

Team Roles and Responsibilities

The RCIA team is a community of experienced Catholics who are committed to serving as companions on the journey of faith for those who are coming into the fullness of faith. To work at its best, the RCIA team needs to be comprised of people who specialize in various ministries. The larger the class size, the larger the team should be, especially if you're implementing a year-round program.

The following roles should be combined if your team is small. For a really good, successful program, you don't want any of this work dropped for lack of volunteers.

Task Manager

As the RCIA Director's right hand, the Task Manager makes sure that all the tasks have been assigned and are being handled in a timely manner in the practical details of setup, cleanup, distribution of materials, name tags, welcoming, etc.

Prayer Coordinator

Creatively plans and organizes ways to get the parish involved in praying for the candidates and catechumens.

Liturgy Coordinator

Starts each Extended Catechesis session with a 5-minute prayer service that reminds people of last Sunday's Mass and sets the tone for the night's topic, using song, lighting a candle, enthroning the Bible, an appropriate prayer, and other creative elements; gets class participants involved in doing parts of the prayer service; also oversees the closing prayer and the Initiation Retreat's prayer service.

Sponsor Coordinator

Helps the RCIA director find sponsors, keeps a list of potential sponsors, assigns them to new candidates/catechumens, finds fill-ins if a sponsor cannot attend a rite, and makes sure they understand what a sponsor does; provides sponsor training before the Rite of Acceptance/Welcoming and again before the Easter Vigil to encourage on-going support to the neophytes after Easter.

Facilities Coordinator

Makes sure that the facilities used for classes and the Initiation Retreat are set up as needed, re-arranging as necessary the chairs and tables so the sessions are more conducive to community development, discussion, and friendships.

Refreshments Coordinator

Organizes class members and sponsors to take turns bringing finger snacks and beverages; keeps track of the refreshments sign-up sheet; makes phone calls to remind those who are scheduled; helps the RCIA director plan and provide the lunch for the Initiation Retreat.

Environment Coordinator

Provides decorations that fit with the theme of the liturgical season and (when possible) the class topic. This should include Bible enthronement, prayer candles, posters, banners, or whatever is appropriate.

 Facilitators of the Inquiry Sessions

Gently evangelize while answering questions and by stimulating discussions that help attendees figure out if becoming Catholic is right for them.

 Facilitators of Sunday Dismissal Catechesis sessions

Help participants prepare for the topic of Extended Catechesis class by Breaking Open the Word of the Sunday readings in a faith-sharing atmosphere.

 Catechists for the Extended Catechesis sessions

Teach class interactively with the students and their sponsors covering the four areas described by paragraph 75 of the *Rite of Christian Initiation of Adults*. Team members who serve as catechists are part of the community and should help in other capacities when not teaching. (Those who cannot participate regularly as team members are considered guest speakers.)

 Discussion facilitators

Help draw out conversation from the Candidates and Catechumens in Sunday dismissal and/or weeknight extended catechesis sessions. Care must be taken not to dominate the conversation by saying more than the students.

 Sponsors

companion with Candidates to give them special attention. Team sponsors serve in other ways, too, but they have a special ministry of journeying with the Candidates in their faith growth, phoning them when they miss a meeting to see if they're okay, sending birthday and holiday cards, inviting them to go with you to parish events, socializing with them over dinner or other opportunities you create, etc.

 And _____

What other gifts can be a blessing to this ministry? Anyone is welcome to serve on the team in whatever giftedness they have, even if it's nothing more than showing their support as a representative of the larger parish family.