

**Job Title:** Marriage and Family Ministry Specialist  
**Agency:** Catechesis and Evangelization  
**Reports To:** Lifelong Lay Formation Lead  
**Position:** Full-time, Benefited, Exempt

### **JOB SUMMARY**

The Marriage and Family Ministry Specialist supports the mission of the Diocese of Joliet by developing, promoting, and coordinating pastoral initiatives that strengthen Catholic marriage and family life. This position involves working closely with parishes, clergy, and lay leaders to provide formation, resources, and support aligned with the Catholic Church teachings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Program Development and Coordination**

- Design and implement diocesan-wide marriage preparation programs (e.g., Pre-Cana, FOCCUS, sponsor couple training).
- Coordinate marriage preparation retreats at the deanery level, including training/information sessions on Natural Family Planning (NFP).
- Develop initiatives to support marriage enrichment, healing ministries (e.g., for divorced or separated Catholics), and parenting programs.
- Organize annual or regional events related to marriage and family (e.g., retreats, conferences, workshops).
- Plan and host 2-3 large scale date nights annually throughout the diocese and inspire parishes and deaneries to do the same.
- Develop a strategy to provide greater awareness and support for convalidations.
- Create a marriage and family ministry core team of committed laity, clergy, and religious.
- Partnering with regional apostolates related to marriage and family ministry, including Worldwide Marriage Encounter and Engaged Encounter.

#### **Parish Support and Training**

- Provide resources and training utilizing the Marriage and Family Ministry Resource Guide for parish staff and volunteers involved in family and marriage ministries, and continually update this document as needed
- Serve as a consultant to parishes seeking to establish or strengthen family ministry initiatives.

#### **Pastoral Care and Outreach**

- Support ministries for various family needs: blended families, single parents, infertility, adoption, crisis pregnancy, domestic violence, etc.
- Assist in outreach to couples experiencing challenges in marriage, including referrals to counseling or pastoral care.

#### **Collaboration and Communication**

- Work collaboratively with other diocesan offices (e.g., Catechesis and Evangelization, Tribunal) to address family life issues.
- Maintain communication through newsletters, website content, and social media to share ministry updates and resources.

#### **Administrative**

- Manage budgets, event logistics, and data related to marriage and family programming.
- Maintain and accurate up-to-date list of approved Catholic or Christian counselors in the area for in-person or virtual meetings.

## **QUALIFICATIONS**

- Practicing Catholic in good standing with a thorough understanding of Catholic teachings on marriage and family.
- Bachelor's degree in theology, pastoral ministry, or related field. Master's degree in a related field preferred.
- Minimum 3–5 years' experience in parish or diocesan family ministry or related pastoral setting required.
- Strong communication, organization, and interpersonal skills.
- Ability to work collaboratively with diverse populations and clergy.
- Proficiency with Microsoft Office and familiarity with digital communications.
- Bilingual (English/Spanish) preferred.

## **SALARY RANGE**

Salary range is \$50,000 - \$59,000 annual, depending on experience.

## **BENEFITS**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) Retirement Plan, Paid Personal Leave Days, and Paid Holidays based on holiday schedule approved for Blanchette Catholic Center.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

## **WORK SCHEDULE**

- Full-time, exempt, benefited
- Monday – Thursday, 8:00 a.m. – 4:30 p.m.; Friday, 8:00 a.m. – 1:00 p.m.
  - Evening and weekend hours as needed or required.
- Primarily office-based with frequent parish visits and some evening/weekend work.
- Occasional travel within the Diocese of Joliet for training or events.

## **PHYSICAL DEMANDS<sup>1</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to twenty (20) pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***To apply for this position, send cover letter and resume to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org). Please reference Marriage & Family Ministry Specialist in subject line of email. No phone calls, please.***

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<sup>1</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.