

Diocese of Nashville

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Assistant Director for Marriage and Family Life

Description

The Assistant Director for Marriage and Family Life works with the Office of Faith Formation team to facilitate and support the various programs and ministries throughout the Diocese of Nashville that are directed toward the vocation of marriage, sanctity of life, and building of the domestic church. The Assistant Director for Marriage and Family Life conducts diocesan-based enrichment opportunities as well as closely collaborates with pastors, parish leaders, schools, parents, and young adults to help provide programs and resources for advancing a culture of life and love. Through guidance, education, and accompaniment, the Assistant Director for Marriage and Family Life exemplifies and furthers the mission of the Diocese of Nashville: Living and Proclaiming the Good News of Jesus Christ, Welcoming All.

AREAS OF RESPONSIBILITY INCLUDE

1. Accompanies and supports pastors, Directors of Religious Education, and other lay volunteers on issues related to marriage and family life.
 - Helping parishes implement programs and resources for marriage enrichment and family-based education.
 - Finding ways for parishes to provide outreach programs to further promote human dignity.
 - Creating a guidelines source for the Sacrament of Marriage and Anointing of the Sick.
 - Maintaining an awareness and database of local NFP instructors.
 - Giving parish talks on topics pertaining to marriage and family life.
2. Provides outreach resources regarding
 - Pregnancy
 - Divorce and Separation
 - Consolation and Bereavement
 - Bioethics and End of Life
 - Senior Adult Ministry
 - Special Needs Ministry
3. Designs, plans, and executes the following:
 - Diocesan Engaged Couples Retreats
 - Yearly conference on topics concerning marriage or the sanctity of life
4. Assists with the larger initiatives of the Office of Faith Formation.
 - Open Arms Ministry
 - Pro-Life and Human Dignity Pilgrimage
 - Holy Fire
5. Coordinates Together in Holiness Conference
6. Functions as diocesan NFP coordinator
7. Works with the Office of Catholic Schools to promote instructional lessons regarding marriage, human dignity, and Catholic bioethics.
8. Maintains an awareness of all relevant documents from the Holy See and USCCB.
9. Updates Marriage and Family Life webpage
10. Creates and reviews participatory surveys for diocesan-based conferences and retreats.
11. Prepares yearly budget plans and manages monthly budget required for the Marriage and Family Life branch of the Office of Faith Formation.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

August 16, 2024

Valid through

30.09.2024

To apply:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/1092672/Roman-Catholic-Diocese-of-Nashville/Assistant-Director-for-Marriage-and-Family-Life>

12. Performs other duties assigned by the Director of the Office of Faith Formation.

Requirements

EDUCATION AND EXPERIENCE

- Bachelor's degree in Theology or related field.
- Master's degree in Theology, Education, or related field preferred.
- NFP certification preferred.
- 2+ years of active participation in parish ministry.
- 2+ years of project management experience.

ADDITIONAL SKILLS/REQUIREMENTS

- Practicing Roman Catholic in good standing.
- Active parish and diocesan involvement.
- Considerable knowledge of Church doctrine and practice.
- Articulate written and public speaking skills.
- Strong interpersonal, organizational, and project management skills.
- Familiarity with applicable Church documents, such as Casti Connubii, Humanae Vitae, Amoris Laetitia, The Rite of Marriage, canons pertaining to marriage, etc.
- Knowledge of the various NFP methods.
- Proficiency with computer programs, web-based software, and social media platforms.
- Ability to travel to off-site events and to work on evenings and weekends as occasionally required.
- Fluency in Spanish preferred.