St. Robert Bellarmine

Liturgy and OCIA coordinator

Ministry Description

|  |  |
| --- | --- |
| **Accountability:**  | Reports to Discipleship Ministry Director |
| **Supervisory Responsibility:**  | Volunteers |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.  |
| **Hours:**  | Part-time |
| **General Summary:** | Assists the Pastor, as a part of a staff team, in the fulfillment of his ministry to make disciples by overseeing the preparation of all parish liturgies, directing OCIA at the parish, and those evangelization and faith formation needs most immediately tied to these parish ministries. |

**Parish mission:** Making Jesus’ command our own to *“Go, Make Disciples, baptizing them…and teaching them to observe all the I have commanded you.”* (Mt 28:19-20)

**Parish Vision:** *Inviting ever person to become ever more a child of God through life changing encounters with Jesus.*

**Primary Duties and Responsibilities**

* Directs and facilitates OCIA within the parish and cooperation between St. Robert and Good Shepherd parishes.
* Models evangelization for parishioners through on-going inviting of new candidates and catechumens.
* Provides pastoral care for candidates and catechumens in their conversion process into the Catholic Church at St. Robert Parish. Fosters Catholic community within those coming into the Church and assists them to find their place and roles of service for building up God’s kingdom within the parish as a whole.
* Collaborates with the Youth and Evangelization Coordinator, especially in reaching out to those Catholics within our community who are inactive in the practice of their faith.
* Recruits, trains, supports and provides on-going formation for members of the OCIA team.
* Invites, trains, coordinates and supports liturgical ministries within the parish.
* Under the direction of the pastor and Discipleship Director, coordinates the preparing of and participation in all liturgies at the parish, especially Sunday Masses and special liturgical celebrations.
* Collaborates with the pastor and other parish ministers to assess the faith formation needs of adult parishioners and address those vital religious needs in an effective way for ongoing spiritual growth.
* Coordinates, promotes and supports Scripture and other small faith-formation groups, retreats and events in the parish, with a particular focus on helping us promote and sustain a Eucharistic parish culture.
* Attend staff and other parish meetings.
* Submit and monitor an annual budget to the business manager.
* Maintain necessary records.
* Assists pastor and parish in cooperating with other parishes in its grouping and deanery to help our diocesan vision for parishes become a reality here at St. Robert Bellarmine.

**Knowledge, Skills, and Abilities**

|  |  |
| --- | --- |
| Education: | Requires a bachelor's degree. A degree in Catholic Theological Studies, Ministry, Religious Education or equivalent preferred. Formation in the liturgical documents of the Church, and experience in applying them faithfully and fruitfully at a parish preferred. |
| Experience: | Experience in parish ministry or teaching of the Catholic faith preferred. Experience in leading and supervising others in ministry work preferred. |
| Require: | Must be a missionary disciple, including being 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 Virtus Child and Youth Protection Training.  |
| Physical Demands: | While performing duties, employee has to sit or stand for long periods of time, use hands in repetitive motion tasks. The position also requires some standing, stooping, and bending. Must be comfortable giving presentations to groups. Employee is expected to work onsite, weekend work is required. Some travel is expected. Must be able to lift a minimum of 40 lbs.  |

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.