

# Ministry to Marriage and OCIA (formerly known as RCIA) Coordinator

Status: Part-time, hourly

Hours: up to 20 hours per week

Benefits: Option to participate in Benefits Plan

## Job Summary

The Coordinator will have the prime responsibility, in cooperation with the Pastor and Pastoral Team to coordinate and organize Ministry to Marriage and Order of Christian Initiation of Adults (formerly RCIA) at St. Joseph Parish.

## Responsibilities

### Ministry to Marriage

Coordinator of Marriage preparation including

- Recruitment and Training of Mentor Couples
- Initial Interview of perspective couple
- Coordination of Marriage Prep Course
- Ensure all required paperwork is complete for marriage to occur
- Annulments – Meet with person requesting annulment and prepare file to be send to the Marriage Tribunal in Edmonton

### OCIA (Order of Christian Initiation of Adults – formerly RCIA)

Coordination and Implementation of Adult Initiation

- Interviewing of perspective OCIA candidates, including:
  - Adults seeking baptism
  - Catechesis for Adults baptized in other Christian churches
  - Catechesis for baptized Catholics completing sacraments of initiation
- Recruitment and training of volunteers (sponsors and volunteer leaders)
- Coordination of key dates in preparation for initiation.
- Formation and preparation of all candidates.

Salary commensurate with qualifications and experience. Resumes accepted until May 1<sup>st</sup>, 2024 at 5pm or until position is filled. Submit resume, with 3 references (including a reference from current parish priest if you are not from St. Joseph Parish) to Father Charles Duval, C.Ss.R. Resume may be submitted to the parish office or electronically to [CharlesDuval@gpcsd.ca](mailto:CharlesDuval@gpcsd.ca).