

## JOB DESCRIPTION – COORDINATOR OF OCIA

### I. Identifying Information

Position Title: Coordinator of OCIA  
Status: Part-time; Non-Exempt  
Reports To: Director of Stewardship & Evangelization

### II. Primary Function of This Position

The Coordinator of OCIA provides coordination of the OCIA (Order of Christian Initiation for Adults for all five churches in our family of parishes. This position will work closely with Director of Evangelization to create methods of recruiting persons interested in exploring the Catholic Church, provide hospitality and welcoming to inquirers and support the program of full initiation into the Church. The Coordinator of OCIA will work collaboratively with the priests, worship and music personnel to ensure all rites and liturgies are planned and prepared. This position is exclusively for adult initiation.

### III. Position Content

#### A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

##### 1. Leadership and Administration

- Promotes and implements plans and programs with appropriate personnel.
- Communicates the OCIA plans, progress and needs to the Director of Evangelization and executes appropriate promotions within the parish.
- Recruits, trains, supervises, and evaluates regular and occasional volunteers to support the OCIA program team.
- Establishes an annual calendar for all OCIA programming and liturgies and negotiates space and facilities for same.
- Acquires and manages resources for the OCIA program.
- Represents the parish in Archdiocesan and interparish catechetical meetings and functions, as necessary.
- Participates in all-staff meetings.
- Works collaboratively within the Stewardship & Evangelization department to ensure the continuity and inclusion of all five parishes, within the context of OCIA.

### IV. Position Specifications/Requirements

#### A. Skills, Knowledge and/or Abilities

- Demonstrates capability to carry out administrative and volunteer supervisory duties in a timely fashion, utilizing good communication and relationship skills
- Participates in ongoing formation and educational opportunities to keep current on trends in catechetical ministry
- Must be an active member, in good standing, of the Roman Catholic Church

B. Education, Training and/or Experience

- BA in Theology/Religious Education or a related educational field and/or commensurate experience in parish religious education, a certificate in ministry or theology from a Catholic institution of higher learning
- Proven participation and continuing updating of the Safe Environment Program sponsored through the diocese

V. Working Environment

This position requires frequent evenings and/or weekend work and an unpredictable schedule.

Employees of the Family of the Most Holy Eucharist parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Family of the Most Holy Eucharist. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VI. Acknowledgement

I have read, understood, and agree to perform all job duties and requirements outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date