

## **RCIA Catechumenal Director**

### ➤ **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 the Pastor, the RCIA Catechumenal Director directs all aspects of this process.

### ➤ **Activities/Responsibilities**

- Maintains contact list of all RCIA Catechumenal Catechists and RCIA Sponsors.
- Ensures any changes in the list of RCIA Catechumenal Catechists and RCIA 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 RCIA Catechumenal Catechists and RCIA Sponsors.
- Trains, supervises and evaluates RCIA Catechumenal Catechists and Sponsors.
- Prepares calendar, events and Liturgical Rites.
- Arranges and sets up location.
- Meets with RCIA Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures that a prayerful spirit prevails throughout the Christian Initiation process.
- Ensures that the RCIA sessions reflect sound Doctrinal instruction.
- Ensures that the RCIA Catechumenal Catechists' sessions reflect the vision and goals of the parish.
- Is responsible for replacement of RCIA Catechumenal Catechists in the event of short notice cancellation.
- Is responsible for welcoming, encouraging and nurturing the RCIA registrants on an ongoing basis.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Is responsible for the periodic evaluation of all aspects of the process.
- Manages, in collaboration with the Pastor, the budget and finances for the RCIA.
- 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 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 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:**

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➤ **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.
- Studies in the areas of theology, religious education, pastoral ministry is recommended.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Is familiar with the pedagogy involved in the coordination and delivery of the Rite of Christian Initiation of Adults.
- Can relate effectively and communicate clearly with others.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Has appropriate leadership and facilitation skills.
- Has good organizational 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.
- 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 RCIA Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable in the presence of sadness and tears and is at ease with social encounters.
- 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**

Standard parish orientation program and training provided by the incumbent Coordinator.  
Should attend sessions provided through the Catholic Pastoral Centre.  
Studies in the areas of theology, religious education, pastoral ministry is recommended.

➤ **Participant Group**

RCIA Catechumenal Catechists, Sponsors, those seeking Christian Initiation 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 those seeking Christian Initiation.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith.

Will have access to parish office and equipment.

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.

Must be available for all necessary meetings, events and liturgical celebrations.

➤ **Screening Recommendations**

This is a General risk position.

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 RCIA Catechumenal Director currently practiced at \_\_\_\_\_.**  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**