

[Parish / Parish Family Name]
Job Description

Position Title: Associate Director of Marriage & Family [actual title may vary] **Effective Date:** MM/DD/YYYY

I. Overview of the Position

The Associate Director of Marriage & Family reports to the Director of Evangelization (DoE) and is a key member of the Evangelization Team. The Associate Director provides oversight for the implementation of the archdiocesan Guidelines for the Marriage Catechumenate. Emphasizes the mission of the family to guard, reveal, and communicate love through initiatives to strengthen marriage and the family, also known as the domestic church.

II. Responsibilities

1. Articulate and implement the archdiocesan Guidelines for the Marriage Catechumenate: the process of evangelization and discipleship of engaged and newlywed couples in their first five years of marriage
2. Attend archdiocesan training/formation in the Marriage Catechumenate and continue to communicate with staff from the AOC Marriage & Family Evangelization team
3. Recruit, form, and accompany mentor couples if using Fully Engaged, who will accompany engaged and newlywed couples in the Marriage Catechumenate
4. If using Witness to Love (WTL), be trained as a WTL facilitator
5. Promote remote preparation for the Sacrament of Marriage, and collaborate in initiatives when needed (retreats, formation for parish catechists, workshops, etc.)
6. In collaboration with the pastor or DoE, plan an annual calendar of programming and formational opportunities
7. Oversee the marketing and advertising of programs and events to evangelize dating, engaged, and married couples
8. Conduct program evaluations and assessments to determine effectiveness of initiatives and refine efforts, including the evaluation of volunteers and direct reports
9. Coordinate registration and collection of fees for programs (working with Director of Evangelization and/or administrative assistant)
10. Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan.
11. Other responsibilities as assigned by the Pastor or DoE

III. Candidate Expectations

1. Must complete and maintain a SafeParish and background check
2. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
3. Must participate in continuing education and formation in the Church's teachings on marriage and family.

4. Highly recommend staying connected to and collaborating with the family ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

IV. Education, Training, and Experience

1. Strongly prefer a Bachelor's degree in Theology, Religious Education, Pastoral Ministry, Religious Studies, or related field, or commensurate ministry experience.
2. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
3. Must have a broad understanding of and ability to articulate Church teaching the Sacrament of Marriage and Catholic sexual morality
4. Must have knowledge of Natural Family Planning (NFP) and the virtue of chastity as it relates to marriage; highly recommended to be a certified NFP instructor
5. Bilingual (English and Spanish) preferred for parishes with large Hispanic communities
6. Must have experience mentoring and accompanying adults at different stages of the discipleship path
7. Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
8. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings.

V. Working Environment

This position requires off-site work and frequent evening, weekends

VI. Supervision Received

Works under the direction of the DoE

VIII. Terms of Employment

Salary | 7 hours per day | 35 hours per week | 260 days | 12 months

IX. Salary Range

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X. Acknowledgement

Employees of _____ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This

requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date