

Team Members

Overall Coordinator

- Coordinates interviews with inquirers in conjunction with the priest
 - fill out information sheet –
 - help them understand time frame – Rites book tells us 18-24 month process for un-baptized. Help them to understand they will want to be sure they are ready to commit to the way of Christ and His teachings, and if they are not, they may continue to prepare.
 - Explain impediments if necessary
- Keeps in contact with team members
- Coordinates the follow up with absences of inquirers – provides inquirer/sponsor and/or team member with recorded audio tape of the session
- makes copies of the handouts for each RCIA session

Catechists (1-3 The number of catechists for the RCIA process should be small. The catechists need to know the candidates and catechumens in order to craft the teaching for this audience: we teach people not topics.)

Greeter takes care of nametags and giving out the handouts

Hospitality 3 or 4 people (It is helpful to make a schedule so that one person brings refreshments for each particular week)

Set up person arranges the room with a Sacred Space including artwork that goes with the teaching. Sacred Space should contain a crucifix, a Bible, candles

Retreat Planner plans day-long retreats or overnight retreats before the Rite of Acceptance/Welcoming, the Rite of Election and the Sacraments of Initiation

Librarian and the recorder of the sessions

sets out a select group of books and tapes for check out. This person is familiar with the books/tapes in order to assist the inquirers to find what they are specifically interested in and the right level of difficulty.

Musician/Song Leader leads the music at the RCIA sessions

Field Trip Planner arranges for field trips: to Cathedral, St. Rose Convent, Shrine of Our Lady of Guadalupe and other places of pilgrimage throughout the Diocese.