1. **POSITION DESCRIPTION**

Position Title: Discipleship Specialist (Marriage and Family Accompaniment)

Department: Proclaim Office for Mission Renewal

Location: East Melbourne   
(additionally will regularly include visiting parishes across the Archdiocese of Melbourne)

Employment Status: Full-Time (Ongoing)

Reports to: Deputy Director – Proclaim Office for Mission Renewal

1. **POSITION PURPOSE**

The primary purpose of the Discipleship Specialist – Marriage and Family Accompaniment is to support and equip parish communities that seek to bring families to faith and grow families in faith. Utilising a discipleship-based approach to marriage and family accompaniment the position will develop a diocesan-wide approach to form, prepare, and empower parish communities to aid couples in their discernment and preparation for marriage and engage families in making lifelong disciples of their children.

Discipleship is the way in which the Archdiocese encourages and fosters those encounters that shape people according to the new life the Lord calls them into. The discipleship –based approach encourages parishes and communities to walk beside individuals, couples and families and equip those who accompany them into a relationship with Jesus. The discipleship-based approach seeks to change the culture of ministry and has as its focus, not a particular model or program, but ‘a way’ in which the individual and their ministry is ordered toward both becoming and forming disciples.

**DEPARTMENT OVERVIEW**

*Proclaim: Office for Mission Renewal* was established in early 2020 to support the life of the Archdiocese of Melbourne in our aim to strive for ‘the missionary option’ in all we do. In responding to this call, we heed Pope Francis’ words in Evangelii Gaudium to seek 'a missionary impulse capable of transforming everything, so that the Church’s customs, ways of doing things, times and schedules, language and structures can be suitably channelled for the evangelisation of today’s world'. (§27)

The Proclaim team is at the service of parish communities within the Archdiocese, offering strategies, resources and support. The team is divided into three domain areas that direct our efforts:

* *Animation* – focussed on parish renewal with a team of animation consultants who work directly in support of clergy and parish leadership teams.
* *Discipleship* – supporting youth and young adults, campus ministry, family accompaniment and a vocations culture.
* *Formation* – providing publications (including the To Know, Worship & Love texts) and resources for adult faith formation, liturgy, prayer and initiation.

1. **ORGANISATIONAL DESCRIPTION**

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**

**Marriage Accompaniment**

* In response to Pope Francis’s request for a marriage catechumenate develop resources, tools, and programs for use within parishes and communities that support preparation for marriage (remote, proximate, and final), the celebration of the weddings, and accompaniment during the first years of marriage.
* Promote existing marriage enrichment opportunities for parishes and local communities, including speakers, retreats, programs, spiritual direction and relationship discussion tools in collaboration with diocesan agencies and external groups (e.g. Smartloving)
* Working collaboratively with the broader Proclaim team develop educational initiatives and resources to proclaim the Christian meaning of the sacrament of matrimony, and to encourage marriage, especially among the young, drawing upon Church teaching

**Family Accompaniment**

* Develop or identify existing resources, tools, and programs for use within parishes and communities of the Archdiocese to grow families in faith equipping and empowering parents to nurture their children and each other in faith.
* Equip parishes as a 'family of families' to form couples and families as principal agents of evangelisation, through programs of spiritual growth, workshops for parents and experiences of marriage and family formation
* Working with the broader Proclaim team, create pathways of support for families with children and teenagers, helping the families in our parishes and communities engage their children in the discipleship method (e.g. Children’s liturgy of the word, playgroups, teenage discipleship groups, WYD and ACYF)
* Working collaboratively with the broader Proclaim team and Catholic agencies develop educational initiatives and resources to assist parishes and communities address issues that affect marriage and family life today (e.g. pornography, domestic violence, housing affordability, migration, work trends)
* Liaise and collaborate with Catholic associations, ecclesial movements and other family groups and networks to deliver opportunities for the spiritual and social flourishing of family life (e.g. retreats)

1. **JOB COMPETENCIES – (SKILLS)**
2. National Police record check (essential)
3. Working with Children Check (essential)
4. Experience in Ministry/Mission within the Catholic Church and among couples and/or families
5. Degree in relevant discipline (i.e. Theology, Pastoral Care, Education) or currently undertaking
6. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
7. A strong commitment to the teachings of the Catholic Church, including a passion for marriage, families and outreach.
8. A desire to deepen and grow in their understanding and knowledge of their personal relationship with Jesus and their own faith formation.
9. Demonstrate an interest in and an ease with working collaboratively with peers and mission partners.
10. The capacity to deal sensitively and intelligently with difficult issues.
11. Sound time-management skills and ability to prioritise.
12. Excellent interpersonal, verbal and written communication skills.
13. Ability to multi-task and work quickly and efficiently.
14. High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
15. Ability to work collaboratively within and across departments, agencies, and ministries of the Catholic Archdiocese of Melbourne.
16. **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

* Collaborative and can build engagement around a common purpose
* Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
* Flexible and agile in how to respond to ever-changing needs
* Accountability and delivery
* Foster solutions within the communities
* Stewardship Care