



# Catholic Pastoral Center

## Diocese of Brownsville

Family Life Office

### **JOB DESCRIPTION** **ASSOCIATE DIRECTOR, FAMILY LIFE OFFICE**

**POSITION SUMMARY:** The Family Life Office Associate Director, along with the Office Director promotes family ministry throughout the Diocese by providing resources in the areas of marriage preparation and enrichment, seeking ways to promote the well-being of all families, and by reaching out to the various apostolic services in the Dioceses that focus on families.

**JOB RELATIONSHIPS AND SUPERVISION:** The Associate Director's position is within the general supervision of the Catholic Pastoral Center ó Upper Valley in San Juan, Texas. The Associate will report directly to the Family Life Office Director. The Associate also collaborates with other Diocesan Offices and parish staffs.

#### **QUALIFICATIONS:**

- \* A Bachelor's Degree in the Social Sciences or related area  
(Preferred: Bachelor's Degree in Pastoral Ministry and/ or desire to acquire in future)
- \* Three (3) years of recent experience in family education or a related field
- \* Ability to train adults
- \* Understanding of group dynamics, and ability to work with groups
- \* Ability to relate to individuals of diverse family background, experience, and education
- \* Ability to work effectively in a team
- \* Knowledge of, and recent association with parish community life
- \* Bilingual (read, write, and present in English and Spanish)

#### **RESPONSIBILITIES AND DUTIES:**

##### Marriage Preparation and Marriage Enrichment

- ❖ Assists with Sponsor Couple Trainings (4-6 yearly)
- ❖ Along with Director, provides Continuing Education to Parish Sponsor Couples (4-6 sessions yearly)

- ❖ Provides Continuing Education and resources to clergy, Sponsor Couples, and Marriage Preparation Retreat Presenters
- ❖ Consults regularly with parish staff responsible for marriage preparation
- ❖ Assists with Monthly Marriage Preparation Retreat Schedule

Coordinates and/or presents some of the Marriage Preparation Retreats which include:

- Four annual Retiro Pre-Matrimoniales
- Six Convalidation Conferences yearly
- Three annual For Better and Forever Retreats
- Three annual New Life: Remarriage Retreats
- ❖ Assists with coordination of six Catholic Engaged Encounter Retreats yearly
- ❖ Assists with team development, training and recruitment and recognition of all Marriage Preparation Retreat Presenters
- ❖ Coordinates and/or presents Marriage Building Programs in English and Spanish

Family Enrichment Sessions (throughout the Family Life Cycle):

- ❖ Provides family ministry to parishes through resources and workshops
- ❖ Coordinates and/or presents PICK Program for singles
- ❖ Provides Parent Sacrament Preparation Resources in collaboration with other Ministry Offices
- ❖ Coordinates Family Enrichment programs such as Mother Daughter Program and Father Son Program
- ❖ Provides Sexuality Catechesis
- ❖ Assists in coordination of Annual World Marriage Day Celebration
- ❖ Provides resources, recommendations, and/or courses to parishes on grief ministry and divorced ministry

Advocacy for Family Based Apostolic Movements

- \* Encourages, supports and promotes the work of all known groups working with families in the diocese

Administration:

- \* Become familiar with administrative operations of the Office
- \* Acts in name of Office Director as designated by Director
- \* Maintain necessary records to fulfill responsibilities and duties

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and to talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORKING CONDITIONS:**

The position is to full-time 40-hour employment. It requires frequent evening and weekend work. The use of personal automobile is required. The Associate Director's office is located at the Upper Valley Catholic Pastoral Center in San Juan, Texas.

Revised June 2021