



Job Title: Assistant to the Director of Family Life
Department: Family Life
Reports To: Director of Family Life
Status: Part-Time (Non-Exempt)
Approved Date: July 17, 2026
Approved By: Rev. Thomas Ponzini, Pastor

Purpose

To assist the Director of Family Life with the implementation and management of all aspects of the Family Life Department. This is a part-time (25-hours per week) position.

Responsible to

The Director of Family Life and, ultimately, the Pastor.

Major Responsibilities

Marriage Preparation

- Welcome and interact with couples seeking marriage preparation & weddings.
- Send Request for Marriage form and review new requests as they are received to determine Freedom to Marry.
- Assist with the monthly Orientation for Marriage meetings
- Assign couples requesting marriage preparation in Spanish to the Spanish Marriage Preparation Team
- Oversee the documentation and work of the Spanish Team for accuracy and accountability
- Prepare marriage documents for couples planning to be married outside the parish.
- Maintain a Prepare & Enrich account for the Spanish language couples, print and file reports, send completed reports to the counselor with contact information for the couples, communicate with the couples to complete the counseling process. Review the reports and take steps to assist with additional counseling if needed in consultation with the director of FL and clergy as needed.
- Recruit, communicate and provide formation for the Spanish language mentor couples.
- Oversee the formation of the Spanish Marriage Preparation Team
- Assist in assigning Priest or Deacon for marriage preparation and weddings.

Weddings

- Communicate with the Family Life Director to schedule weddings in eSPACE
- Update and maintain accuracy of the Wedding Schedule spread sheet, WFR form and deposit of fees which provide notification to the bookkeeper
- Communicate with couples & team to obtain:
 - Scripture readings
 - Music selections
 - Procession list and details regarding the wedding
 - Final fees due to POP and Music ministers
- Recruit and train a team of Wedding Coordinators
 - Schedule and communicate with coordinators
 - Evaluate the functioning of the coordinators



Assistant to the Family Life Director (Continued)

Marriage Enrichment

- Support the Living Matrimony Team to develop opportunities for marriage enrichment.
 - Provide follow-up opportunities for newly married couples
 - Develop seasonal events
 - Develop small group formation
 - Assist with coordination of the annual Marriage Enrichment Retreat.

General Responsibilities

- Oversee maintenance of inventory of forms for marriage packets and resource materials required for Marriage Preparation including but not limited to:
 - Together for Life Booklets
 - Witness to Love materials
 - Any additional resources identified to support Marriage Preparation
- Train and Assist with the post-marriage recording process i.e.
 - Send Marriage Licenses to County, and maintain copies for file & couples
 - Send notification of marriage to churches of Baptism
 - Record marriages in permanent Sacramental Books
 - Record "Lack of Form" forms in permanent record books
 - Prepare Marriage Certificates and mail to the couples
- Assist with ongoing development of new forms and materials in Spanish
- Assist Family Life Director with communication and needs of the department

Qualifications

- Fully bilingual (English/Spanish) both written and verbal.
- High school or equivalent education, preferably college or university
- Experience in Marriage Preparation Ministry & Formation in the Catholic Church
- Collaborates and communicates well with POP Staff, Clergy and Parishioners
- Practicing Catholic in full communion with the Catholic Church
- Spiritually grounded in morals and faith consistent with a Pastoral Minister of the Church
- Commitment to continuing professional education and formation.
- The ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.
 - Sensitivity, compassion, and the ability to ask good questions and listen well.
 - 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.
 - Excellent communication skills, both written and verbal.
 - Detail-oriented with knowledge of administrative and clerical procedures and office systems including Microsoft Office Suite products.
 - A high level of integrity, diplomacy, initiative, organization, and prioritization.
 - Ability to manage and organize workflow and volunteers.
 - Professional confidentiality and discretion regarding all personal information.



Assistant to the Family Life Director (Continued)

- Must maintain compliance with the Archdiocesan Safe Environment Program requirements throughout the employment period.
- The ability to maintain a flexible work schedule of not more than twenty-five (25) hours a week including evenings, weekends, and special occasions.
 - The hours of work may vary from other employees on the pastoral staff according to the tasks at hand.
 - The preceding does not negate the necessity of having regular, scheduled office hours for planning and collaborating with other parish staff. The Assistant to the Family Life Director will work with the Family Life Director and the Pastor to set an agreed upon standard work week, adjusting as needed for specialized activities.
 - In accordance with the guidelines of the Archdiocese of Galveston-Houston, the Assistant to the Family Life Director is not permitted to work from home or from unapproved remote locations.

The above job description is not intended to be an exhaustive list of all duties and responsibilities.
The incumbent may be required to perform other duties as assigned.