

Ministry Position: Marriage Preparation Facilitator

Date Last Reviewed: July 2019

◆ **Position Overview**

The Marriage Preparation Facilitator provides instruction to engaged couples as they prepare for the Sacrament of Marriage.

◆ **Activities/Responsibilities**

- Keep a contact list of engaged couples that are registered
- Plan and deliver course material in an informative manner, including presentations, videos, handouts, displays, group discussions, couples' activities and prayer
- Co-facilitate group sessions with spouse
- Create a welcoming environment for all participants
- Encourage couples to openly and honestly share their goals as they journey together toward marriage
- Communicate with the Marriage Preparation Coordinator on a regular basis
- Be available for meetings and training at both parish and diocesan levels as required
- Be present for all sessions and special gatherings

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:
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◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church and in good standing
- Registered with the parish for at least 2 years.
- Should be in a sacramental marriage for at least the past 5 years
- Recognized within the parish community as a person of good reputation
- Possesses good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage
- Has appropriate leadership and facilitation skills



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- Has good organizational skills
- Can relate effectively and communicate clearly with others
- Willing to share openly, together with their spouse, about own experience of marriage
- Must have good presentation skills
- Ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Should be confident in their own marriage and positive about the covenant of marriage
- Needs to be a person of prayer
- Has a helpful, supportive and non-threatening attitude
- Honest, dependable and can maintain strict confidentiality
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Must have a current certificate in the Marriage Preparation Instructor's Course from the Archdiocese of Toronto.

◆ **Participant Group**

Engaged couples enrolled in Marriage Preparation classes.

◆ **Support, Supervision and Evaluation**

The Marriage Preparation Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

[Click here](#) to enter either Three or Five (3 or 5) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to the spiritual development of the engaged couples within the parish.



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- Will further develop leadership, presentation and organizational skills.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Marriage Preparation Facilitator** currently practised at, **Click here to enter Parish name**.

Pastor's Signature
(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**
(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department