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| *Insert Parish logo here* |

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| Position title: | RCIA Coordinator | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | RCIA program volunteers | Other key relationships: | Parish Pastoral Associate, Archdiocesan Office for Evangelisation |
| Position Purpose: | The RCIA Coordinator welcomes and forms new members of the Catholic community. She or he implements the Rite of Christian Initiation of Adults (RCIA) program for non-Christians who are seeking baptism or baptized non-Catholic Christians who are seeking to be received into the Catholic Church. | | |
| Qualifications and experience: | The following experience is essential for the RCIA Coordinator:   * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. * Has an excellent knowledge of the Catholic faith and doctrine. * Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.   The following would be highly regarded:   * Undergraduate qualifications (completed or in progress) in youth ministry, youth work, theology, education or equivalent * Previous experience in developing and delivering faith based programs and resources for adults or youth * Demonstrated commitment to adult or youth faith formation | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Relates well to people and meets them where they are at, and understands that people joining an RCIA program will come from different places in their faith journey * Is a skilled communicator who can communicate the Gospel in a way people can understand * Is sensitive and confident working with people from different life and cultural backgrounds * Non-judgemental and comfortable relating to people from a non-Catholic or non-Christian background. * Is confident and experienced leading groups in prayer or discussion |

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| Key Results Areas: | Key Duties: |
| Leads RCIA program | * Proactively meets people who are exploring their faith or inquiring about joining the Catholic faith, or their friends or family members. * In consultation with the Parish Priest, explores programs such as *Alpha* or *Symbolon*. * When required recruits sponsors for inquirers * Nurtures and directs those who take roles required for Christian initiation – catechists, sponsors, godparents, RCIA volunteers. * Organises RCIA meetings and communicates with Parish Priest, Parish Secretary, Pastoral Associate, team members, inquirers, and families. * Coordinates liturgical rites that are part of the RCIA program. * Weekly attendance at Mass with inquirers / candidates / catechumens throughout RCIA program. * Discusses issues that arise with the Parish Priest. * Is available to continue relationship with inquirers after they have completed RCIA. |
| Training | * As required assists training or formation of volunteers involved in RCIA program. |