

OCIA COORDINATOR

Sacred Heart Catholic Church

Conroe, Texas

Summary:

The Coordinator of the Order of Christian Initiation of Adults (OCIA) oversees and facilitates the parish's process for welcoming adults and children into the Catholic Church. This role is responsible for planning, organizing, and implementing faith formation weekly classes and spiritual accompaniment for adults and children seeking Baptism, Holy Communion, Confirmation, and/or reception into full communion with the Church. The coordinator works closely with the Director of Faith Formation, parish staff, catechists, sponsors, and parish ministries to ensure a welcoming, prayerful, and well-structured initiation process that reflects Church teachings and diocesan guidelines, building up the kingdom of God at Sacred Heart.

Responsibilities and Tasks:

- Plan and coordinate the OCIA process, including inquiry, catechesis, liturgical rites, and mystagogy.
- Recruit, train, and support catechists, sponsors, and team members.
- Accompany candidates and catechumens pastorally throughout their faith journey.
- Collaborate with clergy and parish leadership on liturgical celebrations and sacramental preparation.
- Maintain records, schedules, and communication with participants.
- Ensure compliance with diocesan policies and Church norms.
- Provide workshops on the vision of OCIA as a process to catechists.

Please send resume to: gvelasquez@shconroe.org.