

Job Description – Marriage & Family Life Coordinator

Reports To	Director of Adult Education & Evangelisation
Organisation	Roman Catholic Diocese of Clifton
Date	August 2019

Purpose of Job

To proclaim the Good News of the Gospel in support and in nurture of the family in the many ways it is lived out today. To encourage an outreach and a welcome to families in all we do as the Church.

Key Accountabilities

Key elements of the work will include:

- Formation of catechists to prepare engaged couples for Marriage with the Parish Priest.
- Provide resources in preparation for Marriage
- Organisation and support of the Celebration of Marriage Mass with the Bishop
- Formation and support for catechists of Baptism throughout the Diocese
- Support for separated, divorced and remarried Catholics
- Co-ordinate activities and resources facilitated and produced by the M&FL Office
- Signposting people to the wide range of resources available to our diocesan community
- Collaboration in key diocesan events that celebrate family life – e.g. Diocesan Day
- Work closely with Adult Formation Department to assist in ensuring a cohesive formation and mission across the diocese.
- Ability to work flexibly including evening and weekends as required and travel throughout the diocese.

To Enable:

- Working with parishes/deaneries in the desire to create a family friendly environment.
- Facilitate a growth in understanding of the Church's teaching of and support for marriage.
- Supporting families in developing a spirituality at home
- Support for grandparents
- Work with the safeguarding team to raise awareness of domestic abuse

Knowledge, Skills and Experience

- Significant knowledge of the Catholic Faith
- Active participant in Catholic Church Activities
- Good working knowledge and understanding of the church's teaching on marriage and the family
- a confident understanding of the Apostolic Exhortation of Pope Francis, *Amoris Laetitia*;
- ability to build and maintain relationships
- ability to empathise and possess a sensitivity when working with key contacts
- participation in the liturgical and sacramental life of the church
- someone who is sensitive, open, gentle, and compassionate;
- someone able to listen to and to learn from others;
- ability to work as part of a team as well as take own initiative;
- an understanding of sacramental formation and accompaniment;
- an experience of parish ministry of some sort;
- an understanding of Bishops' Conference initiatives such as *Home is a Holy Place* and *Everybody's Welcome* as well as *Passing on the Faith*;
- a confidence in delivery;
- a prayerfulness;
- ability to work with families, with children, with young couples, with teachers, with priests and deacons, and parishioners

Key Contacts	
Internal <ul style="list-style-type: none">• The Bishop of Clifton• Director of Adult Education• Colleagues within Ad Ed Dept• Chief Operating Officer• Priests and Deacons• Parish volunteers• Peer groups across other dioceses	External <ul style="list-style-type: none">• Bishops' Conference M&FL Office

Qualifications
<ul style="list-style-type: none">• Theology degree is desirable or other suitable qualification• Catechetical experience as well as experience of parish ministry• Car owner with current valid driving licence is essential