

Coordinator of Catechetical Ministry (CCM)

St. Joseph the Worker Church, Loma Linda

Part Time; Pay Range: \$20.00 hour

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.

POSITION SUMMARY:

Coordinator of Catechetical Ministry is responsible for developing and coordinating a specific area of the catechetical process to conform to the National Directory of Catechesis (NDC), General Directory for Catechesis (GDC), Diocesan vision and guidelines, parish needs, and contemporary culture. The Catechetical Coordinator recruits, mentors, and guides catechists to provide lifelong formation. The Catechetical Coordinator schedules and oversees the children's Sacramental preparation, including the Order of Christian Initiation for Adults (OCIA) and ongoing faith formation classes. Sacramental preparation and ongoing faith formation encompass children in Grades 1 through 8, and High School grades, 9th through 12th grade. The Sacraments included in this preparatory program include, Baptism, Reconciliation, Holy Communion, and Confirmation.

WORK SCHEDULE:

Work schedule is based on parish needs; employees will be provided with at least (2) weeks' notice of assigned workdays and hours.

ESSENTIAL JOB FUNCTIONS:

- Conducts parent meeting, formation classes, workshops, and retreats.
- Provides lesson planning schedule for each grade level (syllabus).
- Assists Catechists with lesson plan ideas and resources which may include videos, activities, and crafts that are age appropriate.
- Helps in implementing the Diocesan Safe Environment Policies and other pertinent laws.
- As needed, fills in as a classroom Catechist.
- Register students for the new Catechetical Year.
- Reviews, trains, mentors, supervises, and evaluates Catechists.
- Assures that Catechists receive proper training and certification through the Diocese, maintains certification, and takes part in appropriate ongoing formation.
- Adjusts components (space, time, and materials, human and physical resources) as need.
- Attends and participates in staff meetings as well as other appropriate vicariate and diocesan meetings.
- Available to work evenings and weekends.
- Collaborates with other parish, vicariate and Diocesan ministry offices to ensure opportunities for ongoing faith formation.
- Collaborates with other Coordinators and the Clergy.
- Other duties assigned.

SKILLS AND EXPERIENCE REQUIRED:

- Demonstrated experience planning, organizing, and facilitating parent meetings, faith formation classes, workshops, retreats, and other programs.
- Experience developing curriculum, lesson plans, and age-appropriate educational resources aligned with Catholic teaching and diocesan guidelines.
- Proven ability to recruit, train, mentor, supervise, and evaluate catechists and volunteers while fostering a collaborative and supportive ministry environment.

- Knowledge of Catholic doctrine, sacramental preparation, catechesis, and evangelization principles with the ability to effectively communicate Church teachings.
- Strong leadership, organizational, and project management skills with the ability to establish program goals, evaluate effectiveness and make continuous improvements.
- Excellent interpersonal, written, and verbal communication skills, with the ability to collaborate effectively with clergy, parish staff, families, volunteers, and diocesan offices.
- Ability to adapt to lead classroom instruction and serve as a catechist when needed.
- Problem-solving and decision-making skills while maintaining confidentiality and professionalism.
- Ability to work independently, manage multiple priorities, and meet deadlines in a dynamic parish environment.
- Commitment to ongoing professional and spiritual formation, including maintaining required diocesan certifications and participating in continuing education opportunities.

QUALIFICATION GUIDELINES:

- A practicing Roman Catholic and in good standing with the Church.
- A college degree Theology or a related field is highly preferred.
- At least 5 years of experience as a certified Catechist with classroom management skills.
- A Master Catechist certificate is highly desirable.
- Thorough knowledge of Catholic theology and catechetical methods, especially as they relate to children/teens.
- Bi-lingual and Bi-literate in English/Spanish preferred; able to read, write and speak in both languages effectively.
- Completion of Parish Ministers' Formation Program (PMFP) and Continuing Ministry Formation Program (CMFP) (or willingness to enroll within 6 months of hiring.)
- Effective skills in: Administration, supervision, and time management; Organizational, planning, and implementation; and Listening, writing, verbal, and public speaking.
- Computer literate in: Microsoft Word, Excel, Power Point, Outlook, and Publisher, Canva; Internet and digital media; and ParishSoft and other online Apps.
- Must have ability to work in a multi-cultural environment.
- Must meet all Diocesan Safe Environment requirements, maintain compliance with Diocesan Safe Environment Training, must pass a background check, must pass a background check and maintain updated background clearance.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, Business Manager and Diocesan Offices.
- Ability to adapt to evolving parish needs, manage multiple programs, events, and responsibilities.
- Ability to work evenings and weekends as required for needs of the parish and/or parish events.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting, lifting, pushing, pulling and carrying 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 your cover letter and resume to:

Attn: Office of Human Resources

Noemi Grace

Email: ngrace@sbdiocese.org