

# Sample job description for a godparent or sponsor:

- Position:* RCIA godparent/sponsor
- Accountable to:* RCIA godparent/sponsor coordinator and RCIA leader  
Ultimately accountable to the pastor
- Short-Term Commitment:* Duration of catechumen's/candidate's presence in the RCIA process  
Weekly RCIA sessions  
Participation in all relevant liturgical rites  
Regular personal contact with the catechumen/candidate
- Long-Term Commitment:* Life (if chosen as godparent or sponsor for the sacraments)  
Regular contact especially during the new Catholic's first year  
Periodic personal contact thereafter

## *Specific Gifts Needed:*

- ⊕ Fully initiated and active registered parishioner of our parish, in good standing
- ⊕ Love for Christ and his Church
- ⊕ Basic understanding of the Church's teaching
- ⊕ Steadfast commitment to the teachings of the magisterium of the Catholic Church
- ⊕ Evidence of a lived faith in one's personal life (fruits of the Holy Spirit are evident)
- ⊕ Mature Christian understanding of the meaning of "servant" and "service"
- ⊕ Punctual and flexible
- ⊕ Good communication and listening skills
- ⊕ Openness to new relationships
- ⊕ Prudent and able to keep confidentiality

## *Specific Duties/Responsibilities:*

- ⊕ Commit to daily prayer for the person you are serving
- ⊕ Become familiar with the stages of the RCIA process
- ⊕ Attend weekly RCIA sessions
- ⊕ Maintain personal contact between gatherings
- ⊕ Attend RCIA retreats, relevant liturgical rites, and rehearsals as needed
- ⊕ Assist pastor and other RCIA leaders with discernment of a participant's readiness
- ⊕ Offer spiritual support throughout the process to the person you are serving
- ⊕ Model holiness, sacramental living, Christian charity, and prayer
- ⊕ Work to draw the person into the life of the parish
- ⊕ Answer doctrinal questions as you can; direct the person to catechists as needed
- ⊕ Explain as you can liturgical and devotional practices; direct the person to catechists as needed
- ⊕ Gently help the person deal with life situations (family problems, need to forgive, etc.) in a Christian way
- ⊕ Obtain a faithful intercessor who will agree to pray regularly for your work as a godparent/sponsor
- ⊕ Strive to love the person as Jesus would