

# DIOCESE OF CHEYENNE



## Job Description

### DIRECTOR OF HISPANIC MINISTRY

Status: Full-Time, Exempt

Starting Salary: \$45,000 - \$50,000 (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, assist the Diocesan Bishop in cultivating lay leadership and directing a Hispanic Ministries Pastoral 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.

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Employee Name Printed

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Employee Signature

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Date

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Human Resources Director  
Diocese of Cheyenne

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Date

#### Addendum: Reviews and Evaluation

For assistance and guidance for the ministry local to the Casper Deanery, the Pastor of St. Anthony's Parish in Casper will serve as the designated supervisor.

For assistance, guidance, and direction for the ministry at the Diocesan level, the Director of Pastoral Formation will be the designated supervisor.

The Director of Pastoral Formation will hold weekly check-in conversations with the Director of Hispanic Ministry.

Monthly video conferences among the Director of Hispanic Ministry, the Pastor of St. Anthony's Parish, and the Director of Pastoral Formation will take place to ensure proper support of the new office and alignment of vision and communication.

The Director of Pastoral Formation will conduct the annual evaluation during the first two years of this position. At that time, the process for supervision, guidance, and evaluation will be assessed to ensure maximum support for the Director of Hispanic Ministry.