

# Marriage Preparation and Wedding Coordinator Prince of Peace Catholic Church

## **Purpose:**

- Coordinates and oversees the sacramental preparation, mentorship, liturgical planning, rehearsal, ceremony, and post-wedding ministry for couples preparing not only for their wedding day, but for the grace available to them in the lifelong sacrament of marriage.

## **Major Responsibilities:**

- Continuously assesses and develops Prince of Peace's wedding preparation program and post-wedding ministry.
- Collaborates with ministry staff (both English and Spanish) to ensure that the marriage preparation process is fully and efficiently completed.
- Welcomes and accompanies each couple in a timely, caring manner as they progress on their journey of personal conversion and preparation for the marriage covenant.
- Builds, maintains, and updates a master timeline, utilizing it to track where each couple is in the process, ensuring meaningful marriage preparation and a smooth wedding ceremony.
- Works with Worship, Pastoral Care, Faith Formation, and the Coordinator of Member Services and Volunteers to recruit, prepare, train, and guide a team to facilitate wedding preparations, discuss Natural Family Planning, and accompanies couples through their marriage preparation process.
- Works with each couple to plan the details of their wedding ceremony including:
- Ensures that all needed permissions, dispensations, baptismal certificates, licenses, and paperwork have been obtained from the Archdiocese, other parishes, governmental entities, the pastor, etc.
- Be on site (or train and delegate a substitute) for each wedding rehearsal and ceremony.
- Works with the Directors of Evangelization and Faith Formation to facilitate parish efforts to accompany couples as they build their domestic church in the years after their wedding day.
- Attends and participates in Archdiocesan meetings, training and other required activities related to Marriage Preparation.

## **Qualifications:**

- Fully bilingual (English/Spanish) both written and verbal.
- Commitment to continuing professional education and formation.
- A person of high moral integrity; practicing Roman Catholic.
- The ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.
  - Sensitivity, compassion, and the ability to ask good questions and listen well.
  - Knowledge and understanding of the Catholic Church's teachings on the sacrament of marriage.
  - Excellent communication skills, both written and verbal.
  - Detail-oriented with knowledge of administrative and clerical procedures and office systems including Microsoft Office Suite products.
  - A high level of integrity, diplomacy, initiative, organization, and prioritization.
  - Ability to manage and organize workflow and volunteers.
  - Professional confidentiality and discretion regarding all personal information.
- Must maintain compliance with the Archdiocesan Safe Environment Program requirements throughout the employment period.

Qualified candidates should submit a cover letter and resume via email to  
**[Resumes@pophouston.org](mailto:Resumes@pophouston.org)** by October 20, 2023

***Please include "Marriage Preparation" in the subject line.***