



THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON

<b>Title:</b>	<b>Pastoral Coordinator</b>
Form Of Employment:	Full Time (0.6 FTE or above considered)
Place of work:	St Dunstan's Catholic Church, Shaftesbury Road, Woking, GU22 7DT and St Hugh of Lincoln Catholic Church, Victoria Road, Knaphill GU21 2AA
Reports to:	Parish Priest
Salary range:	£32,000-35,000 p.a. (or pro rata) depending on experience and qualifications
Pension:	The Diocese operates a pension plan with 5% employer's contribution and 4% employee's contribution
Closing Date for Applications:	Friday, March 1, 2024
Shortlisting:	Tuesday, March 5, 2024
First Interview Date:	Friday, March 15, 2024
Appointment will be subject to review after a 6-month probationary period	
The terms and conditions of employment will be those of the Diocese of Arundel & Brighton. Further details available on request. Employment will be subject to successful DBS application.	
Applicants are invited to complete the Job Application form posted at <a href="https://www.abdiocese.org.uk/careers/pastoral-coordinator-woking-knaphill-parishes">https://www.abdiocese.org.uk/careers/pastoral-coordinator-woking-knaphill-parishes</a> . References will be taken up after interview.	



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**Role Summary & Purpose of Role:**

We are seeking an energetic, committed worker with a good understanding of Catholic faith, to assume responsibility for coordinating and developing catechesis, developing lay leadership and promoting a culture of missionary discipleship across our twin parishes of St Dunstan and St Hugh, in line with the [Diocesan Pastoral Plan](#), and the particular charisms of the communities and their localities.

The emphasis in recent years on the baptismal vocation of the lay faithful and on the call of Catholic communities to be missionary in their outlook<sup>1</sup> requires increased focus on formation and empowerment of disciples. The need to remodel parish life to allow clergy to focus on their sacramental roles<sup>2</sup> requires a more collaborative and synodal leadership style at parish level. This role is intended to help the parish community to continue to be fruitful and creative in changing times.

**Key Tasks And Responsibilities:**

- Support a culture of mission across our twin parishes of St Dunstan and St Hugh
- Promote welcome, inclusion and belonging across our twin parishes in collaboration with clergy, lay leaders and other parishioners
- Work with parish groups and other agencies to develop outreach to wider community
- Coordinate sacramental preparation in collaboration with clergy and lay catechists
- Recruit, form and support volunteers to deliver parish priorities
- Provide formation and support for those undertaking liturgical ministries
- Develop and deliver programmes of catechesis and faith development for parishioners
- Facilitate parish links with local Catholic schools in collaboration with school chaplains and SLTs to support students' life of faith
- Collaborate with parish office team to coordinate parish programme and events
- Work alongside parish communication volunteers to maximise social media and online presence
- Pro-actively engage with the roll-out of the Diocesan Pastoral plan within the Woking Deanery/Moderation area
- Other duties as required in furtherance of the mission of the parish: it is anticipated that the role will evolve over time

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<sup>1</sup> See Pope Francis, *Evangelii Gaudium* nn.146-149, 119-121

<sup>2</sup> See [Pastoral Plan | Our Diocese \(abdiocese.org.uk\)](#)



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**Person Specification**

There is a Genuine Occupational Requirement that the post-holder be a practising Catholic

**Essential:**

- Strong foundation in faith and commitment to personal spiritual growth and continued professional development
- Excellent communications skills and ability to train others
- Good organisational ability, self-motivation and ability to initiate and sustain projects
- Strong interpersonal skills, ability to work collaboratively with different teams and groups and with sensitivity to different cultures in an international parish community
- Good IT skills, particularly with regard to social media, word-processing and popular communication platforms
- Ability to adapt to changing diocesan and parish structures and strategies
- Some availability for evening and weekend work

**Desirable:**

Theological qualification and catechetical training (CCRS-level or above)

Full UK driving licence

First Aid training (at least to 'Emergency First Aid at Work' standard)



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**St Dunstan's, Woking and St Hugh of Lincoln, Knaphill**

The twin parishes of St Dunstan's, Woking and St Hugh's, Knaphill, serve the central and western parts of the Borough of Woking. More than 1,300 people attend mass at the two churches on any given weekend. There are many young families. Approximately 70 nationalities are represented. Over 2,300 students attend the three Catholic schools within the parish boundaries. Very large numbers of families are helped to prepare their children for first sacraments – baptism, reconciliation, first communion – and large numbers of mid-teens prepare for confirmation. There is a notably large group of adults involved in the Rite of Christian Initiation for Adults/Journey In Faith each year.

The parishes are currently served by two priests and two permanent deacons. Developing a new parish leadership team drawn from both parishes is a work in progress and we are keen to develop a pattern of synodal conversations to guide future plans. Coming years will doubtless also see changes due to the recently published diocesan 'Pastoral Plan', which will group existing parishes into 'moderations' (replacing existing deanery structures), although immediate effects of this locally are as yet unclear. See [Pastoral Plan | Our Diocese \(abdiocese.org.uk\)](https://abdiocese.org.uk)

The two parishes are *Fairtrade* parishes, have recently embarked on a shared journey towards a *Cafod 'LiveSimply Award'* and are committed to promoting Catholic social ethics, as well as to addressing the needs of our locality, including the effects of the recent bankruptcy of Woking Borough Council. The Ukrainian Catholic community is welcomed to celebrate their Divine Liturgy regularly at St Dunstan's, while masses in Portuguese and Italian are also celebrated every weekend by the Scalabrini Fathers (also based in Woking). The parish has emerged as a hub for emigrants from Hong Kong.

Our community thus has great potential. Parish leadership is committed to empowering members to live as joyful 'Missionary Disciples' (Pope Francis, *Evangelii Gaudium* #120). Both church campuses have good facilities for education and social activities, live-stream services and have an active presence on social media.

**Parish Links – Websites:**

St Dunstan's: <https://st-dunstans.org/>

St Hugh of Lincoln: <https://sthughoflincoln.com/>

**Parish Links – Facebook:**

St Dunstan's: <https://www.facebook.com/stdunstanscatholicwoking>

St Hugh of Lincoln: <https://www.facebook.com/RCKnaphill>