



ST. JOSEPH CATHOLIC CHURCH

109 Linden Street
St. Johns, Michigan 48879-1837
Phone (989) 224-8994 • Fax: (989) 224-3475

RCIA DIRECTOR Ministry Description

ACCOUNTABILITY:	Reports to Pastor
SUPERVISORY RESPONSIBILITY:	Supervisor of volunteers
FLSA STATUS:	This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.
HOURS:	Part-time (approximately 15 hours per week, from mid-August through the Easter season)
GENERAL SUMMARY:	Assists the Pastor in the fulfillment of his ministry to spread the Gospel by developing, implementing, and maintaining the RCIA program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Planning, executing, and coordinating the entire RCIA process according to the *Rite of Christian Initiation of Adults* approved for use in the United States, the *National Statutes on the Catechumenate* and other relevant Church documents.
- Recruiting and training competent catechists, teachers, sponsors, and team members
- Maintaining accurate files on all Catechumens and Candidates
- Referring those in need of annulments to the pastor or deacons and following up with candidates.
- Collaborating with the Pastor and liturgical officials to ensure proper celebration of the Rites
- Collaborating with diocesan officials in the catechetical and liturgy offices

KNOWLEDGE, SKILLS, AND ABILITIES

- Education: Requires a bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent.
- Experience: Minimum two years of ministry and/or teaching experience required.
- Require: Must be a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Must pass a background check and attend local training for the protection of children and youth. Able to work collaboratively.
- Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, bending and giving oral presentations. Employee is expected to work onsite and on weekends.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Apply for this position online at www.dioceseoflansing.org/human-resources/careers or send your resume, cover letter, and references to Susan Mahoney, St. Joseph Church, 109 Linden St., St. Johns, MI 48879, email: business.stjoseph@gmail.com.

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