



Madonna del Sasso Church
Diocese of Monterey

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FAX COVER SHEET

CONFIDENTIALITY NOTE:

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TO: Dr. Charles White

FAX#: 424-3359

FROM: Yolanda Irinco

TIME: 2:00 PM

DATE: 6/8/10

Number of pages (including this page) 6

F.Y.I. URGENT FOR REVIEW PLEASE COMMENT CONFIDENTIAL

We have opened the position for the Director of Catechetical Ministry at Madonna del Sasso Church. I am sending you the job posting, job description, and job application. Please forward to all interested parties. If possible, please post the job posting in your bulletin, and/or on your bulletin board.

Peace and blessings to you

Have you ever been discharged for cause from any of the above positions?

No Yes -- Explain Reasons _____

REFERENCES:

Give Below the Names of Three Persons Not Related to You Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted	Phone Number
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

In Case of
Emergency
Notify _____

Name	Address	Telephone Number
_____	_____	_____

Please carefully read the following statements and initial that you understand and acknowledge each one:

1. If I am offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States. _____
2. I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or any supporting documents, regardless of when discovered to be false, may result in my immediate dismissal. _____
3. I understand that I will be required to possess a current and valid California driver's license if my job requires me to drive in the course of my work. _____
4. I understand and agree that, if I am offered a position, it will be offered on the condition that my employment shall be at will and for no definite period, and that my employment may be terminated at any time with or without cause and with or without prior notice. _____
5. I understand and agree that following an offer of employment, but before I am actually hired, I may be required to undergo a physical examination at the Diocese's expense. I agree to authorize release to the Diocese of the results of that physical examination. _____
6. I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Diocese of Monterey to investigate my past and present work, character, education, military, and criminal background, and to secure any and all information which may be pertinent to my employment qualifications from former employers, educational institutions, government agencies and/or any references I have provided, and for those parties to provide information concerning my experience. I hereby release all parties from any liability arising from such investigation. _____
7. I understand that the above conditions can only be modified or amended in writing by the Director of Human Resources for the Diocese of Monterey. _____

DATE: _____ SIGNATURE: _____

EDUCATION AND SKILLS: Check the boxes which reflect the level of education you have completed:

<input type="checkbox"/> High School Graduate or GED	<input type="checkbox"/> Some College	College: _____
	<input type="checkbox"/> College Graduate	Degree: _____
<input type="checkbox"/> Trade or Business School	School: _____	Major: _____
	Field of Study: _____	

In addition to your work history, what other experiences, skills, or qualifications would especially fit you for work with our office as the Director/Coordinator of Catechetical Ministry? Have you been involved in any other ministries in a parish or Catholic school? (i.e.: Eucharistic minister, lector, teacher's aide, office worker, etc)

Do you have any educational background in the area of theology or religious education?(i.e.:catechist's certification, bible classes, workshops, etc.):

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)?

No Yes -- Explain fully: _____
 (Conviction will not necessarily disqualify applicant from employment)

Is there any reason you may not be able to attend work on a regular basis or be to work on time?

No Yes -- Explain fully: _____

FORMER EMPLOYERS: (List Below Each of Your Previous Employers, Starting With Last One First):
 Attach a separate page if necessary.

Date Month and Year	Name, Address and Telephone Number of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

coordinated effort with the parish Catholic school. The Parish Director/Coordinator of Catechetical Ministry shall work in coordination with parish coordinator of the Confirmation program and that coordinator's assistant.

8. The coordinator of the Confirmation program is, primarily, answerable to the Parish Director/Coordinator of Catechetical Ministry.
9. The Parish Director/Coordinator of Catechetical Ministry shall supervise and be responsible for necessary organizational aspects of the parish catechetical program: permanent registration cards for participants, attendance records, organization of special events, ordering of materials, employment of audiovisual equipment and materials, etc.
10. Working with the parish bookkeeper and office administrator, the Parish Director/Coordinator of Catechetical Ministry shall prepare and submit a budget for the parish catechetical program to the pastor and parish finance council at the beginning of the fiscal year, a monthly on-going report, and a complete financial report at the end of the year.
11. The Parish Director/Coordinator of Catechetical Ministry shall be a public relations agent in the sense that the Parish Director/Coordinator of Catechetical Ministry shall help explain the Parish Catechetical program to the parishioners.
12. The Parish Director/Coordinator of Catechetical Ministry will work cooperatively with the Diocesan Office of Catechetical Ministries and the Diocesan Office of Hispanic Ministries, adhering to Diocesan policies regarding religious education.
13. The Parish Director/Coordinator of Catechetical Ministry would have to be at the parish and in direct supervision of the catechetical programs on the following days:
 - Tuesdays:
 - Wednesdays:
 - Thursdays:
 - Fridays:
 - Saturdays:
 - Sundays: OFF
 - Mondays: OFF

On occasion, the Director/Coordinator may work on a Sunday in order to share information about Catechetical Ministry with parishioners.
14. The salary for this position is based upon the Parish Director/Coordinator of Catechetical Ministry working for ten (10) months of the year. The Parish Director/Coordinator of Catechetical Ministry will have two months, unpaid, free from parish responsibilities, from June 15 until August 15 of each year.

JOB DESCRIPTION

TITLE: PARISH DIRECTOR/COORDINATOR OF
CATECHETICAL MINISTRY, English & Spanish Programs

LOCATION: MADONNA DEL SASSO, SALINAS

RESPONSIBLE TO: LOCAL PASTOR

PRE-REQUISITE: This is a position for a bi-lingual person (English/Spanish).
The Parish Director/Coordinator of Catechetical Ministry
must be able to speak and understand both languages fluently
as well as have an appreciation of the cultural and socio-
economic aspects of the lives of people at Madonna del Sasso.

RESPONSIBILITIES:

1. The Parish Director/Coordinator of Catechetical Ministry shall plan, organize, unify and coordinate designated aspects of catechetical ministries, both English and Spanish, in the parish under the direction of the pastor and guided by the Parish Mission Statement:

"A Faith Family Ministering to the Needs of all its Members"
2. The Parish Director/Coordinator of Catechetical Ministry shall head the recruiting of and provide training for a sufficient number of catechists, based on the number of participants in the catechetical programs. This shall include in-service training seminars and workshops for the catechists.
3. The Parish Director/Coordinator of Catechetical Ministry shall be responsible for the recruiting and training of a sufficient number of aides, substitutes and other helpers necessary for the English and Spanish catechetical programs.
4. The Parish Director/Coordinator of Catechetical Ministry shall plan the curriculum, select texts and other audiovisual materials, and be familiar with their contents in order to assist catechists in the application and use thereof.
5. The Parish Director/Coordinator of Catechetical Ministry shall act as chief channel for communication between the catechetical program and the parish council, Latino Ministry, catechists, parents, the public and Catholic schools, and parishioners.
6. The Parish Director/Coordinator of Catechetical Ministry has the task of preparing parents to accept responsibility as primary catechists of their children.
7. The Parish Director/Coordinator of Catechetical Ministry shall assist the priests in the supervision of First Eucharist and Reconciliation preparation programs. The Parish Director/Coordinator of Catechetical Ministry shall assist in parent-centered programs for sacramental preparation, to this end; she/he will work in

JOB OPENING: Madonna del Sasso Church In Salinas is seeking qualified applicants for the position of Director of Catechetical Ministries. The director will be responsible for the organization and direction of the religious education programs for elementary school children and their families.

***Prospective applicants must be bi-lingual (English/Spanish).**

A copy of the job description and an application can be obtained at the Madonna del Sasso Parish office, 320 E. Laurel Drive.

Questions can be directed to Maria at the parish office, 422-5323.

Deadline for submitting applications **is June 25.**

*This is a full-time position