

## Sample Agenda for the First OCIA Team Meeting

### FOR USE BY THE OCIA COORDINATOR OR LEAD CATECHIST

**Meeting Objective:** To build community among the team, provide clarity on roles and expectations, distribute materials, and prepare spiritually and practically for the year ahead.

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#### OCIA TEAM KICK-OFF MEETING AGENDA

Estimated Total Time: 90 minutes

##### 1. Opening Prayer (5–10 minutes)

*Tip: Begin by inviting the Holy Spirit into your gathering. Use a traditional prayer or one from the Rite of Christian Initiation of Adults.*

*Suggested:* Read Ephesians 3:14–21 and pray with the verses using the *lectio divina* method of prayer. This introduces your team to *lectio divina* (which will be used throughout the process) and roots their roles and the meeting in prayer. After each silent reflection, invite members of your team to share what stood out to them.

##### 2. Welcome and Gratitude (5–10 minutes)

*Tip: Provide snacks and beverages to encourage community.*

Following prayer, thank the team sincerely for their time, gifts, and willingness to serve. The goal is to help others fall in love with Christ and his Church. Affirm them in their witness to the Faith and desire to help others on their journey to Christ.

##### 3. Introductions (15 minutes)

**Prompts for team sharing:**

- Say your name and share one fun fact about yourself.
- Tell us how long you've been involved in OCIA.
- Tell us what role you're serving this year.
- Share one thing you love most about this ministry.

*Tip: Use this time to build community and mutual appreciation. Consider going first to set a warm, authentic tone.*

##### 4. Distribute and Explain Materials (15 minutes)

**Handouts to Provide:**

- OCIA Full-Year Schedule (including class dates, rites, breaks)
- Roles and Responsibilities Overview

*Tip: Leader Notes*

- Review what a typical session will look like.
- Highlight important dates, changes, reminders, or information for the team.
- Inform the group leaders of the training date.

ADDITIONAL LEADER NOTES FOR THIS SECTION:

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## 5. Review of Team Roles (20 minutes)

### **Hospitality and Set-Up Team**

- Arrive 10–15 minutes early.
- Learn everyone’s name.
- Greet participants at the door and distribute name tags.
- Collect name tags at the end of each session.
- Set out snacks/beverages before the session.
- Clean up and store supplies after the session.
- Notify the coordinator if supplies are running low.

### **Intercessor Coordinator**

- Organize prayer support for participants and the team.
- Assign or rotate weekly intentions.
- Keep the team spiritually focused.
- *Optional:* Create a prayer calendar showing who is praying each session.

### **Presenters**

- Prepare lesson content and visuals.
- Read the “references” for each lesson.
- Review any necessary material like the Leader’s Guide lessons and notes, slides, resources, etc.
- Arrive 10 minutes early to ensure all technology is working.
- Work with the OCIA leader to ensure any needed materials are taken care of (e.g., props for the “Engaging the Heart” activities).

### **Group Leaders**

- Build community within your group.
- Lead the discussion of the questions.
- Encourage participation; avoid dominating the conversation.
- Invite quiet participants gently.
- Redirect talkative participants respectfully.
- Write down helpful group-wide questions for the Q&A box.
- Lead prayers occasionally.
- Communicate with the OCIA leader when necessary.

## 6. Sign-Ups (10 minutes)

*Tip: To find the role best suited for each team member, you could meet with them individually to learn about their strengths and interests. For example, someone who is social and outgoing would be a wonderful hospitality person, providing a friendly face upon arrival. Someone with a deep spiritual life or experience leading others could serve as a group leader.*

*If this is not possible, allow team members to choose roles based on interest and availability. You can always reassign roles if needed. Note: Unless you have seen members of your team lead/present, avoid random sign-ups to present the main lessons.*

- Encourage team members to take on more than one role if they are willing (or if it is necessary).

## 7. Questions and Open Discussion (5–10 minutes)

*Tip: Be open to addressing concerns, especially from new team members. Take notes on any questions that require follow-up.*

ADDITIONAL LEADER NOTES FOR THIS SECTION:

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## 8. Closing Prayer (5 minutes)

*Tip: Use a blessing or short commissioning prayer. If a priest or deacon is present, you could ask them to bless the group.*

### **Optional Enhancements**

- Provide light refreshments or snacks during the meeting.
- Take a group photo and collect short biographies to include in participant welcome materials.
- Read an optional short reflection or Scripture reading related to mission and discipleship.

ADDITIONAL MEETING NOTES

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