



Faith Formation Commission

Rite of Christian Initiation of Adults (RCIA) Coordinator Position Description

Reports To:

Director of Faith Formation

Ministry Purpose / Objective:

To provide an enriching sacramental experience for the people of Immaculate Conception parish preparing to be received into the Catholic Church by the reception of the sacraments in accordance with the *General Catechetical Directory, National Catechetical Directory, The 1983 Code of Canon Law*, diocesan and parish guidelines.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.

- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of RCIA Coordinator:

- Communicates with the pastor the of needs, problems, and positive experiences so that these can be incorporated into the planning process.
- Assists with the preparation of a budget and calendar for department programs.
- Submits proper room reservation forms.
- Sets up meeting area and ensures rooms used are left in order.
- Submits all required check and supply request forms.
- Arranges for any required interviews.
- Coordinates the recruitment and training of catechists, sponsors, or other personnel needs as required by sacramental area.
- Participates in ongoing formation at the diocesan, deanery, and/or parish level.
- Adheres to all guidelines required of catechists.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.
- Sessions held each weekend year-round.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Scheduling
- Planning
- Attending Meetings
- Follow Up
- Research

Average Time (may vary):

- 1 hour
- 1½ hour
- 1-2 hour
- 1 hour
- 1 hour

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life, and Prayer.
- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.

RCIA Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Faith Formation Commission RCIA Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Advertise availability of RCIA and contact weekly in church bulletin.
- Coordinate the North American Forum on the Catechumenate and the Raleigh Diocesan Office to maintain appropriate RCIA Materials and procedure.
- Oversee the process and secure materials for RCIA team continuing education and enrichment.
- Respond to inquiries and provide preliminary information to prospective participants.
- Conduct an intake interview with all prospective participants, request needed documents.
- Obtain Baptismal Certificates and evidence of current and previous marriage for all participants.
- Refer previously married and divorced prospective participants to Pastor for an initial consolation and referral to the Raleigh Marriage Tribunal.
- Recruit and train sponsors as needed.
- Meet with Pastor as needed for consultation, program development and to share information.
- Interface with other members of the Faith Formation Commission for mutual benefit.
- Develop an annual budget and schedules.
- Develop an annual schedule of meetings, Rites, Dismissals and other related activities for the parish Master Calendar.
- Select and purchase materials and subscriptions as needed.
- Meet with Director of Children's Faith Formation as needed for RCIA for children program development.
- Coordinate maintenance of RCIA database with parish staff or office secretary.
- Recruit parishioners and others for special RCIA presentations.

- Attend some and oversee all RCIA meetings with participants.