



## ST. MARY'S CATHOLIC CENTER JOB DESCRIPTION

**TITLE:** Marriage Preparation Assistant

**CLASSIFICATION:** Non Exempt

**REPORTS TO:** Office Manager

**TERMS:** Part-Time/Permanent including some Friday evenings and Saturdays

**ORGANIZATION OVERVIEW:** St. Mary's Catholic Center at Texas A&M University has the mission to form apostles for the Church and the world. We are a ministry of the New Evangelization who believe in exercising a dynamic orthodoxy, faithful to the Church's instruction, engaging and fervent, and in a manner that reaches the hearts of the faithful and the unchurched. The Marriage Prep Assistant is a member of the Administration team at St. Mary's Catholic Center. The first priority is the care of persons and the evangelization and pastoral care of the students and members of St. Mary's. An important value of our parish staff is reliance on prayer, thus we begin each day of work in Eucharistic Adoration.

### **GENERAL JOB DESCRIPTION:**

The Marriage Prep Assistant, is an assistant to the Office Manager and Director of RCIA and Marriage Preparation primarily in respect to Marriage Preparation. They will help to coordinate and oversee the sacramental preparation, mentorship, liturgical planning, rehearsal and ceremony for couples preparing for their wedding, but even more so, the grace available to them in the lifelong Sacrament of marriage. This position functions as a member of the administrative team in a spirit of teamwork and shared vision and will work closely with the Director of RCIA and Marriage Preparation, Associate Pastor, Office Manager and the Liturgy team.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Serve as the one of the initial contacts for couples seeking marriage in the Catholic Church
- Schedule initial marriage preparation meetings with the Director of RCIA and Marriage Preparation and the Pastoral Associate
- Accompany some couples throughout the marriage preparation process along with the Director of RCIA and Marriage Preparation and the Pastoral Associate.
- Assist the Music Director in administrative tasks in relation to wedding music.
- Assist the Liturgy Coordinator in communication with visiting clergy
- Assist the Liturgy Coordinator in leading or assisting at wedding rehearsals and providing a welcoming, hospitable environment on wedding days when there is a visiting clergy.

### **QUALIFICATIONS:**

- 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
- A familiarity with the Catholic wedding liturgy and sensitivity to cultural marriage customs
- 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
- Professional confidentiality and discretion regarding all personal information

**JOB CONDITION AND PHYSICAL DEMANDS:** Work is performed in a church or office setting with daily and weekly deadlines. The candidate must have flexibility and availability to be present on some nights and weekends. While performing the duties of this job, the Marriage Prep Assistant is required to stand, walk, talk, reach, sit and perform repetitive motions of hands/wrists. The ability to lift and move items up to twenty-five pounds is required.

**OTHER:** This person must follow the guidelines of the Diocese of Austin regarding Ethics and Integrity in Ministry.

**COMPENSATION:** Salary commensurate with qualifications.