

**RCIA Organizer-Catechist
Ministry Role Descriptor**

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

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| Name of ministry and role(s) | Organizer-Catechist 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 |
| Length of term | 3 years (renewable) |
| Purpose of the role(s) | Provide the environment to enable candidates to discover what the Catholic faith is all about |
| Activities and responsibilities | <ul style="list-style-type: none"> • Obtain all necessary teaching materials for the sessions from the RCIA coordinator • Arrange sessions with the candidates and sponsors • Present the course of doctrinal instruction about the Catholic faith to the candidates • Arrange booking, setting up and cleaning up the room prior to and after each session • Optionally, arrange refreshments • Attend all rituals with the candidates, including their baptism and confirmation ceremonies at the Easter Vigil |
| 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, 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"> • People-oriented; team player; faith-filled; outgoing; dependable |
| Orientation and training | <ul style="list-style-type: none"> • Archdiocesan RCIA training • The RCIA coordinator provides 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 RCIA coordinator and the pastor |
| Working conditions | <ul style="list-style-type: none"> • Sessions and social gatherings usually take place in the church, parish hall or rectory |

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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 |
| 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. |