



Updated: May 28, 2019

MISSION OF ORGANIZATION

The mission of Ablaze Ministries is to implement the US Bishops' vision of comprehensive youth ministry by engaging, nurturing, and empowering discipleship in young people, ministers and volunteers, as well as within families.

For the youth: Ablaze Ministries enables schools and parishes of all sizes to sustain professional, cost-effective, and enthusiastic ministry rooted in prayer, fellowship, and formation. Our ministry enables collaboration of community parishes, highlighting the true connectedness of the universal Church.

For the ministers: Ablaze Ministries provides youth ministers with spiritual formation, professional development, and theological training. Our team of missionaries work together in community, sharing each other's gifts and holding each other accountable to meet the needs and the call of the Catholic Church.

CURRENT POSITION INFORMATION

Job Title: Sacramental Preparation Coordinator

Supervisor: Local Office Director	Position Type: Full-Time
Location: Bryan, TX	Salary: Fundraised

DESCRIPTION

Ablaze Ministries is a non-profit organization working within Catholic parishes to provide effective youth ministry. The Sacramental Prep Coordinator serves as a full time missionary with a two-year commitment. They plan, develop and execute all Sacramental prep for the parishes assigned to them(i.e. Confirmation & RCIA).

Our team is looking for someone who loves their Catholic faith, is passionate about youth ministry, the New Evangelization, and is willing to start each workday in prayer with the staff. The candidate must have excellent motivational leadership skills, be well organized, have superb verbal and written communication skills, and have the ability to collaborate with teams of adult volunteers. The candidate must exemplify our core values of high integrity, team oriented, committed to excellence, joy, humble service & passionate about youth.

MAJOR DUTIES AND RESPONSIBILITIES

Each Sacramental Preparation Coordinator at Ablaze Ministries is expected to have a life of prayer and a continued effort to unite one's heart to Christ. The Sacramental Preparation Coordinator is needed to develop and coordinate a high school Confirmation program and a Rite of Christian Initiation program for middle school and high school youth. This includes implementation of catechesis, discussion, small groups, service experiences, retreats, prayer experiences and relational ministry.

Responsibilities of the Confirmation Coordinator will also include:

- ❖ Provide vision and coordination for the youth of the parish to receive the sacrament of Confirmation and other sacraments, when needed
- ❖ Coordinate and lead Confirmation sessions, retreat, day of reflection and the Confirmation liturgy, in conjunction with the pastor, as well as Rite of Christian Initiation sessions and day of reflection.
- ❖ Support fellow Youth Ministers at Ablaze Ministries and their programs through collaboration and, if possible, participation in their events
- ❖ Occasional participation in youth programs, to bridge youth group activities with Confirmation preparation
- ❖ Attend weekly Ablaze meetings and occasional parish staff meetings
- ❖ Serve as the Ablaze Ministries liaison with pastor, parish staff, and the parish council
- ❖ Contribute to Ablaze Ministries online & printed materials
- ❖ Provide support for larger events hosted by and their parish and Ablaze Ministries

EXPECTATIONS AND REQUIREMENTS TO APPLY

- ❖ A Bachelor's degree, at minimum, is required to apply for this position
- ❖ Experience in youth ministry is preferred.
- ❖ Proficiency in Spanish is preferred.
- ❖ Ability to work with supervisor to meet fundraising goals.
- ❖ Willingness to abide by Personal Conduct Agreement and Spiritual Covenant.
- ❖ Committed disciple of Christ reflected in a life of pervasive prayer, devotion to the Eucharist, and a life of holiness.
- ❖ Citizenship of the United States is required.
- ❖ Proficiency in social media and technology

ORGANIZATION STRUCTURE

Supervisor/Manager: Local Office Director

Peers: High School Youth Ministers

HOW TO APPLY

Resumes and cover letters along with three references should be sent to work@ablazeyouth.org.