

Coordinator of Marriage and Family Ministries

Summary. Under the supervision of the Director of Life and Family Evangelization Office, the Coordinator of Marriage and Family Ministries serves a ministerial role as a Diocesan resource on the mission and vocation of marriage and family life and related topics, such as marriage preparation and enrichment, natural family planning, and the Domestic Church. In addition, the Coordinator fosters the values, principles, doctrines, and teachings of the Catholic Church to individuals they encounter in their daily work.

Supervisory Responsibilities. None.

Illustrative Examples of Essential Functions.

Assist the Director to:

Marriage and Family:

- Plan and implement Diocesan marriage preparation seminars and marriage enrichment ministries (offered in both English and Spanish) to Catholic couples preparing to marry or have their marriage validated.
- Plan and implement family life ministry events, such as special Masses, retreats, and chastity programs offered to Catholics.
- Collaborate with and assist in formation opportunities for parish and Diocesan regional leaders involved in marriage and family ministries.
- Develop and maintain relationships with those involved in parish and Diocesan regional ministry that strengthens the family.

Natural Family Planning:

- Plan Natural Family Planning instruction for engaged and married Catholic couples in the Diocese (to be presented in both English and Spanish).
- Build and maintain relationships with local NFP teachers.
- Manage the list of approved NFP teachers.
- Compile data to meet reporting requirements.
- Promote NFP Awareness week in the Diocese.

Other:

- Assist in assessing whether the LiFE Office's marriage and family ministries meet the directives of the Bishop, Church teachings, and the goals of the LiFE Office.
- Collect registration fees and other revenue.
- Participate, and encourage participation in, professional development opportunities.

(Core Competencies) Knowledge, Skills, and Abilities:

- Model the Catholic faith life in actions and words at all times, be a witness of the Gospel to the faith communities in our parishes and Diocesan entities and the public, and exemplify the teachings of Jesus Christ, so as to bring others to Christ.
- Knowledge of Church encyclicals and Church documents, teachings and writings on Catholic marriage and the Catholic family

- Ability to analyze and evaluate the Catholic theological soundness, effectiveness and applicability of various marriage preparation and natural family planning models and programs.
- Maintain a good understanding of federal, state and county services for family systems that conform to the teachings of the Catholic Church, as well as collaborating with Catholic Charities and other acceptable agencies both within and outside the Diocese of Rockford.
- Ability to communicate effectively, both verbally and in writing, to staff members, departments within the Diocesan Administration Center, parishes, partners, the Catholic faithful, and the general public.
- Ability to present effectively and comfortably to large groups of people.
- Familiarity with all methods of Natural Family Planning.
- Ability to handle multiple projects/priorities and functions independently.
- Strong interpersonal skills, decision-making, collaboration, teamwork that fosters the Church's mission.
- Proficiency with Microsoft applications such as Word, Excel, and Power Point.

Minimum Education and Experience Requirements:

- Bachelor's Degree in Theology, Pastoral Studies, Marriage/Family Ministry, or related field; or completion of Ministry Formation or its equivalent.
- Parish or diocesan experience preferred.
- Proficiency in both English and Spanish, preferred.
- Practicing Catholic in good standing with the Church.

Workload Summary: (Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office and parish settings.
- Work is conducted in a busy office environment.
- This position requires regular light physical activity, movement, sitting, standing, stooping, walking, and occasional lifting of no more than 25 pounds.
- Ability to work evenings and weekends, depending on programs and workshops being offered by the Diocese LiFE Office.
- Position will require travel to parishes, meeting sites, and conferences on a regular basis.

This is a full-time position (minimum of 40 hours/week), requiring flexibility in scheduling. The position is exempt from the overtime provisions of the Fair Labor Standards Act. Office hours will be necessary (from 8:30am-4:30pm). Some evening and weekend work will be required.