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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
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| 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.
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| 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.
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| 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.
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| Training | * As required assists training or formation of volunteers involved in RCIA program.
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