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| *Insert Parish logo here* |

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| Position title: | RCIC Coordinator | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | RCIC program volunteers. | Other key relationships: | Parish Pastoral Associate, Archdiocesan Office for Evangelisation |
| Position Purpose: | The RCIC Coordinator welcomes and forms children as members of the Catholic community. She or he implements the Rite of Christian Initiation of Children (RCIC) program for children who do not attend Catholic schools. | | |
| Qualifications and experience: | The following experience is essential for the RCIC Coordinator:   * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. * Has an excellent knowledge of the Catholic faith and Church doctrine * Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.   The following would be highly regarded:   * Undergraduate qualifications (completed or in progress) in youth ministry, theology, education or equivalent. * Previous experience in developing and delivering faith based programs and resources for children, youth or adults. * Demonstrated commitment to children, youth or adult faith formation. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Enthusiasm in sharing the Gospel message with young people * Non-judgemental and comfortable relating to people who are not practising Catholics * Is sensitive and confident working with people from different life and cultural backgrounds * Relates well to children and meets them where they are at, and understands that children joining the RCIC Program will come from different places in their faith journey * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Sensitive to issues of parental separation, access and custody, and collection of children |

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| Key Results Areas: | Key Duties: |
| Leads RCIC program | * Prepares RCIC program. * Reviews and prepares materials for RCIC program. * Meets with parents before RCIC program commences, checks baptismal certificates as appropriate. * Prepares and delivers classes. * Is available before and after classes to meet with parents or follow up with children. * Discusses issues with Parish Priest or Pastoral Associate and follows up with families if children stop attending. * Prepares children for baptism, confirmation, first communion, penance and reconciliation. * Prepares certificates. |
| Training | * As required assists training or formation of volunteers involved in RCIC program. |