

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	R.C.I.A. Sponsor
Accountability	Pastor
Purpose of Ministry	<p>A sponsor accompanies a person seeking admission as a catechumen or a candidate for reception into full communion with the Church. This role is exercised throughout the period of preparation for the celebration of the sacraments of initiation. In the catechumenal ministry, a sponsor helps, through personal presence, to connect the candidate with the wider parish community. The sponsor is also asked to stand as a witness to the candidate's moral character, faith and intention.</p> <p>Enable the catechumen/candidate to sense the practical life and concern of the local community of faith.</p>
Participant Group	Catechumens/Candidates RCIA Team members and other Sponsors
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Offer information about the daily practice of the faith and, when necessary, enables the catechumen/candidate to find information or services she/he needs from the Church. ▪ Offer feedback to the initiation leaders about the progress of the catechumen/candidate. ▪ Participate in discerning the catechumen/candidate's readiness for the next steps in formation. ▪ Participate actively in the parish's liturgical life and especially in the catechumenal rites during each phase in the process. ▪ Seeks to be a friend, companion, guide and model throughout the initiation process and beyond.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Is a fully initiated member of the Catholic Church, with good reputation, fully participating in the sacramental and practical life of the local Church. ▪ Understands the "journey of conversion" as presented in the Rite. ▪ Is willing to commit as a companion for a particular catechumen/candidate on this journey ▪ Is open, flexible and sensitive to the needs of others. ▪ Ability to communicate the joy and goodness of the Catholic tradition while respecting the religious experience and faith journey of others. ▪ A spirit of generosity.
Time Commitment	<ul style="list-style-type: none"> ▪ 2 to 3 hours each week ▪ Must be able to attend the orientation session and the training session
Duration	One year term
Orientation and Training	Standard parish orientation programme Orientation to principles and process of RCIA
Support /Supervision/Evaluation	RCIA Director/Coordinator is the first level of support and provides supervision and evaluation

Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Police Record Check ▪ Receive <i>Volunteer Guidelines</i> ▪ Sign <i>Ministry Covenant</i> ▪ Orientation and training ▪ Supervisory checks and evaluations
<p>Date approved: _____ Dates Reviewed: _____ / _____ / _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

SAMPLE

Updated: September 2019