

Ministry Responsibilities of the parish Catechumenate Leader

Ministry Position Title: Parish Director / Coordinator of the Catechumenate (RCIA)

Ministry Position Responsibilities:

Designated and authorized by the pastor, the Parish Director / Coordinator of the Catechumenate (Rite of Christian Initiation of Adults) is primarily responsible for planning, executing, and evaluating the **four periods** of the Catechumenate process that is offered to all adults and children of catechetical age who seek full initiation into the Catholic Church with the parish. This responsibility may be exercised in collaboration with parish staff members and a parish Catechumenate (RCIA) team. The Parish Director / Coordinator may be a parish staff member or a qualified parishioner. The role may be a full time position or a part time position. The position may be salaried or volunteer. The Parish Director / Coordinator has a basic understanding of the vision and practice of the Rite of Christian Initiation of Adults, is formed by Scripture and the Tradition of the Church and is familiar with current catechumenate and catechetical documents. The Director / Coordinator has the necessary personal and practical skills to coordinate the Catechumenate (RCIA) in the parish.

The Director /Coordinator of the Catechumenate:

1. **Advocates** for the full implementation of the Catechumenate according to the *Rite of Christian Initiation of Adults*, the *National Statutes for the Catechumenate* and the *Archdiocesan RCIA Guidelines*, within the parish, in collaboration with the pastor, parish staff members and parishioners.
2. **Recruits** and **provides initial and ongoing training** for the members of the Parish Catechumenate (RCIA) Team, catechists, sponsors, facilitators and potential godparents.
3. **Identifies** a variety of parish and archdiocesan opportunities that correspond in content and process to those in the RCIA: Inquirers, Catechumens, Candidates, Elect, Neophytes.
4. **Schedules and coordinates** the RCIA “events” (liturgical and catechetical) realistically and most effectively throughout the liturgical year in the most appropriate parish facilities possible, including the Rite of Acceptance, Rite of Welcome, Dismissal, Minor Rites, Rite of Sending, Rite of Calling the Candidates to Continuing Conversion, the three Scrutinies, Preparatory Rites, the Sacraments of Initiation as well as the Inquiry Sessions, Dismissal Catechesis, Extended Catechesis, and Days of prayer and reflection, in consultation with Pastor, parish director of liturgy/worship and the Catechumenate Team.
5. **Oversees** the creative marketing, promotion and advertising of all the Catechumenate (RCIA) “events”.
6. **Coordinates** the discernment process in the name of the Pastor for the Inquirers, Catechumens and Candidates.
7. **Supervises** the resources and finances available for the general running of the Catechumenate process.
8. **Maintains** the necessary records of those who enter the Catechumenate, participate in the Rite of Election and receive the Sacraments of Initiation.
9. **Registers** catechumens that are ready for the Archdiocesan Rite of Election.
10. **Networks** with local colleagues and participates in professional ministry formation offered by the Archdiocese of New York and other institutions.