

St. Michael the Archangel Parish, Schererville, IN 46375
Ministry Position Description

Name of Ministry: Rite of Christian Initiation of Adults

Purpose: Under direction of the Pastor, directs the Rite of Christian Initiation for Adults (RCIA) process for the parish

Coordinator

Coordinator/Leader Responsibilities:

- Lay minister in support of the parish's spiritual and pastoral mission
- Assist pastor with the vision and implementation of the process within the parish
- Provide appropriate training materials as necessary for team, sponsors, and participants
- Coordinate the liturgical celebrations of the RCIA process
- Work with financial director regarding financial aspects of the process
- Prepare reports as necessary for inquirers, candidates, catechumens, team, and pastor
- Perform other duties as assigned

Coordinator/Leader Gifts, Talents, and Sacramental Requirements:

- Must be practicing Catholic in good standing with the Church.
- Must have love of Sacred Scripture and understanding of the doctrines of the Church
- Ability to communicate well verbally and in writing; computer skills a necessity
- Good interpersonal and human relations skills
- Ability to maintain confidentiality
- Must be well organized, self-starter, perform multiple tasks, and work well in a team environment
- Professional appearance
- Be open to change in the RCIA process and other duties
- Trained in ministry formation through diocese or equivalent of same
- Experience as both a catechetical leader and an RCIA participant
- Be VIRTUS certified; successfully pass a background check

Coordinator/Leader Training/Time Commitments:

- Attended Beginnings and Beyond Seminar – 1 week
- Recruit, train, and provide ongoing formation of the members of the team
- Participate in formation workshops regarding RCIA
- Attend monthly Liturgy Committee meetings – 1-1/2 hrs.
- Develop catechist schedule - 2 hours/month
- Provide educational materials – 6 hours/month
- Attend weekly RCIA sessions – 4 hrs/wk; Inquiry and Mystagoga sessions as needed

Various ministry roles are available for this process and each role has different responsibilities, requirements and time commitments: hospitality minister, sponsor/godparent, catechist,

Ministers
<p>Ministry Role/Responsibilities: <u>Hospitality Minister</u></p> <ul style="list-style-type: none"> • Attends to the environment of the room according to the Liturgical Season/weekly basis • Attends to the supplies needed for break time • Makes sign-up schedule for bringing snacks, etc. • Makes coffee if possible • Welcomes and introduces new participants to those already participating in the process
<p>Ministry Gifts, Talents, and Sacramental Requirements:</p> <ul style="list-style-type: none"> • Must be practicing Catholic in good standing with the Church. • Friendly and welcoming person • Prayerful person • Knowledge of doctrine and the Faith • Keeps confidentiality • Knowledgeable of the Liturgical Year and Calendar
<p>Ministry Training/Time Commitments:</p> <ul style="list-style-type: none"> • Attends weekly sessions – 2 hours • Set up of room – 30 minutes

Ministers
<p>Ministry Role/Responsibilities: <u>Sponsor/godparent</u></p> <ul style="list-style-type: none"> • Attend weekly sessions with candidate/catechumen • Pray Daily • Demonstrates familiarity with RCIA Process • Attend sponsor meetings, retreats, and other workshops as needed • Aid candidate/catechumen in understanding the Catholic faith with help from the team • Knows basic Catholic teaching and/or where to find answers • Discernment of candidate/catechumen (with team) prior to acceptance into faith • Understanding of the Sacred Scriptures, how it was formed and how it is read • Meeting with candidate/catechumen outside of regular sessions – as desired
<p>Ministry Gifts, Talents, and Sacramental Requirements:</p> <ul style="list-style-type: none"> • Must be practicing Catholic in good standing with the Church. • Working understanding of Catholic teaching • Supportive of catechumen/candidate • Good ministerial skills • Able to keep confidentiality
<p>Ministry Training/Time Commitments:</p> <ul style="list-style-type: none"> • Initial training – 1-1 ½ hours

<ul style="list-style-type: none"> • Weekly attendance at sessions – 2 ½ hours • Attend sponsor meetings 3-4 times per year – 1 ½ Hours

<p>Ministers</p>
<p>Ministry Roles/Responsibilities: <u>Catechist</u></p> <ul style="list-style-type: none"> • Facilitate the catechetical sessions as needed with materials provided and other guidelines • Continue personal spiritual formation • Attend workshops as needed • Participate in catechist training
<p>Ministry Gifts, Talents, and Sacramental Requirements:</p> <ul style="list-style-type: none"> • Must be practicing Catholic in good standing with the Church. • Working understanding of Catholic teaching • Good ministerial skills • Knowledgeable and supportive of RCIA • Able to keep confidentiality • Understanding of Liturgical Catechesis • Good teaching skills • Completed working with catechist for 6 months prior to facilitating on own
<p>Ministry Training/Time Commitments:</p> <ul style="list-style-type: none"> • Initial training – 4 hours • Continual training as offered • Attend catechist meetings about every 6 weeks – 1 ½ -2 hours • Attend weekly sessions - 2 ½ hours

Submitted by: Janice Gatons

Coordinator/Leader Date: 5/29/09