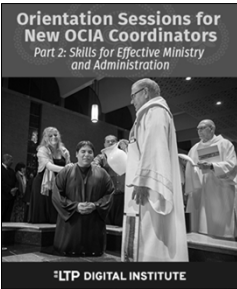




Part 1 (last month)
The Six Principles of Initiation Ministry
The Steps and Stages of the Catechumenal Process



Session 1
Building and Leading the Team

Session 2
Walking with People in Real-Life Situations

Session 3
Administration and Keeping It All Together

1




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2

<i>Consider these four areas...</i> Questions? Obstacles / Struggles?	Session 1 Building and Leading the Team 1) Roles and Responsibilities: Clarifying duties for coordinators, sponsors, catechists, and support staff. 2) Recruiting Initiation Team Members: Identifying needed roles, inviting volunteers, and discerning gifts. 3) Team Formation and Ongoing Training: Setting expectations, building community, and providing resources. 4) Collaboration with Clergy and Parish Staff: Communication, scheduling, and shared leadership.
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3



4

Session 1: Building and Leading the Team

A reading from the first letter of Saint Paul to the Corinthians (12:8-11)

There are different kinds of spiritual gifts but the same Spirit;
there are different forms of service but the same Lord;
there are different workings but the same
God who produces all of them in everyone.
To each individual the manifestation of the Spirit is given for some benefit.

The word of the Lord.

5

Heavenly Father,
we gather today as servants of your Church,
grateful for the call to accompany others on their journey of faith.

As we begin this workshop series,
bless our efforts to understand our roles with clarity,
to recruit and support those who serve in initiation ministry,
and to form strong teams rooted in your Spirit.

Guide us in fostering true collaboration
with one another and with our clergy,
so that together we may build communities of faith
that reflect the unity of your Body.

May your Spirit grant us wisdom, patience, and generosity of heart
as we share in this mission of welcome and discipleship.

We ask this through Christ our Lord. Amen.

6



7



1.3

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Session 1
Building and Leading the Team

Session 2
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in Real-Life Situations

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Session 1: Building and Leading the Team

- **Roles and Responsibilities:** Clarifying duties for coordinators, sponsors, catechists, and support staff.
- **Recruiting Initiation Team Members:** Identifying needed roles, inviting volunteers, and discerning gifts.
- **Team Formation and Ongoing Training:** Setting expectations, building community, and providing resources.
- **Collaboration with Clergy and Parish Staff:** Communication, scheduling, and shared leadership.

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Roles & Responsibilities

10

Who is responsible for this process?

OCIA, 9

The People of God, represented by the local Church, should always realize and show that the Initiation of adults is its own concern and a matter for all the baptized. It should therefore show itself **always prepared** to fulfill its apostolic vocation **by helping those who seek Christ.**

11

OCIA, 9

In the varying circumstances of everyday life... every disciple of Christ is individually obliged to spread the faith. He or she must therefore help others throughout the course of their Initiation...

Note: OCIA #9.1-9.5 describes the role of the community in the different stages and steps of the process.

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The Community

- Support
- Prayer
- Guide (Apprenticeship)
- Welcome

Communication!



13

Pastor

- Responsible for all souls in parish
- Leader of all parish ministries
- Encourage collaborative ministry

Relationship!



14

Team Members

- To guide team in their preparation
- To be present to catechumens/candidates
- To prepare the Rites, and them for the Rites
- To continue their spiritual growth and learning

Accompaniment!



15

Team Members

Assigning roles:

**Coordinator
of each step**

**Hospitality
Coordinator**

**Sponsor
Coordinator**

**Coordinator
of Rites**

**Dismissal
Coordinator**

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Sponsors

- To be present to the catechumens/candidates
- To be ready to walk with them in a profound way
- To be open to where the Spirit leads
- To be a living example of Christian life
- To be ready to answer questions and seek answers
- To be ready to move into a different relationship, if the time comes

17

Godparents

- To be present to the catechumens/candidates
- To be ready to walk with them in a profound way in a life-long journey of faith
- To be open to where the Spirit leads
- To be a living example of the Christian life
- To be ready to answer questions and seek answers

18

Liturgists & Musicians

- To be collaborative when planning rites
- Together, to prepare a rite that uses symbols and music prayerfully
- To understand the process as much as needed to provide for these rites

*Please remember to respect and value their time and gifts . . .
Talk to them early about upcoming rites and invite them to sessions!*

19

Other than the coordinator and catechists, consider these ministries...

*Pastor, Team Members, Sponsors, Godparents,
Liturgists and Musicians*

**Which are the biggest obstacles for you?
What provides the greatest opportunities?**

**Let's talk about the community (your
parishioners). Do you think they understand
their role? Why might they be hesitant in
getting involved in this ministry?**



1.4a

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Recruiting Initiation Team Members

21



1.3a

POLL

How many people are on
the initiation “team”
in your parish?

22



Resource from LTP

“The initiation team is
representative of the
parish.”

Do we know the people of
our parish?

Remember:
We’re initiating people into
a COMMUNITY!!!

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HELP WANTED

Catechists, Teachers,
Volunteers,
OCIA Team Members

WITNESSES WANTED

Paschal Mystery
Proclaimed
Living, Suffering, Dying, Rising

24

Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses.

St. Paul VI, *Evangelii nuntiandi*, #41

WITNESSES WANTED

Paschal Mystery Proclaimed

Living, Suffering, Dying, Rising



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Keeping it Light - COMMITMENT

COMMITMENTPHOBIA

~~I need you to be here every Tuesday, for eternity!~~

Can you help with ___ or ___?



26

Keeping it Light - STAKES



Can you meet with these inquirers?

Community. Hospitality.

I'll check in with you afterwards to see if there are any questions that came up. You don't have to know everything!



It would be great to have music at our session this week, can you join?

Hymn, psalm of the weekend.

What does it mean to you?

What is ministry to you?

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Keeping it Light – JUST ATTEND

- This worked for my parents! My mother went through RCIA in the late '90s but never did more.
- They were asked to sponsor.
- Then my mother became Team, my name came up as a sponsor, and eventually I became the Director!



28



For this next section,
think of parishioners who are *not*
already deeply involved in OCIA or
multiple ministries.

Write down their first name and the
quality that stands out to you.

Example: Beth, great listener

29

The Importance of Gifts Discernment . . .

Give people the
opportunity to do
what they do best.



30

St. Paul *Gifts and Different Forms of Service*

To one is given through the Spirit the expression of wisdom;
to another expression of knowledge according to the same Spirit;
to another faith by the same Spirit;
to another gifts of healing by the one Spirit;
to another mighty deeds;
to another prophecy;
to another discernment of spirits;
to another variety of tongues.

But one and the same Spirit produces all of these;
distributing them individually to each person as he wishes.

(1 Cor 12:8–11)

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Other Forms of Service

To one is given through the Spirit the wisdom from crazy life experiences;
to another expression of knowledge of the Catechism
and other great resources;
to another a great prayer life;
to another a healing and soothing presence;
to another the ability to pull anything together;
to another Spirit-guided advice;
to another asking soul-stirring questions;
to another saying things in simple ways;
to another analogies and metaphors.

But one and the same Spirit produces all of these;
distributing them individually to each person as he wishes.

based on 1 Cor 12:8–11 adapted by Michael Ruzicki

32

EVANGELIZATION & PRECATECHUMENATE

hospitality, encouragement, listening, conversationalist,
empathy, witnessing, intercession, “Good News-ing”

CATECHUMENATE

knowledge, teaching, mentoring, “do-ers,” modeling, serving,
witnessing, explaining Scripture/Tradition, discernment

PURIFICATION AND ENLIGHTENMENT

reflecting, leading prayer, intercession, witnessing

MYSTAGOGY

reflecting, making connections, encouragement, etc.

33



Think of parishioners who are not already
deeply involved in OCIA or multiple
ministries.



Write down their first name and the
quality that stands out to you.

Example: Beth, great listener



Reactions, Questions, Best Practices?

1.4b

34

Team Formation and Ongoing Training

35

Initial Training

FOR EVERYONE

- Helping the Assembly Realize
and Embrace Their Role in Initiation

FOR LEADERS (COMMITTEES, STAFF)

- Helping Staff to be Aware of OCIA Process
- Understand VISION of OCIA

FOR TEAMS

- Help OCIA Team Understand Vision of Process
- Understand Periods & Their Purpose



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Initial Training

FOR EVERYONE

- Session 3: The Responsibility of the Baptized
- Video: The Dignity of the Baptized

FOR LEADERS (COMMITTEES, STAFF)

- Add Session 1: An Introduction to the OCIA

FOR TEAMS

- All 10 Sessions



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Monthly Team Meeting - AGENDA

1. Prayer
2. Team Update
3. Catechumens/ Candidates Update
4. Planning Calendar
5. In-Service Topics
6. General Business
7. Next Steps



Consider:
Initial Training
Ongoing Training
Monthly Meetings
Quarterly Retreats
Annual Assessments

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In-Service Topics

1. Vision (of the OCIA) Training
Team / Pastoral Staff/ Parish Community
2. Skills Training
3. Ministry Formation*
Human, Spiritual, Intellectual, Pastoral
4. Understanding Church Documents*

* Not unique to initiation teams.
You plan it, invite all adult Catholics!

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VISION TRAINING

FOR THE TEAM

Guide for Training
Initiation Ministers
An Introduction to
the OCIA

The Year-Round
Catechumenate
Q & A on the OCIA

TO TRAIN STAFF

Guide for Training
Initiation Ministers
An Introduction to
the OCIA

FOR ASSEMBLY

Disciples Making
Disciples
(bulletin inserts & videos)

All of these are LTP Resources

40

SKILLS TRAINING

Book Club

Discernment in
Christian
Initiation*

The Living Word:
Leading RCIA
Dismissals*

Liturgy and
Discipleship*
(Catholic Social Teaching)

**All of these are LTP Resources*

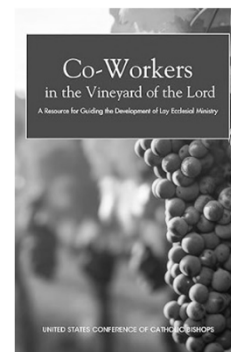
Articles & Workshops

OCIA 75 Training

Catechesis
The Practice of
Christian Living
Liturgical Rites
Apostolic Witness

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MINISTRY FORMATION



Four Aspects of Formation

Spiritual
Human
Intellectual
Pastoral



42

Human Formation

“Human formation seeks to develop the [team member’s] human qualities and character, fostering a health and well-balanced personality, for the sake of both personal growth and ministerial service.”

Co-Workers in the Vineyard, 36

“Grace builds on nature.”

Understanding of self, healthy lifestyle and good self care, compassion, integrity, interpersonal boundaries, confidentiality, knowledge of one’s gifts/charisms, ability to collaborate, understanding family systems/dynamics, appreciation of cultural diversity ...

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Spiritual Formation

“Spiritual formation aims to arouse and animate true hunger for holiness, a desire for union with [God] ... daily growing in love of God and neighbor in life and ministry, and the practices of prayer and spirituality...”

Co-Workers in the Vineyard, 38

“Can’t give what you don’t have.”

Recognizing God’s action and prayer in everyday life, growing in one’s personal relationship with God, coming to know God and self at deeper level, deepening conversion, reading and reflecting on the Word of God, etc.

44

Intellectual Formation

“Intellectual formation seeks to develop [one’s] understanding and appreciation of the Catholic faith... rooted in God’s revelation and embodied in the living tradition of the Church...”

Co-Workers in the Vineyard, 42–43

Intellectual formation . . . advances the work of catechesis.

Includes study of theology, but also philosophy, literature, art, psychology, sociology, counseling, ethics, etc.

45

Pastoral Formation

“Pastoral formation cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting ...”

Co-Workers in the Vineyard, 47

Includes things like leading prayer, facilitating group discussion, skills for evangelization and catechesis, sensitivity to family life, development of communication and listening skills, collaboration skills, awareness of the contemporary world, conflict management, organizational skills, etc.

46

Learning the USCCB Documents

Our Hearts Were Burning Within Us

A Pastoral Plan for Adult Faith Formation in the United States (1999)

<http://www.usccb.org/beliefs-and-teachings/how-we-teach/catechesis/adult-faith-formation/our-hearts.cfm>

Go and Make Disciples

A National Plan and Strategy for Catholic Evangelization in the United States (2002)

<http://www.usccb.org/beliefs-and-teachings/how-we-teach/evangelization/go-and-make-disciples/go-and-make-disciples-a-national-plan-and-strategy-for-catholic-evangelization-in-the-united-states.cfm>

Disciples Called to Witness

The New Evangelization (2012)

<http://www.usccb.org/beliefs-and-teachings/how-we-teach/new-evangelization/disciples-called-to-witness/>



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Learning the PAPAL Documents

Evangelii Nuntiandi

Evangelization and the Modern World
(St. Paul VI, 1975)

http://www.vatican.va/content/paul-vi/en/apost_exhortations/documents/hf_p-vi_exh_19751208_evangelii-nuntiandi.html

Christifideles Laici

Apostolic Exhortation on the Vocation and Mission of the Lay Faithful
(St. John Paul II, 1988)

http://www.vatican.va/content/john-paul-ii/en/apost_exhortations/documents/hf_ip-ii_exh_30121988_christifideles-laici.html

Evangelii Gaudium

The Joy of the Gospel
(Pope Francis 2013)

http://www.vatican.va/content/francesco/en/apost_exhortations/documents/papa-francesco_esortazione-ap_20131124_evangelii-gaudium.html



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What skills or knowledge
need more formation...

... in your ministry?
... on your team?
... with your pastoral staff?

1.4c

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Collaboration with Clergy and Parish Staff

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Collaboration with the Pastor

Keys to a Strong Partnership

- **Respect his role:** Pastor is chief catechist and shepherd of the parish.
- **Keep him informed:** Share plans, schedules, and updates regularly.
- **Seek input:** Ask for his vision and priorities for the OCIA.
- **Be realistic:** Recognize time constraints; bring clear, concise info.
- **Build trust:** Show reliability, discretion, and a spirit of service.
- **Set each other up for success:** Work together in preparing the rituals



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Principles of Communication



Keys to Healthy Collaboration

- **Be proactive:** don't wait for problems to surface
- **Practice clarity and consistency**
- **Use appropriate channels** (email, meetings, brief check-ins)
- **Listen as much as you speak**

52

Scheduling in Parish Life

Finding the Rhythm Together

- Coordinate with parish calendar and liturgical year
- Respect clergy and staff time
- Plan ahead; share schedules early
- Stay flexible for pastoral needs



53

Shared Leadership

Moving Beyond “My Ministry”

- Recognize unique roles (clergy, staff, lay ministers)
- Invite collaboration, not competition
- Trust and empower others to lead
- Model co-responsibility in the parish



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Practical Tips & Scenarios

Collaboration in Action

- Example: Aligning OCIA rites with parish liturgical schedule
- Example: Handling last-minute changes pastorally
- Example: Coordinating formation nights with staff events
- Practical tip: Keep a “shared calendar” accessible to all

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ON THE LEFT: Name one take-away from today's session.
ON THE RIGHT: Any final thoughts, comments, or questions?

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