



# The Weekly

March 5, 2018

A Chancery publication for the employees, parish staff, clergy and Religious of the Diocese of Oakland

To submit announcements to *The Weekly*, [click here](#).

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## CHANCERY NEWS

### **24 Hours for the Lord**

Pope Francis is calling on Catholic worldwide to participate in 24 hours of eucharistic adoration and reconciliation, March 9-10, 2018. The theme of this year's "24 Hours for the Lord" is Psalm 130:4, "With you is forgiveness."

The Diocese of Oakland will celebrate this sacred 24 hours in four parishes, joining our brothers and sisters around the world. In each parish, eucharistic adoration will be available beginning at 4 p.m. Friday, March 9, continuously until 4 p.m. Saturday, March 10. At the same time, priests will be available to celebrate the sacrament of reconciliation.

Security will be provided from 7 p.m. to 7 a.m. at each location. The parishes participating are:

- The Cathedral of Christ the Light, 2121 Harrison St. (at West Grand Ave.), Oakland
- St. John the Baptist, 264 E. Lewelling Blvd. (near Meekland Ave.), San Lorenzo
- St. Mark, 159 Harbour Way, Richmond
- St. Joan of Arc, 2601 San Ramon Valley Blvd. (between Crow Canyon and Bollinger Canyon Roads), San Ramon

All are welcomed; advance registration is not required. To sign up for a specific time, please visit <http://bit.ly/24Hours4LORD>. Download a [bulletin insert in English and Spanish](#) for distribution. If a parish prefers for the Chancery to provide printed copies of the insert, please contact Terry Howze at 510.267.8358 or [thowze@oakdiocese.org](mailto:thowze@oakdiocese.org).

### **NEW! Chancery phone system disruption in service March 8**

The phone system at the Chancery/Cathedral complex will be updated on Thursday morning, March 8. At some point during the morning, the phone carrier will be turning off the old system, moving lines to the new system and turning it on. During this transfer the phones at the Chancery and Cathedral will be nonfunctional and unable to receive any calls. They anticipate this down time to be between 15 to 30 minutes.

It is not possible to indicate exactly when the phones will be disrupted. If you call the Chancery/Cathedral complex Thursday morning and you get either a busy signal or it just keeps ringing with no answer or voicemail message, please try again in 15 or 30 minutes.

## **NEW! Stand Together Contra Costa service opened**

Stand Together Contra Costa, a new, 24-hour staffed immigration hotline and deportation defense initiative serving Contra Costa County residents is available at 925.900.5151 and StandTogetherContraCosta.org. A public-private initiative, Stand Together Contra Costa is managed by the Office of the Public Defender in partnership with a coalition of nonprofit organizations led by Catholic Charities of the East Bay.

The mission of Stand Together Contra Costa is to ensure all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the due-process rights established by the United States Constitution. Stand Together Contra Costa provides no-cost rapid-response support, civil deportation defense legal services and clinics, immigrant rights education and training, and direct-service support for immigrant individuals and families in Contra Costa County. For more information, visit StandTogetherContraCosta.org.

## **NEW! Request for faculty to confirm**

For all those priests who will be celebrating the sacraments of initiation this Easter, a reminder that all priests holding diocesan faculties can confirm the following:

- Those persons who have attained the use of reason and are already validly baptized in a non-Catholic Christian church when they are received into full communion with the Church
- Those who have attained the use of reason and whom they baptize, or who are baptized, by a deacon in the same ceremony.

The faculty to confirm all others, such as those Catholics who were baptized as infants and, as adults, are asking for Confirmation, must be requested from the Chancellor's office. The Chancellor asks for a list of the names of those for whom you are asking the faculty to Confirm, which will be forwarded to the Bishop for his approval.

Please send your request for Confirmation faculties to the Chancellor, Mr. Stephen A. Wilcox, as soon as possible so letters can be generated and sent out to you well in advance of need. By mail, please send your request to the Chancery Office; by email, please send to [jgarcia@oakdiocese.org](mailto:jgarcia@oakdiocese.org); by fax to 510.496.7253. If you have any questions regarding this, please feel free to contact Father Robert Herbst in the Canon Law department at 510.267.8330.

## **End-of-life issues workshop**

March 10, 10 a.m. -noon – St. Joseph Basilica, Alameda

Learn how to navigate end-of-life issues through your Catholic faith, including healthcare forms, choosing a healthcare decision maker, how to find practical living advice and knowing when to request the sacrament of the Anointing of the Sick. To register or find more information, visit <https://www.oakdiocese.org/ministries-formation/marriage-and-family-life/catholics-care/catholics-care-workshops> or call 510.267.8392.

## **The Lay Pastoral Visit**

Learn about diocesan resources to help prepare parishioners to offer pastoral visits to the sick, elderly and homebound. This workshop is for lay people and parish staff with leadership responsibilities for parish pastoral ministries. To register, visit <http://bit.ly/2F4tFo8> or call 510.267.8392. Workshops will be offered as follows:

March 15, 7 p.m. – Good Shepherd, Pittsburg

March 24, 10 a.m. – St. Joan of Arc, San Ramon

April 12, 7 p.m. – St. James the Apostle, Fremont

April 21, 10:30 a.m. – St. Joseph, Pinole

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## EVENTS & ACADEMIC PROGRAMS

### **NEW! Facebook group to support parish communicators**

A private Facebook group has been created for Parish Communications Coordinators and Adult Enrichment (formation) Coordinators to be a place to share ideas, offer support and learn from each other. Whether it's giving your bulletin or website a facelift, venturing into a social media strategy, looking for ways to share the faith online, bringing on Flocknote or Constant Contact as way of emailing and texting the parish ... why re-invent the wheel? Let's work together! Join at <https://www.facebook.com/groups/963237223844970/>. For more information, contact Tina Gregory at 925.667.4051.

**“Self-Compassion; Self Care,”** presented by Dr. David Richo, M.F.T., will be offered March 6 and March 13, from 10 a.m. to 3 p.m. each day at The School of Applied Theology, St. Albert's Priory, 5890 Birch Ct., Oakland. The demands of work, ministry, and life can be daunting and exhausting. Sometimes our giving of ourselves to others begins to take its toll. To maintain the energy and effectiveness of our work and ministry, we need to pay more attention to how we care for ourselves so we can maintain our resilience and avoid possible burnout. This two-part course will explore self-care strategies including spirituality, exercise, nutrition, and spending time with friends and family. Registration is \$180; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**Gratitude Retreat,** presented by Bernard LoCoco, FSC, will be held March 7 from 10 a.m. to noon at The School of Applied Theology, St. Albert's Priory, 5890 Birch Ct., Oakland. This "mini" retreat invites one to identify and acknowledge one's blessings, realizing again God's unconditional love and discovering God in everyday life. Registration is \$40; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**An exhibit and presentation on the Shroud of Turin** will be offered at St. Monica, 1001 Camino Pablo, Moraga, on March 10. The exhibit is open from 3 to 8:30 p.m., and includes full-size shroud images, relics and artifacts from the time of Christ's crucifixion. A presentation at 6:30 p.m. by Faith Based Communication will cover the history and scientific analyses of the Shroud of Turin, the Sudarium of Oviedo and the Tunic of Argenteuil.

**Vatican's International Exhibition of Eucharistic Miracles of the World** will be offered at St. Monica, 1001 Camino Pablo, Moraga, March 11 from 8:30 a.m. to 3 p.m. Selected for exhibition is approximately half of the 137 eucharistic miracles (152 panels) approved by the Church and included in this Vatican sponsored exhibit. The presentation takes audiences through the scriptural basis of the Real Presence and presents examples of manifestations typically experienced during a eucharistic miracle as well as scientific data. Emphasis is placed on the fact that the Real Presence is at every consecration regardless of any physical manifestations.

**“Matthew's Passion,”** presented by Thomas Bonacci, CP, will be offered March 12 from 10 a.m. to noon at The School of Applied Theology, St. Albert's Priory, 5890 Birch Ct., Oakland. The Passion motif in the Gospel of Matthew extends throughout the Gospel narrative itself. We will explore three crucial texts to underscore this insight: Matthew 2: 16-18 – the slaughter of the Innocents, Matthew 8: 14-17 – the Cure of Simon Peter's Mother-in-Law, and Matthew 27: 19 – the distress of Pilate's wife. The Passion of Jesus is, at one and the same time, solidarity with the afflicted and the call for that justice by which the Kingdom of God is realized on Earth in the here and now of our lives. Registration is \$95; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**“Loving Your Neighbor: Covenantal Reasoning and the Common Good”** will be offered March 13 from 7:30-9 p.m. at The Soda Center on the campus of Saint Mary's College of California, 1928 Saint Mary's Road, Moraga. Presenter is Saint Mary's College Professor of Biblical Studies Michael Barram, author of “Missional Economics: Biblical Justice and Christian Formation” (Eerdmans, May 2018). The event is free and open to the public. For more information, contact Father Dave Gentry, [dgentry@stmarys-ca.edu](mailto:dgentry@stmarys-ca.edu), 925.631.4790.

**Sr. Donna Maria Moses, OP**, author of “American Catholic Women Religious: Radicalized by Mission,” will present, in celebration of National Catholic Sisters Week on March 14, 7-8:30 p.m. at 43326 Mission Circle (entrance off Mission Tierra), Fremont. There is no cost, but a free will offering will be accepted. Register by March 12 at [bit.ly/2018\\_MariaMoses](http://bit.ly/2018_MariaMoses) or call 510.633.6360.

**NEW!** A pasta dinner will be held at **San Damiano Retreat Center**, 710 Highland Drive, Danville on March 18 from 4:30 to 6:30 p.m. Cost is \$15 for adults, \$10 for kids 12 and under. Register at [www.sandamiano.org](http://www.sandamiano.org) or call 925-837-9141 x315.

**“Science versus Religion: The War That Never Was,”** presented by Dr. Joshua Moritz, will be held March 19, from 10 a.m. to 3 p.m. at The School of Applied Theology, St. Albert’s Priory, 5890 Birch Ct., Oakland. Many think the relationship between science and religion—especially the Christian religion—has been one of conflict, debate, or even all-out warfare. This common notion, that science and religion have experienced a long history of conflict or warfare, is called the conflict thesis by historians of science and religion. This presentation examines the historical roots and social context of the origin of the conflict thesis. Registration is \$95; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

Bishop Robert Barron will discuss **“Looking at the World Through the Catholic Lens: Principle Themes in the Catholic Intellectual Tradition”** March 21, 7:30-9 p.m. at the Main Chapel on the campus of Saint Mary's College of California, 1928 Saint Mary's Road, Moraga. In this talk, widely acclaimed theologian and author Bishop Barron will explore the beauty, wisdom, and vitality of our rich Catholic intellectual tradition and how it can be a rich resource for the renewal of culture today. The event is free and open to the public; guests are advised to arrive early to secure admission. For more information, contact Father Dave Gentry, [dgentry@stmarys-ca.edu](mailto:dgentry@stmarys-ca.edu), 925.631.4790

**“Journeying Toward an Ecological Spirituality,”** presented by Ivan Nicoletto, OSB Cam., will be held March 21 from 10 a.m. to 3 p.m. at The School of Applied Theology, St. Albert’s Priory, 5890 Birch Ct., Oakland. This course offering will help translate scientific, cosmological data into a theological and spiritual framework and explore the ramifications of the new cosmology for our spiritual journey. Registration is \$95; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**“Moral Explorations of Human Sexuality,”** presented by Dr. Gerald Coleman, SS, will be offered March 26-28, 10 a.m. to noon each day, at The School of Applied Theology, St. Albert’s Priory, 5890 Birch Ct., Oakland. In this course offering we will explore critical concerns in sexuality (e.g., gender assessment, sexual addiction, etc.) in light of anthropological, theological, and pastoral concerns. Registration is \$120; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**“Women in Hebrew Scripture Tell Their Stories,”** presented by Dr. Toinette M. Eugene, will be held March 26 and 27, 1-3 p.m. each day, at The School of Applied Theology, St. Albert’s Priory, 5890 Birch Ct., Oakland. By focusing on stories of two well-known women in the Hebrew Scriptures, and through an introduction to artistic renderings of their stories, we will reflect on the action of God in the lives of these women and consider ways in which the characteristics and values that guided their actions have relevance for us in our day. Registration is \$80; go to <http://www.satgtu.org/course-offerings/> or call 510.652.1651. Continuing Education Units are available.

**Pan da Vida Retreat**, a eucharistic-centered retreat for ages 13-18, will be offered April 13-15 at St. Raymond, 11555 Shannon Ave, Dublin. Retreat fee of \$50 does not include housing. For more information, contact Shannon Rogers, Coordinator of Youth & Young Adult Ministry, 925.574.7410, [srogers@st-raymond-dublin.org](mailto:srogers@st-raymond-dublin.org)

**“Spirituality of Creativity”** with Father Arthur Poulin, OSB Cam. will be held at the Dominican Sisters of Mission San Jose Center for Education & Spirituality on April 14, 9-11:30 a.m. An open gallery with the artist will follow from 1-3 p.m. There is a \$20 fee for the presentation; register by April 9 at [http://bit.ly/2018\\_FrPoulin](http://bit.ly/2018_FrPoulin) or call 510.933.6360. The Dominican Center is located at 43326 Mission Circle (entrance off Mission Tierra), Fremont.

**NEW! Sacred Heart Parish Carnival Dinner Dance** will be held April 14 from 6 p.m. to midnight at Sacred Heart Church Cafeteria, 4025 Martin Luther King Jr. Way, Oakland. Tickets of \$50 must be purchased in advance. Gilda Costa, 510-652-2855.

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## LENTEN PROGRAMS

**NEW! Sacred Heart Church Lenten Revival** will be held March 12-14, at 7 p.m. each evening, at 4025 Martin Luther King Jr. Way, Oakland. Presenter is Father Ken Hamilton, SVD. Free will offering is welcomed. For more information call 510.655.9209

**“Stations of the Cross for Seniors”** with Sister Mary Mark Schoenstein, OP will be held on three Fridays -- March 9, 16, and 23 -- at 2:30 p.m. The stations of the cross will be held in the Dominican Sisters Motherhouse Chapel, 43326 Mission Circle (entrance off Mission Tierra), Fremont; call 510.933.6360 for more information.

**A Lenten Scripture Study with Fr. Charles Talley, OFM**, will be offered at the San Damiano Retreat Center, 710 Highland Drive, Danville, on Fridays, Feb. 9 - March 16, 10:30-11:30 a.m. For more information, visit [www.sandamiano.org](http://www.sandamiano.org).

**Lenten Stations of the Cross** will be offered Saturdays, Feb. 17 – March 24, 10 a.m. to 11:30 a.m., at San Damiano Retreat, 710 Highland Drive, Danville. For more information, visit [www.sandamiano.org](http://www.sandamiano.org); or call 925.837.9141.

**Lenten Taize Prayer** will be offered on Wednesdays, Feb. 21-March 28, at 7 p.m., at San Damiano Retreat, 710 Highland Drive, Danville. For more information, visit [www.sandamiano.org](http://www.sandamiano.org); or call 925.837.9141.

**Lenten Book Series: “A Listening Heart: The Spirituality of Sacred Sensuousness”** by Br. David Steindl-Rast, led by Kathy Miranda, Feb. 20-March 27, will be offered at the San Damiano Retreat, 710 Highland Drive, Danville. For more information, visit [www.sandamiano.org](http://www.sandamiano.org); or call 925.837.9141.

Santa Clara University’s Jesuit School of Theology (JST) offers an **online retreat, “A Heart Renewed: Daily Lenten Prayer from the Jesuit School of Theology,”** written by members of the JST community - students, faculty, and alumni. Subscribers will receive an email each morning containing a reflection and the listing of sacred texts from Scripture for each day of Lent. To sign up for the daily Lenten reflection emails, please visit [www.scu.edu/ahearthrenewed](http://www.scu.edu/ahearthrenewed).

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## RETREATS

Please contact retreat center or coordinator directly for further registration information.

### **San Damiano Retreat Center**

710 Highland Dr., Danville, 925-837-9141, [katerik@sandamiano.org](mailto:katerik@sandamiano.org), [SanDamiano.org](http://SanDamiano.org)

**NEW!** March 7 (and the first Wednesday of each month) group spiritual direction is offered with Kathy Miranda.

March 8 -- “Celebrating the Joyful Season of Lent” with Fr. Charles Talley, OFM

March 22 -- “The Spirituality of Imperfection” with Fr. Rusty Shaughnessy, OFM.

March 29-April 1 -- Holy Week Retreat with San Damiano Friars and Staff

**NEW!** “Remembering the Biblical Women at Easter” with Jan Stegner will be offered on Tuesdays of April 3-24.

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## JOB ANNOUNCEMENTS

### **NEW! Office Manager - Our Lady of Lourdes Parish, Oakland**

Our Lady of Lourdes Parish is looking for an Office Manager. The Office Manager will provide full office management, administrative, clerical and logistical support services to the rector and parish staff on an as needed basis. This position will be an important contact point between the parish leadership, parishioners, staff, and general public. Proactively manages the calendar scheduling for the rector and parish events. Actively identifies areas for efficiency and way to provide value. For a complete job description [click here](#). This position is classified as S-4 and is part-time, 23 hours/week. It does not include benefits. Position opened until filled. If interested, please submit resume and letter of intent to: [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)

### **NEW! Bookkeeper - Our Lady of Lourdes Parish, Oakland**

Our Lady of Lourdes Parish is looking to fill a part-time bookkeeper position. The bookkeeper will be responsible for the financial bookkeeping of the parish under the direction of the finance committee and rector and will perform a variety of technical bookkeeping duties in accounting software programs. For a complete job description [click here](#).

This position is classified as S-4 and is part-time, 23 hours/week. It does not include benefits. Position opened until filled. If interested, please submit resume and letter of intent to: [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)

### **NEW! Catholic Campaign for Human Development Internship**

The diocesan Catholic Campaign for Human Development (CCHD) office is seeking a part-time, paid intern to assist the CCHD diocesan coordinator, the Parish Solidarity Initiative Coordinator and diocesan team in implementing the new 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 both a local and global level. The CCHD Intern will work with the PSI Coordinator and the diocesan team to train teams in 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 intern will also assist parishes in connecting with organizations that offer activities in which the parishes are interested in participating. The internship runs from September 2018 to May 2019. For more information, please see the full [internship announcement](#). The deadline for applications is March 26.

### **Principal, Lumen Christi Academies – St. Catherine of Siena School**

Lumen Christi Academies (LCA) seeks a principal to lead St. Catherine of Siena Catholic School. The LCA initiative will launch in the fall of 2018 and is expected to attract families and garner support from major foundations interested in a robust academic setting permeated with Catholic values with Christ at the core.

In this critical role, reporting to the Chief Academic Officer, the principal will be responsible for leading St. Catherine of Siena Catholic School and supporting an innovative model of Catholic education that blends the best of Catholic traditions with a bold new commitment to preparing ethical scholars who will contribute to a bright and joyous future. The candidate must be able to support teacher development, provide spiritual, educational, administrative and financial leadership for the school as well as be able to assume responsibility for the day-to-day administration. The principal must demonstrate the ability and desire to work closely and collaboratively with the LCA leadership team, as well as the principals at other LCA schools in this educational model.

Candidates for principal must be actively practicing Catholics, possess a California Teaching Credential and a California Administrative Credential or enrolled in an Administrative Credential Program as well as have at least five years' experience in Catholic educational teaching or administration. The school serves a diverse community; Spanish-speaking skills and familiarity with Hispanic culture would be very helpful.

The successful candidate is also expected to possess excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity as well as a rich academic program. St. Catherine of Siena Catholic School has a supportive pastor, faculty and staff, school board and parent community.

Salary is determined using the Diocesan salary scale and depends on qualifications and experience. Benefits include: health, dental and vision insurance, long and short term disability insurance, and retirement.

### **Send letter of intent, resume and application by March 30, 2018 to:**

Department of Human Resources  
Diocese of Oakland  
2121 Harrison Street, Suite 100  
Oakland, CA 94612  
Or email/Fax to: [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)/510-763-8055

Bishop O'Dowd High School is seeking a President with exceptional leadership skills and a commitment to Catholic education and academic excellence. The next President should be a passionate, visionary, energetic, and transformational leader who can powerfully articulate a compelling vision for an educational organization, lead the development of a comprehensive strategic plan for the school, and oversee the design and implementation of an extensive master plan for facilities that will grow and transform the Bishop O'Dowd campus. The successful candidate will thrive in a school community that reflects the cultural, ethnic, and socioeconomic diversity of Oakland.

**Deadline for applications is March 15.** [Download a full description.](#)

**NEW Apply by March 20** Executive Director, Lumen Christi Academies

The Diocese of Oakland seeks an Executive Director to take charge of the newly established Lumen Christi Academies (LCA), an organization of seven Catholic preschool-8th grade schools within the Diocese. Announced in the fall of 2017, LCA will launch in the fall of 2018 and are expected to attract families and garner support from major foundations interested in a robust academic setting permeated with Catholic values with Christ at the core.

In this critical new role, the Executive Director will be responsible for launching and supporting an innovative model of Catholic education that blends the best of Catholic traditions with a bold new commitment to preparing ethical scholars who will contribute to a bright and joyous future. Primary areas of focus will include development, operational coordination, and ensuring an adequate level of resources and support principal and teacher development across the seven schools. The Diocese welcomes candidates with significant transformational and/or entrepreneurial leadership experience and collaborative business acumen, and a passion for the mission of Catholic education. [Download a full description of the position.](#)

### **Associate Superintendent; Leadership for Innovation and Growth**

The Associate Superintendent of Leadership for Innovation and Growth will provide direction, research, resources and support for planning and implementing learning environments conducive to forming students, teachers, and leaders in the Catholic faith, academic excellence, thoughtful stewardship of resources, and leadership. This position collaborates with and supports the Department of Catholic Schools in all endeavors to further the mission of Catholic education in the Diocese of Oakland. Qualified candidates must have a deep understanding of Catholic schools and be mission-driven and data-informed as well as possess business-savvy mindset. Have knowledge of WCEA accreditation process. Proficiency with information technology and have leadership experience in program development and implementation. For a complete job description and more information on how to apply [click here](#).

### **Associate Superintendent; Leadership for Mission and Professional Learning**

The Associate Superintendent of Leadership for Mission and Professional Learning will provide leadership for integration of Catholic faith and culture throughout the curriculum. Provide direction, research, resources and support for planning and implementing learning environments conducive to forming students, teachers, and leaders in the Catholic faith, academic excellence, thoughtful stewardship of resources, and leadership. This position collaborates with and supports the Department of Catholic Schools in all endeavors to further the mission of Catholic education in the Diocese of Oakland. Qualified candidates will be experienced administrators in Catholic Schools Leadership as well as professional development implementation with emphasis on formation of Catholic identity. For a complete job description and more information on how to apply [click here](#).

### **Retail Associate – Cathedral Shop**

The Cathedral of Christ the Light located on the Cathedral Plaza is looking for a part-time, Retail Associate. Primary functions are sales and customer service. Other duties include cash handling, merchandising, and other clerical duties. Retail experience preferred. This is a part-time position, 12-24 hours/week with full-time potential. The Cathedral Shop is staffed daily from 9:30am-4:30pm. Please submit resume and letter of interest to: Michele Angeli-Zaugg at [giftshop@ctlcathedral.org](mailto:giftshop@ctlcathedral.org).

### **Principal – St. Clement School, Hayward**

St. Clement Catholic School is looking for a Principal for the 2018-19 school year. Qualified candidates must be active, practicing Catholics in possession of a valid current California Teaching Credential or Administrative Credential and have at least five years teaching experience in Catholic schools. For more information and to apply please [click here](#).



### **Parish Secretary -- Holy Spirit Parish, Fremont**

Holy Spirit Parish in Fremont is looking for a Parish Secretary. The Secretary is responsible for office administration including office volunteer staff as well as providing secretarial and related office services for members of the parish staff and various other committees and boards. This is a part-time position, 20-23 hours/week and does not include benefits. For a complete job description and to apply please [click here](#).

### **Principal—Holy Rosary School, Antioch**

Holy Rosary Catholic School is a Pre-K through 8th grade school located in the city of Antioch in Contra Costa County serving the cities of Antioch, Oakley, Brentwood, Discovery Bay and Byron. Holy Rosary School enrolls 443 students with a maximum capacity of 560 students, with a professional staff of 23 and is fully accredited by WCEA/WASC with before and after school Extended Care.

Candidates for principal must be active practicing Catholics, possess a California Teaching Credential and a California Administrative Credential or enrolled in an Administrative Credential Program as well as have at least five years in Catholic educational teaching or administration. The candidate must be able to provide spiritual, administrative, financial and educational leadership for the school as well as be able to assume responsibility for the day-to-day administration. The school serves a diverse community; Spanish-speaking skills and familiarity with Hispanic culture would be very helpful.

The successful candidate is expected to be an active member of the parish staff. Excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity, and academic program are a must. Holy Rosary School has a supportive Pastor, Faculty and Staff, School Board, Parent Group and Parents.

Salary is based upon the Diocesan Scale and depends on qualifications and experience. Benefits include: Health, Dental and Vision Insurance, Long and Short Term Disability Insurance, and Retirement.

Send Letter of Intent and Application by March 31, 2018 to:

Department of Human Resources

Diocese of Oakland

2121 Harrison Street, Suite 100

Oakland, CA 94612

510-893-4711 Fax 510-763-8055

### **Catholic Funeral and Cemetery Services (CFCS)**

Catholic Funeral and Cemetery Services (CFCS) is seeking Associate Location Managers, Family Service Advisors, Family Service Directors and Funeral Assistants. View all current openings:

<http://www.cfcsoakland.org/about-us/job-opportunities/>. If you, or someone you know, might be interested, please contact Bill Clark, [blark@thinkhr.com](mailto:blark@thinkhr.com), for more information.