

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Office of Family and Faith Formation

POSITION: Associate Director for Family and Pastoral Ministries

CATEGORY: Exempt Full-Time

SUPERVISOR: Director, Office of Family and Faith Formation

JOB SUMMARY:

This position oversees all aspects of marriage & family life, respect life, and pastoral ministries and is responsible for implementing and further developing the Bishop's strategic plan in these areas. This is to be achieved through offering a variety of educational programs, events, services and resources to build up an authentic, Catholic vision for Family and Pastoral Ministries.

ESSENTIAL FUNCTIONS:

Marriage & Family Life:

- Assist pastors and their designated parish leaders in planning, implementing, improving and evaluating marriage preparation programs, ensuring that these programs are effective and consistent with the teachings of the Catholic Church.
- 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.)
- Provide models of support for newly married couples.
- Promote and support the various independent marriage and family ministries of the Diocese such as Engaged Encounter, Marriage Encounter, Retrouvaille, Couples for Christ and other recognized apostolates.
- Promote and support the work of the various NFP teachers, providers, and organizations.
- Work collaboratively with other departmental staff and diocesan personnel.

Pastoral Ministries:

- Develop, support, and provide resources for variety of diocesan pastoral ministries and committees, including but not limited to: Bereavement Ministry, Migrant Ministry, Deaf Ministry, Elderly Care

Oversee and direct the Coordinator for Respect Life Ministries in the following:

- Provide educational, pastoral, spiritual and advocacy resources to clergy and lay leaders in areas related to respect for human life and human dignity, especially:

- Gospel of Life and Consistent Ethic of Life teachings
 - Abortion with its personal and social effects
 - Euthanasia and assisted suicide
 - Human sexuality / chastity formation
 - Bioethical issues including stem cell research and assisted reproductive technologies
- Collaborate with parish respect life contacts to support and strengthen respect life outreach within the parish and the broader community it serves. Maintain an accurate database of parish respect life contacts.
 - Implement Bishop Soto's plan for pro-life activities at the diocesan, deanery and parish levels.
 - Provide parish pro-life committee members with at least twice a year educational opportunities and time for sharing program information.
 - Ensure that services and updated referrals are provided for crisis pregnancy counseling and adoption, maternity homes, hospice care and bereavement ministry.
 - Encourage and participate in programs of prayer and worship that focus on the sanctity of human life. This includes coordination of the annual January 22 Mass at the Cathedral.
 - Maintain working relationships with local pro-life groups and encourage the development of local pro-life lobbying networks.
 - Work closely with the California Catholic Conference and the USCCB Pro-Life Secretariat.
 - Supervise the Independent Contractor who coordinates the post-abortion healing Rachel's Vineyard Retreats.
 - Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Master's Degree or equivalent in pastoral ministry, theology, social work, marriage and family counseling, and/or comparable fields with a preferred emphasis in marriage and family studies.

Experience: Minimum of three years demonstrated practical experience in field related to marriage and family life and/or respect life. Minimum of two years demonstrated practical experience in supervision.

Language: Bi-lingual (English/Spanish) preferred.

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.