

DIOCESE OF CHARLOTTETOWN

RCIA Coordinator

Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. Under the direction of Pastor, the RCIA Coordinator directs all aspects of this process.

Activities/Responsibilities

- Recruits and maintains contact list of all RCIA Catechists and RCIA Sponsors.
- Ensures any names of new volunteers are sent to the Parish Screening Committee.
- Maintains contact information of all those interested and registered for the RCIA.
- Trains, supervises and evaluates RCIA Catechists and Sponsors.
- Prepares calendar, events and Liturgical Rites. Arranges and sets up meeting location.
- Ensures that a prayerful spirit prevails throughout the Christian Initiation process.
- Ensures that RCIA sessions reflect sound Doctrine as well as the vision of initiation.
- Is responsible for replacement of RCIA Catechists when a cancellation occurs.
- Is responsible for welcoming, encouraging and nurturing the RCIA registrants regularly .
- Announces and oversees registration and interview process as well as evaluation process.
- Ensures that appropriate materials are available for the program.
- Collaborates with Pastor, parish staff, integrating RCIA with the overall parish endeavour.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends and participates in all liturgical celebrations/rites of Christian Initiation process.

Skills, Experience and Personal Qualities

- Is a fully initiated adult member of the Catholic Church in good standing.
- Has been registered with the parish for at least 2 years or recommended by former parish.
- Possesses an understanding of the vision and goal in the delivery of RCIA experience.
- Can relate effectively with others and have appropriate leadership and facilitation skills.
- Should have experience as a RCIA Catechist.
- Able to coach, delegate, foster communication, develop team dynamics and support others' gifts
- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be faith-filled, psychologically sound, prayerful, supportive and confidential.
- Is comfortable in the presence of sadness and tears and is at ease with social encounters.

Screening Recommendations

This is a **General Risk** position needing completion of a Volunteer Information Form.

This ministry position description generally reflects the Ministry of RCIA Coordinator currently practised at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date

Adaptation by the Diocese of Charlottetown May, 2010