



## LITURGY AND OCIA COORDINATOR Ministry Description

<b>ACCOUNTABILITY:</b>	Reports to Director of Discipleship
<b>SUPERVISORY RESPONSIBILITY:</b>	Volunteers
<b>FLSA STATUS:</b>	This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.
<b>HOURS:</b>	Part-time
<b>GENERAL SUMMARY:</b>	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.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Directs and facilitates OCIA within the parish and in cooperation with Good Shepherd church.
- Models evangelization for parishioners through on-going inviting of new candidates and catechumens and through reaching out to Catholics within our community who are inactive in the practice of their faith.
- 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.
- 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 in collaboration with the Discipleship Director, coordinates the preparation of and participation in all liturgies at the parish, especially Sunday Masses and special liturgical celebrations.
- Attend staff and other parish leadership meetings
- Maintain necessary records for OCIA and liturgy



## **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 coordinating volunteers is helpful.
- 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 may have to sit 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, some 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.