

# OUR LADY OF THE BLESSED SACRAMENT CATHOLIC CHURCH

3570 KING WILLIAM AVENUE, WEST POINT VA 23181



## MASS SCHEDULE

WEEKENDS: SATURDAY 5:30 P.M.

SUNDAY 9:00 A.M.

2:30 P.M. (SPANISH MASS)

WEEKDAYS: 8:30 A.M. Tuesday - Friday

HOLIDAYS: 8:30 A.M. & 7:00 P.M.

## PARISH OFFICES at the MERCY CENTER

207 W. Euclid Blvd., West Point, VA 23181

Phone: 843-3125

Fax: 843-9158

Office Hours: T W Th 10 - 4:30

Parish e-mail : [olbs@olbs-catholic.org](mailto:olbs@olbs-catholic.org)

Parish Web address: [www.olbs-catholic.org](http://www.olbs-catholic.org)

### PASTOR

Rev. Oscar Paraiso

757-778-5118

Rectory

843-4231

Office

843-3125 ext 102

Email: [oparaiso@richmonddiocese.org](mailto:oparaiso@richmonddiocese.org)

### ADMINISTRATIVE ASSISTANT

Pam Watkins

843-3125 ext 101

Hours: T-W-Th 10 - 4:30

Email: [adminassistant@olbs-catholic.org](mailto:adminassistant@olbs-catholic.org)

### BUSINESS MANAGER

843-3125 ext 104

Bob Ryalls

757 207-0125

E-mail: [businessmgr@olbs-catholic.org](mailto:businessmgr@olbs-catholic.org)

### COORDINATOR of CHRISTIAN FORMATION

Lorraine Ryalls

843-3125 ext 103

Email: [DRE@olbs-catholic.org](mailto:DRE@olbs-catholic.org)

### MUSIC DIRECTOR

Leda Zaginaylo

757 870-2516

Email: [music@olbs-catholic.org](mailto:music@olbs-catholic.org)

### PRESCHOOL TEACHER/DIRECTOR

Vangy Lawson

843-4177

Email: [preschool@olbs-catholic.org](mailto:preschool@olbs-catholic.org)

### GOOD NEIGHBOR CENTER

Frances Thornton

843-4339

Hours: M 10 am - 2 pm

W 12:30 pm - 2:30 p.m.

### van den BOOGAARD HALL RENTALS

Janice McGowan

843-2870

Email: [hallrentals@olbs-catholic.org](mailto:hallrentals@olbs-catholic.org)

### SACRAMENT of RECONCILIATION

Saturday 5:00 p.m.

Also by appointment

### EUCCHARISTIC ADORATION

Monday and Tuesday

Mercy Center Chapel

First Friday at the Mercy Center Chapel

6:00 p.m. - 9:00 p.m.

### OUTREACH

A food basket and donation box are in the church entry. Your donations provide the means to give direct help to the needy. We collect food on the first weekend of the month.

### INFANT BAPTISM

Parent preparation classes are required for each couple planning to have their baby baptized. To schedule a preparation session, please call the church office.

### MARRIAGE

OLBS sponsors a preparation program for couples who intend to marry. The Pastor must be contacted at least six months prior to the date of the wedding.

### RECEPTION into the CHURCH

Those inquiring into the Catholic Faith or seeking communion with the Church are invited to contact the Parish Office. Rite of Christian Initiation of Adults (RCIA) is offered.

*The mission of Our Lady of the Blessed Sacrament Catholic Church, centered in the Eucharist, is to love God and His people and to extend His love to others through service and prayer.*

## FIFTH SUNDAY OF LENT March 20<sup>th</sup> & 21<sup>st</sup>, 2021



Sat	3/20 – Von & Melvin Moody (RIP)	Fr. Oscar
	Requested by Theresa Drexler Moody	
Sun	3/21 – Robin Seeterlin (RIP)	Fr. Oscar
	Requested by Frank & Mary Ann Fetterolf	
Mon	3/22 – No Mass	
Tue	3/23 – Roland Klisiewicz III	Fr. Oscar
	In Honor of Birthday 3/22 Requested by The Watkins Family	
Wed	3/24 – Joe Sr, Elsie & Johnny Drexler (RIP)	Fr. Oscar
	Requested by Theresa Drexler Moody	
Thurs	3/25 – No Mass Intention	
Fri	3/26 – Von & Melvin Moody (RIP)	Fr. Oscar
	Requested by Theresa Drexler Moody	
Sat	3/27 – Art West (RIP)	Fr. Oscar
	Requested by The Knights of Columbus Father Jakubowski Council #8116	
Sun	3/28 – No Mass intention	

### Collections for March 13<sup>th</sup> & 14<sup>th</sup>, 2021

Parish Operations	\$4,958.00
Supplemental Collection	10.00
Online Giving as of 3/4/2020	250.00
Easter Flowers	210.00
Total	\$5,428.00
Amount needed weekly for Parish Operations is	\$3,940
Restricted, Special Use or Sent out of Parish	
Facilities Repairs & Maintenance	\$110.00
Cemetery Fund	\$140.00
Catholic Relief Services	\$380.00

\*\*\*Thank you to all the parishioners who have brought into the office, mailed, or given their weekly contributions at one of the Masses allowing us to continue critical operations. Our parish office remains open for you to be able to bring or mail your weekly donations. To mail your donations, send to: Our Lady of the Blessed Sacrament Catholic Church, 207 West Euclid Blvd., West Point, VA 23181. Or, you can drop your offertory in the white box marked 'Boogaard Hall' located on the back porch of the Mercy Center. You can also give at one of the Masses or temporarily give online at <https://offertory.richmonddiocese.org/>. Choose our Parish through the Drop-Down - OLBS #623. This will ensure the proceeds go only to our parish. Thank you.

### Attendance – March 10<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup>, 2021

Lenten Penance Service, March 10<sup>th</sup> = 52  
Saturday, March 13<sup>th</sup> - 5:30pm = 51  
Sunday, March 14<sup>th</sup> - 9:00am = 74  
Spanish Mass on March 14<sup>th</sup> - 2:30pm = 35

\*\*\*Diocesan Bicentennial Books are still available and can be purchased for a donation amount of your choice. Please call the Parish Office at 804-843-3125 to reserve one, today!

## Masses Continue to be Offered!

\*\*\*Due to COVID-19, Mass is being live streamed for use on various Diocesan digital media accounts of the Catholic Diocese of Richmond, including, but not limited to, the websites of the Catholic Diocese of Richmond and the Catholic Virginian, and social media platforms of the Catholic Diocese of Richmond. Photography and/or screenshot images from the livestream may be used for the Catholic Virginian print edition. If you do not wish to be captured by live streaming, please refrain from attending that particular Mass time.

There will be some mandated changes to how we practice our Mass. Effective immediately:

1. You are asked to stay home if you are ill, elderly, anxious, or immunocompromised. Bishop Knestout has dispensed all Catholics in the Diocese from their Sunday Mass obligation.
2. If you have a fever or symptoms of Covid-19, you will not be permitted to enter the building.
3. You should arrive early for Mass to allow time for temperature testing, vetting and being seated by the ushers. The ushers will let each pew know the staggered process for exiting the Church once Mass is over.
4. Everyone shall maintain six feet of social distance from others who are not from the same household at all times while in Church or on Church property.
5. Everyone 5 years and older attending Mass shall wear a Cloth Face Mask. Those who cannot wear a cloth mask may wear a face shield. Be sure the mask covers your nose and mouth. (Face mask should be removed only for Receiving Holy Communion.) \*\*\*Anyone who comes to any Mass (including daily Mass) without a face covering, will not be admitted to Mass.
6. Look for direction from the ushers when going up to receive Holy Communion. Holy Communion should be received in the hand until further notice. There will be no distribution of the Blood of Christ until further notice.
7. Refrain from physical contact, such as holding hands during the Our Father and shaking hands during the Sign of Peace.
8. Singing by the congregation is strongly discouraged.
9. Sanitize hands when entering and leaving Church. Bring personal supply of hand sanitizer to use before receiving Holy Communion, if possible.
10. No bulletins will be available at Masses. \*We will continue to make the bulletins available online, through email, and mail bulletins to those without Internet access.



### The Rosary

The Rosary will be said in the church at 6:30pm every Friday with Stations of the Cross to follow during Lent. The Rosary will be led by Father Oscar & Stations of the Cross will be led by members our Cemetery Committee on Friday, March 26<sup>th</sup>.



**PRAYERS FOR HEALING AND GOOD HEALTH**

Emily Adams	Elizabeth Alley	Camb Ashley
Candace Barefoot	Virginia Becker	Paulette Berberich
Linda Blevins	Ron Blevins	Joan Buehler
Linda Burch	Kathryn Carson	Kevin Carson
Lucy Carson	Tim Collier	Meredith Crowe
Eric Crump	Vincent D'elia	Denise DePompeo
Dale Dippre	Dexter Dix	Larry Dzula, Jr.
Michelle Eshelman	Amanda Fincher	Natalee Franzyszen
Kelli Gaeta	Margaret Geron	Jim Gregory
Pat Hinkle	Kelly Hipple	Tom Hollowak
Mary Ann Hooper	Ellen Horseman	Gail Justin
Bob Kay	John Kellam	Bill Kessler
Gloria Kojcsich	Bonnie Kopacki	Joyce Kostrzewa
Gordon Langston	Patricia Lanuza	Ashley Larson
Henry Lasch	Tracy Lasch	Melissa Leger
Lanci McCloud	Kenny McGinley	Beverly McGowan
Patrick McGowan	William Madigan III	Baby Vivian Mallis
Diane Agnes Martin	Ron Martz	Clara Morrow
Randy Morrow	Specialist Mullins	Larry Newtzie
Desiree Page	Ka'varus Penticolas	Brett Pickens
Pam Rigsby	Mark A. Roane	Vickie Roane
Leonard Romano	Debbie Royals	Joanna Ryalls
Jack Scaife	Barbara Schafer	James Simmons
Allen Smith	The Solak Family	Levi Sturtz
Jim Tokarz	Mae Touray	Chris Vincent, Sr.
Gloria Wajciechowski	Linda Webster	Emmett White
James Wills	Andrea Berberich Wilson	Lois Wilson
Robert 'Bobby' Wilson		Jody Zogran

**PRAYERS FOR THOSE IN THE MILITARY**

Major Jonathan Culberson (Afghanistan)

**Church Cleaning Schedule**

- 3/15 thru 3/21 – Teresa Nguyen & Nguyen Sisters
- 3/22 thru 3/28 – Tom & Rowena Fauber
- 3/29 thru 4/4 - Gary & Jackie Silvia



- 3/20 – Shawn Lazar, Abby Lazar & Bob Ryalls
- 3/21 – Jim Pyne, David Haviland & Dawson Haviland
- 3/27 – Joe Drexler, David Seckora & Dan Gibbs
- 3/28 – Jim Pyne, Craig Smith & Tuan Nguyen



- 3/20 – David Seckora & Joe Drexler
- 3/21 – Joe Pincus & Danielle Smith
- 3/27 – Jim Vadas & Pattie Vadas
- 3/28 – Bill Madigan & Kim DiLandro



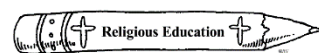
- 3/21 – Bill Madigan
- 3/28 – Sarah Rae

**QUESTION OF THE WEEK**

We need to rediscover who we are. Christ's death for us on the Cross will be meaningless if we cannot accept the slightest inconvenience to accommodate others. If we cannot make simple or heroic sacrifices to make others better than our selves. We need to step out of our comfort zone to discover thousands whose lives we can change by our sacrifices. We have to voluntarily embrace suffering to achieve a higher good in the society. **WE CAN TRANSFORM THE WORLD BY OUR SINCERE SACRIFICES AND SERVICES.** Many things are going wrong today because no one wants to suffer or make the sacrifice. When we suffer in pursuit of a worthy cause of action, we come out better persons, we touch lives, we transform the world. (Clem Mezie Aladi of Catholics for Life). Adults: In what ways have I sacrificed my own desires to be of help to others? Children: How have I given something up to help my family, a classmate, or a friend?

**SAINT OF THE WEEK**

Saint Turibius of Mogrovejo served the Lord in Peru, for 26 years. The archdiocese of Lima felt he was the one person with the strength of character and holiness of spirit to heal the scandals that had infected that area. The Spanish conquerors were guilty of every sort of oppression of the native population. Abuses among the clergy were flagrant, and he devoted his energies and suffering to this area first. Though very poor his people were sensitive, dreading to accept public charity from others. Turibius solved the problem by helping them anonymously. Among those to whom he gave the Sacrament of Confirmation was the future Saint Rose of Lima, and possibly the future Saint Martin de Porres. He died in 1606 and he is the Patron Saint of Latin American Bishops and native peoples' rights. His feast day is March 23<sup>rd</sup>.



There are no classes on Easter Sunday, April 4<sup>th</sup>.

## DO YOU KNOW?

The Triduum (Latin for "3 days") is a period that traces the final days of Jesus' life. It starts with the Mass of the Lord's Supper on Thursday which celebrates the call to serve others through the washing of feet and the Institution of the Holy Eucharist and priesthood. Good Friday is a day of fasting and abstinence as we remember Jesus' suffering and death on the Cross. Holy Saturday is meant to be a quiet day, remembering the empty space that was present for the disciples of Jesus after His death and before His Resurrection. After sundown on Holy Saturday, the Easter Vigil is celebrated. It is one of the longest of Catholic liturgies, involving several readings from Scripture tracing God's care for humanity. At the Vigil, we once again hear Alleluia, the Gloria and the ringing of the bells as we celebrate that Jesus rose from the dead. The Triduum officially ends at sundown on Easter Sunday. The Triduum is considered the holiest days of the year and are often referred to as our "High Holy Days".

### Job Announcement for OLBS

Coordinator of Christian Formation  
Our Lady of the Blessed Sacrament parish in West Point is seeking applicants for the position of Coordinator of Christian Formation. The successful applicant must be a practicing Catholic in good standing. The position is responsible for overseeing the faith formation programs for pre-school through adult, sacramental preparation, RCIA and youth ministry. This is a 20 hour per week part-time position with flexible hours to include nights and weekends, available July 1, 2021. Salary is negotiable based upon qualifications and experience. Submit a completed Diocese of Richmond employment application with a cover letter to *Father Oscar Paraiso, Pastor, Our lady of the Blessed Sacrament catholic Church, 207 West Euclid Blvd., West Point, VA 23181* no later than April 14, 2021.



Wisdom of the Ages...: Tertullian, a Christian writer who died in the third century, wrote the following: 'Thus, you read the word of God, spoken to Jeremias: "Before I formed thee in the womb, I knew thee." If God forms us in the womb, He also breathes on us as He did in the beginning: "And God formed man and breathed into him the breath of life." Nor could God have known man in the womb unless he were a whole man. "And before thou camest forth from the womb, I sanctified thee." Was it, then, a dead body at that stage? Surely it was not, for "God is the God of the living and not the dead."'- De Anima 26.5 (Priests for Life)

\*\*\*If we don't stand up and speak out for God's children in the womb, who will? Now, more than ever, it is extremely important to pray for and speak out for an end to abortion in our country and the world. Over sixty-two million children just from America cry out from beyond the grave for our help in giving them a voice. Visit [www.TenStepsToEndAbortion.com](http://www.TenStepsToEndAbortion.com) to learn what you can do.

### Eater Food Basket Collection

It is that time of year, again! We will be collecting funds for Easter Food Baskets for those in need this Easter. To give, you can put your donation in an envelope clearly marked, "Food Baskets" and drop in the collection box; drop off at the office; or see Erin Hayden, Deidra Kopacki, Sandy Lam or Pam Watkins after one of the Masses to give them your donation. Please include your envelope number so your donation can be recorded to your offertory history. Anyone interested in helping with the shopping and packaging of the food baskets on Saturday, March 27<sup>th</sup> can contact Pam Watkins at the Parish Office or at 919-820-1986.



To our couples with anniversaries in March: Shawn & Erin Lazar – 3/6/2004 and David & Donna Haviland – 3/7/1998.



ARE YOU IN NEED OF PRAYER? DO YOU KNOW SOMEONE IN NEED OF PRAYER? Please contact the prayer chain to request any prayers needed. Anonymous Prayer Requests accepted. Contact: On Tuesdays, Wednesdays & Thursdays, please contact Pam Watkins at the Church office at 804-843-3125 from 10:15am through 4:30pm. Any other times, please contact Pam Watkins at 919-820-1986 (cell phone).

## **Mass Readings: Fourth Sunday of Lent**

### **A reading from the book of the Prophet Jeremiah**

The days are coming, says the LORD, when I will make a new covenant with the house of Israel and the house of Judah. It will not be like the covenant I made with their fathers the day I took them by the hand to lead them forth from the land of Egypt; for they broke my covenant, and I had to show myself their master, says the LORD. But this is the covenant that I will make with the house of Israel after those days, says the LORD. I will place my law within them and write it upon their hearts; I will be their God, and they shall be my people. No longer will they have need to teach their friends and relatives how to know the LORD. All, from least to greatest, shall know me, says the LORD, for I will forgive their evildoing and remember their sin no more.

### **The Word of the Lord**

#### **Responsorial Psalm**

**R. Create a clean heart in me, O God.**

Have mercy on me, O God, in your goodness; in the greatness of your compassion wipe out my offense. Thoroughly wash me from my guilt and of my sin cleanse me.

**R. Create a clean heart in me, O God.**

A clean heart create for me, O God, and a steadfast spirit renew within me. Cast me not out from your presence, and your Holy Spirit take not from me.

**R. Create a clean heart in me, O God.**

Give me back the joy of your salvation, and a willing spirit sustain in me. I will teach transgressors your ways, and sinners shall return to you.

**R. Create a clean heart in me, O God.**

### **A reading from the Letter to the Hebrews**

In the days when Christ Jesus was in the flesh, he offered prayers and supplications with loud cries and tears to the one who was able to save him from death, and he was heard because of his reverence. Son though he was, he learned obedience from what he suffered; and when he was made perfect, he became the source of eternal salvation for all who obey him.

### **The Word of the Lord**

#### **Verse before the Gospel**

Whoever serves me must follow me, says the Lord; and where I am, there also will my servant be.

### **A Reading from the Holy Gospel according to John**

Some Greeks who had come to worship at the Passover Feast came to Philip, who was from Bethsaida in Galilee, and asked him, "Sir, we would like to see Jesus." Philip went and told Andrew; then Andrew and Philip went and told Jesus. Jesus answered them, "The hour has come for the Son of Man to be glorified. Amen, amen, I say to you, unless a grain of wheat falls to the ground and dies, it remains just a grain of wheat; but if it dies, it produces much fruit. Whoever loves his life loses it, and whoever hates his life in this world will preserve it for eternal life. Whoever serves me must follow me, and where I am, there also will my servant be. The

Father will honor whoever serves me. "I am troubled now. Yet what should I say? 'Father, save me from this hour'? But it was for this purpose that I came to this hour. Father, glorify your name." Then a voice came from heaven, "I have glorified it and will glorify it again." The crowd there heard it and said it was thunder; but others said, "An angel has spoken to him." Jesus answered and said, "This voice did not come for my sake but for yours. Now is the time of judgment on this world; now the ruler of this world will be driven out. And when I am lifted up from the earth, I will draw everyone to myself." He said this indicating the kind of death he would die.

### **The Gospel of the Lord**

#### **Spiritual Communion Prayer**

**My Jesus, I believe that you are present in the most Blessed Sacrament. I love You above all things and I desire to receive You into my soul. Since I cannot now receive You sacramentally, come at least spiritually into my heart. I embrace You as if You were already there, and unite myself wholly to You. Never permit me to be separated from You. Amen.**



**A great big Thank You to Dan Gibbs, Bob Ryalls, Joe Drexler and David Seckora for making sure to install a permanent connection for livestreaming!!! Mush appreciation for all their hard work!!!**



**News from the Knights of Columbus**  
**Another Red Cross Blood Drive will be held at the Boogaard Hall on Tuesday, April 13, 2021 from 1:00pm to 6:00pm. The event is sponsored by the Knights of Columbus. Those wishing to donate blood must make an appointment with the Red Cross online at [www.redcrossblood.org](http://www.redcrossblood.org) or by calling 1-800-733-2767.**

# WELCOME NEW PARISHIONERS

New members are asked to register at the Parish Office in the Mercy Center.

We invite all parishioners to join a ministry.  
Contact the Chairperson of the ministry or call the Parish Office at  
804.843.3125

<b>ALTAR LINENS</b> Kim diLandro	814-8148
<b>ALTAR SERVERS</b> Joe Drexler	843-2541
<i>liturgychair@olbs-catholic.org</i>	
<b>ARTS &amp; ENVIRONMENT</b> Rowena & Tom Fauber	725-6110
<i>artsenvironment@olbs-catholic.org</i>	
<b>BELL CHOIR</b>	
<b>CANTORS/CHOIR</b> Leda Zaginaylo	757 870-2516
<i>music@olbs-catholic.org</i>	
<b>CEMETERY COMMITTEE</b> Gary Silvia	757-303-8576
<i>cemetarychair@olbs-catholic.org</i>	
<b>CHURCH HISTORIAN</b> Linda Drexler	843-2451
<i>historian@olbs-catholic.org</i>	
<b>CLEANING COORDINATOR</b>	

<b>FACILITIES COMMITTEE</b> Jim Pyne	
<i>facilitieschair@olbs-catholic.org</i>	
<b>FINANCE COMMITTEE</b> Richard Duke	843-3125
<i>financechair@olbs-catholic.org</i>	
<b>HISPANIC MINISTRY</b> Nanci Hernandez Jose Velasquez	
<i>hispanicministry@olbs-catholic.org</i>	
<b>HOSPITALITY</b> Glenn & Kay Shaw	843-3476
<b>JUSTICE &amp; PEACE</b>	
<b>KNIT, PURL &amp; PRAY</b>	
<b>LAWN MOWING COMMITTEE</b> Eric Ellingson	843-2184
<i>ericellingson@verizon.net</i>	

<b>LIBRARY</b> Linda Drexler	843-2541
<i>vintagenotes@verizon.net</i>	
<b>LITURGY COMMITTEE</b> Joe Drexler	843-2541
<i>liturgychair@olbs-catholic.org</i>	
<b>MINISTRY SCHEDULING</b> Pattie Vadas	843-4082
<i>pbv0806@yahoo.com</i>	
<b>OFFICE VOLUNTEERS</b> Margaret Varboncoeur	843-2867
<b>PARISH COUNCIL</b> Phil Liberato	512-9701
<i>parishchair@olbs-catholic.org</i>	
<b>SACRISTAN</b> Marguerite Sturtz	843-2175
<b>YOUTH MINISTRY</b> Lorraine Ryalls	843-3125 ext 103
<i>dre@olbs-catholic.org</i>	

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Pat Hite  
(804) 366-2026

Job Announcement

**Coordinator of Christian Formation**

***Our Lady of the Blessed Sacrament Catholic Church***

***Our Lady of the Blessed Sacrament Catholic Church, West Point, VA*** is seeking applicants for the position of **Coordinator of Christian Formation**. The successful applicant must be a practicing Catholic in good standing. This position is responsible for overseeing the faith formation programs for pre-school through adult, sacramental preparation, RCIA and youth ministry. This is a 20 hour per week part-time position with flexible hours to include nights and weekends, available July 1, 2021. Salary is negotiable based upon qualifications and experience. Submit a completed Diocese of Richmond employment application with a cover letter to *Fr. Oscar Paraiso, Pastor, Our Lady of the Blessed Sacrament Catholic Church, 207 W. Euclid Blvd., West Point, VA 23181* **no later than April 14, 2021.**

**Coordinator of Christian Formation  
Our Lady of the Blessed Sacrament  
Job Description**

**Summary/Purpose:** Coordinator works in collaboration with Pastor to maintain the Christian Education Program in the parish for adults and children to include Christian Formation, Bible Study, Children's Liturgy of the Word, RCIA, Vacation Bible School, and Sacramental Prep.

**Supervisor and Employer:** Pastor

**Responsibilities and Tasks:**

- Coordinate and implements Sacramental Preparation to include Baptism, First Eucharist, Reconciliation, Confirmation and RCIA in accordance with the Diocesan guidelines.
- Coordinate Christian Formation Program PreK4-adult.
- Coordinate Children's Liturgy of the Word and distributes lesson plans to volunteers.
- Plan and implement Vacation Bible School.
- Conduct parent sacramental preparation sessions.
- Oversees Youth Ministry Program and ensures spiritual, social and service opportunities.
- Recruit, train, and supervise volunteers (catechists, subs and youth ministry).
- Develop and maintain catechetical yearly schedule.
- Order all books, supplies and materials. Ensures that texts used are following the USCCB/Diocese of Richmond regulations.
- Provide supplies, copies, handouts for catechists.
- Maintains communication with catechists and families.
- Responsible for set up, clean up and locking facility when used for classes.
- Make all purchases for retreats and meetings.
- Collect and record information in parish sacramental records books.
- Prepare Christian Formation budget if requested.
- Ensure volunteer compliance with Diocesan Safe Environment requirements.
- Plan catechists' time of reflection, annual Christmas pageant and other assigned events.
- Liaison of the preschool in providing evangelization opportunities.
- Attend parish staff meetings, all prescribed/recommended Diocesan meetings and conferences.
- Other duties as assigned.

**Working Conditions:** This is a 20 hour per week, part-time position with flexible hours to include nights and weekends.

**Physical Demands:** Regularly required to sit for extended periods, stand, walk, reach, bend life and perform computer key boarding. Ability to travel and lift up to 10 pounds may be required.

**FLSA Status:** Position is non-exempt from overtime and timekeeping provisions of the Fair Labor Standards Act.



**Compensation and Benefits:** The hourly rate for this position will depend on experience. Pay and benefits are per diocesan guidelines and *Called to Work in Harmony: Personnel Policies for Lay and Religious Employees*.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read this job description and understand it, and I have received a copy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised 12/15

Revised 3/21



# APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Catholic Diocese of Richmond. The Diocese of Richmond is an equal opportunity employer and considers all applicants for positions without regard to race, color, sex, age, national origin, veteran status, disability, or genetic information. Religion is a bona fide occupational qualification (BFOQ) in those circumstances that involve religious activities. Should you be interested in multiple positions, we recommend that an application be submitted for each of the vacant positions advertised.

*Applicants requiring reasonable accommodations in the application or interview processes should advise the diocese.*

## PERSONAL INFORMATION

Legal Name: Last:      First      Middle:  
 Address: Street      City      State      Zip  
 Home Phone No.:      Cell Phone No.:      Email:

Are you 18 years or older? Yes  No   
 Are you eligible for employment in the United States? Yes  No   
 (Proof of employment eligibility will be required upon employment.)

## EMPLOYMENT DESIRED

Position Sought:      Date available:  
 Compensation desired: \$      per Select One  
 Employment Location Desired:      Full Time:  Part Time:   
 Are you employed now? Yes  No  If so, may we inquire of your present employer? Yes  No   
 Have you ever applied to the Diocese before? Yes  No  When?  
 Have you ever been employed by the Diocese before? Yes  No  When?  
 How did you learn about this position opportunity?

EDUCATION	Name and Location of School	No of years attended	Did you graduate?	Subjects studied
High School/G.E.D.			Select One	
College/Vocational			Select One	
Graduate/Professional			Select One	

If applying for a teaching position, please answer the following:

Check general levels of competence and list subject areas :			
Early/Primary Education (Pre-K to 3) <input type="checkbox"/>	Elementary Education (Pre-K to 6) <input type="checkbox"/>	Middle Education (Grades 6 to 8) <input type="checkbox"/>	Secondary Grades (Grades 6 to 12) <input type="checkbox"/>
Do you hold a current state teaching certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, State Issuing:	Expiration Date:
Please list any endorsements:			
Other relevant education or training:			

**GENERAL**

Special Job-Related Skills:

Job-Related Licenses/Certificates Held (include #):

**EMPLOYMENT HISTORY (Include Military Service)**

Date Month and Year	Name and Address of Employer	Job Title	Beginning/ Ending Wage	Supervisor (Name, Title, & Phone Number)	Reason For Leaving
From To					
From To					
From To					
From To					

**Catholic In Good Standing:** If the position requires (see position description) that the candidate be a Catholic in good standing, please furnish the name, title and address of an individual (e.g., a pastor) who can verify your standing in the Catholic Church.

Name:

Title:

Address:

**REFERENCES:** Give the names of three professional references not related to you.

Name	Relationship	Years Acquainted	Phone Number	Address
1.				
2.				
3.				

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that the facts I have given in this application are true and complete to the best of my knowledge. I understand that a material misstatement, misrepresentation or omission of facts is cause for denial or termination of employment, regardless of when or how discovered.

I authorize the investigation of all information on this application or otherwise provided by me in support of this application. As part of this, I authorize my current and prior employers and references to furnish information about me and my employment record, unless specifically and clearly noted otherwise on this application. I release all individuals and employers from liability as a result of any information furnished.

I also understand that completion of this application form and the application process does not mean that I have been employed.

**IMPORTANT NOTICE AND AUTHORIZATION:**

In making this application, I understand that a background report (sometimes called a "consumer report" or an "investigative consumer report") may be made about my credit, character, general reputation, personal characteristics, and mode of living. Information may be obtained from criminal records, driver's license(s) records, education verification, and other records checks. In addition, information may be obtained in some cases through personal interviews with my neighbors, friends, family, business and personal associates, and others with whom I am acquainted. I hereby authorize such an investigation and report. I understand that I have the right to make a written request within a reasonable time for additional, detailed information about the nature and scope of this pre-employment investigation.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE