



## DIOCESE OF DALLAS

PASTORAL CENTER		JOB DESCRIPTION
<b>Position Title:</b> Bilingual Coordinator of Marriage Ministry and Quinceañeras		<b>Department:</b> Parish Life
<b>Reports to:</b> Debbie Betz Senior Director of Faith Formation and Parish Life		<b>Date:</b> June 2025
<b>Classification:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt (Hourly) <input type="checkbox"/> Non Exempt (Salaried)		

### Position Summary

The Bilingual Coordinator of Marriage Ministry and Quinceañeras serves as a pastoral presence and administrative lead for couples preparing for the Sacrament of Matrimony, marriage enrichment ministry to couples in all stages of life, to couples seeking an investigation of a previous marriage bond, and families preparing for quinceañera celebrations. This role supports the evangelizing mission of the parish by accompanying individuals and families through formative, liturgical, and pastoral processes. The coordinator works collaboratively with clergy, staff, and volunteer teams to provide culturally sensitive and faith-filled programming in both English and Spanish. This position includes cross-training within the department in the areas of baptisms and funerals to assist as needed, whether due to high volume, PTO time within the department, or to meet the needs of the overall department as it continues to grow and change. The position is full-time (40 hours, including some weekend and evening hours).

### Essential Responsibilities

#### Marriage Ministry

Coordinate all aspects of marriage preparation, including:

- Intake interviews, forms and documents
- FOCCUS assessments or equivalent inventories
- Mentoring/Sponsor couple assignments
- Preparation classes, retreats, or diocesan programs
- Guide couples through canonical and civil documentation
- Coordinate rehearsal schedules and liturgical planning with priests/deacons
- Maintain clear communication with engaged couples from inquiry to wedding day
- Recruit, train, and support married couples to serve in marriage preparation
- Assist individuals and couples with the investigation of previous marriage bonds, Including:
  - Collecting and organizing required documentation
  - Referring cases to the diocesan tribunal
  - Providing pastoral guidance throughout annulment or Ligamen processes
  - Liaising with clergy and tribunal advocates

## **Marriage Enrichment Ministry**

- Provide intentional ongoing marriage enrichment opportunities for all stages of life, including couples discerning marriage, engaged couples, newly married, parents with children, empty nesters, etc.
- Collaborate with diocesan family life office on best practices and resources for sacramental preparation and enrichment

## **Quinceañeras Ministry**

- Serve as the point of contact for Quinceañera inquiries and scheduling
- Conduct intake meetings with families to explain the purpose, process, and requirements
- Organize and lead formation sessions or retreats for young women and their families
- Prepare liturgies in collaboration with clergy and liturgical coordinators
- Oversee rehearsals and parish guidelines for the celebration
- Develop and maintain parish resources and communication materials in both languages

## **Administrative & Collaborative Duties**

- Maintain accurate records and calendars for weddings and Quinceañeras
- Provide reports and data to Director of Parish Life and pastor as needed
- Coordinate with other pastoral and administrative staff to ensure smooth facility use
- Contribute to parish bulletin, website, and social media for promotion and updates

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## **Qualifications:**

- Fully initiated, practicing Catholic in good standing
- Fluent in **English and Spanish** (spoken and written)
- Strong knowledge of Catholic sacramental theology, especially Marriage
- Familiarity with the cultural and spiritual significance of the Quinceañera celebration
- Experience in pastoral ministry, catechesis, or family ministry preferred
- Excellent organizational, interpersonal, and communication skills
- Ability to work collaboratively in a multicultural environment
- Competency with Microsoft Office Suite, database systems, and email communication
- Flexible availability, including evenings and weekends (40 hours full-time)

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## **Physical Requirements:**

- Ability to move freely in a church and office setting
- Able to lift 15–20 lbs. for event setup
- Sit or stand for extended periods during classes and rehearsals

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## **Compensation:**

Commensurate with experience. Includes diocesan benefits package.

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## **To Apply:**

Please submit your resume, cover letter, and two references to: Debbie Betz, Senior Director of Faith Formation and Parish Life [dbetz@stmarkplano.org](mailto:dbetz@stmarkplano.org)

Subject Line: *Coordinator of Marriage Ministry and Quinceañeras – Application*