Summary:
The Director of Family Life will assist in developing and promoting a healthy culture of marriage and family life, with primary focus on the sacraments of matrimony and baptism. The ideal candidate will support and accompany families during these exciting moments in their lives. This is a full-time, salary position (40 hours per week) with some weekend and evening work required. Position reports to the Pastor.

Coordinator of Family Life Responsibilities:
1. Marriage:
   - Serve as the initial contact for couples seeking marriage in the Catholic Church. Oversee and guide couples through marriage preparation and wedding ceremony process.
   - Coordinates marriage preparation for the parish which involves but not limited to, Engaged Couple orientations, Prepare & Enrich administration, Convalidation preparation, Catholic teaching on marriage, and the Sponsor Couple program.
   - Coordinates with Natural Family Planning Groups to enroll couples.
   - Coordinate Wedding Rehearsal and Wedding Ceremony, including advanced planning and execution of liturgy (readings, music, etc.) and processional details (flowers, ceremony, etc.).
   - Recruit, train, and assign volunteers to assist at wedding rehearsals and wedding masses at the parish, assist in-person with rehearsals and weddings as needed.
   - Coordinate wedding dates with Parish Schedule. Gather documents, process sacramental records, and manage fees. Processes marriage packets for couples marrying outside of this parish.
   - Serve as liaison to those seeking annulments and facilitating communication with Archdiocesan Marriage Tribunal. Oversees, supports, and guides the parish case sponsors tracking progress of the annulments.
   - Foster relationships with directors of Liturgy and Faith Formation to collaborate in providing programs (parenting & marriage enrichment) for parish and family life.
   - Recruit, train and manage a reliable and qualified volunteer team.
   - Provide direction for Family Life ministry costs to remain in budget.
2. Infant Baptism:
   - Serve as first point of contact for inquiries and guide families through preparation process.
   - Assist in establishing a comprehensive program for Infant Baptism Preparation.
   - Recruit, train and manage a reliable and qualified team for Infant Baptism Prep Process.
   - Gather documents and maintain sacrament records.

Education, Training, & Experience
- Bachelor’s Degree or equivalent in theology, Pastoral Studies, Marriage/Family Ministry, or related field.
- Ability to collaborate with other parish ministers and Clergy.
- Experience working within the Church structure in the area of family life/marriage ministry.
- Excellent interpersonal skills and demonstrated success working with volunteers.
- Excellent oral and written communications skills.
- Ability to communicate in Spanish is a plus but not required.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with Director of Family Life in the subject line or mail to: St. Faustina Catholic Church Attn: Director of Family Life, P. O. Box 1099, Fulshear, TX 77441