



DIocese of BAKER

PASTORAL OFFICE
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www.dioceseofbaker.org

Director of Catechesis

Posted:	December 3, 2017	Terms:	Full Time Employee
Expires:	February 1, 2018	Experience:	5-10 years
Location:	Redmond, OR	Education:	Graduate Degree
Category:	Religious Education	Base Pay:	Salary

Send applications or inquiries to: hope@dioceseofbaker.org

Job Description

General Summary

Under the direction of the Bishop, the Director of Catechetical Ministry directs and moderates all catechetical activities of the diocese. This person works in consultation with the Director of Evangelization and Adult Faith Formation, and with the Youth and Young Adult Coordinator to ensure that catechetical resources, guidelines, and religious education curricula are in accordance with the Magisterium

The Director is responsible for the development of catechetical resources for Evangelization, Hispanic Ministry, and Liturgy and is to provide training for catechists and support in evaluating them. Parishes look to this Office for guidance in religious education curricula, sacramental preparation guidelines (including Marriage), RCIA, adult faith formation, and diocesan catechetical certification programs

The Director needs to travel (about 25% of the time) to parishes and schools throughout the diocese to meet with staff and volunteers. This person also serves as a member of a training team for various ministry leadership and catechetical workshops. Written and oral proficiency in both English and Spanish is preferred but not essential.

Qualifications

- an exemplary Catholic in good standing with the Church
- graduate degree in catechesis, theology, religious education, or a related field
- 10+ years of experience working in a catechetical role
- 5+ years of management or supervisory experience
- 5+ years of administrative experience

- demonstrated knowledge and experience incorporating magisterial and catechetical standards and norms, papal documents, and precepts of the New Evangelization into all catechetical initiatives
- excellent written, verbal, public speaking, and presentation skills
- competent computer skills: email, Word, Excel, PowerPoint, Publisher software, Social Media
- experience in defining catechetical guidelines and curriculum standards

Responsibilities

- analyze the catechetical needs of the diocese and develop a diocesan catechetical plan in coordination with Youth and Young Adult ministry and the Evangelization Office.
- develop diocesan catechetical policies in consultation with others responsible for the evangelization and catechetical mission of the diocese
- develop a diocesan curriculum guide based on the General Directory for Catechesis, the National Directory for Catechesis, USCCB approved textbooks, and the Catechism of the Catholic Church
- provide guidelines for programs of sacramental preparation, for the baptismal catechumenate, and for life-long parish catechesis
- evaluate and recommend catechetical textbooks, materials, and other resources
- provide assistance in the evaluation of parish catechetical programs, using instruments that measure cognitive, affective, and behavioural objectives
- administer diocesan catechetical certification programs and resources
- provide resources to meet the needs of persons with disabilities
- engage in strategic planning as directed by the Bishop

Application Process

Interested candidates (English and Spanish) please email hope@dioceseofbaker.org:

- Cover Letter
- Resume of Experience and Education
- Three Professional References

About the Employer

The Roman Catholic Diocese of Baker is a missionary diocese comprising 18 counties covering the eastern two-thirds of the State of Oregon (66,826 square miles). Predominately rural, the diocese serves approximately 40,000 Catholics in 36 parishes, 23 missions and 5 Catholic schools. It is also home to three Indian reservations and a large growing Hispanic population (approx. 40%). There are 30 active diocesan priests (16 from Baker and 14 from other dioceses), 4 religious order priests and 13 sisters working the diocese. Website: www.dioceseofbaker.org.