

PARISH: **Assumption Parish, Bellingham, WA** TITLE: **Marriage Coordinator**  
NAME: \_\_\_\_\_ REPORTS TO: **Director of Parish Life**  
DATE: **March 1, 2024** GRADE: \_\_\_\_\_  
HOURS: **up to 10/week**

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## 1 POSITION PURPOSE

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To help couples preparing for marriage in, or legally recognized by, the Catholic Church.

## 2 RESPONSIBILITIES

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### 2.1 GENERAL

- A. Carries out the mission of Christ according to the dictates of the Catholic Church, within the areas of parish responsibility, guided by the vision of the parish pastor.
- B. Works to stay current in knowledge and skills related to job responsibilities.

### 2.2 SPECIFIC

Employee – either directly or through volunteer coordination – is responsible for parish activity in the following areas, in both English and Spanish:

- A. Completing the necessary paperwork (the “marriage envelope”) for couples to be married in the Catholic Church, or to have their marriage legally recognized by the Catholic Church
- B. Providing marriage preparation classes
- C. Planning marriage liturgies and running marriage rehearsals
- D. Referring individuals or couples to marriage tribunal advocates

## 3 APPROVED:

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Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_