

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	R.C.I.A. (Catechumenate) Director
Accountability	Pastor
Purpose of Ministry	The (RCIA) Catechumenate Director serves the parish in its ministry of welcoming and forming new members of the Christian community. She/he fosters the full 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, as well as other formation processes for those seeking reception into full communion or the completion of initiation. This may be a volunteer position or a paid position
Participant Group	Inquiring persons within the geographical area of the parish Catechists and RCIA Team members Leader of other parish ministries

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Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Welcomes and encourages interested inquirers into a well-developed and responsive ministry of formation that leads to the sacraments of initiation and full Catholic life. ▪ Nurtures and directs those who assume the various special roles required for Christian initiation and seeks to keep this ministry at the heart of the entire parish community. ▪ Collaborates with parish liturgy planners in preparing the various special rites of Christian initiation and takes her/his proper role in them. ▪ Assist parish leaders and liturgy planners in maintaining the liturgical year and its focus on ongoing Christian conversion. ▪ Leads, when appropriate, some of the special rites associated with the Catechumenate, and provides suitable formation for others who will exercise such liturgical leadership. ▪ Assures that a prayerful spirit prevails throughout the initiation process, and that the catechumens/candidates are formed in liturgical and other communal forms of prayer as well as developing an individual life of prayer. ▪ Assures that catechumens/candidates are gradually and completely welcomed into the liturgical assembly of the parish. ▪ Fosters the catechesis of the whole community concerning the ministry of Christian initiation and its role in it. ▪ Oversees the recruitment of catechists and provides continuity and support. ▪ Fosters the development of parish structures and ministries that serve an ongoing ministry for inquirers, year-round formation for catechumens/candidates and mystagogical ministry for neophytes. ▪ Monitors the formation of the various special ministers of the Catechumenate (sponsors/catechists, etc.). ▪ Assures that the catechesis offered to catechumens/candidates includes sound doctrinal formation offered by well-trained catechists. ▪ Assures that print and video materials, etc, offered in initiation are both faithful to the Church's teaching and appropriately used. ▪ Is visibly present at principal parish events. ▪ Collaborates with the pastor and with other members of the parish staff, integrating her/his own area of responsibility with the overall parish endeavour. ▪ · Monitors the content and quality of catechumenal formation to assure that it corresponds to the norms of the RCIA. ▪ · Ensures and assists the participation of clergy and other ministers in the initiation process and fosters the involvement of the whole parish community. ▪ Manages, in collaboration with the pastor, the budget for the initiation ministry. ▪ Provides required record keeping and correspondence. ▪ Provides ongoing evaluation of various aspects of the initiation ministry. ▪ Relates to zone and diocesan programmes and professional peers in Christian initiation. ▪ Ensures that all ministry positions within their supervision are screened
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Skills and Qualifications	<ul style="list-style-type: none"> ▪ Baptized, practising Catholic ▪ Formal education and/or degree in the area of theology, religious education or pastoral ministry is recommended. ▪ Must have a strong appreciation for the life and mission of the local church. ▪ Must understand the relationship between liturgical worship, the church's teaching role and the fellowship of the local community. ▪ Must be sensitive to the dynamics of personal Christian conversion, while at the same time be able to organize people and programmes in support of the process. ▪ Must be flexible in adapting initiation procedures to the needs and conditions of the candidates while maintaining the vision and principles of the RCIA. ▪ Is thoroughly familiar with the vision, structure, goals and methods of the Rite of Christian Initiation of Adults. ▪ Uses a collaborative model of leadership in working with pastoral staff, the team and other ministers. ▪ Is able to recognize and foster the gifts of others in ministry. ▪ Is capable of programme-planning, interpersonal and large group communication, and team development. ▪ Experience in catechizing or teaching religion, on a variety of levels. ▪ Is able to understand catechetical methodology, child and adult catechesis and formation. ▪ Is able to articulate Catholic theology in light of the teaching of the Church since the Second Vatican Council. ▪ Has a working knowledge of canonical and sacramental policies and procedures that affect Christian initiation. ▪ Is able to formally evaluate the initiation programmes.
Time Commitment	6 to 8 hours per week plus additional hours as required
Duration	3-year term, renewable
Orientation and Training	Provided by the parish team
Support	The Pastor/Pastoral Team is the first level of support, supervision and evaluation
Supervision	As above
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