



Ministry Position: Rite of Christian Initiation for Adults (RCIA) Director

Date Last Reviewed: July 2019

◆ Position Overview

The process of Christian Initiation is intended for those who wish to enter into the Church and into the paschal life. Under the direction of the Pastor, the RCIA Director directs all aspects of this process for both children of catechetical age and adults.

◆ Activities/Responsibilities

- Maintain contact list of all RCIA Catechists, Sponsors, and Godparents
- Ensure any changes in the list of RCIA Catechists, Sponsors, and Godparents are communicated promptly to the Parish Volunteer Screening Committee
- Maintain contact information of all those interested and registered for the Rite of Christian Initiation (this includes the parents/guardians for children of catechetical age)
- Communicates with the parents/guardians of children in the RCIA
- Recruit RCIA Catechists, Sponsors, and Godparents
- Train, supervise and evaluate RCIA Catechists and Godparents, for both children and adults.
- Adapt, develop, and oversee the RCIA for children who have reached catechetical age
- Prepare calendar, events and liturgical Rites, including, as needed, arranging and setting up locations
- Meet with RCIA Catechists on an ongoing basis to offer support, suggestions and feedback
- With the pastor, ensure that a prayerful spirit prevails throughout the Christian Initiation process
- Ensure that the RCIA sessions reflect sound scriptural and doctrinal instruction, and connection to the works of charity and the Church's mission and are appropriate for the level of formation for those in the sessions
- Responsible for replacement of RCIA Catechists in the event of short-notice cancellation
- Responsible for welcoming, encouraging and nurturing those who are seeking initiation
- Announce and oversee the registration and, as requested by the Pastor, the interview process for those coming into the RCIA
- Ensure that appropriate materials are available
- Responsible for the periodic evaluation of all aspects of the process
- Manage the RCIA budget, in collaboration with the Pastor
- Collaborate with the Pastor and with other members of the parish staff, to integrate responsibilities with the overall parish endeavour
- Available for meetings and training on both the parish and diocesan levels



- Schedule, coordinate and be present for planning meetings as required
- Attend and participate 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**

- Fully initiated and in full communion with the Catholic Church
- Must be at least 18 years of age
- Registered with the parish for at least 2 years
- Studies in the areas of theology, religious education, pastoral ministry are recommended
- Possesses a thorough understanding of the Rite of Christian Initiation of Adults
- Familiar with the processes and pedagogy involved in the coordination and delivery of the Rite of Christian Initiation of Adults and as it is adapted for children of catechetical age
- Ability to know what concerns should be referred to the Pastor
- Can relate effectively and communicate clearly with others
- Recognized within the parish community as a person of good reputation
- Should have experience as a Catechist
- Has appropriate leadership and facilitation skills
- Has an ability to delegate as required
- Has good organizational skills
- Able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry
- Ability to facilitate meetings, 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**

- Needs to be a person of prayer
- Desires to serve the community and to commit time and talents to this ministry



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- Should be faith-filled, psychologically sound and has the ability to distinguish between faith-sharing and teaching truths
- Desires to develop a deeper understanding and appreciation of the liturgical Rites
- Willingness to work with the Pastor and RCIA Catechists to ensure the ministry is conducted with efficiency, decorum and reverence
- Has a helpful, supportive and non-threatening attitude
- Comfortable in potentially charged emotional social encounters
- Comfortable with being accountable and sensitive to the observance of proper boundaries
- Honest, dependable and can maintain strict confidentiality
- Pays close attention to detail
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a General Risk Position

Note: When children participate in this ministry, High Risk screening is required. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Resources and support provided through the Office of Formation for Discipleship at the Catholic Pastoral Centre.

◆ **Participant Group**

RCIA Catechists, Sponsors, Godparents, and those seeking Christian Initiation and their families

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation



◆ **Length of Ministry Appointment**

_____ year term with the ability to renew (*General Risk*).
One (1) year term with the ability to renew (*High Risk*).

◆ **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
- Must be able to attend orientation and training sessions as required
- Must be available for all necessary meetings, events and liturgical celebrations
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **RCIA Director** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department