

## WORSHIP

### MASS INTENTIONS FOR THE WEEK

**Sat:** 5:00 PM Mathew & Mary Coelho  
**Sun:** 8:30 AM Raymond Go  
10:30 AM Ruth M. Schmit  
12:30 PM Minerva Aguilar  
**Mon:** 9:00 AM Parishioners of St. Anne  
**Tue:** 9:00 AM Youth of St. Anne  
**Wed:** 9:00 AM Members of St. Anne  
**Thurs:** 9:00 AM Elders of St. Anne  
**Sat:** 5:00 PM Mathew Coelho  
**Sun:** 8:30 AM Parishioners of St. Anne  
10:30 AM David Promani  
12:30 PM Carlos & Soledad Ramirez

### SCRIPTURE READINGS/

#### LECTURAS DE LA SEMANA 08/19/19-08/25/19

**Mon:** **Weekday;** St. John Eudes, Priest/**Día de la semana;** San Juan Eudes, presbítero  
Jgs 2:11-19 Ps 106: 34-44 Mt 19:16-22  
Jue 2:11-19 Sal 105:34-44 Mt 19:16-22  
**Tue:** **St. Berand, Abbot, Doctor of the Church/San Bernardo, abad y doctor de la Iglesia**  
Jgs 6:11-24a Ps 85:9-14 Mt 19:23-30  
Jue 6:11-24a Sal 84:9-11 Mt 19:23-30  
**Wed:** **St. Pius. X, Pope/San Pio X, Papa**  
Jgs 9:6-15 Ps 21:2-7 Mt 20:1-16  
Jue 9:6-15 Sal 20:2-7 Mt 20:1-16  
**Thurs:** **The Queenship of Mary/Bienaventurada Virgen Maria Reina**  
Jgs 11:29-39a Ps 40:5-10 Mt 22:1-14  
Jue 11: 29-39a Sal 39:5-10 Mt 22:1-14  
**Fri:** **Weekday;** St. Rose of Lima, Virgin/**Día de la semana;** Santa Rosa de Lima, virgen  
Ru 1:1-22 Ps 146:5-10 Mt 22:34-40  
Rut 1:1-22 Sal 145:5-10 Mt 22:34-40  
**Sat:** **St. Bartholomew, Apostle//San Bartolomé, Apóstol**  
Rv 21:9b-14 Ps 145:10-18 Jn 1:45-51  
At 21:9b-14 Sal 144:10-18 Jn 1:45-51  
**Sun:** **21st Sunday in Ordinary Time/XXI Domingo Ordinario**  
Is 66:18-21 Ps 117:1-2 Heb 12:5-13 Lk 13:22-30  
Is 66:18-21 Sal 116:1-2 Heb 12:5-13 Lc 13:22-30

### PLEASE PRAY FOR/POR FAVOR REZAN POR:

Mary-Ann Tucker, Rudy Silva, John Ah Lan, Becky Bonsall. Stephen Colarusso, Heidi Thomas, Rose Meese, John Schmit, Mike McNamee, Merilee Ahlan, Joe Tovar, Sr, Jonathan Price, Joel Rivera, Jim & Eileen, Corinne Neubauer, Danny Cornelius, Michelle O'Malley, Johmal Ard, Ron McLeod, Logan Price, Michael Rigsby, Mary, Arnoldo Avila, Betty, Joel Rivera, Cathy & Gerry Bartling, Juanita Estrellas, Lucy Limesand, Andrea L., Jo Hyland  
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

08/24—08/25

#### SATURDAY 5:00 PM

**Greeters:** Daniel Bonaga, Madonna Leeper & Greg Schmit  
**Lector 1:** Dicki Lulay  
**Lector 2:** Terry Lulay  
**Euch. Min:** **Bread:** Patty Bristow, Analyn Dizon & Linda Humbert  
**Cup:** Jeoffrey Dizon, Mary Ann Hansen, Jay Magbitang & Connie Meagher  
**Altar Servers:** Karen Randle, Sebastian & Isabelle Ramirez  
**A/V:** Kevin.

#### SUNDAY 8:30 AM

**Greeters:** Sue Wright-Broughton, Tim & Connie McCabe  
**Lector 1:** Ken Luke  
**Lector 2:** Stephanie Moore  
**Euch. Min:** **Bread:** Glenda Du Bois, Scott Germann & Carol Luke  
**Cup:** Andrea De Simone, Anne Hannigan, Jim Sniadecki & Mathilda Rizkalla  
**Altar Servers:** Aiden Duffy, Kaitlynn & Andrea DeSimone  
**Hospitality:**  
**A/V:** Perry

#### SUNDAY 10:30 AM

**Greeters:** TBD, Phil & Barbara Mora  
**Lector 1:** Pamela Savaridhason  
**Lector 2:** Sonia Thokkadam  
**Euch. Min:** **Bread:** Agnes Arokiaraj, TBD & TBD  
**Cup:** Ray Arokiaraj, TBD, TBD, TBD, TBD & TBD  
**Altar Servers:**  
**Hospitality:**  
**A/V:** Dennis M.  
**Children's Liturgy:** Liz

#### SUNDAY 12:30 PM

**Bienvenidas:** Eduardo & Leonor Romero  
**Lector 1:** Karla Rodriguez  
**Lector 2:** Adriana Rodriguez  
**Ministros de Eucaristía:**  
**Pan:** Gustavo Rodriguez  
**Taza:** Fabiola Rodriguez, Eduardo, Marisol, Leonor Romero  
**Ofrendas:** Martin & Imelda Cisneros  
**Colecta:** Laura Yerena, Marisol Romero, Jayson Flores & Michelle Reyes

#### Acólitos:

**A/V:** Martin

**PLEASE NOTE:** Ministry Schedules for Jul - Sep are on the website. It is your responsibility to find your replacement if you cannot serve when scheduled.

**FAVOR DE NOTAR:** Es su responsabilidad buscar su reemplazo si usted no puede servir cuando está programado.

PLEASE KEEP OUR MILITARY FAMILY AND  
FRIENDS IN YOUR PRAYERS

## CONNECT

**THIS WEEK AT ST ANNE/  
ESTA SEMANA A ST. ANA 08/18/19—08/25/19**

- Sat:** Vigil- 20th Sunday in Ordinary Time  
7:00 PM Rosary Indian Community/Chapel
- Sun:** 20th 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 Tacos  
7:00 PM Rosary Indian Community/Chapel
- Mon:** 9:00 AM Hospital Communion/Offsite  
11:00 AM Food Pantry Prep/Food Container  
7:00 PM Rosary Indian Community/Chapel
- Tues:** 7:00 PM 10:30 Choir Practice/Hall  
7:00 PM 7:00 PM Rosary Indian Community/Chapel
- Wed:** 7:00 PM 7:00 PM Rosary Indian Community/Chapel
- Thurs:** 6:00 PM Boys Ranch/Offsite  
6:30 PM 8:30 Choir Practice/Hall  
7:00 PM AA/Room 1B  
7:00 PM Chapel -Rosary Indian Community
- Fri:** 7:00 PM Spanish Prayer Group /Chapel  
7:00 PM Rosary Indian Community/Hall
- Sat:** Vigil- 21st Sunday in Ordinary Time
- Sun:** 21st 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 India Mass  
11:15 AM Educación de los padres/Fireside  
11:15 AM Sp.1st/2nd Yr. 1st Communion/Room 1B & 2  
12:30 PM Baptismo -Camila Alvarado  
6:00 PM Lifeteen/CLC & Fireside  
6:00 PM Edge 6,7,8/Room 1

### Upcoming Events at St. Anne

**Sunday, August 25th - 10:30 AM Mass  
India Day**

**Monday, September 2nd  
Office is Closed**

**Saturday, September 7th - 11AM  
Healing Mass**

**September 13th  
Hall -Noche Mexicana**

**Wednesday, September 18th  
St. Anne Blood Drive -12:00 PM**

**September 20th  
Fall Festival Dinner & Bingo**

**Sunday, October 5th - 8:00 AM  
Knights Shred Day -Parking lot**

**Monday, October 14th  
Office is closed for Columbus Dan**

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

### **Healing Mass: Celebration of the Sacrament of the Sick**

*“Is there anyone sick among you? Let him send for the pres-  
byters of the church and let them pray over him, anointing  
him with oil in the name of the Lord.” James 5:14*

The Sacrament of the Sick is for all who are suffering from physical or mental illness, for those who will be undergoing surgery or elderly people who have become notably weakened even though no serious illness is present. Please join us on **Saturday, September 7th, 11AM** in the CLC for Mass and anointing of the sick.



### **India Day**

On August 25th, at 10:30 AM Mass, we will celebrate India Day by honoring the feast of Our Lady of Good Health. Please join us in the celebration of the Holy Mass in the Indian tradition. Refreshments will be served after the Mass.

### **India Day**

El 25 de agosto, a las 10:30 AM Misa, vamos a celebrar el Día de la India mediante el cumplimiento de la fiesta de Nuestra Señora de la Buena Salud. Por favor, únase a nosotros en la celebración de la Santa Misa en la tradición india. Se servirán refrescos

### **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](mailto:office@stannechurchbyron.com). Please keep the note 4-5 short sentences (maximum). Then we can get it in the bulletin.

## CONNECT



### Women's Fellowship

#### Upcoming Events:

Women's Fellowship meets the 2<sup>nd</sup> Tuesday of each month.

#### NEXT MEETING:

Tuesday, September 10, 2019 in Room 2  
6:30 PM - Social; 7:00PM - Meeting starts  
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For membership information contact  
**Mathilda Rizkalla** at [nuhorizon@sbcglobal.net](mailto:nuhorizon@sbcglobal.net) or  
**Linda Humbert** at [calmhumbert@att.net](mailto:calmhumbert@att.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.*  
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### Religious Gift Items for Sale!

Where: St. Anne Boutique in Foyer

When: After 8:30am Mass/After 10:30am Mass/Before 12:30pm Mass

What: Baptismal candles and crosses, Rosaries, Bracelets, Crosses, Necklaces, Holy Water Bottles and Pens

Interested? Come when Boutique is open.

Or Call **Lori Biggam** 925-240-4110 or

**Barbara Stoiber** 925-513-9362 or **Carol Luke** 925-354-7625

### IMPORTANT! FAITH FORMATION DATE CHANGE

The Beginning Week for Faith Formation classes is being postponed ONE WEEK due to many things.

CLASSES will begin the week of AUGUST 25<sup>th</sup>!

God bless and we'll see you then!

Sister Barbara Nixon, snjm

St. Mary's Cathedral, San Francisco, Sunday Afternoon Concerts All concerts begin at 4 p.m. at the Cathedral, 1111 Gough St. (at Geary) in San Francisco, and are open to the public. A free will offering will be requested at the door. There is ample free parking at the Cathedral.

Aug. 25: Norman Paskowsky, organ

Sept. 1: Widor Festival: celebrating the 175 birthyear of Charles Marie Widor. Christoph Tietze, Organ. Symphony No. 3

Sept. 8: Widor Festival: John Karl Hirten, Organ. Symphonie gothique

Sept. 15: Widor Festival: Ugo Sforza (Italy), Organ. Symphony No. 6

Sept. 22: Domenico Severin (France), Organ Sept. 29: Widor Festival: Jonathan Dimmock, Organ. Symphony No. 5

### **Bishop's Appeal**

Thank you to all who have made a donation to the Bishop's Appeal. We have reached 84.50% of our goal of \$26,800 with over \$22,647.00 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 84.50% de la meta de \$26,800 con más de \$22,647.00 en donaciones y regalos. Si usted aún no ha hecho su compromiso, le recomendamos que lo haga tan pronto como le sea posible.

### **New to the Parish? Welcome!**

We extend our hearts and hands in Christian fellowship, as you join with us in worship. If you would like to register at St. Anne 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 parishioners who would like to update their address, phone or email** In the space below fill in your new information and drop this form in the collection plate or mail/bring it to the office.

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

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

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

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

## SERVE

### STEWARDSHIP THOUGHT

In today's second reading, St. Paul encourages us not to grow weary or lose heart, but to persevere in following Jesus. Our willingness to give of ourselves, even in the face of conflict and division, is one way to measure our discipleship.

### PENSAMIENTO ADMINISTRATIVO

En la segunda lectura de hoy, San Pablo nos anima a no cansarnos o perder el corazón, sino a perseverar en seguir a Jesús. Nuestra voluntad de dar de nosotros mismos, incluso ante el conflicto y la división, es una manera de medir nuestro discipulado.



### Thank you!\*

Your gifts (time, talent & treasure) are truly appreciated.

\*This does not include our mortgage loan that is owed to the Diocese. EFT's are an easy and efficient way to donate to St. Anne. If you have questions about EFT's or the St. Anne budget please give Lisa a call 925-634-6625.



Don't forget to place your Amazon orders using Amazon Smile. Amazon gives .5% of all eligible orders placed through Amazon Smile back to St. Anne once you've chosen St. Anne as your desired non-profit. As on June 8<sup>th</sup> we've received a total of \$230.56 from Amazon. This

link is the easiest way to start your shopping experience at AmazonSmile and help out St. Anne: <https://smile.amazon.com/ch/68-0098316>

No olviden de hacer sus ordenes de Amazon utilizando Amazon Smile. Amazon da 5% de todas las ordenes elegibles por medio de Amazon Smile de vuelta a Santa Ana en cuanto usted haya escogido a Santa Ana como su deseada organización no-lucrativa. Desde el 8 de Junio hemos recibido un total de \$230.56 de Amazon. Este enlace es la manera más fácil de comenzar su experiencia de compra en AmazonSmile y ayudar a Sta. Ana:

<https://smile.amazon.com/ch/68-0098316>

### *Nurses Notes* BACK TO SCHOOL

#### Things to Know about the HPV Vaccine

**It's time to get back to school and that may mean vaccinations**  
The human papillomavirus, or HPV, is common, infecting 80 million people in the United States and 14 million annually. Most people exposed to HPV never have any consequences, but HPV is the most common cause of cervical, anal, genital skin, and throat cancers in adults. To protect against HPV-related cancer, the Centers for Disease Control and Prevention recommends that boys and girls get the 2-dose series of HPV vaccine at age 11 or 12. More than 90% of HPV infections will clear on their own. When the HPV virus is not cleared and persists for years, there is an increased risk of HPV-related medical conditions and cancers. At any given time, 30-40% of Americans have one of the more than 100 HPV sub-types on their skin when tested in research studies. The HPV vaccine Gardasil 9 protects against virus sub-types (which account for 90% of the genital warts), as well as the most common sub-types associated with HPV-related cancer. Intercourse is not required for HPV transmission since the virus lives on all skin surfaces.

Adapted from [KP.Org](http://KP.Org)

*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.

### WCGS Capital Campaign—Extended

**Thank you!** to all who have donated towards our extended campaign. As of 8/11/2019 we have received **\$127,605\*** in donations. **Thank you so much to all who continue to give to the WCGS Capital Campaign—Extended. Please know your gift of prayer is also very important, Thank you!**



\*This amount does not include the \$10,000 match which will come in later in the year.

## SERVE

### 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)

\*Your information is not shared or sold to any entity outside your parish and The Catholic Voice.

**Married Couples:** A Worldwide Marriage Encounter Weekend is a weekend full of fresh air, new beginnings and a time to rejoice in the beauty of your marriage and family. It's a great time to rekindle communication and enjoy a weekend away. The **next Marriage Encounter Weekends** include: **Sep 13-15, 2019 in Concord, CA and Nov 15-17, 2019 in DANVILLE, CA.** For more information and/or to register for a Weekend, visit our website at: [oaklandwwme.org](http://oaklandwwme.org) or contact **Chuck & Annie** at [applications@oaklandwwme.org](mailto:applications@oaklandwwme.org) or 925-849-5466.

### Parish Solidarity Initiative Diocesan Coordinator

The diocesan Catholic Relief Services office and the Parish Solidarity Initiative Diocesan Team are seeking a person passionate about living out their faith and able to share that passion with others to work with the Parish Solidarity Initiative Diocesan Team in continuing to implement the Parish Solidarity Initiative (PSI) program. The purpose of the initiative is to animate Catholic parishioners to put their faith into action by becoming involved in social ministry, both charitable and social justice activities on a local and global level. The part-time PSI Diocesan Coordinator works with the CRS Diocesan Coordinator and the members of the PSI Diocesan Team to recruit and train teams from participating parishes in Catholic Social Teaching and provide them spiritual formation, leadership and organizing skills to enable them to engage their fellow parishioners. Special focus will be given to forming new leaders from among young adult and immigrant parishioners. The coordinator also assists parish teams in connecting with organizations that offer activities in which the parishes can participate. The position runs from September 2019 to June 2020 and possibly longer. The deadline for applications is August 31st. For more information, please see the full job announcement attached here. Contact is Mark McKimmey at [mmckimmey@cceb.org](mailto:mmckimmey@cceb.org)

**Are you Interested** in becoming a Lector, Greeter, Eucharistic Minister, Choir member, Altar Server, or AV volunteer? Just want to know what it's all about? **On September 7<sup>th</sup> & 8<sup>th</sup> after all the Masses** representatives from each ministry will be available to answer your questions and/or sign you up to be a part of the ministry. Please stop by and ask all your questions concerning the ministry that interests you.



Ministros litúrgicos: **¿Estás Interesado en ser Lector**, ministro de bienvenida, Ministro Eucarístico, Miembro del Coro, Monaguillo o Voluntario para nuestro sistema audio visual? ¿quieres enterarte de qué se trata? **Los días 7 y 8 de septiembre, después de Misa**, los representantes de cada ministerio estarán disponibles para responder a sus preguntas y/o inscribirse para ser parte del ministerio. Por favor, pasa por ahí y haz todas tus preguntas sobre el ministerio que te interese.

### Dispensa de la Comunidad Cristiana Delta

(Iglesias Sta. Ana-Metodista-Presbiteriana)

#### **Bulto de comida**

Lunes a las 11:00 AM 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

Estacionamiento de Knightsen

12:00 PM - 1:00 PM

Bethel Island

Sirviendo 120-150 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 Agosto :**

**LATAS DE FRUTA, VEGETALES Y ARTICULOS ESCOLARES**

### Delta Christian Community Food Pantry

(St. Anne-Methodist-Presbyterian Churches)

#### **Food Bulk:**

Mondays at 11:00 AM 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

Knightsen Parking Lot

12:00 PM - 1:00 PM

Bethel Island

Serving 120-150 Families Weekly

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

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

#### **Donation request for August**

**CANNED FRUIT, CANNED VEGGIES & SCHOOL SUPPLIES**

## OPPORTUNITIES



Catholic Charities of the East Bay, the social services arm for the Diocese of Oakland, is offering **FREE** Mental Health First Aid Trainings for those who work and/or live with youth.

These trainings help prepare people to support youth in crisis and connect them with ongoing help. The trainings offer a variety of tools and resources needed help answer such questions as: "How can I best support someone?" or "Where can someone find help?" These 8-hour trainings are available in both English and Spanish.

To register for an upcoming Youth Mental Health First Aid Training please contact Leah Hotchkiss at (lhotchkiss@cceb.org or 510.290.6103).

### **Pasta Dinner & Bluegrass at San Damiano, Aug. 18**

Join us! Industrial Bluegrass Band at 3 p.m., dinner at 4:30 p.m. Cost is \$20 for adults and \$10 for kids. San Damiano Retreat Center is at 710 Highland Drive, Danville. Reservations at [www.sandamiano.org](http://www.sandamiano.org) or 925-837-9141 x315.

## **Summer Basketball Camp: Saturday September 7**

### **Summer Basketball Camp: Saturday September 7**

*This year's summer basketball camp will be held on Saturday, September 7 at Timber Point Elementary School. 2nd-5th grade Boys and Girls will be from 9:00-11:00 am; 6th-8th grade boys will be from 11:30-1:30 pm. We are pleased to have coaches from the East Bay Machine Basketball organization.*

*Registration starts August 5. Cost is \$10. After August 18, cost increases to \$15. If you plan to attend, please go to our website at [www.stannecyo.assn.la](http://www.stannecyo.assn.la) and click on the red "Register Now" button. Space is limited. Priority will be given to those who register online. If you have any questions please contact Paul Tamayo--via email [stannecyobyron@gmail.com](mailto:stannecyobyron@gmail.com) or call/text: 925-999-4008. Or email James [Wall--jwallris@gmail.com](mailto:Wall--jwallris@gmail.com)*

### **2019-2020 Basketball Season:**

*Registration for the upcoming St. Anne's CYO basketball season will begin, August 12. Registration fees are \$215 plus \$50 refundable deposit. Financial aid is available. Evaluations will start week of September 9. Practices begin 2nd week of October. Games will begin 2nd week of November. To register please go to [www.stannecyo.assn.la](http://www.stannecyo.assn.la) and click on the red "Register Now" button. For more information, please contact Paul Tamayo at [stannecyobyron@gmail.com](mailto:stannecyobyron@gmail.com) or 925-999-4008.*

### **CATHOLIC DAUGHTERS OF THE AMERICAS (CDA) BINGO**

CDA is a nonprofit national Catholic women organization that supports national and local charities and projects. Our CDA Court 1450 has a major fundraiser which is bingo. Net proceeds benefit these charities and projects.

CDA invites you and your friends to come and join us for Bingo every first Tuesday of each month. It is held at the parish hall of the Good Shepherd Church at 3200 Harbor Street, Pittsburg. Buy-in of \$12.00 includes two cards and a delicious lunch with unlimited fruit punch, coffee and tea. Doors open at 10:30 a.m.

### **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 at 925-634-6625 ext. 228 for more information.

### **Reception Information & Referral Volunteers, Catholic Charities of the East Bay – Concord, Oakland and Richmond Offices**

The Reception Information & Referral Volunteers are crucial to the success of Catholic Charities. They serve as a first point-of-contact for members of our community who call or walk in to our offices. The Volunteers make appointments for community members with Catholic Charities' staff and volunteers, provide information about Catholic Charities' services, and refer community members to other area agencies that could benefit them. As such, Volunteers must be patient, polite and helpful above all else. Bilingual (English/Spanish) volunteers are preferred for this role. This is an ideal volunteer opportunity for retired office professionals wanting to give back, students who want work experience at a busy social service agency, and anyone who wants to help people in crisis in our community. Visit <http://www.cceb.org/get-involved/volunteer/>.

### **Administrative Assistant – Department of Clergy Services**

In conjunction with the Bishop, the mission of the Diocese of Oakland and the Vicar for Clergy, the administrative assistant for the Department of Clergy Services performs administrative and clerical support services for the Director of Clergy Services, the Director of Deacon Formation and the Director of Priests' Ongoing Formation. Handles details of a confidential nature. Operates with great latitude for independent judgment and initiative. Uses PC equipment in performing assigned tasks. Serves and the first line of contact for the Director of Clergy Services, the Director of Deacon Formation and the Director of Priests' Ongoing Formation. For a complete job description, please visit <https://www.oakdiocese.org/offices/human-resources/employment>. This is a non-exempt, full-time position and includes health benefits. Please submit letter of interest and resume to: Department of Human Resources at [gispinoza@oakdiocese.org](mailto:gispinoza@oakdiocese.org).