**Director of Family Ministries**

**Diocese of Harrisburg, PA**

Posted:

December 21, 2021

Expires:

January 30, 2022

Terms:

Full-Time Employee

Experience:

5-10 Years

Education:

Graduate Degree

Base Pay:

$60k to $70k Salary

Send applications or inquiries to: employment@hbgdiocese.org

**Job Description**

The Diocese of Harrisburg seeks someone with a desire to help others live the Catholic faith to the fullest, who is interested in strengthening marriages and families and wants our youth to develop strong relationships with our Lord and Savior Jesus Christ. If this describes you, we invite you to join a mission-oriented team of individuals who work "to proclaim the goodness of God and to make truly present and active the One, Holy, Catholic and Apostolic Church of Jesus Christ to all people through the power of the Holy Spirit." Specifically, the Secretariat for Catholic Life and Evangelization (CLEV) is seeking a Director of Family Ministries who is ready to enrich our team with his or her talents and dedication.
The Director reports to the Secretary of CLEV and will have direct responsibility for diocesan family ministries programs, which includes marriage and youth. This person serves as the main point of contact and support to parish and ministry offices for strategic planning, implementation, and ongoing development in these areas. He or she may also be asked to assist the Secretary in supporting prison, hospital, and college/university chaplaincies as well as our multicultural apostolates.
The successful candidate will meet most of the following criteria and is expected to fulfill the responsibilities outlined below.

**Required Skills and Abilities**A Catholic in good standing, eager to embrace and advance the mission, vision, and values of the Roman Catholic Church, the Diocese of Harrisburg, and CLEV.
Strong verbal, interpersonal, and written communications skills.
Exercises discretion and confidentiality.
Listens with openness, reasons through challenges, and shares ideas and opinions in a spirit of good will and generosity.
Organized with an ability to make plans, follow timelines, and meet deadlines.
Maintains a respectful, kind, and courteous demeanor when under pressure.
Leads and follows with courage, humility, and a service-oriented heart.
Listens intently to gain knowledge of benefit to others, identify areas that need support, and respond thoughtfully with options for areas that need support.
Willingness to adapt to new and changing policies, procedures, and technologies.
Demonstrates initiative and a spirit of innovation.
Flexibility in working with varied projects and constituencies.
Has the courage to ask others for help when needed and to observantly and to proactively offer help when others are in need.

**Responsibilities**
Foster the total personal and spiritual growth of each person through a comprehensive and holistic approach to family ministries in all diocesan environments.
Develop and supervise diocesan level programs; plan major (diocesan-wide) and regional events; recruit, train, and update volunteers, and support parishes in implementing and sustaining marriage/family/youth programs.
Develop and drive programs and events that inspire participants to live as disciples of Jesus Christ and lead them to responsible participation in the Church's life and mission, particularly in regard to family ministries.
Cultivate and sustain mutually beneficial relationships with and among clergy, especially pastors, diocesan and parish staff, lay ministry leaders, parishioners, and volunteers.
Cooperate with other diocesan secretariats and departments, parishes, schools, ministries, and related offices on programs, events, communications, campaigns, and initiatives involving and impacting family ministries.
Drive and support diocesan implementations of relevant USCCB frameworks.
Implement the Church's vision and Diocesan Bishop's priorities regarding preparation for the Sacrament of Marriage inclusive of both the sacramental and interpersonal dimensions it entails and the lifelong living out of this vocation to unitive and fruitful love as the domestic church.
Promote and facilitate opportunities for engaged and married couples to learn NFP; serve as liaison to NFP providers; recruit and train committed Catholic couples as NFP trainers for the parish and deanery levels.
Certify facilitators and train mentor couples for pre-marriage inventory.
Support and encourage ministries to marriages at risk, the separated and divorced, and those who have lost a loved one.
Provide resources and support to parishes, ministries, and schools connected to hiring and maintaining professional family ministries staff.
Promote professionalism and increasing competencies in family ministries by providing/securing opportunities for support, networking, and training.
Serve as the point of contact for the family ministries professionals and contracted services (e.g., NET Ministries); plan and facilitate meetings for the same.
Represent the diocese in national & regional marriage/family/youth organizations.
Coordinate local participation in national & regional marriage/family/youth conferences.
Oversee operations, events, and activities for the Diocesan Youth Council (DYC).
Oversee the work of the CYO Basketball coordinator.
Oversee initiatives related to the CYO Basketball and Catholic Scouting programs.
Assist with volunteer efforts or recruiting/hiring temporary/part-time coordinators as may be needed for planning and management of specific events and programs.
Assist in diocesan pastoral planning, especially as it relates to marriage/family/youth.
Develop and manage the annual budget for your areas of responsibility.
Gather, organize, analyze, and maintain data as may be meaningful to your efforts; make informed decisions and enhancements accordingly.
Respond to and appropriately direct requests for assistance addressed to CLEV; field requests intended for your area of responsibility in a timely manner.
Other duties related to advancing the mission, vision, and values of the Secretariat may also be assigned.
**Professional Requirements**Master's Degree in Theology, Theological or Pastoral Studies, Education, or related field; or a Bachelor's degree in the same with significant relevant experience and training.
Strong foundation in Catholic teaching on marriage, family, youth, and the human person with leadership experience in the same.
Experience working with diverse groups of people, parishes and schools, married couples, families, and youth.
Experience in the planning and execution of events and programs.
Experience directing a team.
Proficient in using Microsoft Office Suite or Google Suite, web browsers, and other software common to an office environment like email, instant messaging, project management, etc.
Ability to speak Spanish is a plus

Please send resume & cover letter to employment@hbgdiocese.org.

**Application closing date is January 28, 2022.**
\* Mission of the Diocese of Harrisburg, https://www.hbgdiocese.org/about/

**About the Employer**

The Diocese of Harrisburg is located in Central Pennsylvania covering 15 counties and 7,700 square miles. The diocese serves its 230,000 parishioners in 89 parishes, 6 secondary schools, 30 elementary schools and many other agencies and institutions.