

St. Joseph Catholic Church, Vacaville: Diocese of Sacramento
JOB DESCRIPTION

POSITION: Spanish Ministry Coordinator

CLASSIFICATION:

SCHEDULE:

SUPERVISOR: Pastor/ Parochial Administrator

JOB SUMMARY: The person in charge of this position will be responsible for the overall coordination, recruitment, formation, leading the necessary training, scheduling of all liturgical ministries in Spanish at St. Joseph as desired by the Pastor/ Parochial Administrator. The Hispanic Ministry Coordinator is responsible for all liturgical and sacramental ministry coordination, administrative support, Planning and implementation of the parish programs to promote effective and faith filled sacramental life of the Hispanic community in the parish, include coordinating faith formation programs, providing administrative support to the parish office, and providing outreach to parish families. It is done in consultation with, at the direction and approval of the pastor.

DUTIES AND RESPONSIBILITIES

Develop and maintain timely and effective systems of communications with our Hispanic parish leadership and ministry plan.

- In charge of the Liturgical ministries:
(Sacristans, lectors, Extra Ordinary Ministers of Holy Communion, Ushers, Greeters, Altar Servers, Safety team etc.,) formation, scheduling, training
- Coordinate programs for Spanish community:
Bible Study, Ministry renewal program, Spiritual Retreats
- Sacramental preparation:
Help with Spanish baptisms, conduct Baptism preparation class in Spanish, Conduct the quincenira preparations and classes.
- Help with the registration and paperwork for all the sacramental programs in the parish
- Assist the faith formation coordinator
- Assist Youth ministry coordinators
- Assist with and provide administrative help for the Young Adults program
- Promote Hispanic families to Register their Families with St. Joseph and help them signing them up for the online giving or the use of parish offertory envelopes
- Promote Hispanic youth participation our parish youth ministry
- Help build Spanish prayer groups in the parish
- Communicate well with the families in all areas of your work in consultation and as directed by the pastor
- Provide assistance to the pastor when necessary with the Liturgical preparations and assistance with the Spanish language for homilies and other areas

Sacramental preparation:

- Eventually the person in charge will be responsible to spearhead First communion classes in Spanish.
- Help with the marriage preparation paper works in Spanish as assigned
- Provide in-person and virtual resources that can assist the parish-affiliated programs and events (i.e. Spanish retreats, Hispanic popular religious practices, etc.)
- Provide faith formation resources for various parish ministries including the youth and young adult ministry
- Serve as liaison and resource to the pastor for our parish Hispanic community
- Implement and evaluate all aspects of our faith formation and evangelization programs
- Attend pastoral parish programs, as needed, to provide direct organizational support
- Offer support towards religious education programs of the parish in relation to the goals, objectives and strategies
- Meet with coordinators of various parish ministries and programs to elicit further information regarding evaluation and future planning
- Publicize and offer education programs and support systems for volunteer leaders.
- Works well with the pastor
- Any other duties as assigned by the Pastor

MINIMUM QUALIFICATIONS:

- The Hispanic Ministry Coordinator must have strong catholic faith life and its practices, time-management skills, a positive attitude, good communication skills, and work well under pressure.
- Must be an active, participating Catholic whose positions on faith and morals are in agreement with the teachings of the Catholic Church.
- Fluent in Spanish and English, both in written and spoken form
- This position entails frequent evening and weekend work.

EDUCATION/EXPERIENCE:

MA or Bachelor's Degree or acquired experience in the field-- Course work in Marriage and Family Ministry or Religious Education is highly preferred. Must have experience in working with families.

SKILLS/KNOWLEDGE:

Active member of a Roman Catholic parish faith community. The Coordinator of Hispanic Ministry is expected to have capabilities in:
Theology, Program Development, Catechist Development, Education

Communication and Relationship, Administration and Management.
Youth Ministry experience in a Catholic parish, basic certification and/or other diocesan training programs a plus.

I understand and agree to the job description provided.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____