

RCIA Director

Sacred Heart Catholic Church | West Des Moines, IA 50265

The RCIA Director assists the Pastor in the fulfillment of his ministry to spread the Gospel by developing, implementing, and maintaining the RCIA program. This is a part-time position requiring some nights and weekends as well as some time in the office to collaborate with the mission of Sacred Heart church and the staff. Hours are very flexible for this position averaging 15 hours/week.

FSLA Status: Part-time, non exempt

Reports to : Pastor

DUTIES AND RESPONSIBILITIES

Coordinate all adult initiation ministries

- Meet with potential candidates; determine if any impediments are present and direct the candidate with how to resolve them
- Coordinate all catechetical sessions
- Coordinate sponsors
- Coordinate prayer partners
- Develop an RCIA team
- Communicate among all those involved in RCIA – team, sponsors, candidates, priests, deacons, liturgical staff
- Obtain paperwork needed for the sacraments
- Ensure sacraments are recorded in ParishSoft (coordinate with admin staff)
- Coordinate rites:
 - Prepare scripts
 - Review with priests
 - Coordinate with liturgical ministers
 - Schedule rehearsal if necessary
- Purchase materials required for catechetical sessions, gift bags, etc.
- Help plan retreat (if this will take place)
- Coordinate with communications director to ensure any necessary information is posted in the bulletin, social media sites, website, school communication, etc.
- Provide support and encouragement to all those involved in RCIA ministry
- Provide paperwork to the Diocese for the Rite of Election, Chrism Mass, request to confirm baptized Catholics, etc.
- Coordinate or lead Mass dismissals
- Oversee and assist with preparation of Adult sacraments for the Spanish speaking community.
- Oversee preparation by Family Formation Director and Youth Director for students receiving sacraments of initiation.

Baptism Coordinator

- Staff lead for parishioner taught coordination of baptism classes in English.

ADMINISTRATION

- Collaborate with Adult Faith Formation Team in an effort to coordinate all adult offerings to the parish;
- Be an active part of the larger Formation team, attending meetings, strategic planning and coordinating efforts;
- Maintains contact with the newly-initiated and seeks to integrate them into the parish;
- Assist in mentoring the parish community on their role as missionary disciples as it applies to working with the unbaptized;
- Attends staff and Diocesan meetings regularly;
- Visibly engaged at parish events;
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge in Scripture, Catholic theology, and spirituality methods;
- Program visioning and development;
- Active Catholic in good standing, participating in sacramental life of the Church;
- Professional working attitude and collaborative approach;
- Proficient with MS windows (word, publisher, excel);
- Strong verbal and written communication skill;
- Participate in continuing education and formation;
- Team player and works with other staff members to integrate religious education toward the overall mission of the Parish;
- High level of organizational skills and presentation skills;
- Ability to multitask and prioritize workload;
- Ability to make decisions, attention to detail with ability to maintain confidentiality;
- Project management skills;
- This position requires frequent evening, weekend and off-site work;
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer and sacraments;
- Must complete and maintain compliance with all Diocesan Safe Environment policies;
- Must complete a background check;
- Bilingual Preferred (Spanish & English).