

ST. PATRICK'S CHURCH
Volunteer Ministry Position Description
RCIA Coordinator



Overview

The Rite of Christian Initiation of Adults prepares adults (18+) to enter into full communion in the Catholic Church. The process not only acquaints candidates and catechumens with the teachings of the Church but gives them an “apprenticeship” in the Christian life. The RCIA Coordinator directs and oversees the many aspects of this process.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Recruits, trains, supervises, supports and evaluates (feedback) Facilitators and Sponsors
- Maintains Facilitator/Sponsor/participant contact lists and reports changes promptly to PVSC
- Prepares calendar of meetings, events and liturgical rites
- Welcomes, encourages and nurtures RCIA participants on an ongoing basis
- Oversees registration and interviewing for participants and ensures readiness for sacraments
- Ensures RCIA sessions have a prayerful spirit and reflect sound doctrine and parish vision
- Participates in parish and diocese meetings and liturgical celebrations of the initiation process
- Collaborates with the pastor and parish leaders to integrate candidates into Church life
- Manages budgets and ensures the purchase of required leader/participant resource materials

Skills, Experience, Personal Traits and Qualifications

- At least 18 years of age and a fully initiated Catholic who participates in parish worship & life
- Thorough understanding of the Rite of Christian Initiation of Adults and its pedagogical basis
- Recommended to have some study in theology and religious education
- Is aware of canonical marriage issues which may need to be brought to the pastor’s attention
- Has appropriate organization, leadership, facilitation, catechetical and communication skills
- Dependable, prayerful, faith filled, supportive, and can maintain strict confidentiality
- At ease in social encounters, including sadness and tears
- Comfortable with being accountable and with observance of boundaries and Diocesan standards of care and curriculum

Screening Checklist for this Medium Risk Position at St. Patrick’s Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Two personal reference checks
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February,2013