

Diocese of Covington
RCIA Policies and Guidelines Manual
Initial Inquirer Interview

V. Initial Inquirer Interview

- A. Welcome the inquirer on behalf of the Church** – It is essential that those who desire information regarding entry into the Catholic faith are greeted in a warm and welcoming fashion. Even though the inquirer may only be seeking general information, the welcoming process is best achieved within the context of a formal meeting with the pastor or RCIA leader. At this inquiry stage, the person may not be ready to commit to the RCIA, but rather is taking a ‘snap-shot’ of the process. The purpose of the welcoming interview is primarily to help the inquirer feel at ease, reflecting your desire to offer assistance, providing the necessary information, and answering questions in order to help the inquirer come to a decision regarding entry into the process.
1. The Sunday parish bulletin might be a good way to introduce your parish to the inquirer. Explain what they might find in the bulletin, especially Mass times and times and dates of the RCIA.
 2. Introduce the inquirer to the parish web site. It would be beneficial to review what they will find on the web site by providing a quick preview.
 3. If time permits, it would be beneficial to escort the inquirer on a guided tour of the parish campus and the Church while explaining the uniqueness of the parish community.
- B. Explain the RCIA process** (set expectations)
1. A brief summary of the RCIA process in the Catholic Church should be given. This might be best achieved with a printed pamphlet or prepared document outlining the RCIA process and its stages which can be read at their convenience. It is always a good idea to review this information with the inquirer in person. (See “RCIA in the Roman Catholic Diocese of Covington” brochure in the Appendix of the Evangelization section.)
 2. Provide the dates and times of the meetings. If specific dates are not available, the usual day and time of meetings should be given. A past or current schedule would be helpful here so that the inquirer will have a visual means to follow your explanation.
 3. Information regarding where the sessions will be held and their length will help the inquirer have a better grasp of time commitment, travel accommodations, and baby-sitting needs.

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C. Gather personal information

1. At some point during the interview, provide the inquirer with a registration form. (suggest use of the “Diocese of Covington Inquirer Information Form” in the Appendix of this section) In doing this you show your hope that they will participate in the RCIA process while assuring them that you will help them along the way.
2. The information gathered should include:
 - a) Inquirer’s faith background and reasons for seeking the Church
 - b) Baptismal status (See “How Baptismal Status Determines if One is an Inquirer, Candidate, or returning Catholic” flow chart in the Appendix of this section.)
 - c) Marital status and marriage history (See “When the One Who Seeks to Become Catholic and/or Their Spouse Have Been Divorced” and “Tribunal Form Determination for Marriage Cases” in the Appendix of this section.)
3. Either at this meeting or at a future meeting, the information gathered on the form should be discussed in more detail in order to get to know the inquirer and his or her pastoral and catechetical needs.
4. If necessary based on the information obtained from the Inquirer Information Form, any necessary steps for dealing with marriage or sacramental issues should be explained at this time or at the next meeting.

- D.** Thank the inquirer for the opportunity to meet with them, offer to follow-up with a letter, phone call or e-mail, and state your willingness to make yourself available if they have a further need of assistance. A future meeting date could be scheduled in order to show your interest in getting to know the inquirer better. A business card would be helpful here.

Notes
