

FAITH FORMATION COORDINATOR

PART TIME – 30 hours/week; Pay Range: \$20.08 - \$27.11

St. Catherine of Sienna, Rialto

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:

The Faith Formation Coordinator supports, coordinates and administers all Faith Formation Programs. The Faith Formation Coordinator collaborates on and oversees budget for First Reconciliation and First Eucharist Sacramental Preparation and Faith Formation. Assigns each youth to specific catechetical level and, if pre-requisites are fulfilled, invites the child to participate in immediate Sacramental Preparation Processes for Reconciliation, 1st Eucharist, or OCIA for both for adults and children and adult and youth confirmation as appropriate.

ACCOUNTABILITY:

Administrator/Pastor

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Recruiting, training, supervising and evaluation of catechists and other volunteers in compliance with all Diocesan Youth protection guidelines for Catechetical Programs for pre-K through 5th grade.
- Assist Parishioners and their families by encouraging and supporting the building of a solid foundation for life-long learning about their faith.
- Be available during faith formation programs to provide support and conduct regular catechist meetings.
- Collaboration on and support of the K-5 Santa Familia family catechesis, vacation Bible School, Little Church and the K-5 homeschooling.
- Establish and Coordinate a Program for grades 4 through 5 which encourage and supports the building of a solid foundation for lifelong learning about their faith.
- Keeping accurate records of attendance and sacrament requirements for those in the faith formation programs, arranging for and overseeing distribution of certificates and helping with data entry and upkeep as needed.
- Collaboration on calendars, forms, youth protection, and other aspects of the parish-wide catechetical program, scheduling and adjusting program components (space, time, materials, liturgy rehearsals, reception of sacraments, etc.) as needed.
- Collaboration with other staff and volunteers for the parish catechetical programs by regular attendance of department and staff meetings as well as Diocesan meetings as appropriate.
- Communication with participants, parents, and the parish at large regarding area of responsibility and dissemination of information regarding faith formation efforts to include submission of appropriate materials for the parish bulletin.
- Collaboration and participation with other catechetical staff on parish wide family events.
- Other duties as assigned.

SKILLS AND EXPERIENCE REQUIREMENTS:

- Ability to follow and implement policies and procedures established by the Bishop, Pastor, and Diocesan Offices.
- Knowledge of Catholic theology, sacramental preparation, catechesis, and current Church documents related to evangelization and religious education.
- Strong organizational, administrative, leadership, supervisory, and conflict resolution skills.
- Proficiency in Microsoft Office, parish database systems, email communication, and digital tools used for education and outreach.
- Strong written and verbal communication skills.
- Experience with budget planning, purchasing oversight, and resource allocation to support ministry operations and programs.
- Ability to maintain confidentiality, exercise sound judgment, and uphold diocesan policies and standards.
- Ability to interact professionally, pastorally, and effectively with clergy, staff, volunteers, parishioners, and families.
- Ability to work collaboratively within a team environment and serve diverse, multicultural communities.
- Ability to develop, implement, and evaluate religious education programs in alignment with Catholic teachings and diocesan guidelines.
- Ability to adapt to changing parish needs while managing multiple programs, events, priorities, and responsibilities simultaneously.

QUALIFICATION GUIDELINES:

- Minimum of high school education; Bachelor of Arts in Religious Studies, Theology, or related field preferred.
- Ability to complete the Parish Ministry Formation Program (PMFP).
- Minimum of three (3) years of experience in parish faith formation/religious education.
- Minimum of three (3) years of experience in catechetical ministry leadership.
- Practicing Catholic in good standing with the Church; thorough knowledge of Church teachings and sacramental theology.
- Must meet all Diocesan Safe Environment requirements, maintain compliance with Diocesan Safe Environment Training, pass a background check, and maintain current background clearance.
- Biliterate and bilingual (English/Spanish) preferred.
- Ability to work evenings and weekends as required for program delivery and parish events.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, 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
Email: HumanResources3@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.