



Archdiocese of Regina

MARRIAGE PREPARATION COORDINATOR

Overview

Under the direction of the Pastor, the Marriage Preparation Coordinator makes all necessary arrangements including the organization of course material, speakers, presentations, and registration of engaged couples. The Coordinator plans and supervises the Marriage Preparation courses.

Activities/Responsibilities

- Maintains contact list of Marriage Preparation Facilitators and engaged couples wanting to participate in the Marriage Preparation course.
- Ensures any changes in the list of Marriage Preparation Facilitators are communicated promptly to the Parish Volunteer Screening Committee.
- Maintains accurate registration records of all engaged couples participating in the Marriage Preparation course.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- Plans course dates, location and curriculum in communication with the Pastor.
- Selects and advises the Marriage Preparation Facilitators.
- Meets occasionally with the Pastor to review the Program.
- Is available for meetings and training at both parish and diocesan levels as required.
- Keeps an inventory of items and ensures that necessary materials are available to Facilitators.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

<p>Other specifics:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>
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Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Has attended the parish for at least 2 years.
- Is known in the parish community, participates in parish life and is of good character.
- Should have past experience as a Marriage Preparation Facilitator.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

- Orientation and training as determined by the Pastor.

Participant Group

- Engaged couples considering the Sacrament of Marriage and Marriage Preparation Facilitators.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will directly contribute to the spiritual development of the engaged couples within the parish.
- Will further develop leadership and organizational skills.
- This is a volunteer position which requires a time commitment of ____ hours per week or ____ hours per month.
- Must be able to attend all regular meetings and special events as required.

Screening Recommendations

- This is a General Security position
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.

This ministry position description accurately reflects the Ministry of Marriage	
Preparation Coordinator currently practiced at	_____
Parish.	(Parish Name)

Parish Volunteer Screening Committee	

Pastor or Designate	Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

