

OFFICE OF FAMILY LIFE MINISTRIES; RESPECT LIFE

POSITION DESCRIPTION

POSITION: Engaged Couple Course Facilitator / Facilitator Couple

FLSA: Exempt
STATUS: Hourly

INTRODUCTION:

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese 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 Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is accountable to the Director of Family Life Ministries and Respect Life.

RESPONSIBILITIES:

Engaged Couple Course Facilitators or Facilitator Couples will be responsible for the successful execution of marriage formation courses for engaged couples (remote and/or in-person), provide rich and engaging presentations from personal experience and Ascension Press' *Joy-Filled Marriage* program, communicate regularly with the Director of Family Life Ministries, collaborate with other couples on the diocesan Engaged Couple Formation Team, and will adhere to a schedule for the engaged couple courses. The Office of Family Life Ministries and Respect Life organizes these courses for the parishes of the Diocese of Manchester, in service of parish efforts to evangelize and form engaged couples for Catholic marriage and married life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Be intentional about providing accompaniment and words of encouragement for participating engaged couples throughout the courses
2. Coordinate schedule and content with team members, in consultation with the Director of Family Life Ministries
3. On a rotational basis, offer welcoming and closing, introductory, and transitional remarks over the course of engaged couple courses
4. Facilitate check-in and the passing out of materials needed throughout the course (in-person courses)
5. Exercise peer accountability to prepare and provide informative, thought-provoking, and engaging presentations derived from primarily from the contents

- of the *Joy-Filled Marriage* (JFM) program, incorporating anecdotes and lived experience of Christian marriage into presentations
6. Coordinate prayer opportunities throughout engaged couple courses
 7. Communicate and consult regularly and effectively with the Director of Family Life Ministries regarding the engaged couple courses
 8. Communicate effectively regarding engaged couple courses with the Executive Assistant for the Secretariat for Catholic Formation, as needed
 9. Participate in ongoing Catholic formation as part of the diocesan Engaged Couple Formation Team, required training, & professional development

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. (couples) Married three or more years, preferred
2. Deep faith and personal commitment to the life and teachings of the Church with a desire to serve its mission
3. Knowledge of the Catholic Church, its mission, structures, and ministerial life and, in particular, its principles and teaching on marriage and family life and the marriage formation processes unique to the Diocese of Manchester
4. Excellent presentation, verbal, and written skills
5. Experience with PowerPoint, Keynote, Prezi, and/or other presentation software
6. Ability to run virtual meeting software such as zoom and GoToMeeting
7. Ability to work both independently and collaboratively with others
8. Ability to interact and maintain positive relationships with clergy, religious, and laity, both within the Diocesan Administration and outside (parishes, schools, other institutions, and general public) in a knowledgeable and tactful manner
9. Ability to follow written and verbal instruction with minimal errors
10. Must maintain confidentiality
11. Must pass a background check, including a criminal history investigation in accordance with diocesan policy

ENVIRONMENT:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Manipulate equipment and controls frequently and occasionally grasp and handle some equipment
3. Ability to travel to and from engaged couple weekend site as well as to and from the Diocesan Administration Building
4. Ability to work weeknights, weekends and weekend evenings dependent on course format
5. Ability to sustain prolonged periods of sitting and/or standing, to walk, and to lift, carry, or move up to approximately 25 pounds to waist high level as needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change or modify the position description at any time.