



Job Description

Position: Parish - RCIA Coordinator

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The RCIA Coordinator implements and coordinates the catechumenate and all catechumenal ministries.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Have the necessary training, education and background in theology and religious education
- Must have specific training in the areas of liturgy and adult catechesis
- Prior experience as a member of an RCIA Team
- Must be an effective communicator
- Managerial skills
- Ability to schedule, prioritize and produce work on a timely manner
- Initiative and self-direction
- High level of discretion and integrity
- Able to work at regular evenings classes and weekends when necessary

Primary Duties and Responsibilities:

- Implements the ongoing RCIA process in the parish according to the 1988 Rite of Christian Initiation of Adults.
- Responsible for supervising RCIA team and other volunteers.
- Conducts recruitment, training and ongoing formation of members of the RCIA team in the catechumenal ministry.

- Coordinates and attends the various Rites throughout the year.
- Provides RCIA resource and educational materials for the RCIA team as well as the individuals going through the RCIA process.
- Educates the parish leadership and parish community concerning the RCIA process and the primary role the community plays in that process.
- Remain in contact with other RCIA Coordinators, the Diocesan RCIA Team and the North American Forum on the Catechumenate.
- Responsible for creating and managing the parish RCIA budget, with the pastor's guidance and approval.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date