

Ministry to Marriage and OCIA (formerly known as RCIA) Coordinator

Status: Part-time, hourly

Hours: up to 25 hours per week

Benefits: Option to participate in Benefits Plan

Job Summary

The Coordinator will have the prime responsibility, in cooperation with the Pastor and Pastoral Team to coordinate and organize Ministry to Marriage and Order of Christian Initiation of Adults (formerly RCIA) at St. Joseph Parish.

Responsibilities

Ministry to Marriage

Coordinator of Marriage preparation including

- Recruitment and Training of Mentor Couples
- Initial Interview of perspective couple
- Coordination of Marriage Prep Course
- Ensure all required paperwork is complete for marriage to occur

OCIA (Order of Christian Initiation of Adults – formerly RCIA)

Coordination and Implementation of Adult Initiation

- Interviewing of perspective OCIA candidates, including:
 - Adults seeking baptism
 - Catechesis for Adults baptized in other Christian churches
 - Catechesis for baptized Catholics completing sacraments of initiation
- Recruitment and training of volunteers (sponsors and volunteer leaders)