



Diocese of Springfield in Illinois

Catholic Pastoral Center

Job Title: Marriage and Family Life Specialist
Division/Department: Department for Laity, Marriage, Family Life, and Youth
Reports to: Director
FLSA Status: Exempt
Prepared Date: January 2023 **Revised:**

POSITION SUMMARY:

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Parish Consultant and Marriage/Family Specialist focuses on carrying out the mission of the diocese “to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast Stewards of God’s creation who seek to become saints”. This position above all else listens and engages with pastors, parish staff and volunteers to provide support, resources, and diocesan experiences based on the needs of the local community. This position, though an expert in marriage and family life, engages parishes in all aspects of ministry in order to develop and encourage a plan of evangelization and formation for the local faith community.

ESSENTIAL FUNCTIONS:

- Actively consults with parishes, schools, and parishioners regarding ministry efforts. Helps pastors and parish leadership identify formation and evangelization goals. Provides resources and training in order for the parish to achieve those goals.
- Establish best practices, programs, training, and resources for parish leadership to inspire the faithful of the diocese to a deeper understanding and fulfillment of being good stewards of the Church and true disciples of Christ.
- Develop relationships with pastors and staff to build trust and listen to the needs of individual parishes.
- Working with the department team, plan diocesan events such as Marriage retreats, the March for Life, youth conferences, etc. Work with parish leadership to promote and facilitate events.
- Research and coordinate resources specific to marriage and family life. This includes, but is not limited to:
 - Train volunteers and organize the Pre-Cana teams across the diocese.
 - Provide resources to parishes regarding marriage enrichment, families in crisis, etc.
 - Work with pastors and parish leaders regarding promotion of the family as domestic church.
- Represent the Diocese at meetings pertinent to the ministry of the office at the diocesan, regional and national level.

Job Description: Parish Consultant and Marriage/Family Specialist

- Attends professional education conferences, webinars, etc. as permitted by the expense budget and reviews professional publications.
- Other duties as assigned

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's Degree in Theology, Pastoral Ministry or related field.
- Proven experience in parish ministry.

REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS

- Practicing Catholic in full communion with the teachings of the Church
- Strong verbal, written, analytical and people skills
- Capable to make presentations before a large group
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- High degree of confidentiality
- Proven ability to solve problems and make effective decisions
- Ability to work independently as well as with a team
- Effective communication skills and interpersonal skills
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Willingness to work collaboratively in a team-oriented environment
- Valid driver's license

To apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, Il 62702.