

Director, Life and Family Evangelization Office

Job Summary:

The Director of Life and Family Evangelization serves a ministerial role as a Diocesan resource on the pastoral care of the family and related topics such as marriage preparation and enrichment, life and dignity issues and natural family planning. Provides information and referral on family services such as grief and healing after a loss, marriage counseling, pregnancy resources, post-abortive support and healing from divorce. Serves as a legislative liaison on matters related to life and family both at the state and federal levels. In addition, the Director fosters the values, principles, doctrines and teachings of the Catholic Church to individuals they encounter in their daily work.

Supervisory Responsibilities: Supervises 3 employees (2 full-time, 1 part-time).

Illustrative Examples of Essential Functions:

Marriage and Family:

- Plan, implement, evaluate and improve the Diocesan-wide marriage preparation programs (offered in both English and Spanish), while ensuring the programs are consistent with the teachings of the Catholic Church and stipulations of the Bishop.
- Provide support to priests preparing couples for marriage
- Plan and implement family life ministry events, such as special Masses and retreats.
- Collaborate with and provide formation opportunities to parish and regional leaders involved in marriage and family ministries.
- Grow and maintain a resource directory for couples experiencing infertility, parents with children with special needs, those needing bereavement services and people healing after divorce.
- Develop and maintain relationships with those involved in ministry that strengthen the family, such as men's and women's ministries. Serve as a liaison between people and parishes in order to expand participation.

Life and Dignity:

- Supervise and manage Project Rachel activities
- In conjunction with pastors, manage the Parish Respect Life Coordinators (PRLCs) throughout the Diocese by maintaining a directory, welcoming/orienting new PRLCs and providing them formation and training.
- Oversee the distribution of individual, monthly, and annual materials pertaining to life and dignity to the parishes and PRLCs.
- Plan, oversee, promote and execute an annual pilgrimage to the *March for Life* in Washington, D.C.
- Establish relationships with pregnancy centers and similar organizations within the Diocese.
- Grow and maintain a resource directory available for expectant mothers and parents. Develop chastity resources for use in parishes and schools.

Natural Family Planning

- Supervise the local aspects of the NFP certification process for new providers in conjunction with other certifying organizations, including screening and interviewing new providers.
- Build and maintain relationships with local NFP providers
- Manage the list of approved NFP providers
- Compile data to meet reporting requirements
- Promote NFP Awareness week

Legislative Efforts and Action

- Serve as a legislative liaison on state and federal matters related to marriage, life and family.
- Collaborate with staff from the USCCB, Catholic Conference of Illinois and other Diocesan directors on advocacy and political efforts related to marriage, family and life.
- In partnership with Catholic Conference of Illinois, plan, promote and lead Diocesan activities related to *Life Advocacy Day* in Springfield each spring.

Other

- Act as a Diocesan liaison to the entities in the Department of Pastoral Services.
- Network with applicable associations and organizations pertaining to the work of the office.
- Attend conferences, events, and meetings as needed
- Supervise the collection of registration fees and other revenue.
- Collaborate with Diocesan Ethicist, as needed.
- Manage the Life and Family Evangelization website and social media accounts.
- Participate, and encourage participation in, professional development opportunities.

(Core Competencies) Knowledge, Skills, and Abilities:

- Model the Catholic faith life in actions and words, be a witness of the Gospel to the faith community and the public, and exemplify the teachings of Jesus Christ, so as to bring others to Christ.
- Knowledge of Church documents, teachings and writings on marriage and the family
- Ability to analyze and evaluate the theological soundness, effectiveness and applicability of various marriage preparation models and programs.
- Maintain a good understanding of federal, state and county services for family systems as well as collaborating with Catholic Charities and other agencies both within and outside the Diocese of Rockford.
- Ability to communicate effectively, both verbally and in writing, to staff members, departments within the Diocesan Administration Center, parishes, partners and the general public.
- Familiarity with all methods of Natural Family Planning
- Ability to handle multiple projects/priorities and functions independently
- Strong interpersonal skills, decision-making, collaboration, teamwork that fosters the Church's mission. Ability to give presentations
- Ability to budget and administer a budget
- Proficiency with Microsoft applications such as Word, Excel and Power Point

Minimum Education and Experience Requirements:

- Bachelor's Degree in Theology, Pastoral Studies, Marriage/Family Ministry, or related field.
- Minimum 3-5 years of parish or diocesan experience
- Experience working within the church structure in the area of family/life/marriage ministry
- Practicing Catholic

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting.
- Work is conducted in a busy office environment.
- This position requires light physical activity and movement.
- Ability to work evenings and weekends, depending on programs and workshops being offered
- Position will require travel to parishes, meeting sites and conferences on a regular basis.