



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

# Position Description

Title:	<b>Discipleship Specialist: Family Accompaniment</b>
Department:	Proclaim
Location:	East Melbourne
Employment Status:	Full-time
Reports to:	Discipleship Coordinator
Number of direct reports:	nil

## Position Purpose

As the Discipleship Specialist – Family Accompaniment, you will play a vital role in building a culture of discipleship with and through families across the Archdiocese of Melbourne. Reporting to the Discipleship Coordinator, you will bring leadership, creativity, and pastoral experience to support local communities in forming families of faith and accompanying couples preparing for marriage.

You are passionate about the Church as a “family of families” —where marriages are nurtured, children are welcomed, and every family, no matter their story, finds encouragement, hope, and a safe place to land. Whether you’re a former catechist, a children’s ministry leader, a parent, or someone who’s already been leading others into a relationship with Jesus—you’ll bring your gifts into a team committed to seeing families and children encounter Christ and grow as missionary disciples.

You will help make real a vision for a Church where:

- leaders value and invest in marriage and family ministry;
- parents are equipped and encouraged to make faith a lived experience in the home;
- well-formed, faith-filled children’s ministry leaders serve with joy, innovation, and creativity.

## 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. The animation team focus on growing communities of faith that are vital, vibrant and viable.

**Discipleship** – support our parishes to grow a culture of discipleship of encountering Jesus Christ, engaging more deeply in a life of faith, and embarking on mission with a particular focus on youth and young adults, campus ministry and family accompaniment.

**Formation** – equipping people to be formed and form others through the Bethany Way and including the development of formation resources that supports the life of our parishes.

The Discipleship Team operate as a dynamic team to build a culture of discipleship in parishes, communities and on campuses within the Archdiocese of Melbourne. 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.

## Organisational Description

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.

## Key Accountabilities

In this role, you will:

1. Support and resource parishes and Catholic communities in developing vibrant models of marriage and family discipleship.
2. Develop and lead networks for those serving in children and family ministry—including catechists, sacramental team members, and children’s liturgy leaders.
3. Inspire and equip parents to live out their role as the first and most important educators in their children’s faith.
4. Accompany parish and community leaders in building cultures that welcome, include, and accompany families in all stages of life.
5. Create and deliver resources and formation for marriage preparation, early married life, and ongoing family formation.
6. Champion the missionary call of the family, supporting initiatives that help families encounter

- Jesus, grow in relationship with Him, and share that love with others.
7. Collaborate with the Proclaim Team and local leaders to foster well-formed, creative, and joy-filled ministry with families and children.
  8. Take reasonable care to protect the health and safety of yourself, fellow staff, and others in the workplace.
  9. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
  10. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

## Job Competencies – (skills)

- A deep understanding of, and commitment to, the teachings of the Catholic Church, especially in areas relating to marriage and family life.
- Significant experience (3+ years) in Catholic ministry with couples and/or families.
- Passion for evangelisation and discipleship through family accompaniment.

## Personal Competencies – (attributes)

- Excellent interpersonal and communication skills, with the ability to relate effectively to clergy, lay leaders, and families.
- Capacity to work collaboratively across teams and ministries.
- Demonstrated initiative, creativity, and pastoral sensitivity.
- Ability to work flexible hours including evenings and weekends when needed.
- Strong organisational and time-management skills.

## Essential Requirements

- Tertiary qualifications (or currently undertaking) in theology, pastoral ministry, religious education or a similar discipline.
- Current Victorian Driver's Licence (essential).
- National Police Record Check (essential).
- Working with Children Check (essential).

## Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for [Click or tap here to enter text](#). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: [Click or tap here to enter text](#).

Date: [Click or tap to enter a date](#).

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

