



## **Director of Marriage and Family Life**

The Archdiocese of Seattle has an opening for a full-time Director of Marriage and Family Life. This opening is to fill a newly created position.

### **GENERAL INTRODUCTION:**

The Archbishop is the visible principle and foundation of unity in the particular Church entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Archbishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them. (Directory on the Pastoral Ministry of Bishops, 198)

Each position employed in the Chancery helps to extend the ministry of the Archbishop in particular ways as outlined in the position description.

**GENERAL SUMMARY OF ESSENTIAL PURPOSE:** The Director of Marriage and Family Life works to strategically advance the overall mission of the Archbishop of Seattle and the Church in Western Washington through the education and promotion of marriage preparation and enrichment, natural family planning, and through the development of resources to encourage discipleship within the family. This position plays a vital role in strengthening families and evangelizing Catholics and non-Catholics alike, while communicating with parishes and other entities in maintaining and developing programs to further the mission of the Catholic Church in the New Evangelization.

**NOTE:** This is an appointed position by the Archbishop of Seattle and subject to Archdiocesan Policy pertaining to appointed positions. The Archbishop reserves the right to make modifications to the position description at his discretion and in accord with the provisions of canon law.

### **ESSENTIAL POSITION DUTIES:**

1. Delivers the program by performing the following:
  - a. Clearly and enthusiastically communicating the goals of New Evangelization, and motivating others in sharing the faith with renewed enthusiasm and new methods;
  - b. Identifying critical issues and needs in the Catholic community and addressing them through available agency resources;
  - c. Implementing and evaluating programs which support Marriage and Family Life, including counseling and marriage preparation both proximate and remote
  - d. Making known the available services using effective promotional venues;
  - e. Collaborating with supervisor, Chancery Offices, peers, parishes and pastoral leadership in development of the Strategic Plan for the agency;
  - f. Providing reports on service delivery to supervisor on a timely basis;
  - g. Determining that professional, licensing, or other accreditation requirements are in place to satisfy legal, regulatory, and other requirements; and,

- h. Fulfilling all federal and state reporting requirements including financial, legal, and professional documents and submissions.
2. Collaborate with supervisor, Chancery Offices, peers, parishes and pastoral leadership in the development of new programs and initiatives in the areas of marriage preparation proximate and remote, family life formation and youth/young adult/campus ministries. Participate in existing initiatives as appropriate.
3. Increase the understanding of Natural Family Planning throughout the Archdiocese in conjunction with marriage preparation and family strengthening programs on an archdiocesan and parish-level. Visit individual parishes and groups to offer guidance and support in the development of local programs.
4. Establishes and maintains community relationships by:
  - a. Being a liaison with the Catholic community through pastors, educators, health providers and various social services;
  - b. Being a representative of marriage and family life at diocesan and community events through official functions and participation on various teams, task forces, working groups and committees and to establish a strong profile for marriage and family life.
5. Ensure fiscal management by preparing an annual operating plan and budget and monitoring the budget and operating costs.
6. Direct administrative support for the department by mentoring, coaching and monitoring job performance, completing written performance evaluations on an annual basis and promoting training and professional development opportunities.

### **ESSENTIAL QUALIFICATIONS:**

1. Primary:
  - a. Willingness and ability to support the mission of the Church by extending the ministry of the Archbishop.
  - b. Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained Ministers.
  - c. Active member of a parish/faith community in good standing with the Church.
  - d. Knowledge of and compatibility with the mission of the Catholic Church, and strong working knowledge of the Catholic parish structures and organizations, the Church's ministerial and pastoral work, and Catholic identity.
  - e. Passionate about Catholicism and the New Evangelization and always looking for new ways to strengthen families and evangelizing people both in and out of the pews.
2. Experience:
  - a. Demonstrated successful leadership experience to include staff supervision, budget, policy planning and strategic planning.
  - b. Demonstrated effective communication and interpersonal skills with the Catholic community through pastors, educators, health providers and various social services.

- c. Extensive experience, training and understanding of Natural Family Planning.
- d. Familiarity and experience with using new media for the purposes of the New Evangelization.
- e. Experience teaching marriage preparation classes, FOCCUS inventory and other life-skills programs for marriage preparation.
- f. Experience working with parishes in developing programs to strengthen families and family life.

3. Education:

- a. Professional degree in theology or related field

4. Other Elements:

- a. Excellent interpersonal and communication skills, both verbal and written, with demonstrated ability to facilitate meetings, conduct oral presentations, and write documents and/or reports.
- b. Demonstrated ability to enable staff to accomplish goals through collaboration, collegiality and team organization.
- c. Understanding and commitment to this position as a ministry, not merely a job.
- d. Ability to work evenings and weekends.
- e. Ability to work with people of various economic, racial and cultural backgrounds.
- f. Bilingual competency (English/Spanish) a plus.
- g. Possession of a valid Washington State driver's license.

Competitive salary and excellent benefits. To apply for this job, please visit our website at [www.seattlearchdiocese.org/jobs](http://www.seattlearchdiocese.org/jobs). We require all applicants to submit our standard application and a cover letter. Resumes alone will not be accepted.