



Ministry Position: Marriage Preparation Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the Marriage Preparation Coordinator makes all necessary arrangements including the organization of course material, speakers, presentations, and registration of engaged couples. The Coordinator plans and supervises the Marriage Preparation courses.

◆ Activities/Responsibilities

- Maintain a contact list of Marriage Preparation Facilitators and engaged couples wanting to participate in the Marriage Preparation course
- Ensure any changes in the list of Marriage Preparation Facilitators are communicated promptly to the Parish Volunteer Screening Committee
- Maintain accurate registration records of all engaged couples participating in the Marriage Preparation course
- Bring to the attention of the Pastor any matters related to the spiritual needs of the engaged couples
- Plan course dates, location and curriculum in communication with the Pastor
- Select and advises the Marriage Preparation Facilitators
- Meet occasionally with the Pastor to review the Program
- Be available for meetings and training at both parish and diocesan levels as required
- Keep an inventory of items and ensures that necessary materials are available to Facilitators

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church and in good standing
- Registered with the parish for at least 2 years.



Archdiocese of Toronto

- Recognized within the parish community as a person of good reputation
- Previous experience as a Marriage Preparation Facilitator
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage
- Has appropriate leadership and facilitation skills.
- Has good organizational skills
- Can relate effectively and communicate clearly with others
- Ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Needs to be a person of prayer
- Has a helpful, supportive and non-threatening attitude
- Honest, dependable and can maintain strict confidentiality
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Must have a current certificate in the Marriage Preparation Instructor's Course from the Archdiocese of Toronto.

◆ **Participant Group**

Engaged couples who are considering the Sacrament of Marriage and Marriage Preparation Facilitators.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

_____ year term with the ability to renew.



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◆ Benefits and Working Conditions

- Will directly contribute to the spiritual development of the engaged couples within the parish.
- Will further develop leadership and organizational skills.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Marriage Preparation Coordinator** currently practised at,
_____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department