Diocese of Sacramento
JOB DESCRIPTION

Department:	**Department of Family, Faith Formation & Young People**
Position:	**Coordinator for Marriage & Family Life Ministry**
Status:	**Non-Exempt, Part Time, 16 hours per week**

SUPERVISOR: Director

JOB SUMMARY:
The Coordinator for Marriage & Family Life Ministry offers a variety of educational programs, events, services, and resources designed to promote the Catholic vision of marriage, human sexuality and family life.   This position coordinates the supports parish-based marriage and family life ministries.

ESSENTIAL FUNCTIONS:
- **Natural Family Planning**
    - Provide support to NFP instructors through quarterly support gatherings and formation.
    - Promote NFP Awareness Week providing parishes with resource materials.
    - Keep an up-to-date list of NFP instructors; provide this list annually to all parishes and clergy
    - Coordinate and serve as staff to the diocesan NFP Board.
- **Marriage Preparation**
    - Support Marriage Preparation Coordinators by providing quarterly meetings, an Annual formation/training, and promoting the Diocesan Marriage Preparation Guidelines
- **Marriage Promotion & Enrichment**
    - Coordinate an Annual Gathering for Marriage Ministers for networking and formation
    - Provide Marriage Enrichment conferences and workshops
    - Promote the values of the Sacrament of Marriage and encouraging young couples to marry in the Catholic Church by providing workshops, talks, events, social media, etc.
    - Collaborate closely with Parish Catechetical Leaders and Youth & Young Adult Ministry Leaders
- Coordinating Large Events and campaigns such to promote marriage and family life.
- Perform other duties as assigned by the Director

MINIMUM QUALIFICATIONS:
Education: Bachelor's Degree or equivalent in pastoral ministry, theology, social work, marriage and family counseling, and/or related field.
Experience: Minimum of three years' parish ministry experience related to marriage, family & respect life.
Language: Bi-lingual (English/Spanish) preferred.