

PARISH:

POSITION TITLE: *Pastoral Assistant for RCIA*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Provide leadership and direction to the RCIA program/process for the parish.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative groups in implementing the mission of the parish.
- B. Directs the RCIA process for the parish by overseeing and assuring the planning, implementation and evaluation of the RCIA process on an annual basis.
- C. Assures potential catechumens are invited to participate in the RCIA process. Develops and implements a variety of methods to advertise, inform and invite adults who are interested in becoming members of the Catholic faith.
- D. Assures the availability of sponsors for the catechumens. Recruits, trains, assigns and supports sponsors.
- E. Assures catechumens are screened and trained in the RCIA process. Follows the RCIA guidelines in the screening, preparation, formation, education and training of catechumens. Assures teachers and appropriate training materials are available for all training meetings.
- F. Coordinates all RCIA liturgical celebrations in collaboration with the pastoral leader and other staff.
- G. Develops and administers RCIA budget as delegated by the pastoral leader.
- H. Coordinates RCIA meetings, celebrations and other events with the parish calendar.
- I. Maintains a level of knowledge and skills necessary to serve in this ministry through reading appropriate materials and attending conventions, workshops or classes.

J. Participates in regional, Archdiocesan and national professional associations as approved and as appropriate.

APPROVED:

NAME: _____ DATE _____

SUPERVISOR: _____ DATE: _____

