

## **RCIA/OCIA Coordinator \*\***

### **Introduction**

By virtue of Baptism, all Christians are called to proclaim the Gospel. Certain individuals responding to the voice of the Holy Spirit take on the specialized role of accompanying and forming people who wish to enter the Church.

### **Main Responsibilities:**

- Implement, in collaboration with the pastor, the ongoing RCIA/OCIA process in local parish according to the 1988 Rite of Christian Initiation of Adults and the National Statutes for the Christian Initiation of Adults effective December 1, 2024.
- Responsibility for all aspects of RCIA/OCIA program, including recruitment, training, and ongoing formation of RCIA/OCIA team members and volunteers.
- Coordinate and attend the various Rites throughout the year with Pastor.
- Provide RCIA resources and education materials for the RCIA parish team as well as the individuals participating in the RCIA/OCIA process.

### **Competencies and Skills**

- Does the RCIA/OCIA Coordinator accept and live the Gospel and the teachings of the Church?  
Consider the coordinator's regular attendance at Sunday Mass, participation in the sacramental life of the Church, active participation in parish life and commitment to ongoing personal and spiritual growth.
- Is the RCIA/OCIA coordinator committed to ongoing formation and RCIA/OCIA certification from the Catechetical Institute?  
Consider the coordinator's participation in opportunities for spiritual formation and renewal, attendance at diocesan events and commitment to personal and communal prayer.
- Does the RCIA/OCIA Coordinator have the skills to plan, implement, maintain, and supervise a formation process which prepares a person for the sacraments of initiation and incorporation into the Church?  
Consider coordinator's experience as catechist, Diocesan GIF certification status and formation in the areas of Scripture, Sacraments, Morality, Church, Prayer, Liturgy, Social Teachings of the Church, and organization and leadership skills.
- Does the coordinator effectively use or have the capacity to use digital technology to enhance /support the RCIA/OCIA process and formation?

Consider the coordinator's capacity to use digital materials that support faith formation, knowledge of on-line resources, e.g., websites, use of social media, email and mobile devices, Word, and Excel.

- Does the RCIA/OCIA coordinator have community building skills?  
Consider the coordinator's listening/communication skills, the ability to build community, collaborate with others and support people on their initial journey to know their faith and live as disciples of Jesus, facilitate faith sharing and cooperation with parish leadership and the recruitment and training of volunteers.

\*\* A parish RCIA/OCIA coordinator should be commissioned through the Formation For Ministry Program

Note: No one person has all these qualities. However, people working in Church ministry should exemplify some of these qualities. As they continue in ministry, it is hoped that they would begin to develop those qualities that may be deficient.

7/2/24