



DIOCESE OF RENO

Director of Hispanic Ministry

Department:	Office of Hispanic Ministry
Position Title:	Director of Hispanic Ministry
Reports to:	Chancellor
Position Type:	Full time, Salary

MISSION

The Office of Ethnic Ministry, essential to the Ministry of the Bishop of Reno, seeks to provide a diocesan connection for the needs of the diverse cultures within the Diocese. This Office seeks to promote and support pastoral ministers to the parishes, serve as a resource in initiating, providing and developing ministry to and with Hispanic community. This Office collaborates with the Faith Formation and Chancery Offices to provide support for these Offices in their ministry to the Hispanic community within the Diocese.

ESSENTIAL JOB FUNCTIONS

- Support ongoing Adult Faith Formation at both the diocesan and parish levels
- Identify and promote existing programs, and create new programs at the diocesan and parish levels that help deepen faith formation and that meet the spiritual and human needs of the Hispanic community, and other ethnic communities
- Develop and coordinate guidelines, plans, and pastoral goals to benefit of Hispanics including collaborating with the Director of The Annual Diocesan Conference in designing components for Spanish speaking Catholics
- Implement pastoral initiatives aligned with the mission of the Bishop of Reno
- Prepare the grant proposals and grant report to foster Hispanic/Ethnic Ministry of the Diocese

- Maintain liaison with national and regional offices, as a representative of the Diocese of Reno
- Collaborate with the Faith Formation and Parish Pastoral Services Offices to include multicultural approaches in faith formation programs
- Assist parishes in the preparation of couples seeking the Sacrament of Matrimony
- Administer a department budget
- Serve as a resource and contact person for the Spanish speaking community within our diocese
- Frequently visit parishes to participate in regular parish organization, and or promote diocesan programs
- Serve as a link with regional and national offices of Hispanic Ministry and with civil organizations concerned with Hispanics and other ethnic communities
- Leadership formation in Hispanic communities

REQUIRED QUALIFICATIONS

- Knowledge and understanding of The United States Catholic Bishops documents like National Pastoral Plan for Hispanic Ministry, Welcoming the Strangers Among Us, Strangers No Longer, Encuentro and Mission, a Pastoral Framework for Hispanic Ministry
- Pastoral experience and understanding of the diversity, specific to the Hispanic culture as well as open to the diversity and richness of other cultures present in our diocese
- Ability to communicate in English and Spanish at a college-level
- Excellent organizational, administrative, interpersonal, and collaborative skills
- Capability to be involved in legislative, civic and community activities which further Hispanic and all ethnic interests
- Able to prepare presentations and reports to be analyzed by the leaders of the Diocese
- Basic knowledge of budgeting and cost control principles

EDUCATION/EXPERIENCE

- Graduate degree in theology (preferred)

- B.A. or M.A. in Multicultural Ministries (or similar experience)
- Pastoral Formation or Religious Education Studies
- Minimum of five (5) years experience in pastoral ministry of some kind

The Director of Hispanic Ministry plays a vital role in furthering the mission of the Catholic Church through their leadership in ministry. It is considered a ministerial role under applicable law.

Applicants should send a letter of interest and resume to Tara Snow, Human Resources Director, at TaraS@Catholicreno.org