

15th Sunday in Ordinary Time • XV Domingo Ordinario
July 10, 2016 • 10 de Julio de 2016

WORSHIP

MASS INTENTIONS FOR THE WEEK/ INTENCIONES SEMANALES

Sat:	5:00 PM	Walter Towers
Sun:	8:30 AM	Kurt Luke
	10:30 AM	Wallace Wheeler
	12:30 PM	Berta Nuñez
Mon:	9:00 AM	Communion Service
Tue:	9:00 AM	Communion Service
Wed:	9:00 AM	Communion Service
Thurs:	9:00 AM	Communion Service
Sat:	5:00 PM	Mathew & Mary Coelho
Sun:	8:30 AM	Gerry Gonzalves
	10:30 AM	William & Madeline Marra
	12:30 PM	Hugo & Armando Otero

SCRIPTURE READINGS/ LECTURAS DE LA SEMANA 07/11/16-07/17/16

Mon:	St. Benedict, Abbot/San Benito, Abad Is 1:10-17 Ps 50:8-23 Mt 10:34-11:1 Is 1:10-17 Sal 49: 8-23 Mt 10:34-11:1
Tue:	Weekday/Día de la semana Is 7:1-9 Ps 48:2-8 Mt 11:20-24 Is 7:1-9 Sal 47:2-8 Mt 11:20-24
Wed:	Weekday; St. Henry/Día de la semana; San Enrique Is 10:5-16 Ps 94:5-15 Mt 11:25-27 Is 10:5-16 Sal 93:5-15 Mt 11:25-27
Thurs:	St. Kateri Tekakwitha, Virgin/Santa Kateri Tekakwitha, Virgen Is 26:7-19Ps 102:13-21 Mt 11:28-30 Is 26:7-19Sal 101:13-21 Mt 11:28-30
Fri:	St. Bonaventure, Bishop, Doctor of the Church/San Buenaventura, Obispo, Doctor de la Iglesia Is 38:1-22 (Ps) Is 38:10-16 Mt 12:1-8 Is 38:1-22 (Sal) Is 38:10-16Mt 12:1-8
Sat:	Weekday; Our Lady of Mt. Carmel/Día de la semana; Nuestra Señora del Monte Carmelo Mi 2:1-5 Ps 10:1-14 Mt 12:14-21 Mig 2:1-5 Sal 9:1-14 Mt 12:14-21
Sun:	16th Sunday in Ordinary Time/XVI Domingo Ordinario Gn 18:1-10a Ps 15:2-5 Col 1:24-28 Lk 10:38-42 Gn 18:1-10a Sal 14:2-5 Col 1:24-28 Lc 10:38-42

PLEASE PRAY FOR/POR FAVOR REZAN POR:

Nicole McLeod, Anna, Pat Ward, Mary Pitta-Fry, Alex Sherman, Jim Doran, Catherine Clark, Jack Thomas, James Ewing, Anna Bella Mok, Juta Michaelis, Elizabeth Ehlert, Pauline Brochu, Michael Clow, Will, Kayla, Blake Bartling, Tani, Woody Tyler, Don Cromwell, Ruthann Takakuwa, John Marciano, Bob Sharp, Nina Brochu, Mike Baker, Linda Nunn, Marlene Layden, Pedro, Jonathan Price, Patty Price, Logan Price, Sylvia Lynn, Shawn, Jeanette, Ron Molina, Felice Underwood, Joe Sigala, Eleno Delgado, Kathryn Copley, Elsie, Tracy Bye, Matt Catutido, Enzo, Rudy Silva, Juanita Estrellas, Dennis Murray

Occasionally names are taken off the prayer list. If we have taken off the name of a person still in need of prayer, please call the office and we will gladly put them back on the list.

LITURGICAL MINISTERS

07/16-07/17

SATURDAY 5:00 PM

Greeters: Larry & Kathy Green

Lector 1: Gregory Schmit

Lector 2: Anne Schmit

Euch. Min: **Cup** – Lauren DeVito-Magbitang & Judy Konieczny

Altar Servers: Team 8

SUNDAY 8:30 AM -

Greeters: Mo Gonis, Darlene Ghiorso & Ron Samoian

Lector 1: Peggy Ann Valley

Lector 2: Stephanie Moore

Euch. Min: **Bread** – Andrea DeSimone, Glenda Du Bois, Zach Peterson

Cup – Pete Du Bois, Matt Nobriga, Jim Sniadecki & Pat Weber

Altar Servers: Team 10

Hospitality: Mary Ann Hansen & Bev Jardin

A/V: Don LaPerle

SUNDAY 10:30 AM

Greeters: Catrina Mygrant, Don & Carolyn Flohr

Lector 1: Frank Dunn

Lector 2: Melita Velian

Euch. Min: **Bread** – John Jolly, Marian Landoline & Claudia Ramirez

Cup – Kristen Brassart, Ken Landoline, Carolyn Overturf, Danette Jolly, Amy Muse & Rosana Navarro

Altar Servers: Team 1

Children's Liturgy of the Word: Nicole Roman

Hospitality: Alba Espitia & Sue Mikla

A/V: Denise Gavello

SUNDAY 12:30 PM

Bienvenidas: Eduardo y Leonor Romero

Lector 1: Vicente Vazquez

Lector 2: Cristina Magaña

Ministros de Eucaristía:

Pan – German Romero

Taza – Ruth Romero, Noema Pena, Andrés y Anna Yerena

Ofrendas: Sergio y Marina Aguilar

Colecta: Laura Yerena, Denise Jurado, Marisol y Ángel Romero

Acólitos:

A/V: Mio Cid

PLEASE NOTE: Ministry Schedules for July - Sept are on the website.

It is your responsibility to find your replacement if you cannot serve when scheduled.

PLEASE KEEP OUR MILITARY FAMILY AND FRIENDS IN YOUR PRAYERS

CONNECT

**THIS WEEK AT ST ANNE/
 ESTA SEMANA A ST. ANA 07/11/16—07/17/16**

- Sat:** **Vigil - 15th Sunday in Ordinary Time**
Baptism - Robert Medina
 6:00 PM Adoration/Adoración al Santísimo/Chapel/Capilla
- Sun:** **15th Sunday in Ordinary Time**
 8:00 AM 8:30 AM Mass Choir Practice/Room 1B
 9:30 AM 10:30 AM Mass Choir Practice/Room 1B
- Mon:** 9:00AM Art Camp/Foyer
 9:00 AM Hospital Communion/Offsite
 10:30 AM Bible Study/Fireside
 4:00 PM Food Pantry Prep/Kitchen
 6:30 PM Inquiry/Chapel
- Tues:** 9:00AM Art Camp/Foyer
 9:00 AM Food Pantry Distribution/Methodist Church
 6:30 PM Woman's Fellowship/Room 2
 7:00 PM 10:30 Choir/Fireside
 7:30 PM Knights of Columbus/Room 1B
- Wed:** 9:00AM Art Camp/Foyer
- Thurs:** 9:00AM Art Camp/Foyer
 6:00 PM Boy's Ranch/Offsite
 7:00 PM Coro/Fireside
 7:00 PM AA/Room 1B
- Fri:** 9:00AM Art Camp/Foyer
 6:00 PM Art Camp Reception/Foyer
 7:00 PM el grupo de oración la sagrada familia/Capilla
- Sat:** **Vigil - 16th Sunday in Ordinary Time**
- Sun:** **16th Sunday in Ordinary Time**
 8:00 AM 8:30 AM Mass Choir Practice/Room 1B
 9:30 AM 10:30 AM Mass Choir Practice/Room 1B
 10:30 AM Baptism -Kaylee Inton-Tabigne



Covenant Corner

The Covenant Corner is an opportunity for us to recognize those who use their gifts in service for others. We want to give regular thanks to those who do so much for all of us. So we invite you when you see someone doing something worth noting to let us know, by mail or email office@stannechurchbyron.com. Please keep the note 4-5 short sentences (maximum). Then we can get it in the bulletin.

Bishop's Appeal

Thank you to all who have made a donation to the Bishop's Appeal. We have reached 55% of our goal of \$21,304.28 with over \$11,672.61 in pledges and gifts. If you have not yet made a gift to the Bishop's Appeal, I encourage you to do so today or as soon as possible.

Apelación del Obispo

Agradecemos a todos los que han hecho donaciones a la Apelación del Obispo. Hemos logrado alcanzar el 55% de la meta de \$21,304.28 con más de \$11,672.61 en donaciones y regalos. Si usted aún no ha hecho su compromiso, le recomendamos que lo haga tan pronto como le sea posible.



Women's Fellowship

Upcoming Events:

Women's Fellowship meets the 2nd Tuesday of each month in the Room 2.

NEXT MEETING:

July 12, 2016

6:30 PM - Social; 7:00PM - Meeting starts

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**For membership information contact**

**Anne Doran at [adoran712@comcast.net](mailto:adoran712@comcast.net) or**

**Patty Bristow at [pattybristow@sbcglobal.net](mailto:pattybristow@sbcglobal.net)**

*Women's Fellowship of St. Anne Catholic Church welcomes and strives to serve the needs of all women, offering opportunities to share gifts and talents and encourage and strengthen faith and friendships within our community.*



### 13th Annual Wine in the Bay

**August 20, 2016**

**Belle Torre Estate, Byron**

There will be wine, beer and olive oil tastings, great music, artisans, silent and live auctions. Wine is available for sale that day from our vintners who will donate 15% of the sales to St. Anne Parish. **Tickets are being sold after all masses for \$45.00 until July 1 and after the first they will be \$50.00, so purchase your tickets early.** Please contact Peggy Ann Valley at [925/890-5255](tel:9258905255)/[peggy.valley@comcast.net](mailto:peggy.valley@comcast.net) or Linda Thomas at [925/634-3439](tel:9256343439)/[lsthomas@sbcglobal.net](mailto:lsthomas@sbcglobal.net) to purchase tickets. Tickets can also be purchased via PayPal at <http://www.stannechurchbyron.com> and they will be held at Will Call for you. Come join us for this fun event that supports St. Anne Parish and it's outreach and supports programs in the community.

## CONNECT

### Upcoming Events at St. Anne

Week of July 11th -15th

St. Anne Art Camp

Wednesday, July 27th

St. Anne Blood Drive

Sunday, August 14th -10:30 AM Mass

Indian "Our Lady of Good Health" Celebration

Saturday, August 20th

Women's Fellowship Wine in the Bay

Saturday, August 27th

Deanery Pilgrimage to the Cathedral

Friday & Saturday, September 16th & 17

St. Anne Spaghetti Feed/Bingo & Fall Festival

Wednesday, September 28th

St. Anne Blood Drive

Sunday, October 23rd

CYO Blessing for new season at 10:30 AM Mass

Sunday, October 30th

Centennial Bi-lingual Mass Celebration at 10:30 AM

Friday, November 4th

100th Anniversary Celebration

Weekend of November 12th-13th

Covenant Sunday

If your Ministry has an event coming up that is not listed,  
please contact the office.

## GROW

### FORMACION DE FE

#### REGISTROS para los grados Kinder a 12

Registro para los TODOS ESTUDIANTES en grado de todos niveles se recibirán en la oficina durante el horario normal de trabajo. Después del 1 de mayo, puede descargar los formularios de inscripción de la formación en la fe de nuestro sitio Web. Los formularios también están disponibles en el contenedor de folletos del salón en la entrada y en la oficina.

#### **Tarifas:**

- \$100 por niño 1 de julio y siguientes.
- Copia del certificado de bautismo es necesario para el registro

### FAITH FORMATION

#### REGISTRATIONS for all Kinder – 12<sup>th</sup> grades

Registration for ALL STUDENTS at all grade levels will be received in the Office during regular working hours. After May 1<sup>st</sup>, you may download the Faith Formation registration Forms from our website. Forms are also available in the FOYER pamphlet container, and in the Office.

#### **Fees:**

- \$100 per child July 1st and following.
- Baptismal Certificate copy is required for registration.

### St. Anne Centennial Mass

October 30, 2016

10:30 AM bilingual mass

Bishop Barber presiding

We are looking for volunteers to help plan hospitality with children's activities after mass. To sign up or for more information please contact Danette Jolly at 925-634-5444 or

### Misa Centenaria de Sta. Ana

30 de Octubre de 2016

10:30 AM bilingüe mass

Celebrará el Obispo Barber

Estamos buscando voluntarios para ayudar en la hospitalidad con actividades para niños después de la misa. Para apuntarse o para mas información oír favor comuníquese con Danette Jolly al 925-

Celebrating 100 years!



## SERVE

### STEWARDSHIP THOUGHT

The good Samaritan was also a good steward, giving his time and his treasure to meet his neighbor's need. At the end of this familiar story, Jesus urges his hearers – and us – to go and do this same!

### PENSAMIENTO ADMINISTRATIVO

el buen samaritano fue también un buen administrador, dando su tiempo y su tesoro para satisfacer las necesidades de su vecino. Al final de esta historia conocida, Jesús exhorta a sus oyentes – y a nosotros – a ir a hacer este mismo!



**Join our Greeter ministry!** Our 8:30 AM Sunday Mass is in need of Greeters. The ministry of the greeter is to welcome visitors and parishioners as they arrive for worship. With a cheerful heart greeters put a smile on the faces of those arriving and help them feel welcomed and comfortable. Greeters are: welcoming, discerners of needs, knowledgeable about their church, part of a team, prayerful. If you are interested in becoming a Greeter at 8:30 or any of the masses or would like more information contact Mathilda Rizkalla at 650-888-6931 or [nuhorizon@sbcglobal.net](mailto:nuhorizon@sbcglobal.net)



### Jubilee of Mercy

The way we choose to live out our life—in particular, the way we live out our identity as baptized Christians—reflects the things we hold as spiritually important. One of the most important of these spiritual realities is that *God is love*. Pope Francis points out that this truth is manifest in Jesus and in Jesus' life: “The signs he works, especially in favor of sinners, the poor, the marginalized, the sick, and the suffering, are all meant to teach mercy. Everything in him speaks of mercy. Nothing in him is devoid of compassion” (MV, no. 8).

The videos in the Mercy Project series are available on the Jubilee of Mercy website: <http://jubileeofmercy-eb.org/> the videos focus on the Corporal Works of Mercy and the Spiritual Works of Mercy. Take some time to visit the website to view the videos and reflect on these two Works of Mercy by clicking on the links below the video.

### Jubileo de la Misericordia

La forma en que elegimos vivir nuestra vida —en particular, la forma en que vivimos nuestra identidad como cristianos bautizados—refleja las cosas que consideramos espiritualmente importantes. Una de las más importantes de estas realidades espirituales es que *Dios es amor*. El papa Francisco señala que esta verdad se manifiesta en Jesús y en la vida de Jesús: “Los signos que realiza, sobre todo hacia los pecadores, hacia las personas pobres, excluidas, enfermas y sufrientes llevan consigo el distintivo de la misericordia. En Él todo habla de misericordia. Nada en Él es falto de compasión” (MV, no. 8).

Los videos en la serie de proyecto de misericordia están disponibles en el sitio web: <http://jubileeofmercy-eb.org/> todos los videos se centran en la obra Corporal de misericordia, alimentar al hambriento y el trabajo espiritual de la misericordia – Tómese su tiempo para visitar el sitio web para ver los videos y reflexionar sobre estas dos obras de misericordia haciendo clic en los enlaces debajo del video.



## SERVE

### *Nurses Notes* SHINGLES

What's the treatment for shingles?

There's no treatment that can get rid of the virus that causes shingles, but doctors can treat the pain and shorten the duration of shingles outbreaks with a combination of pain medications and antiviral drugs. Options for pain relief range from topical creams to codeine-based drugs, and steroid medication are among the most recommended.

Who Should Get Shingles Vaccine?

People 60 years of age or older should get shingles vaccine. They should get the vaccine whether or not they recall having had chickenpox, which is caused by the same virus as shingles. Studies show that more than 99% of Americans aged 40 and older have had chickenpox, even if they don't remember getting the disease. There is no maximum age for getting shingles vaccine

*Faith Community Nursing*  
*Serving the community is our passion.*

#### IN CASE OF AN EMERGENCY

**PLEASE** use the phone at the AV booth or in the office to call 911. Do not use your cell phone it will reach Sacramento CHP and precious time will be lost.

### Despensa de la Comunidad Cristiana Delta (Iglesias Sta. Ana-Methodista-Presbiteriana)

#### Empacan comida:

Lunes a las 4:00 PM en Sta. Ana

#### Distribución de bolsas de Comida:

Martes 9:00 a 10:00 AM

En la Iglesia Metodista de Byron

10:30 AM - 12:00 PM

En la Knightsen centro de jardinería

Sirviendo 120-130 familias semanalmente

Proveyendo: Comida – Ropa – Cosas para la casa -Ayuda personal (lugares)

Los voluntarios son bienvenidos. Apreciamos donaciones de dinero y comida.

**Solicitamos para el mes de Julio**  
**MACARRON CON QUESO, CEREAL, ARTICULOS**  
**ESCOLARES Y MOCHILAS**

### Delta Christian Community Food Pantry (St. Anne-Methodist-Presbyterian Churches)

#### Food Packing:

Mondays at 4:00 PM at St. Anne

#### Distribution of Food Bags:

Tuesdays 9:00 AM - 10:00 AM

At Byron United Methodist Church on Byron Highway.

10:30 AM - 12:00 PM

At the Knightsen Garden Center

Serving 120-130 Families Weekly

Providing: Food - Clothing - Household goods - Self Help Resources

Volunteers are welcome. Donations of Food and Money are appreciated.

**Donation request for July**  
**MAC & CHEESE, CEREAL,**  
**SCHOOL SUPPLIES AND BACKPACKS**

### Counseling Ministry

Jeff McIntosh, MFT, is a licensed Marriage and Family Therapist who is offering professional therapy for individuals, couples and families at St. Anne on Thursdays. He can be reached at 925-813-0528 or through the church office

**New to the Parish? Welcome!** We extend our hearts and hands in Christian fellowship, as you join with us in worship. If you are new to the parish, registration forms are available in the foyer, online through our website or fill out this form and drop it in the collection plate or mail it to the office and we will mail a registration packet to you.

**Long-time parishioner who would like to update their address, phone or email?** In the box to the left, please put a check next to what you are updating, fill out this form and drop in the collection plate.



New Parishioner

New Address

New Phone

New Email

Send Envelopes only

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## OPPORTUNITIES



### Calling All Women!

Magnificat, A Ministry to Catholic Women  
Would like to invite  
all Catholic Women  
to our upcoming Prayer Breakfast.  
June 18th 9:30-12:30

**St. Mary's Church Gymnasium**  
**2039 Mt. Diablo Blvd. Walnut Creek**

We are excited to welcome  
Cheryl Ward-Kaiser as she shares her  
inspirational journey from tragedy  
to forgiveness. In this Year of Mercy, Cheryl  
has so much to teach us.

Reservations are \$21/ \$25 after June 11th.  
Please go to [www.magnificatsoti.org](http://www.magnificatsoti.org) for info or  
call Maribel at (925) 788-7762

**Please join us the last Wednesday of every month  
for a Magnificat evening of Rosary, Praise, and Prayer.**  
**We begin at 7:00 in Our Place at St. Mary's Church.**  
**Jim Crowley will lead us in prayer and song along with  
teachings on the gifts and charisms of the Holy Spirit.**

### Physicians Needed!

#### Medical Missionary Work in Your Own Backyard!

We are in desperate need of Physicians & RN's to join our Professional Medical VOLUNTEER team at the RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul. 4 years and 4000 Patient Visits later we need your help to meet the needs in the Contra Costa Community. We need volunteers (Physicians & RN's) a few hours every other month at our adult clinic. All malpractice insurance provided; fully licensed clinic.

**Schedule a tour for a Wednesday or Saturday by emailing Drea Riquelme at: [pittsburg@rotacarebayarea.org](mailto:pittsburg@rotacarebayarea.org) or call her at (925) 439-2009**



### Worldwide Marriage Encounter

So many times we are like Martha, "anxious and worried about many things", we forget the most important thing – Jesus. Learn how to make Jesus a part of your marriage. The next Worldwide Marriage Encounter Weekends are August 5-7 and Nov. 18-20. Early registration, 4 to 6 weeks out is highly recommended. For more information contact Mike & Jeanne @ 925.672.2016 or Joe & Sue @ 925.680.7767 now or go to [oaklandwwme.org](http://oaklandwwme.org) Weekends are presented in the Pleasanton/Dublin area

## Retreats

### Rachel's Vineyard Retreats

**Gloria Maldonado 510-384-6875 [gmaldonado@oakdiocese.org](mailto:gmaldonado@oakdiocese.org)**  
**AfterTheChoice.org**

Spanish Retreat in Danville

**July 15 – 17**

English Retreat in Menlo Park

**September 9 – 11**

**San Damiano Retreat Center 710 Highland Dr., Danville**  
**925-837-9141, ext. 315 [katerik@sandamiano.org](mailto:katerik@sandamiano.org) San-Damiano.org**

"Two Windows" Silent Contemplative Retreat

5-Day Silent Contemplative Retreat

**July 24 – 29**

### NEW! Theology on Tap Coming to Pittsburg

**Wednesday, July 13, 6:45 pm – 9:00 pm**

**La Piñata Mexican Restaurant, 95 Bliss Ave., Pittsburg**

**Steven Lewis 510-267-8394 [slewis@oakdiocese.org](mailto:slewis@oakdiocese.org)**

**[Oakdiocese.org/TheologyOnTap](http://Oakdiocese.org/TheologyOnTap)**

Join the Diocese of Oakland Young Adults for the next Theology on Tap, an event for Catholics 21-39, on Wednesday, July 13 at La Piñata Mexican Restaurant in Pittsburg. The topic of the night will be "Who am I to judge?: Catholics and Homosexuality" with featured speakers Fr. Stephan Kappler, Pastor of St. Jarlath's and member of Kairos Psychology Group, and Rilene Simpson, from the film *Desire for the Everlasting Hills*. The first drink is free with purchase of dinner. For more information, contact Steven Lewis, see above.

## Kelly Moore Offer

Parishioners, families, employees and members of the Catholic Diocese of Oakland looking to purchase paint for the protection and beautification of your home? Did you know that by purchasing paint through the Kelly Moore Paint Company a portion of your purchase will be gifted back to our Catholic Diocese?

The Kelly Moore Paint Company, manufacturing and selling paint in the Bay Area since 1946 is excited to offer a special KM Club Discount for your purchases of quality Kelly Moore Paint at any of our Kelly Moore stores ( go to [www.kellymoore.com](http://www.kellymoore.com) and click on the store locator).

A unique **Kelly Moore Account # 605-DI4711** has been set up to allow you to take advantage of our wholesale pricing on paint and paint related products, saving you time and money. We invite you to visit any of our stores and ask to use the Diocese of Oakland Parishioners KM Club Account 605-DI4711. Paint and supplies must be purchased through this special account to obtain both the discount and the gift back to the Diocese. This year our gift back to the Diocese was \$1000.



### Meals on Wheels and Senior Outreach Services Urgently Needs You!

**Help us deliver hot, nutritious meals to seniors living in Pittsburg, Antioch or Bay Point**

#### Become a Volunteer Driver

- \* Choose to drive 1 day each week Monday – Friday, based on your availability
- \* Only 2-3 hours each week for a minimum of six months
- \* An orientation and background screen are required

For more information, please contact  
Carol Luisell, Director of Community Engagement  
[clouisell@mowsos.org](mailto:clouisell@mowsos.org)  
925-954-8736



Or go to [www.mowsos.org/volunteers/volunteer-form](http://www.mowsos.org/volunteers/volunteer-form) to fill out an application now

## OPPORTUNITIES

### **Movimiento Familiar Cristiano Católico:**

Por una Familia Más Feliz

Estados hermanos en Cristo y Maria. Todos los retos y dificultades que enfrentamos los matrimonios hoy en día, no sería posible superarlos sin la ayuda de Cristo y Maria. El MFCC nos ofrece las herramientas para enfrentar esas dificultades inspirados en la palabra de Dios. Únete a nosotros! Estamos aceptando aplicaciones para el ciclo 2015-16. Para mis información comuníquense con Antonio Rodriguez: (925)565-2015 o Yolanda Rodriguez: (925)783-3442

### **From The Catholic Voice**

If you're a parishioner in the Oakland Diocese and are not receiving your free copy of The Catholic Voice through the mail, let us know and we'll start your subscription. For 48 years, The Catholic Voice has been the East Bay's trusted source of news, commentary and information about the Church and its people from your neighborhood and throughout the world. It's easy to stay informed. Start your free subscription\* to 21 issues a year with a phone call or an e-mail to Sandi Gearhart, (510) 893-5339 or [sgearhart@oakdiocese.org](mailto:sgearhart@oakdiocese.org)

### **Part-time Parish Secretary – St. Leo the Great, Oakland**

*Fr. Joseph Nguyen 510-654-6177, ext. 11 [frjnguyen-stleo@gmail.com](mailto:frjnguyen-stleo@gmail.com)*

St. Leo the Great is seeking a qualified individual as a part-time, 20 hours per week, Parish Secretary. The successful candidate will be responsible for providing secretarial and related office services for members of the parish staff and various committees and boards as well as managing office volunteers.

The ideal candidate will be an active practicing Catholic and possess excellent organizational skills, strong computer skills (Word, Excel, Publisher), experience with or the ability to learn all components of the parish software, and website management.

This position is classified as S-4 according to the diocesan guidelines.

We are seeking to fill this position immediately. Interested applicants should send a letter of intent and a resume to Fr. Joseph

Nguyen:  
176 Ridgeway Avenue  
Oakland, CA 94611  
Fax: 510-654-4203

### **Receptionist—Chancery Office, Oakland**

*Gloria Espinoza [gspinoza@oakdiocese.org](mailto:gspinoza@oakdiocese.org)*

*[Oakdiocese.org/HR](http://Oakdiocese.org/HR)*

The Diocese of Oakland Chancery Office seeks a part-time receptionist to greet and provide professional reception services and assistance to visitors and provide administrative support to the department of Human Resources, as needed. Duties include answering incoming phone calls and providing callers with appropriate information, while utilizing discretion and confidentiality at all times; screening visitors and notifying departments upon their arrival; providing hospitality as needed; updating and distributing the telephone list as needed; directing guests to the appropriate locations; processing work orders; maintaining reception area; scheduling appointments for the legal clinic; communicating with security personnel as needed; processing employee timesheets and providing monthly, quarterly, and yearly reports; and performing other duties as assigned by the Associate Director of HR.

Qualifications include understanding and respecting Catholic values; having an AA Degree and a minimum of three years of progressive experience in an office setting; providing full-time coverage as needed; possessing a pleasant, hospitable, and welcoming personality; multi-tasking; demonstrating proficiency with the Microsoft Office Suite. <http://www.oakdiocese.org/offices/human-resources/employment/PTReceptionistJobDescription2016.pdf>.

This position is 27.5 hours per week (Monday-Friday 8:30 am - 2:30 pm) and includes health benefits, vacation, and sick leave accruals. This position is classified as N-4. Interested candidates please submit application, resume, and letter of interest before July 22 to Gloria Espinoza, see above, or to: Department of Human Resources

2121 Harrison St., Suite 100  
Oakland, CA 94612

### **Praise and Worship Leader – Holy Rosary, Antioch**

*Barbara Daniels 925-757-4020 [hrrbulletin@comcast.net](mailto:hrrbulletin@comcast.net)*

*[HolyRosaryAntioch.org](http://HolyRosaryAntioch.org)*

Holy Rosary Catholic Church, a multicultural parish in Antioch, California, is seeking a full-time Praise and Worship Leader. Responsibilities include oversight of the music ministry of the parish, including music at 3 or 4 weekend Masses as well as for special events and working with the parish staff to implement a vision committed to forming disciples for Jesus Christ and advancing the New Evangelization. Applicants must have the ability to draw the congregation into prayer and worship and not simply perform the music. Knowledge of Catholic liturgical norms, experience in leading Catholic worship and familiarity with contemporary Catholic and Christian praise and worship music is required. Applicants should have at least a Bachelor's degree or equivalent experience. Ability to speak or understand Spanish would be helpful. Salary commensurate with education/experience and in accordance the Diocese of Oakland Staff (Exempt) Job Classification of M-3. For a more detailed job description, visit [HolyRosaryAntioch.org](http://HolyRosaryAntioch.org). Please submit resumes to:

Barbara Daniels, Office Manager  
Holy Rosary Catholic Church  
1313 A Street, Antioch, CA 94509  
Phone: 925-757-4020 Fax: 925-757-6828