

Diocese of Des Moines Job Description

Role Specifics (in compliance with Department of Labor FLSA policies):

- Position: Director, Marriage and Family Life
- Status: Exempt, 12 month full time
- Supervisor: Director, Evangelization and Mission
- Faith: The Marriage and Family Life Director is a practicing Catholic in good-standing with the Church.

Essential Functions:

- The Marriage and Family Life Director will:
 - Organize, support, and assess parish marriage preparation, enrichment, and divorce support programs from an understanding of the Roman Catholic Church.
 - Provide strategic direction and leadership on the pastoral care and formation of families throughout the family life cycle.
 - Organize and equip teams of young adult volunteers to plan and execute various outreach and evangelization efforts throughout the Diocese.
 - Supervise mission outreach staff which includes Hispanic Ministry and Formation, Disability Ministry, and Social Justice.

Position Responsibilities:

1. Organize, support, and assess parish marriage preparation, enrichment, and divorce support programs from an understanding of the Roman Catholic Church.
 - Consults with parish leadership and staff to provide intensive pre-marriage and/or marriage assessment in regard to readiness for marriage/validation in conjunction with the Diocesan Tribunal and professional therapists as appropriate.
 - Consults with clergy and lay ministers regarding parish programming needs and marriage enrichment, by putting into effect and following the diocesan policy regarding the sacrament of marriage.
 - Provide support for separated, divorced, and remarried Catholics.
 - Provides support and formation for parish sponsor couples and re-marriage facilitating couples.
2. Provide strategic direction and leadership on the pastoral care and formation of families throughout the family life cycle.
 - Collaborate and consult with parish leadership to implement the strategic goal of equipping disciples for leading the domestic church.
 - Collaborate with Evangelization and Mission Staff to develop and promote family life-cycle related resources and programming for use in parishes and schools.
 - Organize and promote outreach to parish leadership on Theology of the Body, chaste living, Safe Haven Sunday, pastoral care of people struggling with infertility, and natural family planning.

- Serves as the Diocesan Point Person to the Commission for equipping disciples for the domestic church.
3. Organize and equip teams of young adult volunteers to plan and execute various outreach and evangelization efforts throughout the Diocese.
 - Ongoing recruiting of young adult leaders
 - Organize quarterly gatherings of leaders for formation and calendaring
 - Collaborate with the Digital Evangelization Specialist to promote parish outreach around events on behalf of leadership teams.
 - Cultivate relationships with priests and essential parish personnel for conversations around young adult outreach and evangelization
 4. Supervise Pastoral Center Mission Outreach staff which includes Hispanic Ministry and Formation, Disability Ministry, and Social Justice (assisting Catholic Charities Executive Director in this shared position).
 - Coach and support staff to enhance performance management of each ministry outreach and staff goals.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Relationships:

- Bishop and Pastoral Center colleagues
- Diocesan Pastoral Council and Strategic Commissions
- Parish Leadership
- Presbyteral Council
- Catholic Family Life Association (formerly NACFLM)
- National Community of Catechetical Leaders (NCCL) (optional)

Competencies (based upon if you work is direct service or indirect service for the evaluation):

Job Knowledge: performs duties within required standards; continues education to update skills; and exhibits leadership skills.

Problem Solving: clarifies the context to solve problems; uses sound judgment; and makes constructive recommendations.

Communication: expresses ideas and thoughts verbally and in written form; communicates regularly with colleagues and supervisor.

Servant leadership: listens effectively; is present and accountable to stakeholders; empowers and equips others to engage in pastoral ministry; and exercises courtesy and professionalism in dealing with others.

Group Work: leads effective group meetings; delegates effectively; and works with colleagues collaboratively

Minimum Education and Experience:

- Master's degree preferred in Theology, Catholic Studies, Marriage and Family Counseling, Catechetics and/or Religious Education or related field required.
- Minimum 5 years' experience in a parish or diocesan ministry required.
- Minimum 3 years' supervisory experience required.
- Minimum 3 years' marriage experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Language Skills – requires excellent verbal and written communication skills.
- Other Skills and Abilities
 - The ability to prepare complete and concise assessment records and letters.
 - The ability to analyze confidential case information and make recommendations.
 - The ability to establish and maintain effective working relationships with others.

Physical Demands:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position works evenings and weekends as needed and travels regularly throughout the Diocese of Des Moines.