



**Job Title:** Marriage Prep and Wedding Coordinator

**Department:** Evangelization and Faith Formation

**Reports To:** Director of Evangelization and Faith Formation

**Hours:** Part Time; usually involving Saturday weddings and Friday rehearsals, in addition to “after hours” meetings with couples prior to the wedding

**Position Overview:**

To coordinate and oversee the sacramental preparation, mentorship, liturgical planning, rehearsal, ceremony, and post-wedding ministry for couples preparing not only for their wedding day, but for the grace available to them in the lifelong sacrament of marriage. The Marriage Prep and Wedding Coordinator is excited at the prospect of getting to know each couple and their unique story of faith, hope and of course, love.

**Regular Duties**

- Collaborate with bilingual (Spanish/English speaking) ministry staff to ensure that the marriage preparation process is also completed for Hispanic couples seeking the sacrament of marriage
- Attentively welcome, “intake” and accompany each couple in a timely, caring manner as they progress on their journey of personal conversion and preparation for the marriage covenant.
- Build, maintain and update a master timeline, utilizing it to track where each couple is in the process, ensuring meaningful marriage preparation and a smooth wedding ceremony.
- Work with the Pastor and Director of Evangelization and Faith Formation to recruit, prepare, train, and guide a team of married couples to facilitate FOCCUS inventories, discuss Natural Family Planning, and accompany couples through their marriage preparation process.
- Work with each couple to plan all of the details of their wedding ceremony! This includes:
  - Acting as the communication liaison between the couple and the pastor and/or parochial vicar, mentoring couples, guest officiants, photographers, parish secretary, sacristans, musicians, parish volunteers and others involved in the wedding
  - Promptly informing the pastor and/or parochial vicar if you sense any serious concerns, obstacles to the marriage, or other items he should be aware of.
  - Helping the couple plan the details of their wedding ceremony—from using the spaces in the church to selecting readings and music to decorating and cleaning up.
  - Ensuring that all needed permissions, dispensations, baptismal certificates, licenses and paperwork have been obtained from the diocese, other parishes, the pastor, etc.
- Be on site (or train and delegate a substitute) for each St. Mary’s or St. Raymond’s wedding rehearsal and ceremony, dressed professionally and ready to prepare the church (doors, altar, lights, thermostats, sacristy, etc.), answer questions, and solve last-minute problems.
- Work with the Director of Evangelization and Faith Formation to facilitate parish efforts to accompany couples as they build their domestic church in the years *after* their wedding day.
- Potentially act as event planner for Deanery-wide marriage preparation retreats
- Participate in any relevant Diocesan trainings or meetings

**Direct Reports:**

- The team of Volunteer Marriage Mentors—English and Spanish speaking

**Other Regular Meetings / Collaboration:**

- Standing meeting with Director of Evangelization and Faith Formation (Direct Report)
- Standing staff check-in meeting once a month
- Communicate regularly with others critical to marriage ministry (the Pastor, Bilingual Office Assistant, Director of Pastoral Ministry, and Director of Music & Liturgy, etc.)

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Commitment to respect the teachings and practice of the Catholic faith
- Commitment to personal healing, mutual respect, and vulnerable trust of team members.
- Commitment to being a disciple of Jesus, joyfully living the Gospel in virtue, prayer and sacrament
- Fluency in both English and Spanish preferred (must be fluent in English)
- A familiarity with and sensitivity to Hispanic marriage customs and culture
- Skill in evangelization and pastoral accompaniment, able to lead couples into deeper conversion
- Sensitivity, compassion and the ability to ask good questions and listen well; Catholic teaching about marriage (especially in light of cohabitation, divorce, annulment, etc.) is often a place of deep wounding or confusion, which means it's a great opportunity to offer the healing grace of Jesus
- Knowledge and understanding of the Catholic Church's teachings on the sacrament of marriage
- Familiarity with (or willingness to learn) Canon Law regarding marriage, paperwork, and permissions
- Joy and flexibility under pressure and frustrating situations
- Excellent communication skills, both written and verbal
- Detail-oriented with knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, filing and record-keeping, designing forms, and other office procedures and terminology (or willingness and ability to learn these items)
- A high level of integrity, diplomacy, initiative, organization and prioritization
- Ability to manage your workflow without micromanagement or heavy oversight
- Ability to lift 25+ pounds. (Seriously, you'll probably move liturgical books, chairs and kneelers.)
- Professional confidentiality and discretion regarding all personal information
- Willingness to conform to all guidelines and policies of the Diocese of La Crosse

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(Employer's Signature)

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(Date)

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(Employee Signature)

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(Date)