

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Office of Family & Faith Formation

**POSITION:** Associate Director for Family and Respect Life Ministry

**CATEGORY:** Exempt Full-Time

**SUPERVISOR:** Director of Family & Faith Formation

### **JOB SUMMARY:**

This position oversees all aspects of marriage, family life and respect life ministries 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 Associate Director works to ensure that programs at the parish level are supporting families and marriages through small groups, outreach, and catechetical ministry. The position supervises the part time Respect Life Coordinator advises the Project Rachel Coordinator.

### **ESSENTIAL FUNCTIONS:**

- Advises and supports the Project Rachel Coordinator
- Supervises the Coordinator for Family & Respect Life

### **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.
- Coordinate annual mass for World Marriage Day in February.

### **Respect Life:**

- Provide educational, pastoral, spiritual and advocacy resources to clergy, lay leaders, and respect life parish teams in areas related to respect for human life and human dignity.
- Collaborate with Respect Life parish teams to support and strengthen respect life outreach within the parish and the broader community it serves. Maintain an accurate database of Respect Life parish contacts.
- Implement Bishop Soto's plan for pro-life activities at the parish and deanery level.
- Works with the Coordinator of Respect Life to coordinate the Gabriel project. Ensure that services and updated referrals are provided for crisis pregnancy counseling and adoption, maternity homes,
- 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.
- Work closely with the California Catholic Conference and the USCCB Pro-Life Secretariat.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree or equivalent in social work, marriage and family counseling, pastoral ministry, theology, 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. Minimum of two years demonstrated practical experience in supervision of both managers and administrative staff.

**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. Candidate must have experience working effectively with the Hispanic community. Someone who is bilingual (English and Spanish) is strongly preferred, but not required.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE