



Diocese of Westminster

Job profile: Coordinator of Marriage and Family Life Ministry

Location: Vaughan House and across the Diocese

Reporting to: Director of the Agency for Evangelisation

Job purpose:

Working as part of the Agency for Evangelisation, and inspired by “*Proclaim Westminster*”, the Coordinator of Marriage and Family Life Ministry will help to nurture a culture of vocation to marriage and family life throughout the Diocese of Westminster. In encouraging and assisting parishes to develop and deepen their own family life ministry, helping to see themselves as a “family of families” (Pope Francis), the Coordinator will hold up family life as the primary agent of evangelisation in society.

Principal duties and responsibilities:

1. To help the Diocese extend the universal call to holiness and to promote and proclaim the Church’s understanding of sexuality, marriage and family life, communicating her vision and teaching and responding to enquiries.

2. To help the Diocese understand and embrace the vision of Pope Francis for Marriage and Family Life as set out in the Apostolic Exhortation *Amoris Laetitia*.

3. To lead on the development of a vision and unfolding strategy for the Diocese of programmes for the following areas, working in collaboration with existing organisations and providers in Marriage and Family Life Ministry:

- Remote marriage preparation, promoting the vocation of marriage and family life to young people in schools and parishes, sharing its beauty and challenges.
- Sacramental formation for engaged couples (according to the *Guidelines for the Preparation of Couples for Marriage*, Catholic Bishops’ Conference 2016), including the provision of training opportunities, resources and ongoing support for marriage preparation teams.
- Marriage and family life enrichment opportunities, including weekend and day workshops, liturgical celebration and family spirituality, and the organisation of the Annual Mass of Thanksgiving for Matrimony in Westminster Cathedral.
- Support for marriages in difficulty and for those whose marriages have broken down.

4. To be a resource for deaneries and parishes in the assessment of their local family ministry needs and to assist with the recruitment and ongoing formation and support of volunteers.

5. To help parishes and pastors respond to the different and sometimes challenging needs of those in their care, and to encourage a ministry of sensitive accompaniment and discernment.

Please reply to: HR dept, Vaughan House, 46 Francis Street, London, SW1P 1QN

Tel: 020 7798 9167 **Fax:** 020 7798 9012 **Email:** humanresources@rcdow.org.uk

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6. To organise events, celebrations and conferences and to provide information and resources.
7. To manage the Marriage and Family Life Ministry budget, to supervise a salaried administrator and other contracted fieldworkers, and to fundraise to ensure the sustainability of projects.
8. To collaborate with all Diocesan departments and to be a resource for the whole Diocese.
9. To collaborate with Marriage and Family Life Ministry workers in other dioceses and organisations and to participate in national and international initiatives where appropriate.

Person specification: Coordinator of Marriage and Family Life Ministry

Contract type: Permanent

Salary: £36k

Hours of work: 35 hours per week (9am to 5pm Monday to Friday, with occasional evening and weekend work)

Christian commitment:

1. A committed and practising Catholic
2. Involved in the life of the Church
3. A passion for the vocation of marriage and family life
4. A commitment to personal ongoing Christian formation and professional development

Qualifications and experience:

1. Graduate or professional qualification in theological or related disciplines
2. Good knowledge and understanding of the Church's teaching in this area
3. Knowledge of Canon Law relating to marriage and family life
4. Experience of forming adults for marriage and family life
5. Knowledge and understanding of parish life
6. Proven ability to work in a team

Competences required:

1. Ability to provide clear vision, strategic thinking and strong direction and leadership
2. Pastoral sensitivity
3. Good organisational skills, resourceful and self-motivated and able to work under pressure
4. Flexible and responsive to the requirements of fieldwork and to be willing and able to travel across the Diocese, including working occasional weekday evenings and Saturdays
5. Ability to drive
6. Good IT, communication and presentation skills

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