Director of Hispanic Ministry

Position Description

Updated on February 3, 2016

Employment Information

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<tr>
<th>TBD</th>
<th>Full Time Employee</th>
<th>Salaried Exempt</th>
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<tr>
<td>Employment Date</td>
<td>Employment Category</td>
<td>Employment Type</td>
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<tr>
<td>Semi-Monthly</td>
<td>Full Time</td>
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</tr>
<tr>
<td>Pay Frequency</td>
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Primary Job Information

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<th>TBD</th>
<th>Director of Hispanic Ministry</th>
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<tbody>
<tr>
<td>Job Date</td>
<td>Job Title</td>
<td>Program Name</td>
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<td></td>
<td>Catholic Center</td>
<td>Marlon De La Torre, MA, MEd.</td>
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<td>Entity Name</td>
<td>Supervisor</td>
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The principal duty of all Diocesan employees is to assist in the mission of the Church in the Diocese of Fort Worth. This position requires the individual to be an active practicing Catholic in good standing with the teachings of the Catholic Church.

Essential Functions of the Director of Hispanic are:

1. The director of Hispanic Ministry implements and facilitates Bi-lingual catechetical programs throughout the Diocese to assist parishes in serving the needs of Hispanic communities especially in the areas of evangelization, catechesis, discipleship and social outreach.

2. Oversees and directs all Hispanic Ministry programs related to the office of Hispanic ministry.

3. To provide Bi-lingual Catechetical training and up-to-date resources and formation in collaboration with the Office of Faith Formation for volunteers and coordinators of Hispanic ministry at the parish level.

Job Duties

- Support, inform and guide all parish volunteers and coordinators of Hispanic ministry and offer them resources, training and networking where needed.
- Assist and encourage all volunteers and coordinators of Hispanic ministry to continue planning and implementing basic and life-long formation for all Hispanic communities through the Department of Catechesis.
• Assist in the application of the Diocesan Sacramental Guidelines in Spanish and offer training and formation when requested.
• Hold regional Deanery meetings for Hispanic ministry in the Diocese throughout the year.
• Oversee the various Spanish Prayers groups within the Diocese and serve as their Liaison providing guidance and direction in keeping with all applicable Diocesan guidelines.
• Assist parish Hispanic catechetical leaders to assess their particular needs, conduct workshops, correct problems, and build on strengths.
• Consult and collaborate with other Diocesan departments to provide comprehensive programming to integrate the Catechetical mission with the mission of the Church.
• Maintain ongoing communication between catechetical leaders achieved through a quarterly newsletter, frequent emails, and regular mail outs for those not on e-mail, phone contacts and information on the website.
• Collaborate with the different diocesan offices in the areas of evangelization, catechesis social outreach etc.
• Maintain Diocesan Web Page for Hispanic Ministry.
• Prepare, maintain and administer the program budget.

**Qualifications**

**Required Knowledge and Skills:**

• Active practicing Catholic in good standing with the Catholic Church
• Academic background in Catechesis, Theology, and Administration.
• Pastoral experience in working with multiples Hispanic ministry platforms.
• Familiarity with Catechesis and Inculturation methods and applications.
• Excellent communication/presentation skills combined with knowledge of Catechetical methodology, pedagogy in accordance with all Magisterial Documents on Catechesis.
• Computer literacy.
• Bi-lingual fluency in speaking, reading, and writing English and Spanish.
• Organizational, facilitation, research and process skills.

**Educational Level Required:**

• An advanced degree in Catechetics, Theology or Religious Education.
• Have pastoral working Hispanic communities at the parish and Diocesan levels.
• Advanced knowledge of Catechetical Documents i.e. Catechism of the Catholic Church, Catechesis In Our Time, General Director for Catechesis, Evangelization in the Modern World.

**Working Conditions:**

• Ability to drive to and from meetings during the day time or night
• Physical strength and dexterity to do room set-up, carrying books, packages, boxes, supplies of 45 pounds or less.
Signatures:

________________________________________  __________________________________________
Employee                                      Supervisor

________________________________________
Date