

Catholic Diocese of Saginaw
Job Description

TITLE: Vicariate Liaison and Coordinator of Marriage & Family Life Ministry
SUPERVISOR: Director of Parish Life and Evangelization
STATUS: Full-time, Exempt, Salary (*based on 40 hours per week*)

Date: October 2025

GENERAL DESCRIPTION

The Vicariate Liaison is a human bridge between the resources of the diocesan offices and an assigned vicariate, its parishes, and lay leaders with respect to evangelization and pastoral resources. The Liaison is charged with direct parish contact approximately 25% of the time, including attending the assigned vicariate meetings, listening to and assessing needs within and among vicariates.

The Coordinator of Marriage and Family Life Ministry is responsible for working with parish leaders to prepare employees and volunteers desirous of participating in Marriage and Family Life formation to deepen their knowledge of the Faith, of the sacrament of marriage, and their commitment to Our Lord Jesus Christ; secures the services of qualified advisers in marriage preparation and enrichment programs; provides support to all parishes in outreach to couples, especially attentive to the challenges facing families, marriages & grandparenting; integrates natural family planning and pro-life resources into programs, spiritual and educational opportunities, Family prayer enrichment, on-going opportunities including retreats, seminars, camps to promote personal encounters with Jesus, and periodic assemblies; regularly communicating with parish leaders in order to maximize the gifts and talents of individuals working within this area of ministry.

ESSENTIAL DUTIES & RESPONSIBILITIES

Vicariate Liaison Summary:

Each Liaison works constructively with other members of the departmental team, their regional vicars, and parish leadership to develop curriculum and provide resources in the liaison's area of expertise. The liaison will respond to diocesan school needs upon the request of the Director. Prayerfully discern and create communication and collaborate within the designated vicariate and the Diocese, consistent with respecting the life and dignity of all.

Specific responsibilities include:

- Engage regional vicar, parish and ministerial leaders, listening for means to introduce [re]evangelization; promote and energize parish and inter-parish faith and sacramental formation, worship, multicultural ministry, and the Church's social teaching.
- Assist parish leaders to reach beyond parish membership to support individuals' spiritual growth
- Collaborate with diocesan and parish colleagues to develop initiatives among parishes and vicariates, supportive of parish life and [re]evangelization.
- Other duties as assigned by supervisor.

Coordinator of Marriage and Family Life Ministry Summary:

Attentive to specific interests within each parish, the coordinator serves as a resource in order to advance the social mission of the Church. The coordinator helps parishes throughout the Diocese identify and attain the common good of their civic community by putting Catholic social principles to work. This position will focus on education, planning, and collaboration with and among parishes for rural life ministry; pro-life advocacy; prison/juvenile detention ministerial care, aftercare, and family care; mental health support services; other specialized ministry as determined by parishes.

Create, direct, and evaluate the education and formation of those who participate in Marriage and Family Life ministry and provide on-going communication with parishes to provide optimum settings for this ministry; develop on-going educational and formational programs and other resources to promote beneficial impact in such areas as adoption, natural family planning, pro-life awareness, resources to enrich marriages, and marriage preparation. Partnering with parish staffs, volunteers, community organizations, and others who are committed to building a just society and living lives of holiness as disciples of Our Lord Jesus Christ.

Specific responsibilities include:

- Participate in department's creation of annual plan and budget for the activities of the department, with responsibilities for plan and budget for Marriage and Family Life ministry.
- Disseminate information to and collaborate with colleagues to effectively focus diocesan resources on Marriage and Family Life ministry.
- Organize, coordinate, and supervise diocesan-wide efforts related to evangelization as it pertains to Marriage and Family Life ministry.
- Promote and ensure the implementation of all diocesan policies for Marriage and Family Life Ministry, including the Code of Conduct.
- Contribute to identifying, developing, and sharing diocesan outreach resources throughout the Diocese.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Director of Parish Life and Evangelization
- Maintain professional relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education and/or Experience:

- Bachelor's degree (and/or Masters) in Religious Studies, Pastoral or Sacramental Theology, or related field
- Knowledge and understanding of Marriage and Family Life or adult religious formation/education, with at least 5 years' experience

Job Related Skills:

- Catholic with a gift for assisting others to grow in their faith; Fully aligned with the teachings of the Church and the vision for relationship-focused support for parishes; Thrive in a team environment
- Excellent organization, communication, interpersonal and relationship management skills
- Excellent public speaking skills
- Working knowledge of Microsoft Office suite required

Interpersonal Skills: Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work; Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.