



Diocese of Fort Worth Position Description

Position: Family Life Director
Date Revised: June 26, 2018
Reports to: Pastor
Location: St. John the Apostle Parish
7341 Glenview Drive
Fort Worth, Texas 76108-2919
www.sjtanrh.com

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 914,556 Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

St. John the Apostle Parish is located in northeastern Tarrant County, in North Richland Hills, at 7341 Glenview Drive. It primarily serves parishioners in Richland Hills, North Richland Hills, Watauga, Haltom City, and parts of the surrounding cities.

General Position Summary: The Family Life Director assists the clergy and families with scheduling liturgies and celebrations in the parish.

Principal Accountabilities:

- Coordinate marriage preparation and weddings.
- Direct inquiries into annulments, sanations, and other tribunal questions to appropriate ministers.
- Funeral planning.
- Coordinate baptism classes and celebrations.
- Assist clergy with seasonal (Advent/Lent) Penance preparations.
- Occasional back up to the receptionist (answering phones, greeting visitors, taking messages)
- Supervise the Divorce Recovery Group, the Mom's Group, and the Defenders apologetics group
- Dispatch sick calls to clergy
- Responsible for all other projects, tasks, etc., as assigned.

Typical Decisions and/or Recommendations Made in This Position:

- Recommend and/or appoint clergy, musicians, and ministers for weddings.
- Schedule and conduct marriage preparation orientations.
- Schedule and occasionally conduct baptism classes
- Assist families and clergy in planning time and dates of baptisms.
- Attend to families with funeral planning, coordinating clergy, ministers, musicians, and working with funeral homes to schedule funerals.



Diocese of Fort Worth Position Description

- Assist individuals seeking assistance with annulments, convalidations and sanations.
- Work with school principal to get altar servers for weddings and funerals.

Supervision Given and/or Received:

- This employee is supervised by the pastor.

Internal Contacts:

- Pastor
- Business Manager
- Associate Pastor,
- School Principal
- Other office staff and liturgical ministers

External Contacts:

- Funeral directors.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment, but is subject to stress due to the nature of weddings and the unpredictability of funerals.

Travel Requirements:

- None.

Education and Experience Preferred:

- MA in Theology, Catechesis, Religious Education or Liturgy; or
- several years' experience in parish ministry in marriage, baptism and funeral preparation.

Knowledge and Skills Preferred:

- Active member, in good standing, of a Roman Catholic parish and community with knowledge of the Catholic Church organization and functions.
- Ability to minister to families preparing for Baptisms, wedding and funerals in a compassionate manner.
- Basic knowledge of Church law, and Diocese and parish policies.
- Familiarity with Microsoft Office (Word and PowerPoint).
- Must be able to speak, read and write in Spanish and English.

FLSA Designation: Exempt

| |
|--|
| |
|--|



Diocese of Fort Worth Position Description

Position Description Approved By _____

_____ Date

Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.