



Ministry Position: Rite of Christian Initiation for Adults (RCIA) Catechist

Date Last Reviewed: July 2019

◆ **Position Overview**

The process of Christian Initiation is intended for those who wish to enter into the Church and into the paschal life. The Catechist works with the Pastor and RCIA Director to provide instruction in the whole of the Christian life, including doctrine and precepts, and helps those seeking initiation to come to know Jesus Christ.

◆ **Activities/Responsibilities**

- Prepare adults for the Sacraments of Initiation
- Assist the RCIA Director by preparing and delivering catechetical sessions
- Liaise with the RCIA Director on an ongoing basis
- Attend all liturgical celebrations and rites of the Christian Initiation process
- Has a good understanding of the Catholic tradition and is able to share it in the context of adult faith development.
- Open to the questions and inquiries of all session participants
- Available for meetings and training

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 and in full communion with the Catholic Church
- Must be at least 18 years of age
- Known to the Pastor and RCIA Director as a person of good character
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church especially as given in the RCIA ritual text
- Recognized in the community as a person of good reputation
- Comfortable in potentially charged emotional social encounters



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- Can relate effectively and communicate clearly with others
- Must have good presentation and organizational skills
- Ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures
- Must be willing to participate in current and ongoing formation

◆ **Personal Traits and Qualities**

- Needs to be a person of prayer
- Desires to serve the community and to commit time and talents to this ministry
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths
- Desires to develop a deeper understanding and appreciation of the liturgical Rites
- Has a willingness to work with the Pastor, the RCIA Director and other Catechists to ensure the ministry is conducted with efficiency, decorum and reverence
- Has a helpful, supportive and non-threatening attitude in working with those seeking Christian Initiation
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Honest, dependable and can maintain strict confidentiality
- Demonstrates a spirit of generosity

◆ **Screening Requirements**

This is a General Risk position

- Completion of a Volunteer Application Form is required
- Training and orientation are required
- There will be supervision and periodic evaluations

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by RCIA Director Resources and support are provided through the Office of Formation for Discipleship at the Catholic Pastoral Centre

◆ **Participant Group**

Those enrolled in the RCIA program and their Sponsors and Godparents, and other RCIA Catechists

◆ **Support, Supervision and Evaluation**

The RCIA Director and/or Pastor is the first level of support, supervision and evaluation.



◆ **Length of Ministry Appointment**

_____ year term with the ability to renew

◆ **Benefits and Working Conditions**

- Will have a direct impact on the faith formation of those seeking Christian Initiation
- 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 Catechist** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department