth Protection coordinates and oversees the implementation of the Diocesan Safe Environment Policies for children, youth, catechetical leaders and catechists;
22. Other duties as assigned.

QUALIFICATION REQUIRED:

1. Must be a practicing Roman Catholic;
2. MA in Catechesis, Religious Studies, Pastoral Theology or related field; or the equivalent of a B.A. in Catechesis, Religious Studies, Theology, Pastoral Studies or related field and a Master Catechist certification with a minimal of five (5) years of experience as a Director/Coordinator of Catechetical Ministry in a parish;
3. Must have a solid knowledge and understanding of the RCIA and the sacraments (Infant Baptism, Confirmation, Reconciliation, Eucharist and Marriage);
4. Must be computer literate in programs such as Microsoft Word, Excel, Power Point, Outlook, Publisher, Access, and knowledge of internet and Digital media;
5. Bi-literate in English/Spanish preferred;
6. Ability to develop/ evaluate and edit Catechetical Courses;
7. Interpersonal effectiveness/ ability to interact with diverse personalities;
8. Effective knowledge and demonstration of Adult learning principles;
9. Effective administration and time management skills;
10. Must have effective organizational skills, planning, implementation;
11. Must have effective listening, writing, verbal and public speaking skills;
12. Must have ability to edit documents and verify translations;
13. Must be a team player; committed to a strong sense of collaboration and inclusion in ministry;
14. Must be sensitive to the needs of the multi-cultural Southern California environment;
15. Must be available to work evenings and weekends. Occasional overnight travel may be required;
16. Must have a California driver's license and auto insurance.

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 forward your resume with salary requirements to:

Attention: Sinia Bustamante

Diocese of San Bernardino

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.