

Job Description for Associate Director for Domestic Church Formation

Saint Michael the Archangel Family of Parishes

**Reports to Director of Evangelization & Christian Formation
(Spencer Hargadon - as of 6/19/2026)**

1. Identifying Information

- a. Position Title: Associate Director for Domestic Church Formation
- b. Status: Part-time; up to 25 hours per week; hourly; predominately on-site
- c. Reports to: Director of Evangelization and Christian Formation

2. Overview of Position

- a. Key member of the Evangelization Team.
- b. Oversees the full implementation of the Marriage Catechumenate
- c. Promotes the mission of the family to guard, reveal and communicate love and faith through initiatives to strengthen marriage and the family, also known as the domestic church.
- d. Implements initiatives to strengthen men in the discernment and acceptance of their mission.

3. Core Objectives

- a. Implementation and annual evaluation of marital formation according to the marriage catechumenate focusing on men and women during the times of
 - i. proximate preparation for marriage
 - ii. immediate preparation for marriage
 - iii. special accompaniment for the first five years of marriage
 - iv. support throughout their married lives.
- b. Articulate and implement a clear vision and mission for family evangelization to parents, youth, staff and parishioners.
- c. Facilitate, promote, or provide access to a variety of evangelization initiatives to engaged and married couples at different stages along the marriage catechumenate (for example, Natural Family Planning, Witness to Love, Fully Engaged, anti-pornography initiatives, marriage enrichment, etc.).
- d. Recruit, form, equip, send, and accompany married couples so that they can live out the call to serve and evangelize as fits their state of life, expertise, and gifts.
- e. Oversee the marketing and advertising of programs and events to engage dating, engaged, and married couples.
- f. Conduct program evaluations and assessments to determine effectiveness of initiatives and refine efforts, including the evaluation of volunteers and direct reports.
- g. Coordinate registration and collection of fees for programs (working with director of evangelization and/or administrative assistant).
- h. Collaborate with the Evangelization Team.

4. Tasks and Responsibilities

- a. Facilitate proximate and immediate marriage formation
 - i. Timely and thorough intake with the couple
 - ii. Clear communication of the SMAFP Wedding Policy
 - iii. Quickly help a couple:
 - 1. Understand the essential role of working with a Parish and clergy
 - 2. Secure a Clergy intake meeting
 - 3. Identify a mentor couple
 - 4. Get access to the FOCCUS
 - 5. See and understand the full scope of marriage preparation
 - iv. As appropriate
 - 1. Ensure FOCCUS Facilitation occurs early in formation (Cleric dependent)
 - a. Coordinate FOCCUS facilitator and materials
 - 2. The retreat gets scheduled
 - 3. NFP Instructions is started with adequate time
 - 4. Baptismal documents are pursued (Cleric dependent)
 - 5. Civil Marriage License is secured (Convalidation)
 - 6. Mentor Couple Coaching meeting occurs ~7 months prior to wedding
 - a. 4 months prior to Convalidation
 - 7. Witness to love materials are received by all
 - a. Stress importance of timely scheduling of Cleric meeting
 - v. Essential communications and data
 - 1. Tools:
 - a. Emails, Appsheet App, Google Calendar, Google Spaces, Phone (follow up with written messages)
 - 2. Parties
 - a. Clergy, Secretaries, Couple, Music Ministers, Sacristan, Wedding assistant, FOCCUS Facilitators, Coaching Couples, Mentor Couple
 - vi. Essential Documents
 - 1. Archdiocese of Cincinnati - *Guidelines for the Marriage Catechumenate*
 - 2. SMAFP - Wedding Policy
 - 3. SMAFP - Marriage Prep Roadmap (Internal)
 - 4. SMAFP - Marriage Prep Companion (Forward Facing)
 - 5. Familiarity with all prenuptial investigation documents and formation milestones used by the Archdiocese and SMAFP
 - vii. Sacramental Records
 - 1. Help prepare a report for St. Luke for records and filing
- b. Continued Marriage and Family Support:
 - i. Call and lead meetings for the Marriage and Family Discipleship team
 - 1. Coordinate a half day reflective retreat for married couples
 - a. Advent Couple's Day of Reflection
 - 2. Coordinate the Acts 2:42 Ministry for accompanying newly married couples

- a. Help newly married couple pipeline into groups
 - b. Support host couples
 - c. Selection and ensure training of host couples
- 3. Coordinate quarterly gathering moments for newly married couples
- 4. Discern support for apostolates such as Ignite Date Nights, other retreat experiences, etc.
- 5. Help promote awareness of:
 - a. Golden anniversaries with the Archdiocese of Cincinnati, National NFP Awareness week, needs for Convalidation, etc
- c. Men's Ministry
 - i. Quarterly social and/or formative gatherings for leaders in men's ministries, apostolates, and initiatives
 - ii. Regular collaborative gatherings for men leaders in the parishes
 - iii. Provide an opportunity for a men's "activation" experience
 - 1. Damascus Men's retreat
 - iv. Provide an opportunity for men to have a sense of being a part of something much larger than themselves
 - 1. SMAFP-wide attendance and a local men's conference
- d. Must complete and maintain a SafeParish and background check.
- e. Receive training in the tools SMAFP uses for Marriage Preparation.
- f. Highly recommend staying connected to and collaborating with the analogous staff of the surrounding Families of Parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship and training.

5. Experience & Qualifications

- a. Must have a bachelor's degree or commensurate experience
 - i. Degrees or certifications in theology, religious education, pastoral ministry, religious studies, or related fields preferred.
 - ii. Commensurate ministry experience preferred
- b. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments and able to speak of one's relationship with Jesus.
- c. Must have an understanding of and ability to articulate Church teaching on the Sacrament of Marriage and Catholic sexual morality.
- d. Must have knowledge of Natural Family Planning (NFP) and the virtue of chastity as it relates to marriage
- e. Bilingual (English and Spanish) preferred
- f. Must have experience helping people negotiate required processes.
- g. Must be able to pray in front of and with others
- h. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching situations and in large group settings.

6. Working Environment

- a. This position requires frequent evening, weekend and off-site work.
 - i. Office space at St. Luke or St. Brigid will be provided.

- b. This position requires close collaboration with other members of the Evangelization Team, secretaries, music ministers, and clergy