



# Eastside

## CATHOLICS

**Position Title:** Coordinator of Marriage Catechumenate

**Serves:** St. Cecilia Parish and St. Mary Hyde Park Parish

**Status:** Part time, Non-exempt

**Reports to:** Director of Evangelization

### **PRIMARY FUNCTION OF THIS POSITION**

The primary objective of this role is to support the couples of the family who are seeking the sacrament of Marriage and a spirit of accompaniment as they begin their married life.

### **MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Supports the Office of Catechesis and Evangelization in evaluating and implementing a wide variety of programs and opportunities to parishioners at different stages along the discipleship pathway.
  - Participates in weekly staff meetings.
  - Assists the team in achieving quarterly, yearly, and multi-year office goals determined according to the EOS model.
  - Serves on the Catechesis and Evangelization Commission.
  - Assists the Catechesis and Evangelization team with executing seasonal liturgical events.
2. Oversees the Wedding Process for the parishes
  - Schedules all weddings, convalidations, and marriage preparation for St. Cecilia and St. Mary parishes.
  - Assists couples in learning about the processes of completing marriage preparation, planning the liturgy, and submitting the necessary paperwork.
  - Manages the wedding files for each couple, prompting them to complete different items as necessary.
  - Connects couples with FOCCUS mentor couples and facilitates handoff of FOCCUS inventory between couples and priests.
  - Ensures Wedding Master Document is updated and accurate.
  - Serves as the liaison between wedding coordinators and couples
3. Leads the family marriage ministry, the Commission of St. Louis and Zelig
  - Sends out regular emails to participating couples to promote ongoing

- community
- Organizes quarterly social events
- Pairs small groups twice a year during signups

**MINIMUM QUALIFICATIONS:**

**Experience:** The ideal Coordinator of Marriage Catechumenate should have

- A passion for working with couples preparing for marriage
- At minimum, a basic knowledge of Catholic sacraments
- An inclination for working collaboratively with a team to execute goals
- Tremendous attention to detail
- Outstanding organizational and communication skills
- A strong prayer life that feeds their ministry

**WORK ENVIRONMENT:**

This position is primarily on-site at our St. Mary Hyde Park location but allows for working remotely when taking evening calls with couples. Hours will largely be during normal office hours (9-5 PM), except for the aforementioned evening hours and quarterly social events.

Employees of Eastside Catholics will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Eastside Catholics. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**