



Holy Spirit Catholic Church R.C.I.A.

Job Description for a Godparent or Sponsor:

Position: RCIA godparent/sponsor

Accountable to: RCIA Coordinator and Director, Christian Initiation
Ultimately accountable to the pastor

Short-Term Commitment: Duration of catechumen's/candidate's presence in the RCIA process;
Weekly RCIA sessions; RCIA Retreats; Participation in all relevant liturgical rites;
Regular personal contact with the catechumen/candidate

Long-Term Commitment: 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
- ❖ 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
- ❖ 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
- ❖ Strive to love the person as Jesus would
- ❖ Encourage catechumen/candidate to attend RCIA sessions and make a follow-up call to them if they miss a session
- ❖ Take copies of RCIA handouts for the catechumen/candidate if they miss a session
- ❖ Encourage catechumen/candidate to finish the service projects. Offer to assist them if needed.
- ❖ After the Rite of Welcoming, attend Sunday Mass with catechumen/candidate and stand with them at the altar **or make arrangements with RCIA Team for coverage.**