

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Office of Family & Faith Formation

POSITION: Coordinator for Marriage and Family Life Ministry

CATEGORY: Non-Exempt, Part Time, 20 Hours per Week

SUPERVISOR: Director of Family & Faith Formation

JOB SUMMARY:

This position oversees all aspects of marriage and family life by offering a variety of educational programs, events, services and resources designed to promote the Catholic vision of marriage, human sexuality and family life. In particular, the Coordinator works to ensure that programs at the parish level are supporting families and marriages through small groups, outreach, and catechetical ministry.

ESSENTIAL FUNCTIONS:

Marriage & Family Life:

- Promote and support marriage and family ministries at the parish level including marriage preparation, baptismal preparation, marriage enrichment, support for divorced, separated or widowed Catholics, programs for families with young children, support for dads and moms, programs for newly married couples, Engaged Encounter, Marriage Encounter, Retrouvaille, Couples for Christ, hospice care and bereavement ministry.
- Provide opportunities for the professional and theological growth of those involved in diocesan and parish-based marriage and family ministry including: on-going education for clergy and laity, parish marriage and family life advocates, NFP instructors, etc.
- Develop and promote various educational programs and presentations that promote an authentic Catholic vision of marriage, human sexuality, and family life (parish speaking engagements, workshops, conferences, events, etc.)
- Promote and support the work of the various NFP teachers, providers, and organizations.
- Work collaboratively with the other OFFF staff, the OYYA staff, Social Concerns Office, Catholic Schools Department and the Office of Vocations.

Collaboration

- Collaborate closely with the Respect Life Ministry and other Diocesan Departments, especially Social Concerns/Catholic Charities, Faith Formation, and Youth & Young Adult Ministry

MINIMUM QUALIFICATIONS:

Education: Master’s Degree in marriage and equivalent in social work, marriage and family counseling, pastoral ministry, theology, and/or comparable fields with a preferred emphasis in marriage and family studies. Or a BA with extensive advanced level training and experience.

Experience: Minimum of three years demonstrated practical experience in field related to marriage and family life.

Skills / Knowledge: Registered and practicing member of Catholic parish faith community, ability to work well with diverse groups, skilled at facilitating participation, co-responsibility, and collaboration among staff and with parish communities and other diocesan groups, excellent interpersonal, oral, and written skills, commitment to the universal and local Catholic Church.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE