

DIOCESE OF RAPID CITY

JOB DESCRIPTION

TITLE: **Family Life Ministries Coordinator**

QUALIFICATIONS: Practicing Catholic, with a personal relationship with Jesus, a love for the Catholic Faith and a Catholic Worldview, and a passion for sharing the Faith with others. Bachelor's degree, preferably in theology, catechetics, or related field with a sound Catholic theology; experience in family life ministries. Understands, supports, and articulates the Catholic Faith as taught by the Church. Knowledge and appreciation of Church teachings on all aspects of family life with an ability to speak to interested groups on such matters. Must have excellent organizational, communication, and leadership skills, and ability to relate to pastors and parish leaders. Requires energy and willingness to travel throughout the diocese, including some weekend and evening work.

REPORTS TO: Cabinet Director of Pastoral Ministries

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.

TERMS OF EMPLOYMENT: Full Time/Exempt

JOB FUNCTION: To develop, maintain and update a diocesan vision of the pillars of family life. Create and implement curriculum to fulfill that vision in today's world. To direct, supervise and evaluate programs of diocesan Family Life Ministries.

PERFORMANCE RESPONSIBILITIES:

1. At the direction of the Director of Pastoral Ministries, organizes, and supervises ministries to address all aspects of Family Life Ministries including but not limited to marriage and marriage preparation (including Heart to Heart Retreats, Joy Filled Marriage FOCCUS Premarital Inventory, marriage enrichment and celebration), parenting, natural family planning (teacher and witness education, seminars, and outreach, reporting to national organizations including the USCCB and FCCA), Theology of the Body, ideals of healthy Catholic families.

2. At the direction of the Director of Pastoral Ministries develops new ministries and programs to address and support healthy Catholic family life.
3. Serves as a resource for healing ministries, including promotion and training as needed.
4. Builds a cadre of volunteers to assist in the events and ministries of the Family Life Office.
5. Assists with and supports affiliated ministries as needed, including the Social Justice Commission, Right to Life, Marriage Encounter. Serves as the liaison from the Social Justice Commission to the bishop.
6. Keeps the Director of Pastoral Ministries informed on activities and status of all ministries sponsored by Family Life who in turn will keep the Bishop informed.
7. Collaborates with the other diocesan offices, especially the Pastoral Ministries Offices, as appropriate.
8. Serves as contact, resource, publicity, and support person for all ministries under the umbrella of Family Life Ministries for the diocesan community and regional and national organizations.
9. Recruits and conducts training sessions and workshops for leaders/volunteers in FLM sponsored ministries as needed.
10. Oversees special events in area of responsibility.
11. Submits annual budget requests to Finance Officer.
12. Maintains a safe and orderly work area.
13. Provides for his/her own spiritual and professional growth.
14. Assists in promoting a positive and hospitable office climate.
15. Speaks positively about the Diocese of Rapid City.
16. The employee understands and agrees that employment for the Diocese of Rapid City and any Diocesan entity is contingent on compliance with the Diocesan safe environment program policies, procedures and requirements.
17. Other duties as assigned.

Updated April 2023

The Diocese of Rapid City reserves the right to alter this position's job description/duties to meet the needs and goals of the Diocese.