

Coordinator of Children’s Initiation

➤ Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. For children of Catechetical age (7 and older), the Rite of Christian Initiation of Adults is adapted to suit their age. Under the direction of the Pastor, the Coordinator of Children’s Initiation directs all aspects of this process.

➤ Activities/Responsibilities

- Maintains contact list of all Catechumenal Catechists of Children’s Initiation.
- Ensures any changes in the list of Catechumenal Catechists and Sponsors are communicated promptly to the Parish Volunteer Screening Committee.
- Maintains contact information of all those interested and registered for the Rite of Christian Initiation.
- Is responsible for recruiting Catechumenal Catechists.
- Trains, supervises and evaluates Catechumenal Catechists.
- Arranges and sets up location.
- Meets with Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures Catechists’ sessions are parish-approved.
- Is responsible for replacement of Catechumenal Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar, events and Liturgical Rites.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends all liturgical celebrations and rites of the Christian Initiation process.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Possesses a solid knowledge of current theology and Catholic tradition.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of the Christian Initiation of Children.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Has appropriate leadership and facilitation skills.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Ability to facilitate meetings and plan and implement programs.
- Has good organizational skills.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

➤ **Orientation and Training**

Training and Formation provided by Pastor and/or the Archdiocese of Toronto.

Workshops and Seminars provided by the Catholic Office of Religious Education (C.O.R.E.).

➤ **Participant Group**

Catechumenal Catechists, Sponsors, and children and their families.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term

➤ **Benefits and Working Conditions**

Will have a direct impact on the faith formation of children and their families.

Will further develop leadership, training and facilitation skills

Will enhance personal growth of faith.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position which requires a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position (provided that children are always accompanied by their parent(s)).

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Coordinator of

Children’s Initiation currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto