



Our Lady of Consolation

CATHOLIC PARISH

OCIA COORDINATOR POSITION DESCRIPTION

POSITION TITLE: OCIA Coordinator
STATUS: 20 Hours Per Week, Non-Exempt
REPORTS TO: Pastor and Deacon (Father Dominic Couturier & Deacon Jim Hessler)

MAJOR RESPONSIBILITIES:

- Develops and administers the OCIA program according to the *Order of Christian Initiation of Adults* approved for use in the United States, the *National Statutes on the Catechumenate*, and other relevant Church documents.
- Provides an enriching Sacramental experience for those preparing to be received into the Roman Catholic Church by the reception of the Sacraments in accordance with diocesan and parish guidelines.
- Recruits new candidates and catechumens throughout the year and maintains communication with them before, during, and after the OCIA process.
- Coordinates OCIA Rites and is involved in the respective liturgies.
- Serves as a liaison between the Pastor, Parish, and Diocese of Grand Rapids.

OCIA PROGRAM:

- Promptly responds to inquiries and provides preliminary information to prospective participants.
- Conducts an intake interview with all prospective participants and requests needed documents.
- Obtains Baptismal Certificates and evidence of current and previous marriages for all participants.
- Refers previously married prospective participants to the Pastor for an initial consultation if an annulment is needed.
- Maintains accurate participant and sponsor records.
- Maintains necessary office, program, and Sacramental records.
- Maintains effective means for publicizing and promoting OCIA sessions.
- Recruits and provides training for new OCIA volunteers and catechists.
- Provides adequate OCIA resource materials for the OCIA team.
- Prepares a syllabus and a calendar for OCIA sessions.
- Coordinates teaching space, materials, and teaching methods.
- Adjusts program components (space, time, materials, etc.) as needed.
- Is present on Sunday mornings during OCIA sessions.
- Is present during OCIA liturgies, including Holy Week and the Easter Vigil.

NECESSARY QUALIFICATIONS:

- Active, participating, and faithful Catholic of good moral character and reputation. Must be ministry and mission minded. Must be an active member of a Roman Catholic Parish.
- Keeps VIRTUS requirements current.

- Ability to maintain confidentiality and use discretion.
- Capabilities in the areas of theology, program coordination, coordination of catechist development, relationships, and administration.
- Excellent interpersonal, written, and verbal communications skills.
- Strong organizational skills with attention to detail.
- Skill to lead programs, manage projects with creativity, energy, and a strong commitment to quality, timeliness, and effectiveness.
- Ability to utilize technology as needed.
- Ability to work constructively and cooperatively with diverse groups of children, adults, and staff.
- Ability to recruit, manage, direct, and motivate catechists and program volunteers.

WORKING ENVIRONMENT:

- This position includes physical activity related to the normal office environment.
- The schedule is flexible but requires frequent weekend hours.
- Must be present during OCIA program sessions.
- Stays informed of developments in catechesis through attendance at Diocesan events and other relevant seminars.
- Works effectively with the other staff members.
- Meets regularly with the Pastor and Deacon.
- Performs other duties as assigned.

SUBMIT COVER LETTER AND RESUME:

- Father Dominic Couturier, Pastor | dcouturier@olcparish.net
- Deacon Jim Hessler, Permanent Deacon | jhessler@olcparish.net