

# **Marriage Preparation Coordinator**

## **Sacred Heart of Jesus Catholic Community**

6502 CR 48, Manvel, TX 77578

Sacred Heart of Jesus Catholic Community is a parish of 3,500 families located in Manvel, Texas, in the Archdiocese of Galveston-Houston. The **Marriage Preparation Coordinator** oversees and provides marriage prep for engaged couples and coordinates rehearsal and wedding dates.

### **Duties and Responsibilities - Marriage Preparation**

- Manages program for marriage preparation consistent with Archdiocesan policies.
- Serves as the initial contact for couples seeking marriage in the Catholic Church.
- Maintains and is responsible for all marriage related paperwork.
- Assigns couple to a marriage facilitator (initial meeting, FOCCUS, etc.)
- Processes marriage packets for couples marrying outside of this parish.
- Coordinates with Natural Family Planning groups to enroll interested couples.

### **Annulments**

- Serves as the initial contact for parishioners seeking information about annulments.
- Assigns case sponsors to petitioners.
- Tracks progress of annulments.

### **Weddings**

- Verifies wedding date with clergy and Director of Liturgy & Music.
- Reserves facilities for weddings, wedding rehearsals, and receptions.
- Recruits, train, and assign volunteers to assist at wedding rehearsals and wedding masses at the parish; assist in-person with rehearsals and weddings as needed.

Participate in all relevant Archdiocesan training and meetings.

### **Skills/Qualifications**

1. Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Access).
2. Fluent in English and Spanish, both written and verbal.
3. Ability to perform physical tasks associated with job.
4. Ability to work cohesively with staff, volunteers, and parish community.
5. Ability to always maintain confidentiality and professionalism.
6. Available for evening and weekend work as needed.
7. Practicing Catholic with an understanding of Catholic Sacraments and Catholic teachings.
8. Adherence to Archdiocesan Ethical and Personal Conduct Policies.
9. Favorable background check.

Submit resume and cover letter via email to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org).