## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Multifaith Chaplaincy and Weddings Co-Ordinator</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Advisory and Wellbeing Services</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Co-ordinating Chaplain</td>
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<tr>
<td>Accountable for:</td>
<td>Duty Wedding Coordinators</td>
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### Purpose of the Post

The responsibilities of the post fall into two parts:
- To take full responsibility for co-ordinating weddings in College Chapel. The role holder is required to take responsibility for the organisation of the weddings in Chapel. The role holder must work sensitively with couples at an important and emotionally charged event in their lives. The role holder will be the Responsible Authorised Person for all weddings in Chapel acting on behalf of Weybridge Register Office, and in this capacity will take personal responsibility for ensuring the legality of weddings in chapel and sole responsibility for return of registration details to the Registrar.

- To be the coordinator of the Multifaith Chaplaincy. As a key point of contact for the Chaplaincy team in College, this role requires an active sympathy for all mainstream expressions of faith and the ability to deal sensitively with the wide range of people and situations that the Chaplains are working with. An understanding of the role of faith support within a secular university and a commitment to contribute to the effective support of the College's faith communities are central to it. The College has an active Chapel Community, Muslim Prayer Room as well as other strong student faith groups. The role holder may be required to help co-ordinate the activities of these groups. The College values its links with local faith groups and the role holder will help the Chaplains to support and maintain these links.

### Key Tasks
Wedding Co-Ordinator duties

- Liaise with the Weybridge Register Office, and act as the Responsible Authorised Person for the purposes of marriage registration as required and complete the returns of marriage forms.
- Take responsibility for all legal and practical preliminaries for marriage.
- Ascertain the suitability of those conducting weddings in Chapel.
- Take responsibility for the Duty Wedding Co-Ordinators ensuring that they are correctly trained and authorised and ensuring that each wedding is allocated a coordinator and a standby.
- Handle enquiries from students, staff and alumni who wish to marry in the Chapel, offering information and advice regarding the legalities and formalities of conducting a wedding.
  Though normally these are weddings in the Christian denominations, enquiries may include requests for appropriate advice on other faith traditions and secular ceremonies.
- Co-ordinate wedding bookings with the life of Chapel and College.
- Administer appropriate fees.
- Carry out other tasks related to weddings administration.
- Train to oversee wedding rehearsals and ceremonies and fully understand the role of the Duty Wedding Coordinator.

Chaplaincy duties

- Being a visible and welcoming presence in the chaplaincy office to provide a key point of contact for students, staff and others enquiring about the work of the chaplaincy and faith issues.
- As part of the Student Advisory and Wellbeing Services, refer welfare and other enquiries with sensitivity and offer support as appropriate.
- Co-ordinate bookings for the Chapel, Chapel library and multi-faith meeting room, helping to find alternative venues where necessary.
- Take responsibility for the Chapel, Muslim Prayer Room and other chaplaincy rooms; visiting regularly to make sure all is in order.
- Exercising vigilance over the users of Faith Support facilities, with a particular care that they should work within our faith policies to discourage unsafe groups and harmful radicalization of students.
- Support special services and Chaplaincy events by liaising with external speakers and other departments, producing orders of service and other materials as required.
- Promoting good communication; helping to maintain the web pages, producing publicity, notices, and internal communications.
- Fully service Chaplaincy meetings.
- Negotiate over and arrange catering for various events in Chaplaincy.
- Oversee ordering requests and other spending, approve payments and manage budgets.
- Maintain appropriate mailing lists and information.
- Maintain appropriate lists of local faith contacts.
- Carry out other tasks related to the work of the Chaplaincy team.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Royal Holloway students and staff
- Wedding couples and ministers conducting the weddings.
- Student Advisory and Wellbeing Services, Events Office, Principal's Office, Student Union
- and other relevant bodies over faith issues.
- Director of Choral Music regarding services and musical events and activities in chapel.
- Local Registry Office
- St Jude's Church in Englefield Green
- Duty Wedding Coordinators