

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>Family &amp; Faith Formation</b>
<b>POSITION:</b>	<b>Coordinator for Family &amp; Faith Formation (Pastoral Hispana)</b>
<b>CATEGORY:</b>	<b>Part Time, Non-Exempt, 10 Hours per Week</b>

**SUPERVISOR:** Director of Youth & Young Adult Ministry

**JOB SUMMARY:** The Coordinator for Family & Faith Formation is responsible for supporting the work of Hispanic Leaders of the Diocese of Sacramento. They co-chair the Pastoral Hispana Committee and support Parish-based Migrant Center Ministry. As a member of the OFFF team, they work on collaborative projects and large events sponsored by the department. They collaborate with other Diocesan departments, in particular the Office of Vocations, Social Concerns/Catholic Charities, Catholic Schools Department and the Office of Youth & Young Adult Ministry. The Office for Family & Faith Formation equips ministry leaders to accompany disciples of Jesus through discernment, formation, and accompaniment.

**Specific responsibilities include:**

**Support of Hispanic Ministry Leaders**

- In collaboration with the Pastoral Hispana Committee:
  - Maintain the database of Hispanic Ministry Leaders in Salesforce
  - Consult with Pastors and parish staffs that want to start or improve their Hispanic Ministry programs.
  - Offer regular meetings to offer resources and support and build communities of support for Hispanic Ministry Leaders
  - Coordinate two Pastoral Hispana Lay Leadership Gatherings and two Hispanic Clergy Gatherings with the Clergy Formation Office per year.
  - Act as a resource and support to Parish-based Migrant Center Ministries
  - Ensure that the Diocese is represented with RECOSS and NCADDHM
  - Act as co-chair of the Pastoral Hispana Committee

**Family & Faith Formation Team**

- Work on large events sponsored or co-sponsored by the Office of Family & Faith Formation (e.g. Fired Up, Ministry Days, etc.)

**Collaboration with Other Diocesan Departments**

- Collaborate closely with the Office of Youth & Young Adult Ministry
- Collaborate with other Diocesan Departments as appropriate, especially the Office of Vocations, Catholic Schools
- 

**Other Tasks and Responsibilities as Assigned by the Director**

**Qualifications:**

- MA in Pastoral Ministry, Theology or a related field (or extensive leadership experience in the community)
- Good relationships in the Hispanic Community in the Diocese of Sacramento
- At least 5 years' experience with Hispanic ministry at the parish and/or diocesan level.
- Experience working with leaders from diverse cultures and backgrounds
- Bilingual English and Spanish
- The ability to work nights and weekends

td