

**RCIA Program Coordinator
Ministry Role Descriptor**

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Coordinator for the Rite of Christian Initiation of Adults program (RCIA)
Groups served by this ministry	People who wish to join the Catholic faith and those who wish to renew their Catholic faith, plus program volunteers
Length of term	3 years (renewable)
Purpose of the role(s)	Arrange the environment to enable candidates to discover what the Catholic faith is all about
Activities and responsibilities	<ul style="list-style-type: none"> • Plan the course of doctrinal instruction • Organize the team • Advertise the program • Explain the roles and provide necessary support, resources and training to the team • May attend sessions as a resource • Ensure candidates experience all rituals involved in the program • Attend the baptism and confirmation ceremonies of the candidates, if possible
Constraints	<ul style="list-style-type: none"> • Ensure sound Catholic doctrine is provided • This role does not include provision for the Rite of Christian Initiation for Children (RCIC, instruction for those over 7 and under 18)
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • This position requires a practicing Catholic with good knowledge of the faith, good communication, leadership and organizational skills, and willing to uphold all teachings of the Catholic Church • Formal qualification in Catholic theology is an asset
Personal traits desired	<ul style="list-style-type: none"> • Outgoing • Faith-filled • Good interpersonal skills
Orientation and training	<ul style="list-style-type: none"> • Archdiocesan RCIA training • The past coordinator may provide orientation and training • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • Provided by the pastor • Expenses for the course expenses are covered by the parish, based on prior approval by the pastor
Working conditions	<ul style="list-style-type: none"> • Typically, work from home

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Benefits to role participants	<ul style="list-style-type: none">• Increase in personal faith and knowledge of the Catholic faith• Satisfaction of seeing candidates grow in the Catholic faith• Satisfaction of doing volunteer work for the parish and serving God
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none">1. Completion of a volunteer information form is required.2. Personal reference checks are required.3. Training and orientation are required.4. There will be supervision and periodic evaluation, as needed.