

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group/Ministry	RCIA Catechist
Accountability	Pastor
Purpose of Ministry	RCIA catechists are journeying with the Newcomers through the whole, or part of the Initiation process. Catechumenal catechists seek for the catechumens not just an acquaintance with doctrine and precepts, but also the experience of an “apprenticeship” in the whole of Christian life.
Participant Group	Adults and older youths that seek to become Catholics
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Is knowledgeable about the content of the Catholic faith and is able to share it in the context of personal formation and adult faith development. ▪ Adapts the instruction and formation of the catechumens to the liturgical signs and cycles of the church year. ▪ Articulates the teaching of the church as an expression of a lived experience of the faith calling for connection with the daily life of the catechumens. ▪ Is responsive to the questions and circumstances of the catechumen.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Possesses a basic understanding of Scripture as the living Word of God ▪ Is familiar with the structure, principles and goals of the RCIA. ▪ Is familiar with the Catechism of the Catholic Church. ▪ Has enriched her/his knowledge of the faith through appropriate diocesan approved courses in basic doctrine, adult catechesis and other areas such as sacraments, Scripture, spirituality, contemporary Catholic ethics. ▪ Has been commissioned for her/his role. ▪ Is rooted in the unfolding of the liturgical year, ▪ Is an active, fully initiated Catholic ▪ Flexibility, caring nature, enthusiasm and a sense of humour are also important.
Time Commitment	<ul style="list-style-type: none"> ▪ 2 or more hours per week ▪ Must be able to attend the orientation session and the training session
Duration	2 year term
Orientation	<ul style="list-style-type: none"> ▪ Orientation- Guidelines for Volunteers ▪ Standard parish orientation programme ▪ Orientation into the RCIA ministry provided by RCIA Director/Coordinator
Training	<ul style="list-style-type: none"> ▪ Training is provided by the RCIA Director/Coordinator at the parish,
Support	The RCIA Director/Coordinator
Supervision	The supervisor of the RCIA Catechist is the RCIA Director/Coordinator who is ultimately responsible to the Pastor
Evaluation	The RCIA Director/Coordinator ensures that evaluations are done

Position Level	INCREASED TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C ▪ Interview ▪ Reference checks ▪ Receive Volunteer Guidelines ▪ Sign Ministry Covenant ▪ Orientation and training

Date approved: _____ **Dates Reviewed:** _____ / _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____

SAMPLE

Updated: February 2019