

Our Lady of the Rosary Parish

Church: 18 Vine Street
Fairfield NSW 2165
www.olrfairfield.org.au
ABN: 23 096 810 740

Parish Office: 2 Weston Street
Fairfield NSW 2165
Tel: (61 2) 9724 5997 Fax: 9754 1439
Email: admin@olrfairfield.org.au

Position Description

Sacramental and RCIA Coordinator Our Lady of the Rosary Parish, Fairfield

Reporting to: Parish Priest / Administrator, Our Lady of the Rosary (OLR) Parish, Fairfield

The Parish: At Our Lady of the Rosary we celebrate all that we are today as a parish community of diverse cultures with one common faith in Jesus Christ celebrated in the Eucharist. As people of faith, we open ourselves to the Holy Spirit who guides us so that Christ may establish his Kingdom in and through us, joining our pioneers of the past who helped build our Catholic Community in Fairfield. We commit to the many and varied spiritual and pastoral needs of people of all ages and walks of life who come in contact with the parish.

The Position: The role of the Sacramental and RCIA Coordinator is to serve as an active member of OLR's Parish Pastoral Team. This requires the Sacramental Coordinator to work closely with the Parish Priest/Administrator, the Parish Team, and the Parents of the candidates to prepare, implement and manage the programs for the Sacraments of Initiation. The RCIA coordinator welcomes and forms new members of the Christian community by fostering the implementation of the Rite of Christian Initiation of Adults (RCIA) in the parish as it develops the catechists for adults and for children who have reached catechetical age.

Responsibilities: The Sacramental Coordinator is accountable to the Parish Priest / Administrator for the following:

Sacramental Coordinator

- Work as an effective member of OLR's Parish Team in order to identify and implement ways of inviting parishioners to participate in the parish's sacramental life
- Advise and assist in the effective preparation, implementation and coordination of parish programs for the Sacraments of Initiation, including the RCIA
- Promote the Sacramental Programs among parishioners by preparing messages to be published in the Parish Bulletin; Newsletters; letters to be sent to the parents of the students in the Catholic and State Schools, and the Parish's Preschool
- Establish good connections with the students who attend the educational institutions stated above and their parents
- Coordinate the collection of the necessary documentation from families in relation to their children participating in the programs for the Sacraments of Initiation
- Manage the record of participants in the PACS system
- Answer enquiries made by candidates and their parents in relation to the programs for the Sacraments of Initiation and provide a calendar of events
- Where necessary, make pastoral visits to the families in their homes who have had one of their members receive one or more of the Sacraments of Initiation in order to encourage them to remain active in their faith
- Attend meetings as required, including staff meetings and Parish Pastoral Council meetings

- Participate in training/formation where the need arises
- Liaise with families involved in the preparation programs for the Sacraments of Baptism, Reconciliation, First Holy Communion, and Confirmation
- Ensure volunteers and parents have the necessary materials to prepare the candidates for the Sacraments of Initiation
- Provide support to the candidates and their families during their preparation period, including providing catch-up sessions for those who have missed some of their classes, or coordinating catechists to do so
- Ensure all materials for the relevant liturgies are prepared and distributed on the day of the celebration
- Prepare and distribute prayer cards, etc. during the appropriate liturgies
- Prepare and distribute the certificates, with the assistance of the Parish Secretary or the Receptionist and Office Assistant, and present them to the candidates who received the Sacraments of Initiation
- Assist the Parish Priest/Administrator oversee the correct provision of records recorded by the Parish Secretary for each candidate who receives the Sacraments of Initiation
- Identify opportunities to help the youth in the program for the Sacrament of Confirmation to discern their vocations by liaising and collaborating with the Archdiocese of Sydney's Vocation Centre
- Other duties as requested by the Parish Priest/Administrator

RCIA Coordinator

- Welcomes and encourages interested inquirers with a well-developed and responsive ministry of formation that leads to the Sacraments of Initiation into a full Catholic life
- Nurtures and directs those who assume roles required for Christian Initiation (Catechists, Sponsors, Godparents, Team Members)
- Plans liturgies for the various stages of the Catechesis with the Parish Priest/Administrator or Liturgy Coordinator
- Liaise with the Archdiocese's Catechumenate Office in relation to relevant Archdiocesan liturgies pertaining to the RCIA
- Responsible for the Liturgical Rites that are part of the various stages of the RCIA process
- Communicates with Inquirers, Team and Parish Priest/Administrator
- Provide leadership and direction to team
- Recruit and motivate team members
- Provide helpful resources to team members
- Meet with music ministry to plan music for liturgies
- Weekly attendance at Mass during the Inquiry Stage
- Weekly attendance at Mass with candidates
- Ensure that a prayerful spirit prevails throughout the initiation process
- Interview prospective candidates/team members and monitor formation of same
- Organise team meetings when necessary

Regulatory Compliance

- Apply knowledge of the WHS Act to the relevant events undertaken in OLR Parish; maintain records; and be familiar with the Archdiocesan Parish WHS system in order to maintain a high level of compliance
- Monitor and pro-actively assist the Parish Safeguarding Officers with regulatory compliance in relation to:
 - (1) Working With Children Check (WWCC) legislation; and
 - (2) maintain all records
- Ensure that the policies and practices of the Parish and of the Archdiocese of Sydney are implemented and maintained
- Assist in identifying, analysing, assessing, monitoring, documenting, and reporting risks.
- Promote risk management practices and ensure appropriate and effective administrative systems are established and followed
- Work with OLR Parish and Archdiocesan authorities, together with Catholic and State Schools, in the implementation of Child Protection requirements

Inter-Relationships

The Sacramental & RCIA Coordinator interacts with the following internal and external groups where present:

- Parish Priest/Administrator and other Clergy assisting in the OLR Parish
- OLR Parish Business Manager, Secretary, Office Assistant, Youth/Young Adult Leaders
- Visiting Clergy
- Clergy and Communities within the Southwest Deanery
- Members of OLR Parish Pastoral Council
- Parish Groups and Communities, Volunteers, Visitors and Parishioners in general
- Agencies of the Archdiocese of Sydney
- Parents of the Candidates for the Sacraments of Initiation
- Principal, Religious Education Coordinator (**REC**), Family Educator and teachers of OLR Primary School
- Principals, RECs, teachers at Patrician Brothers' College, Fairfield and Mary McKillop College, Wakeley
- Other Catholic and State Schools
- Catechists in the State Schools
- All others with whom this apostolate involves contact and collaboration

Knowledge, Experience & Qualifications

The Sacramental & RCIA Coordinator will ideally have the following knowledge, experience and qualifications:

- Previous experience as a Sacramental & RCIA Coordinator or in a Pastoral and/or Youth Apostolate or Youth Leadership position
- Degree in Theology and/or Education
- Working knowledge of Microsoft Office applications: Word, Excel, PowerPoint, Publisher and Outlook
- Strong communication skills
- Good interpersonal skills
- Ability to work without close supervision
- Comfortable in experiences of prayer leading RCIA
- Person of prayer, grounded in biblical and liturgical liturgy
- Demonstrated commitment to client services and a willingness to be accountable for performance
- Demonstrated commitment to the ethos and values of the Catholic Church

Attributes

The Sacramental & RCIA Coordinator will demonstrate the following attributes:

- Demonstrated commitment to the ethos and values of the Catholic Church
- Professional manner and presentation
- Ability to build working relationships with people who come in contact with this role
- Demonstrated ability to gain co-operation and assistance from team members and people with whom they are in contact in the performance of their duties
- An attitude of inclusiveness and welcome with ability to work co-operatively and collaboratively in team work
- Honest, trustworthy and strong work ethic, together with initiative and creativity
- High level of people skills to communicate effectively on all levels
- Sound time-management skills and ability to prioritise
- Attention to detail, quality and accuracy, and a well-ordered approach to work
- Awareness of and a commitment to service
- Ability to act with discretion and to maintain complete confidentiality
- Ability to work autonomously and with minimal supervision
- Proactive approach, ability to multitask and work quickly and efficiently
- Ability to work under pressure to meet deadlines
- Aptitude for prayer and the study of literature which assists in the apostolate

Employment conditions

Performance Management

The performance of the Sacramental & RCIA Coordinator will be assessed on a regular basis having regard to:

- Performance in relation to the key responsibilities and attributes for this role that are developed and agreed in coordination with the Parish Priest/Administrator
- The ability to promote and raise awareness of the parish's sacramental life including RCIA
- Service levels and the level of satisfaction expressed by key stakeholders
- Professional/ethical standards as noted in the documents, Integrity in Ministry and Integrity in the Service of the Church

Remuneration

Agreed salary and conditions will be offered commensurate with relevant experience, qualifications, and level of responsibility.

Other relevant information

The Sacramental & RCIA Coordinator must:

- Take reasonable actions to become familiar with Archdiocesan policies and procedures
- Availability to work on some weekends (Time Off in Lieu)
- Take responsibility for personal safety and the wellbeing of other employees, team members and other visitors to OLR Parish
- Obtain a valid Working With Children Check (WWCC) and agrees to undertake a Police Check

Applicants for this position must be legally entitled to work in Australia. Applicants invited for interview will be required to provide evidence of this entitlement at the time of interview. Acceptable evidence includes an Australian or New Zealand Passport, Birth Certificate, or Foreign Passport with relevant visa.