



Our Lady of Pentecost

Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

Role

Sacraments & Rite of Christian Initiation for Adults (RCIA) Coordinator,
Our Lady of Pentecost Parish
Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park.

This is a permanent part-time role of 2 days per week.

Reporting to: Parish Priest and Senior Pastoral Associate

Key Selection Criteria

- A Catholic who is supportive and understanding of the direction of the Church outlined at the Second Vatican Council.
- A clear understanding of the mission of Our Lady of Pentecost Parish.
- A clear understanding of the nature and place of sacraments in the life of the Church.
- Tertiary qualifications in theology and/or religious education or related disciplines.
- Experience working in primary teaching is desirable.
- A commitment to the development of partnerships between parents and the parish in the preparation of children for reception of the sacraments.
- An understanding of the Rite of Christian Initiation of Adults as the normative initiation rite of the Church.
- The ability to chair meetings and to work with a variety of people across the parish.
- Proven ability to work as part of a team.
- Excellent interpersonal skills including telephone and receptions skills.
- Familiarity with Microsoft Word, Excel and Outlook.

Objectives

- To assist in ensuring that appropriate and timely preparation is offered to those families wishing to present their children for the sacraments of initiation across the Parish of Our Lady of Pentecost.
- To build up and support a group of catechists who can assist in the preparation of children and young adults to receive the sacraments.
- To collaborate with the parish schools in preparing children for the sacraments.



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Key responsibilities

Sacraments & RCIA Coordinator

- To coordinate parish Sacramental programs of Confirmation, First Eucharist and Reconciliation by way of coordinating the programs, information and liturgies for students within and outside the parish schools.
- To work in partnership with the parish schools Religious Education Leaders at Our Lady of Good Counsel, Our Holy Redeemer and Our Lady of Perpetual Succour.
- To coordinate and lead parish catechists and provide assistance where needed in helping to set objectives for those working in the area of sacraments.
- To coordinate school family led Masses.
- To coordinate the parish Rite of Christian Initiation for Adults and school age children and prepare them to become new members of the Catholic Church.
- Work collaboratively with the Parish Priest and members of the RCIA Team to accompany adults as they move through the various Rites of the RCIA process.
- To assist with phone and email enquiries in relation to sacramental preparation.
- To explore and develop opportunities for professional learning of catechesis.
- To be a Child Safety Officer for Our Lady of Pentecost Parish.
- Other duties as directed by the Parish Priest.

Other Relevant Requirements:

- Working with Children Check.
- Police Check
- Annual acknowledgment of the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct.
- Successful completion of the Catholic Archdiocese of Melbourne's Safeguarding Essentials online training module annually.

Our Lady of Pentecost Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults.