

**CHRIST<sup>the</sup>**  
**REDEEMER**  
♦ **Catholic Church** ♦  
Archdiocese of Galveston-Houston

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## **Christ the Redeemer Catholic Church**

### **Job Description – Coordinator of Marriage & Family Life**

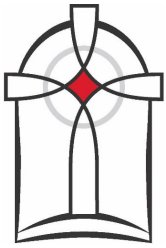
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#### **Purpose:**

Christ the Redeemer Catholic Church seeks a missionary disciple who is passionate about Christian marriage and committed to fostering community for families. This individual must be capable of juggling multiple events simultaneously, which means they must be organized, detail-oriented, and a strong multitasker. This person must be able to create a network of people at CtR with the goal raising up other missionary leaders to support the Sacrament of Matrimony. This requires a solid foundation in the teachings of the church and in pastoral ministry. They will be responsible for helping to create a culture of hospitality and invitation, which means they must personally model these characteristics. We need a person who will be fully engaged in the life of the parish; a person that will attend parish-wide events even outside of work hours. We are looking for a self-starter and team player capable of interacting with many different groups. This person should have strong interpersonal skills and be a good communicator.

#### **Essential Duties and Responsibilities of the Position**

- **Marriage Preparation Ministry**
  - Supports clergy by taking couples through prenuptial inquiries.
  - Collaborates with pastor and staff in creating a vision for parish family life and maintains contact with the Archdiocesan Family Life Office which includes attending programs and meetings sponsored by Archdiocese and communicating information back to parish staff.
  - Coordinates marriage preparation for the parish which involves Engaged Couple orientations, Prepare & Enrich administration, Convalidation preparation, Picture of Love administration, Catholic teaching on marriage, NFP sessions, and the Sponsor Couple program. Additionally, provides marriage enrichment opportunities for the parish.
  - Serves as parish liaison with the Wedding Guild, including coordinating scheduling of Guild members.
  - Foster relationships with directors of Liturgy and Music to assist couples in preparation for sacrament.

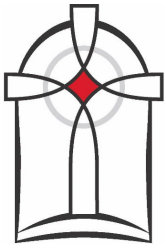


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- Participates in conferences, seminars, certification programs and retreats as required for professional development.
- Assist in developing and coordinating elements of a comprehensive Marriage Preparation program including classes, small groups, retreats, NFP instruction, and all other relevant programming.
- Oversee process for recruiting, training, and ongoing support to marriage mentor couples.
- **Marriage Enrichment**
  - Helps develop and maintain marriage formation strategies that align with the overall vision of the Church and the primacy of evangelization.
  - Coordinate regular marriage enrichment opportunities to gather and disciple married couples.
  - Assist in developing and running major marriage enrichment events and retreats.
  - Develop and run a program to support couples experiencing crisis in marriage.
  - Assist in the process of guiding petitioners through the process of petitioning for Decrees of Nullity including working with parish case sponsors.

### **Qualifications**

- **Christian Commitment:**
  - Dynamic, passionate Catholic who has encountered Jesus in a personal way and is living out a life of discipleship and active practice of their faith.
  - Must accept all the teachings of the Catholic Church, especially pertaining to marriage and sexuality.
  - Must be a full participant in CtR culture and parish to include worshiping, participating in communal life, serving, and giving.
  - Must be committed to ongoing personal growth as a disciple and ongoing professional development.
- **Skills and Abilities:**
  - Ability to work effectively under time constraints and deadlines
  - Ability to set priorities, plan, organize, and delegate
  - Ability to work on weekends and evenings as needed



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- Working knowledge of Microsoft Office, including Word and Excel
  - Outstanding oral and written communication skills.
  - Excellent attention to detail.
  - Ideal Team Player: Humble, Hungry and Smart
- **Education and Experience:**
    - Competency in the Church's sacramental theology and teaching on marriage and a willingness to undertake continuing formation in the field.
    - Competency on Church law in regard to requirements for marriage.
    - Bachelor's Degree in theology or related field is preferred.

Qualified applicants are encouraged to apply in writing by sending a cover letter and resume to Deacon Kerry Bourque, Parish Administrator, Christ the Redeemer Catholic Church, 11507 Huffmeister Road, Houston, TX 77065.