



Ministry Position: Rite of Christian Initiation for Adults (RCIA) adapted for Children of Catechetical Age Catechist

Date Last Reviewed: July 2019

◆ **Position Overview**

In the journey of Christian Initiation, Catechists have an indispensable role. They enable the faith of inquirers to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles. Under the direction of the Coordinator of Children’s Initiation, 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. They take an active part in the rites and celebration of the Word that mark the RCIC process.

◆ **Activities/Responsibilities**

- Prepare children for the sacraments of Christian Initiation
- Assist the Ministry Coordinator by preparing sessions proper to the liturgical year and period of formation
- Present to teach the children based on the prepared sessions
- Available to communicate with parents and/or family members of the catechumens
- Liaise with the Ministry Coordinator on an ongoing basis
- Familiar with the RCIA ritual text and notes
- Available for meetings and training
- Attend all liturgical celebrations and rites of the Christian Initiation process
- Has a good understanding of the Catholic tradition, especially in relation to liturgy, prayer, scripture, doctrine, mission, charitable works, and can relate these to the children

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Registered with the parish for at least 2 years
- Recognized within the parish community as a person of good reputation
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church
- Can relate effectively and communicate clearly with others, especially children, youth and their families
- Must have good presentation skills
- Ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Needs to be a person of prayer
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites and the Catechumenate
- Has a willingness to work with the Pastor, the Ministry Coordinator and fellow Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence
- Helpful, supportive and non-threatening attitude in working with children and their parents
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted



◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by Ministry Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre, Office of Formation for Discipleship.

◆ **Participant Group**

Children enrolled in the RCIC program and their families, and other Catechumenal Catechists.

◆ **Support, Supervision and Evaluation**

The Coordinator for Children's Initiation and/or Pastor is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will have a direct impact on the faith formation of children and their families
- Will further develop leadership and facilitation skills
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be able to attend the orientation session and training sessions as required
- Must be available for all necessary meetings, events and liturgical celebrations
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **RCIA adapted for Children of Catechetical Age Catechist** currently practised at,
_____ Parish.



Archdiocese
of Toronto

Pastor's Signature PASTOR NAME _____	Parish Volunteer Screening Coordinator's Signature COORDINATOR NAME _____	Date
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Prepared by: Archdiocese of Toronto, Volunteer Screening Department