Coordinator of Marriage Services

Archidiocèse de Saint-Boniface Archdiocese

Position Details

Department	Pastoral Services (Office of Marriage, Family & Life)
Reports to	Director of Pastoral Services
Status	Permanent, part-time
Hours	30 hours per week (a precise schedule will be collaboratively arranged with the successful applicant)
Salary	Commensurate with experience, plus benefits

Role Summary

The Coordinator of Marriage Services supports and implements Marriage Formation Ministry across the Archdiocese of Saint Boniface according to the Marriage Catechumenate model put forward by the Vatican's Dicastery for Laity, Family and Life. In collaboration with the Archdiocesan Pastoral Services Team, clergy, parish teams, volunteers, diocesan partners and Catholic marriage movements, the Coordinator advances premarital formation, lifelong enrichment, crisis support for couples, and pastoral care for separated or divorced Catholics. The role develops and promotes formation resources, equips parish leaders, coordinates programs and events, responds to inquiries, and supports priorities such as the Marriage Catechumenate within the Archdiocese of Saint Boniface.

Work Arrangement

This role includes office and remote work, parish visits, meetings and events. Some evening or weekend work, local travel and schedule flexibility are required.

Qualifications

- Practicing Catholic in good standing and active in parish life, with a sound and pastoral understanding of Catholic teaching on marriage and family
- Relevant post-secondary education or an equivalent combination of education and experience.
- Experience in pastoral ministry, adult faith formation, marriage and family ministry, parish life, volunteer coordination or community programming.
- Strong bilingual communication in written and spoken French and English, with effective facilitation and public-speaking skills.
- Proven ability to plan programs and events, foster relationships, build and execute an action plan, exercise sound pastoral judgment, create and maintain a departmental budget, and manage competing priorities.
- Proficiency with common office, presentation, website, email and social media tools.
- Legal entitlement to work in Canada, a valid driver's licence, access to a vehicle, and satisfactory required background checks.

Assets

- Knowledge of the Marriage Catechumenate and current Catholic approaches to marriage and family ministry.
- Training or experience specifically in marriage ministry or pastoral care of families.
- Knowledge of archdiocesan and parish structures.
- Experience serving in a multicultural environment.

Key Responsibilities

1. Premarital Formation

- Implement the Marriage Catechumenate
- Equip clergy, parish leaders, pastoral workers and sponsor couples with training and resources, particularly related to the *For Better and For Ever* formation program.
- Respond to inquiries, connect couples with parishes and refer canonical matters appropriately.
- Support fertility awareness formation for couples marrying in the Catholic Church.

2. Ongoing Marriage Formation / Marriage Enrichment

- Plan initiatives and share resources for newlyweds and married couples.
- Coordinate the annual Diocesan Wedding Anniversary Celebration.
- Build and maintain relationships with Catholic marriage ministries, movements and apostolates and promote their programs and events.

3. Pastoral Support for Couples in Difficulty and for Separated and Divorced Catholics

- Maintain pastorally sensitive information and referral pathways for couples in difficulty and for separated or divorced Catholics.
- Coordinate and promote appropriate support programs, including *Surviving Divorce*, and facilitate referrals to approved counsellors or therapists.
- Support training opportunities for clergy, pastoral leaders, companions and volunteers who accompany couples in need.

4. Leadership and Administration

- Coordinate archdiocesan events and formation sessions from planning through evaluation and follow-up.
- Collaborate with Chancery on archdiocesan marriage guidelines.
- Monitor emerging pastoral needs and Archdiocesan pastoral priorities.
- Prepare the annual ministry plan, budget, calendar and progress reports.
- Maintain program records, contacts, schedules, resources and digital content.
- Prepare bilingual or translation-ready communications.
- Collaborate with parishes, deaneries, diocesan and inter-diocesan partners, and relevant volunteer committees.
- Participate in staff formation and professional development.

Key Working Relationships

The Coordinator works with archdiocesan staff, clergy, parish teams, volunteers, Catholic organizations, neighbouring dioceses, service providers, and people seeking marriage-related support.

To Apply

Email a resume and cover letter to James Kautz, Director of Pastoral Services: jkautz@archsaintboniface.ca.

The deadline for applications is November 16, 2026. Only applicants selected for an interview will be contacted.