

MINISTRY POSTION DESCRIPTION

Name of Group / Ministry	R.C.I.A. Coordinator
Accountability	Pastor
Purpose of Ministry	The RCIA Coordinator welcomes and forms new members of the Christian community. She/he fosters the implementation of the Rite of Christian Initiation of Adults (RCIA) in the parish as it develops the Catechesis for adults and for children who have reached catechetical age
Participant Group	All ages of people inquiring about initiation into the Catholic faith
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Welcome and encourages interested inquirers with a well developed and responsive ministry of formations that leads to the sacraments of initiation into a full Catholic life. ▪ Nurtures and directs those who assume roles required for Christian Initiation (Catechists, Sponsors, Godparents, Team Members) ▪ Plans liturgies for the various stages of the Catechesis with the parish staff. ▪ Communicates with inquirers, team, and parish priest. ▪ Provide leadership and direction to team. ▪ Recruit and motivate team members. ▪ Provide helpful resources to team members. ▪ Meet with music ministry to plan music for liturgies. ▪ Responsible for the Liturgical Rites that are part of the various stages of the RCIA process. ▪ Weekly attendance at mass during the Inquiry Stage. ▪ Weekly attendance at mass with candidates. ▪ Ensure that a prayerful spirit prevails throughout the initiation process. ▪ Interview prospective candidates/team members and monitor formation of same. ▪ Organize team meetings when necessary.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Baptized, practising Catholic ▪ Registered, practicing member of the parish. ▪ Religious education, forum training. ▪ Fully initiated member of the Catholic faith. ▪ Must have post Vatican II knowledge of the Catholic Church. ▪ Understanding knowledge of the Catholic Faith. ▪ Happy, healthy, well-developed faith. ▪ Comfortable in experiences of prayer, leading RCIA rituals. ▪ Good interpersonal relationships. ▪ Leadership and organizational skills. ▪ Able to invite/welcome all to team. ▪ Able to reach out and support team members. ▪ Able to collaborate with the parish priest and staff in integrating the initiation process. ▪ Able to relate to people of all ages and be a team player. ▪ Able to adapt to challenges and changes in routine. ▪ Positive/friendly/enthusiastic. ▪ Enjoy children and adults. ▪ Person of prayer, grounded in biblical and liturgical liturgy ▪ Believes in gifts/skills within. ▪ Appreciation for the life and mission of the church. ▪ Background of religious education, forum training. ▪ Sensitivity to the spirituality of children. ▪ Commitment to the process of initiation.

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Time Commitment	10 hours per week plus additional hours as required
Duration	2-year term, renewable
Orientation and Training	<ul style="list-style-type: none"> ▪ North American Forum of the Catechesis Institutes in Canada and the United States. ▪ Diocesan and Regional Personnel previously provided. ▪ Verbal and written instruction provided by Coordinator or Team ▪ Workshops/reflection nights/resources/training can be made available as need is communicated to parish priest or parish office.
Support	The Pastor/Pastoral Team
Supervision	Feedback from participants, RCIA team
Evaluation	Reviewed annually by Pastor
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Police Record Check ▪ Receive <i>Volunteer Guidelines</i> ▪ Sign <i>Ministry Covenant</i> ▪ Orientation and training ▪ Supervisory checks and evaluations