

# **OFFICE OF FAMILY LIFE MINISTRIES; RESPECT LIFE**

## **POSITION DESCRIPTION**

**POSITION:** Engaged Couple Weekend Hospitality Coordinator

**FLSA:** Non-Exempt  
**STATUS:** Hourly

### **INTRODUCTION:**

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is accountable to the Director of Family Life Ministries and Respect Life.

### **RESPONSIBILITIES:**

Engaged Couple Weekend Hospitality Coordinator manages all aspects of hospitality and is responsible for the smooth, consistent operation of engaged couple weekends, which are a key piece of the formation process for marriage in the Diocese of Manchester. The Office of Family Life Ministries and Respect Life organizes these weekends for the parishes of the Diocese of Manchester, in support of parish efforts to evangelize and form engaged couples for marriage and Christian married life.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES, FAMILY LIFE MINISTRIES:**

1. Provide exceptional service and a welcoming atmosphere for engaged couples, including but not limited to décor, ordering food, supplying hospitality materials (plates, utensils, napkins, etc.), set-up before and clean-up after events
2. Communicate regularly and effectively regarding engaged couple weekends with the Director of Family Life Ministries
3. Communicate regularly and effectively with Presenters/Presenting Couples and the Executive Assistant for the Secretariat for Catholic Formation, coordinating logistics for engaged couple weekends.

4. Work within a pre-established budget for ordering food and securing other materials as needed for engaged couple weekends; submit receipts in an orderly, timely fashion
5. Participate in on-going training & professional development.
6. Enlist volunteers to assist with hospitality for engaged couple weekends as needed
7. Other duties as assigned

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High School diploma or GED and prior experience performing secretarial duties, event planning is desired
2. Deep faith and personal commitment to the life and teachings of the Church with a desire to serve its mission
3. Exceptional verbal and written skills
4. Ability to work both independently and collaboratively with others
5. Ability to follow written and verbal instruction with minimal errors
6. Maintain confidentiality
7. Must pass a background check, including a criminal history investigation in accordance with diocesan policy
8. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic, canonically in good standing, who is registered and active in a parish or religious community

**ENVIRONMENT:**

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Manipulate equipment and controls frequently and occasionally grasp and handle some equipment
3. Ability to travel to and from engaged couple weekend site as well as to and from the Diocesan Administration Building
4. Ability to work weekends and weekend evenings.
5. Ability to sustain prolonged periods of sitting and/or standing, to walk, and to lift, carry, or move up to approximately 25 pounds to waist high level whenever necessary.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change or modify the position description at any time.