



Diocese of Salt Lake City Job Description

Job Title: Director **Date Revised:** 09/16/2024

Department: Hispanic Ministries **FLSA Status:** Exempt

Supervisor: Vicar General **Salary Range:** \$55,288 - \$64,447

Work Days: Monday – Friday **Hours/Day:** 7.5
(Evenings and Weekends)

Summary:

The Director of Hispanic Ministry manages the Hispanic Ministry Office and administers ministry programs for Hispanics in the Diocese. The Hispanic Ministry office acts as a bridge with other Diocesan departments in a spirit of collaboration. The Hispanic Ministry office continues to help with translations and other needs with other departments.

Responsibilities:

- Serves as a member of the Diocesan Pastoral Center Staff, responsive to expectations as delineated by the policy manuals, the Bishop and the Vicar General.
- Oversees the department's budget demonstrating good stewardship.
- Supervises the department's staff.
- Advises the Bishop on matters regarding Hispanics ministry.
- Development and implement annual goals including the National Pastoral Plan.
- Participates in departmental and staff meetings.
- Trains liturgical ministry teams and pastoral outreach teams in meeting the needs of Hispanics including preparation of baptism, RCIA, marriage, Eucharistic celebrations, Quince Años, posadas, prison ministry, visitation of the sick, bereavement and hospitality.
- Provide retreat and renewal days in ecclesial spirituality and other topics of Hispanic concern.
- Responsible for the creation, design, teaching and resources development for Hispanic ministry programs in the Diocese.
- Provides resource materials that would promote ministry to Hispanics and newly arrived immigrants in the different aspects and activities of parish life.
- Serves as a liaison to the Hispanic community groups in all deaneries.
- Maintains liaison with pastors and pastoral teams by being available for training and guidance to them on the principles of Hispanic Ministry.
- Serves as a resource person and consultant for parishes and other groups to foster inclusion of Hispanics into the life of the church, which celebrates diversity.
- Supports and empowers parish teams ministering to Hispanics and newly arrived immigrants.

- Establishes and maintains a Diocesan Hispanic Ministry Commission and meets with them regularly.
- Collaborates with other local organizations involved in ministry to Hispanics.
- Keeps abreast of current understanding of the ministry.
- Participates in organizations of Directors of Hispanic Ministry.
- Communicates the results of Hispanic ministry programs reports to appropriate persons as required.
- Participates in departmental and staff meetings.
- Along with the Faith Formation office, Hispanic Ministry office is involved in preparing Hispanic Lay Ecclesial Ministers and the formation of the Hispanic/Latino catechists
- Help the Emmaus Program to prepare leaders in the Diocese.
- Help with the priorities of the Diocese in regards to the USCCB with the V Encuentro program.
- Help promote the Multicultural Marian Celebration, respecting the diversity of cultures, as well as the Dia de Muertos, Novenas, Posadas, Dia de Reyes Magos and other celebrations as needed.
- Serving the missions and parishes in the peripheries to reach as many people as we can.
- Collaborate with the leaders appointed by the Bishop for the Charismatic Renewal, Encuentro Matrimonial, and Planificación Familiar Natural.

Required Education and Skills:

- Excellent bi-lingual written, organizational and interpersonal skills and ability to work with diverse groups and individuals.
- Understanding of Catholic Church ethics, traditions, procedures and organizational structures, and familiarity with Catholic social teaching, especially on peace and justice issues and the equality of all peoples.
- MA in Pastoral Ministry or Theology, or the equivalent with an emphasis on scripture and theology background.
- Ability to coordinate, schedule and provide leadership in an ecclesiastical setting.
- Ability to represent the Diocese locally, regionally and nationally in the areas of ministry.
- Proven administrative skills including interpersonal relations, conflict resolution, management and supervision and collaborative ministry.
- Experience in ecclesial/ministerial visioning and planning.
- Knowledge of and experience in Hispanic/Latino culture in Western United States.
- A practicing Catholic leader who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*) and the Safe Environment policy.