

Diocese of Sacramento JOB DESCRIPTION

PARISH:	SS. Peter & Paul Parish
POSITION:	Coordinator of Christian Initiation
CLASSIFICATION:	Non-Exempt
SCHEDULE:	20 hours per week; Part Time
PAY RATE:	\$27 per hour

SUPERVISOR: Pastor

JOB SUMMARY: This position is responsible for guiding adults, children and teens exploring the Catholic faith; coordinating catechetical classes, liturgical rites, and spiritual accompaniment for inquirers, catechumens and candidates preparing for full initiation into the Catholic Church.

ESSENTIAL FUNCTIONS:

Responsibilities

- Plan and implement the year-round OCIA process, moving inquirers through the Inquiry, Catechumenate, and Mystagogy stages.
- Direct and coordinate liturgies and rites with liturgy team, musicians and pastor.
- Recruit, train, and provide ongoing support to the catechists in this ministry.
- Recruit and instruct sponsors from the parish community.
- Plan, prepare, and mail schedules to catechists and participants.
- Publicize and invite people to join OCIA with weekly bulletin announcements.
- Purchase and maintain curriculum and supplies for the OCIA program.
- Perform a registration process for the Adult and Children's Catechumenate.
- Maintain records of those enrolled in the OCIA program and update sacramental registries and parish data base (PDS).
- Educate and communicate with parents of children going through the OCIA process.
- Keep open communication with Coordinators of Liturgy, Faith Formation, High School Youth Ministry and Pastor.
- Communicate to the liturgy committee and the parish the vision of the OCIA process according to the Ritual Text of the Order of Christian Initiation of Adults.
- Maintain Safe Environment requirements for all OCIA volunteers.
- Responsible for opening and locking facilities for OCIA classes and events.
- Request facility needs on a fiscal-year basis and as needed.
- Prepare and maintain an annual budget for OCIA programs.
- Participate in staff meetings and staff retreats.
- Other duties as assigned by pastor.

MINIMUM QUALIFICATIONS:

Education, Training, and/or Experience

- An active member, in good standing, of a Roman Catholic parish faith community. High School Diploma or equivalent and two years of higher education.
- Formation or experience in the Catechumenate Process.
- Formation in the areas of Sacramental Theology, Scripture, Liturgical studies or experience in parish liturgical ministry leadership.
- Diocesan Catechist Certification preferred. The Catechist Certification can also be obtained during the first year of employment.

Skills/Abilities

- Active listening skills; organizational skills; and proficiency in computer software such as Word, Excel and Adobe.
- Ability to provide leadership in a collaborative model; communicate effectively in oral and written forms; plan, organize and delegate; and interact effectively with a diverse group of people.
- Commitment to personal & spiritual growth.

WORKING CONDITIONS:

Part Time (20 hours per week)

- Includes some evening and weekend hours.
- Program planning and office hours must take place during Parish Office hours.

Benefits

- Paid vacation and holiday time, sick pay, bereavement time, medical, dental, vision, long term disability insurance, and retirement benefits.

Employee Signature

Date