

JOB POSTING

Diocese of Rockford
Life and Family Evangelization Office
Rockford, IL

Position Title: Coordinator of Marriage Preparation Ministry

Short Description: The Coordinator of Marriage Preparation Ministry serves a ministerial role as a Diocesan resource on the mission and vocation of marriage and family life and related topics, such as marriage preparation and chastity education.

Hourly Role: Pay Range: \$18.07 to \$25.30 per hour

Classification: Part Time. Expected hours per week: 29. Office hours will be necessary (from 8:30am-4:30pm). Some evening and weekend work will be required.

Benefits Overview: See <https://www.rockforddiocese.org/pdfs/accounting/Summary-of-Benefits.pdf>

Provided to eligible full-time employees ONLY: Health Insurance, Pension, Vacation, Sick and Personal Days, Holidays

Provided to eligible full-time AND part-time employees: 403(b) Retirement Plan, Paid Personal Time Off

Reports to: Director of the Life and Family Evangelization Office

Location: Diocese of Rockford, 555 Colman Center Dr., Rockford, IL 61108

Job Responsibilities: Assist the Director to:
Marriage Preparation:

- Plan and implement Diocesan marriage preparation seminars and retreats (offered in both English and Spanish) to Catholic couples preparing to marry or have their marriage validated. This includes forming and coordinating retreat teams of presenters, presenting at retreats, and staffing monthly overnight retreats.
- Plan and implement formation programs (offered in both English and Spanish) directed to assist parents and parishes in the remote marriage preparation phase of childhood and the proximate preparation phase of adolescence. This formation could include promotion of chastity, sex education and fertility awareness, and an understanding in how to form healthy intimate relationships early in life. The

implementation may be direct ministry or assisting parishes in implementing ministry.

- Collaborate with and assist in formation opportunities for parish and Diocesan regional leaders involved in marriage and family ministries.
- Develop and maintain relationships with those involved in parish and national Diocesan ministry that strengthens the family, including participation in diocesan regional retreats and possibly national meetings.

Other:

- Assist in assessing whether the LiFE Office's marriage and family ministries meet the directives of the Bishop, Church teachings, and the goals of the LiFE Office.
- Work with the Chancellor to ensure that the LiFE Office procedures for marriage preparation complement their work in approving prenuptial files.
- Process registrations for office events, particularly marriage preparation.
- Collect registration fees and other revenue.
- Participate, and encourage participation in, professional development opportunities.
- Staff and support LiFE Office events, as required.

Qualifications:

- Model the Catholic faith life in actions and words at all times, be a witness of the Gospel to the faith communities in our parishes and Diocesan entities and the public, and exemplify the teachings of Jesus Christ, so as to bring others to Christ.
- Knowledge Church teachings on Catholic marriage and the Catholic family.
- Ability to analyze and evaluate the Catholic theological soundness, effectiveness and applicability of various marriage preparation programs.
- Ability to communicate effectively, both verbally and in writing, to staff members, departments within the Diocesan Administration Center, parishes, partners, the Catholic faithful, and the general public.
- Ability to present and share faith effectively and comfortably to large groups of people.
- Ability to handle multiple projects/priorities and functions independently.
- Strong interpersonal skills, decision-making, collaboration, teamwork that fosters the Church's mission.
- Proficiency with Microsoft applications such as Word, Excel, and Power Point.

Minimum Education and Experience Requirements:

- Bachelor's degree in Theology, Pastoral Studies, Marriage/Family Ministry, or related field; or completion of Ministry Formation or its equivalent preferred.
- Parish or diocesan experience preferred.
- Proficiency in both English and Spanish, preferred.

- Practicing Catholic in good standing with the Church.

Workload Summary: (Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office and parish settings.
- Work is conducted in a busy office environment.
- This position requires regular light physical activity, movement, sitting, standing, stooping, walking, and occasional lifting of no more than 25 pounds.
- Ability to work evenings and weekends, depending on programs and workshops being offered by the Diocese LiFE Office.
- Position will require travel to parishes, meeting sites, and conferences on a regular basis.

To Apply: Email cover letter and resume to Therese Stahl, Life and Family Evangelization Office, Diocese of Rockford, tstahl@rockforddiocese.org.

Application Period: February 19, 2025, to March 5, 2025, or later, until position is filled.

February 2025