

Position Title: Marriage Coordinator

Parish or School Name: Our Lady of Lourdes Catholic Parish

Location (City): Raleigh

Full Time or Part Time: Full Time

Hours per week: 37.5

Position Summary:

The Marriage Coordinator assists engaged couples in planning and executing wedding Mass or ceremonies in accordance with Diocese of Raleigh and Our Lady of Lourdes Parish policies, and guidelines. This role serves as the primary liaison between the couple, clergy, musicians, and sacristans to ensure a reverent, organized, and prayerful Mass/celebration of the Sacrament of Matrimony.

Key responsibilities:

- Guide couples through diocese, parish wedding procedures, timelines, and liturgical expectations.
- Develop, train, and schedule wedding teams that coordinate all logistical and ceremonial aspects of weddings.
- Maintain records, calendars, and wedding-related documentation as required by diocese,
- Collaborate with priests, deacons, and music ministers.
- Ensure compliance with Catholic liturgical norms and parish policies.
- Assist couples in selecting approved readings, music, and ceremony elements.
- Schedule and facilitate wedding rehearsals.
- Maintain a calm, professional, and pastoral presence throughout the wedding process.
- Address last-minute issues discreetly and efficiently.
- Protect the sacred atmosphere of the church before, during, and after the ceremony.
- Frequently entrusted with information that is sensitive and should be treated with the highest confidentiality.. An employee is to be attentive to respecting the confidentiality of information acquired through their role within the Catholic Parish.
- Serves as a member of the team that works with families on preparing Funerals.
- Performs other related duties as assigned to meet the ongoing needs of the organization.

Required Qualifications:

- Associate's Degree in a related field.
- Three to five years of experience in parish ministry, including lay ministry or ministry leadership, with a strong knowledge of the Catholic faith and Church sacramental theology, especially the Sacrament of Marriage.
- Strong leadership, organizational, communication, and facilitation skills, with the ability to work collaboratively with staff and volunteers.
- Proficiency in Microsoft Office and Google Workspace programs.
- Ability to manage multiple priorities with accuracy, professionalism, and confidentiality.
- Detail-oriented with excellent writing, editing, interpersonal, and customer service skills.
- Positive, cooperative attitude with openness to constructive feedback and continuous improvement.
- Ability to lift up to 25 pounds and assist with deliveries and office supply restocking.
- Employment contingent upon successful completion of criminal background and reference checks.
- Completion of Diocese-sponsored Safe Environment Training required.

PREFERRED QUALIFICATIONS

- Bilingual fluency in English and Spanish (able to read, write, and speak proficiently).
- Proficiency in ParishSoft Family Suite or church management software is preferred.