

DIOCESE OF CHEYENNE



Job Description

DIRECTOR OF HISPANIC MINISTRY

Status: Full-Time, Exempt

Starting Salary: \$44,000 - \$48,000 (DOQ)

Competitive fringe benefits including, medical, prescription, dental and vision insurance, vacation and sick leave; defined benefit retirement plan; long-term disability plan; Life Insurance policy and holidays.

Position Description:

In close collaboration with the Director of Pastoral Formation, assists the Diocesan Bishop in cultivating lay leadership and directing a Pastoral Hispanic Ministries Plan for the Diocese of Cheyenne. The Director of Hispanic Ministry will be located in Casper, and will dedicate 75% of her/his time to the Casper Deanery and the remaining 25% to services on behalf of the rest of the Diocese of Cheyenne; this time allotment will be re-evaluated after two years.

Qualifications:

Knowledge and Abilities:

- In-depth knowledge of the Catholic faith.
- Capacity to work well with clergy, diocesan personnel and advisory bodies, parish personnel, and the public.
- Ability to maintain strict confidentiality – discussing church business only with the person(s) necessary to carry out responsibilities.
- Willingness to spend considerable time away from home, given the geographic expansiveness of the diocese.
- Bilingual (Spanish and English), conversational and written.
- Understanding of Hispanic cultural and liturgical expressions.
- Excellent decision-making skills, the ability to cope with considerable stress, and the capacity to multi-task.
- Ability to animate and cultivate collaboration.
- Ability to be a self-starter and work independently to determine priorities and direction.

Degrees, Licenses and Certification:

- M.A. in Theology, M.Div., or equivalent education and experience.

Experience:

- At least three years of experience of pastoral ministry in a Hispanic context.
- Experience in promoting faith formation among adults.

Religious:

- Fully initiated, practicing Catholic, free from any canonical penalties and of proven faith, good morals, and good reputation.

Reporting to: Director of Pastoral Formation

Key Responsibility Areas (KRA):

KRA 1 | Fostering the New Evangelization and Lay Formation: Help parishes cultivate faith formation programs for Hispanic parishioners that are accessible and engaging, making the formation of youth and young adults an urgent priority.

- Direct the work of the Hispanic Ministry Planning Team (HMPT), establishing terms and expectations for membership that respect the commitments its members have outside of HMPT work.
- Cultivate lay ministers who can help parishes develop faith formation programs for adults, such as Alpha, which are aligned with diocesan priorities and made accessible.
- Emphasize outreach to young-adult Hispanics in formation offerings.
- Animate and promote retreats and prayer groups.

KRA 2 | Cultivating Missionary Discipleship: Develop ministry models that serve young people, women, and families through a renewed commitment to reach out to inactive Catholics.

- Raise up leaders who can establish relationships with community matriarchs and patriarchs to help identify inactive Catholics and help parishes conduct pastoral visits with them.
- Develop leaders who can help parishes offer low-risk opportunities for inactive Catholics and other young-adult Hispanics to (re)connect to the life of the Church.
- Maintain a Hispanic Ministry Facebook page for the purpose of reaching out to the community and disseminating information.

KRA 3 | Developing *Pastoral de Conjunto*: Develop a common vision for Hispanic ministry in the diocese and develop a strategy for *Pastoral de Conjunto*.

- Create models of resource-sharing among parish faith formation ministers, helping them align with diocesan priorities and ensuring diocesan offerings do not compete with specific parish programs and activities.
- Work in collaboration with the religious sisters in Casper to facilitate pastoral care of Hispanic communities.

- Work with the Director of Communications to coordinate the production of Spanish translations of all official diocesan documents and communications, including the website.
- Maintain working relationships with the National Catholic Association for Directors of Hispanic Ministry, especially those directors serving in Episcopal Region 13.

KRA 4 | Supporting Liturgy and Prayer Life: Support participation in the liturgical life of local parishes and make formation of liturgical ministers more available and accessible.

- Reviewing the positive response of diocesan Liturgical Renewal events planned by the HMPT, continue offering formation to liturgical ministers in parishes.
- Collaborate with the Office of Worship to provide wedding, baptism, and quinceañera guidelines.

Appointment and Term:

I understand this job description and its requirements; I understand that this list of the job functions is not exclusive and that I am expected to complete all duties as assigned; and I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Payroll Status: Exempt - Standard Employee averaging a minimum of 40 hours per week.

Evaluation: Annual evaluation by the Director of Pastoral Formation, which does not change the at-will nature of this employment.

Employee Signature

Date