Diocese of Helena
Director of Family Life & Evangelization

Job Status Full-Time, Exempt

Position Summary
The Director of Marriage & Family Life seeks to support the Diocese of Helena and its parishes to evangelize by fostering marital health and strong family life. This includes leading new initiatives to increase the number of sacramental marriages, to encourage sound marriage preparation, and create a culture of ongoing marriage enrichment within the diocese. This also includes family enrichment in the domestic church. This staff member will provide consultative support to parish leaders to create evangelizing ministries that strengthen marriages and families. The work includes training for volunteers and parish staff, overseeing and developing initiatives to support and strengthen marriages and families, and support evangelization, small group fellowship, social events, and skills-based programming.

Duties & Responsibilities

- Develop and promote various programs, ministries and presentations that promote an authentic Catholic vision of marriage, human sexuality, and the domestic church.
- Identify collaboration opportunities for the formation of the domestic church from infancy to adulthood.
- Be responsible for applying a Data-Informed, Full-Circle Relationship Ministry model within the various deaneries and parishes throughout the diocese.
- Project manage the Communio partnership within the Diocese of Helena. This includes working as the liaison between Communio’s marketing and outreach resources and the representatives within the diocese.
- Support parishes as the liaison for Communio’s partnership, participating in meetings, reporting successes and opportunities, fulfilling strategic initiatives, promoting additional partnership opportunities with parishes, and training volunteers to support the ministry.
- Oversee marriage preparation opportunities, programs and support to clergy, volunteers, and coordinators at the parish level.
- Provide training and support the clergy on the administration of the sacraments of marriage, including the knowledge of current marriage and family life offerings.
- Complete and promote a life-skills assessment, like FOCCUS or Prepare & Enrich, that supports and strengthens the sacrament of marriage.
- Assist Liturgy and clergy with World Marriage Day events and homilies, providing suggestive links to marriage and family life from the scriptural readings, and organizing a blessing of marriages during Masses.
- Promote the work of World Meeting of Families in the diocese.
- Write content relevant for marriage and family life for the diocesan web site and communication platforms that are distributed to clergy, parish staff and the faithful.
- Provide resources to families and couples in relationship crisis.
- Collaborate with accounting and the supervisor to create and adhere to budget requirements and complete deposits.
- Work with leadership to fulfill continued work in forming missionary disciples. Invite people closer to the spiritual life of the faith, engage them into the sacramental life, and accompany them through missionary discipleship.
▪ Attend diocesan meetings regarding marriage and family life. Support parish efforts by providing feedback, resources, and promotional opportunities.
▪ Participate in quarterly regional meetings for the National Association of Catholic Family Life Ministers (NACFLM) and attend the annual conference, usually held in the Fall.
▪ As able or necessary, represent the Diocese of Helena at other local and national conferences and events.
▪ Other duties, projects, and endeavors concerning evangelization through relationship ministry and Family Life that may be developed or assigned in the future.
▪ Must take Protecting God’s Children Training and maintain Virtus on-line training bulletins.

Qualifications
▪ A practicing Catholic in good standing with the Church.
▪ Theology degree, or flexibility to complete Catholic biblical and/or catechism studies requested within a year.
▪ Candidate should possess strong communication, administrative, and organizational skills, with ability to meet deadlines and work in a collaborative environment.
▪ Standard Monday through Friday work schedule, with occasional evening and weekend availability for events.
▪ Proficient in computer programs (Word, Excel, Power Point, etc.) and willing to learn new software and programs.

Leader Competencies
▪ Budgets/Cost Control
  Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets, contributes to budget planning.
▪ Communication
  Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
▪ Decision Making/Judgment
  Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus, when possible, communicates decisions to others.
▪ Hiring
  Defines position requirements and necessary skills, recruits large applicant pool, prepares for and conducts good interviews, values both experience and potential, selects appropriate candidates, builds teams with complementary skills, promotes diversity in hiring.
▪ Managing for Results
  Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results.
▪ Managing Performance
  Applies clear/consistent performance standards, handles performance problems decisively and objectively, is direct but tactful, provides guidance and assistance to improve performance.
- **Planning**
  Develops realistic plans, sets goals, aligns plans with diocesan goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.

- **Team Leadership**
  Anticipates and resolves conflicts, turns team diversity into an advantage, uses unique team talents, defines processes and goals, works for consensus.

Pay Range for this position is $60 - $70K. Please submit a resume to HR@diocesehelena.org.