

ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

JOB LISTING – January 15, 2018

ST. JOHN VIANNEY DOES NOT SCREEN PROSPECTIVE EMPLOYERS. IT IS THE RESPONSIBILITY OF THE JOB APPLICANT TO DETERMINE THE CONDITIONS OF FEE PAYMENT, IF ANY, TO THE PERSONNEL SERVICE AND/OR THE PROSPECTIVE EMPLOYER. RESUME PREPARATION ASSISTANCE IS AVAILABLE. PLEASE CALL THE SOCIAL MINISTRY OFFICE AT 281-497-4434 TO MAKE AN APPOINTMENT. THIS LISTING IS UPDATED EVERY 15TH DAY OF THE MONTH AND AVAILABLE ON LINE AT www.stjohnvianney.org

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

This list is a resource for you to identify openings at web sites, companies, and industries that you may be interested in and qualified for and to find help /support for your job search.

<p>Epiphany of the Lord, Katy, TX EPIPHANY JOB NETWORKING Job Fair January 20, 2018 See below for details</p>	<p>http://www.epiphanycatholic.org/ (281-578-0707)</p>
<p>HOUSTON CHRONICLE HAS ISSUED <u>THE 2017 CHRONICLE 100</u> <u>& 2017 HOUSTON TOP WORKPLACES</u></p>	<p>Lists prominent companies in the Houston area it is a good resource for researching companies you may wish to contact</p>
<p>AT THIS WEB SITE THERE ARE NO JOB FAIRS IN THE HOUSTON AREA Next One MAY 8TH</p>	<p>Go to: http://www.coasttocoastcareerairs.com/ Includes all Texas major cities, has info on individual companies, and some job openings. You can also sign up for notifications</p>
<p>Workforce Solutions/The Work Source provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast <u>No charge.</u> Office locations www.workforcesolutions.com Their job database is WorkInTexas.com</p>	<p><u>Go to web site for details</u> http://www.wrksolutions.com/jobs/jobposting_results.aspx</p>
<p>Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for search by job category or title, http://jobsearch.local-jobs.monster.com/</p>	<p>Best places to work in Houston selected by employees latest issue Nov 2017 http://www.chron.com/topworkplaces <i>Every job hunter should check this site for ideas and leads</i> <u>See feature section in Chronicle: “Jobs” it contains useful info for job hunters</u></p>
<p>Chronicle blogger Kimberly Thompson, Career Rescue many helpful items for job search</p>	<p>Go to: http://blog.chron.com/careerrescue/</p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>Goto:http://houston.jobing.com/</p>
<p>Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards. This site can deliver new jobs daily to your email</p>	<p>Goto:http://www.indeed.com/</p>
<p>Glassdoor-holds a growing database of millions of company reviews, salary reports, interview reviews, and questions.</p>	<p>Go to https://www.glassdoor.com/</p>

JOB COUNSELING & NETWORKING	CONTACT INFO
<p><u>Memorial Assistance Ministries MAM 713-428-4576</u> <u>Employment Services A comprehensive service that provides job leads and job search training Classes in job search, coaching, provide valuable job links</u></p>	<p>Go to http://mamjobsnetwork.org/</p>
<p>Jobs Ministry Southwest</p>	<p>www.jobsministrysouthwest.com</p>
<p>Northwest Bible Church, "Between Jobs Ministry"</p>	<p>http://www.nwbc.org/betweenjobsministry</p>
<p>Chapel wood United Methodist –web site links to Job seekers web site</p>	<p>www.jetjobseekers.org</p>
<p>Epiphany of the Lord, Katy, TX (281-578-0707) EPIPHANY JOB NETWORKING This ministry offers networking, various skills are reviewed, & job opportunities are discussed. Weekly meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office The seminar covers resume writing, interviewing, networking, and other important tools to have a successful career search, with focus on having the right approach and a positive attitude. They hold a seminar on a Saturday about every six weeks, from 9 am to 2 pm. Registration is required and the deadline to register is midnight, Wednesday, and prior to the Saturday of the seminar. The dates of the next four seminars are: January 20, 2018 April 7, 2018 July 2, 2018 October 20, 2018</p>	<p>http://www.epiphanycatholic.org/</p> <p>Career Search Seminars. Every six weeks on Saturday Job Fair January 20th 2018</p>
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<p>SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070</p>	<p>http://www.securitasjobs.com/ PH 832 912 3200 Fax 713 912 3291</p>
<p>Openings at ASSISTING HANDS HOME CARE Looking for compassionate, reliable, honest CNA/caregivers in Katy, West Houston, or Galleria Assisting Hands of West Houston 13111 Westheimer Rd, Suite 200, Houston, TX 77077 281.369.5858 Fax resumes 281.369.5859.</p>	<p>Apply at assistinghands.com/west Houston</p>
<p>Allstate Insurance Co.</p>	<p>https://www.allstate.com/careers.aspx</p>
<p>Coca Cola Bottling Co.</p>	<p>http://www.coca-colacompany.com/careers</p>
<p>McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901</p>	<p>http://careers.mcdermott.com/</p>
<p>Center Point Energy/HL&P</p>	<p>http://www.centerpointenergy.com/careers/</p>
<p>Conoco Phillips</p>	<p>http://www.conocophillips.com/</p>
<p>City of Houston</p>	<p>https://https://www.governmentjobs.com/careers/houston</p>
<p>HARRIS COUNTY has over 100 <u>openings</u> for clerical, technical, and professional positions. 713 274 5445 YOU CAN SUBMIT APPLICATIONS BY EMAIL You can search for jobs "by Categories" Shows a selection of categories with openings You can research jobs by location or department. Employment Line</p>	<p>Complete List of openings by dept. and job title is on: https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx</p>

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 ACCOUNTING MANAGER - Archdiocesan Council Office. The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** Reporting to the Director of Finance and Human Resources, the Accounting Manager is responsible for oversight of all finance, accounting and reporting activities. The Accounting Manager will lead all day-to-day finance operations including functional responsibility over accounting, accounts payable, accounts receivable and payroll. The Accounting Manager will assist the Director in ensuring that SVdP has the systems and procedures in place to support effective program implementation and conduct flawless audits. This position is for 32 hours per week, is full-time and is eligible for benefits. Organizational relationships: Reports To: Director of Finance and Human Resources Also Works With: Executive Director, Program Directors, other staff members, Donors and Community Partners. Supervises: This position supervises the Accounting Clerk FLSA Classification: Exempt PRINCIPAL DUTIES Oversee the general ledger, supporting sub-ledgers and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements Maintain internal controls and safeguards for receipt of revenue, costs and program budgets and actual expenditures Accounting Manager Job Description Responsible for ensuring compliance with financial reporting for approximately 60 Conferences through auditing, training and reporting Perform monthly bank and other balance sheet account reconciliations Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; monitor progress and keep senior leadership current with svdp's financial status Assist svdp's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain and correct variances, as appropriate Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for corporate and foundation grants Report monthly program results to program heads and work with them on variance explanations and forecasts Process monthly sales tax reporting Assist with Form 990 and Annual Report preparation Assist with Special Events as needed Comply with standard business communication practices. Preferred education: Bachelor's degree in Accounting; advanced degree preferred. Preferred skills and experience: 3 – 5 years' experience, including accounting and financial management, preferably in non-profit. Expertise in quickbooks and Excel. Hands-on accounting experience required; this is a "shirt-sleeves" position. Ability to provide leadership, think analytically and creatively. Excellent oral and written skills. Ability to develop and manage individuals. Strong interpersonal skills: ability to create and sustain relationships, communicate with employees, board members, volunteers, donors and civic individuals Strong Microsoft Office skills, detail oriented. Ability to maintain strict confidentiality is essential. Bilingual a plus. Must have valid driver's license and reliable transportation. Ability to sit for long periods of time Ability to lift 25 pounds independently Ability to pass background check.

2 DIRECTOR OF RELIGIOUS EDUCATION - Corpus Christi Church is seeking a qualified individual as Director of Religious Education. Applicants must be Roman Catholic in good standing with the Catholic Church, have a thorough knowledge of Catholic Church teachings particularly in catechesis and have a minimum of three years of catechetical experience in the field. The DRE will oversee the ongoing education programs, sacramental programs, Rite of Christian Initiation of Adults (RCIA), adult faith formation. The DRE will work collaboratively with staff members to implement a comprehensive curriculum and programs to enhance the knowledge and understanding of the Catholic Faith. Excellent interpersonal, leadership, and organizational skills are vital. Applicants must have experiences in an administrative position requiring planning, budgeting, and goal setting. Intermediate to advance proficiency levels with Excel, Word, and Power Point software. Candidate must demonstrate ability to motivate and dialogue with youth and parents. Must be current in Virtus requirements. • Corpus Christi is a multicultural parish applicant must be capable of interacting professionally and respectfully with persons of different cultures and ways of thinking. Bilingual (English/Spanish) preferred. Interested candidates should submit a cover letter, resume, references and salary requirements via email to: Father Thomas Smithson, SSS, Pastor, at tsmithsonsss@gmail.com with Director of Religious Education in the subject line. Corpus Christi Catholic Church 9900 Stella Link Rd. Houston, TX 77025.

3 FULL-TIME DIRECTOR OF LITURGY AND MUSIC - We are a ten-year old parish, with a growing, diverse community of mostly young families in Sienna Plantation of Missouri City, Texas. St. Angela Merici Catholic Church is seeking a full-time Director of Liturgy/Music. Academic degree in music, with skills in choral direction and vocal performance along with a strong background in Roman Catholic liturgy are necessary: an academic degree in music or liturgy is preferred. Skills in piano, organ or keyboard, are a plus. We are looking for an individual with excellent communication skills who can work collaboratively with our Pastoral team here at the parish and with our Liturgy teams and Music ministry as well. We have just dedicated our new church worship facility on October 30th 2017, and need someone who can lead our Liturgical and Music Ministries in meeting the needs of our thriving community. Responsibilities include formation and on-going training of all liturgical ministers, liturgy and music planning, overseeing scheduling of all ministries, direction/coordination of volunteer music groups (including a children's choir) and coordination of liturgical needs for weddings, funerals and holy days. Salary and benefits are based on skills and experience. To apply, please contact Fr. John Cahoon at (281) 778-0400, by email at frcahoon@stamericigh.com, or send resume to St. Angela Merici Catholic Church, 6140 Hwy 6 South, PMB 99, Missouri City, TX 77459.

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4 DIRECTOR OF DEVELOPMENT - The Archdiocese of Galveston-Houston is seeking a full-time Director of Development, who, in support of the Archbishop, will establish stewardship and fundraising opportunities in support of and to advance the pastoral programs, ministries, schools, and St. Mary Seminary in Galveston-Houston. This position is responsible for planning, organizing, and directing fundraising including but not limited to, Diocesan Service Fund, major gifts, planned giving, special events, Cardinal's Circle, and capital campaigns. The Archdiocese of Galveston-Houston serves the spiritual needs of its Catholics with worship in over fourteen languages in 153 parishes. It is the home of the largest private school system in the State of Texas and its educational outreach spans a growing family of 49 Elementary-Middle Schools and 10 High Schools. General Requirements Strategically and practically, the Director of Development shall implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. The incumbent must have the capacity to nurture strong relationships with donors and key stakeholders, have a demonstrated success with major gift solicitation, knowledge of the systems, structures, and teachings of the Catholic Church, including the theology of stewardship, demonstrated success with planned giving programs and excellent written and oral communication skills. Management, leadership, interpersonal and organizational are key requirements along with the ability to research and effectively communicate best practices/resources in fundraising and stewardship. Suitable candidates must be active Catholics in full communion with the Catholic Church, a visionary leader and energetic advocate for the ministry of church, and a faithful disciple of Catholic philosophy, values, and teachings. Education and Experience Bachelor's Degree and 10 or more years of experience as a development professional with demonstrated success in fundraising and donor engagement. Incumbent must have a working knowledge of related software i.e. donor database software, Raiser's Edge and Microsoft Office Suite. Suitable applicants should email cover letter and resume to resume@archgh.org with Director of Development in the subject line. Archdiocese of Galveston-Houston 1700 San Jacinto Houston, TX 77002.

5 LAY CHAPLAIN - The Catholic Lay Chaplain has the primary responsibility of coordinating the sacramental and doctrinal and pastoral needs of all Catholic patients. To provide pastoral support to the patient and the patient's family. To coordinate the needs of the patient with the priest assigned to the facility and to triage the need for the priest in emergent situations. The Chaplain is to interact with the medical staff and when needed provide clarity to the Catholic Ethical and Religious Directives in support to the desires of the patient. The responsibilities of the Lay Chaplain may include the following: The core of the chaplain's ministry is being a compassionate, pastoral presence to those who are suffering and to those who serve as caregivers, such as family and when needed staff members. The Lay Chaplain hears an array of life stories in his/her daily ministry. The Lay Chaplain screens the spiritual care needs of the patient. Provides the Sacramental needs and refers to the Priest Chaplain when indicated. The Lay Chaplain provides pastoral care and counseling to the Catholic patients, their families and staff (e.g. before and after surgery), care of terminally ill patients, coping with situations personal or professional, or thinking through ethical questions. The Lay Chaplain rounds on all Catholic patients at least twice a week and daily on patients in ICU. Chaplain stays in touch with patients and families who may require anointing and to facilitate that happening during daytime hours. The Lay Chaplain is obligated to keep the staff chaplain assigned to the unit of significant issues related to their patients assigned to their care. The Lay Chaplain provides education to patients and families on the current theology of Anointing of the Sick and other Sacraments. The Lay Chaplain is responsible for recruitment, education and coordination of Catholic Pastoral Visitors and Eucharistic Ministers. Knowledge, Skills and Abilities: The Lay Chaplain must be able to provide spiritual care appropriate to the spiritual and cultural traditions of the patients and families served. The Lay Chaplain must demonstrate knowledge of the principles of spiritual growth and development. The Lay Chaplain must be aware of personal boundaries and be an active listener. The Lay Chaplain must be self-motivated and work well with medical staff and the Catholic clergy. Education: the Lay Chaplain must be a Catholic in good standing with the Church and have completed or in the process of completing two units of Clinical Pastoral Education (CPE) or has completed or in the process of completing the Certificate in Pastoral Care or equivalency. A Bachelor's Degree. The Lay Chaplain must have a good understanding of Family System Theory. Please send cover letter and resume to resume@archgh.org and write Lay Chaplain in the subject line.

6 YOUTH MINISTRY DIRECTOR - St. Thomas Aquinas Church 12627 West Belfort Sugar Land, TX 77478 Summary: St. Thomas Aquinas Catholic Church is seeking a Youth Ministry Director in a full time position to coordinate our Confirmation, Edge and Life Teen programs for middle and high school youth. Responsibilities include but are not limited to: Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process. Prepare and implement curriculum and materials for Edge and Life Teen Programs. Work closely with the Pastor and his staff to ensure the youth ministry is properly integrated with other parish ministries. Recruit, train and coordinate Core Teams of adult volunteers. Maintain clear and open lines of communication with the students, parents, Pastor and staff. Ensure that all adult volunteers are VIRTUS trained. Plan and monitor program budgets. Maintain registration and attendance records. Plan and organize the Life Teen retreat. Plan and assist with fund raisers. Attend various Archdiocesan meetings and training seminars related to the Youth Ministry. Set a Catholic example for youth and parents by attending Mass and participating regularly in the Sacraments. Qualifications: Bachelor's Degree in Theology or Education preferred. Must pass a background check. Must have working knowledge of Excel, Word, Publisher and PowerPoint applications. Work schedule: Classes are held on Sunday afternoons and Wednesday evenings. Other workday hours will be determined in consultation with the Pastor. Director will be expected to attend and be present at retreats, days of reflection and other special events. Resume submission: Applicants may submit resumes by US Mail to Lee Meister, Business Manager at the above address or by email: lmeister@stasugarland.com. When submitting via email, cc to the Pastor, Father Santy Kurian: frskurian@stasugarland.com.

7 DIRECTOR OF RELIGIOUS EDUCATION - St. Laurence Catholic Church is seeking a qualified individual to fill the position of Director of Religious Education. Qualifications desired for this position include: Roman Catholic in good standing with the Catholic Church. Degree in Theology/Religious Education or related field. Catechist Certification; working familiarity with the Catechetical documents of the Church. Five years' experience in an administrative catechetical setting. Excellent budgeting, communication, organization, presentation, facilitation and collaboration skills. Proficiency with Microsoft Office Suite. Ability to maintain confidentiality. St. Laurence is a large and vibrant parish of 7,500 families, whose membership reflects the rich cultural diversity of Fort Bend County. As a parish family, we are centered in the love of Christ and live to glorify God in all we do. Interested candidates should send a resume with a cover letter to Tony Oltremari, St. Laurence Parish Administrator, at toltrema@stlaurence.org. St. Laurence Catholic Church 3100 Sweetwater Boulevard Sugar Land, Texas.

8 FULL-TIME DIRECTOR OF LITURGY Saint Anne Catholic Church 2140 Westheimer Road Houston, TX 77098 Summary: Leads the parish in all its liturgical needs and actively supports our lectors, sacristans, Eucharistic ministers, altar servers, and ushers. Essential Duties and Responsibilities: Provides spiritual formation for the ministerial roles of lectors, sacristans, Eucharistic ministers, altar servers, and ushers. Serves as resource to those ministerial roles for ongoing updates on current liturgical practices. Assists with scheduling ministers and provides support of ministry heads with recruiting and training new ministers. Each ministry should be supported by the Liturgist individually, but the Liturgist should also insure that the ministries regularly meet together for planning and community-building purposes. Coordination of facilities and resources (e.g., seasonal and mass specific candles and flowers, vestments, tableware, and altar linens, chairs for choir masses, etc.) as needed to provide an appropriate liturgical environment at Saint Anne. Coordinate sacramental services such as weddings, funerals, baptisms, reconciliation masses, sacrament of the sick, and RICA with all involved personnel. Collaborate with the director of music to plan seasonally appropriate music, prayer, and liturgy. Coordinate with the Children's CCE director to plan liturgy for First Communion and Confirmation throughout the year. Work with the appropriate personnel at St. Anne Catholic School on liturgy and sacrament preparation and planning. Generate formation opportunities such as regular articles for the Saint Anne website and bulletin on liturgical topics. Speak occasionally to parish groups on liturgical topics. Oversees the Liturgical budget. Leads Liturgy Committee meetings, which are held three times per year. Education and Experience: Master of Divinity is preferred; MA in theology or MTS also acceptable. Provide any certifications for specialized course work in Catholic Liturgy. Previous experience (8-10 years) as a liturgist in a Catholic parish in the United States with at least 3,000 families. Working knowledge of Microsoft Excel, Word, Outlook, and Publisher. Experience with Google docs and Google calendar is a plus. Language and Communication Skills: Ability to communicate effectively, both verbally and in writing, is required. Fluency in Spanish would be beneficial. To apply please email résumé and cover letter to Greg Herzog, director of operations – gherzog@saintanne.org.

9 DIRECTOR - The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, Archbishop, is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes and we participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community — and we do all this in the name of our Lord, Jesus Christ. Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest Catholic population in the state of Texas and the 12th largest in the United States. Summary: The Archdiocese of Galveston-Houston is seeking eligible candidates for the position of Director, Office of Adolescent Catechesis and Evangelization. This position reports directly to the Secretariat Director for Pastoral and Educational Ministry and oversees the development of comprehensive youth ministry in parishes through leadership development, training, education, programs, and retreats. The director is responsible for the management of staff, programs, resources and the stewardship of the archdiocesan office. General Requirements: Suitable candidates must be an active Roman Catholic in full communion with the Church. A demonstrated commitment to the mission of the Church and have a thorough understanding of adolescent catechesis and evangelization philosophy and teachings. Expertise in instructional leadership, curriculum development, and knowledge of marketing, recruitment, and fiscal management are expected. Education/Experience: The Director, Office of Adolescent Catechesis and Evangelization, must have a master's degree in theology, pastoral ministry or related area, and a minimum of five years' experience in a leadership position at the archdiocesan level. Superior oral and written communication skills, ability to speak to and facilitate large groups and conferences is essential. Suitable candidates are welcome to email a cover letter and résumé to resume@archgh.org with Director OACE in the subject line or mail via US Post to: Human Resources Resume, PO Box 907, Houston Texas, 77001-0907.

10 DIRECTOR OF YOUTH MINISTRY - We seek a full time Director of Youth Ministries, whose primary responsibility is to implement a comprehensive youth ministry program for senior and junior high students, while serving with the Assistant Director of Youth Ministries and a team of volunteers to carry out the mission of the parish. The Director will serve as the Life Teen coordinator, the Coordinator for the Sacrament of Confirmation preparation, and also be directly responsible for catechesis, social events, Archdiocesan programming, and fellowship opportunities. The position is immediately available. Qualifications: The Director of Youth Ministries must be at least 21 years of age with a minimum of 5 years of youth ministry experience and possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or related field. They should also have completed Virtus training with a successful background check. The applicant should be proficient in Microsoft applications, and knowledgeable with regards to planning and maintaining a budget. Compensation will be based on education and experience. How to Apply: Please send a cover letter, resume, and three references to: St. Ignatius Loyola, C/O DYM Search Committee, Spring, TX 77379 or email at DYMSearchCommittee@silcc.org.

11 ASSOCIATE DIRECTOR OF YOUTH MINISTRY - The Associate Director of Youth Ministry is responsible for bringing about Comprehensive Youth Ministry in light of our mission to bring youth into communion and intimacy with Jesus Christ. The Associate Director is responsible for planning and coordinating the Systematic Catechetical Youth Ministry Program for 6th -8 th grades as well as all Special Events for 6th -12th grades. This includes retreats, camps, and conferences for both Junior High and High School. The Associate Director is also responsible for assisting the Director of Youth Ministry in helping to develop and implement new programs offered by the Archdiocese and/or created at Saint Helen and will assist in all office duties as well as training and working with volunteers and other staff at Saint Helen Catholic Church. This is a full time position and therefore would require 40 hours per week. Administrative Responsibilities: 6 th -8 th Grade Systematic Catechesis 1. Plans, coordinates, facilitates, and evaluates all programs, classes, retreats, parent meetings, and special events for 6th -8 th grade Systematic Catechesis in both English and Spanish. 2. Communicates clearly with the Liturgy Department regarding all liturgies. 2. In collaboration with the Director of Youth Ministry, plans and monitors a budget for 6 th -8 th grade Systematic Catechesis and 6th -12th grade Special Events. 3. Recruits, trains, and supervises all catechists involved in the program. 4. Arranges for every catechist to be knowledgeable about the Archdiocesan Ethics and Personal Conduct Policy, Volunteer Code of Conduct, and to assure that the signed documents are maintained. 5. Arranges for every driver for all events to be in compliance with the Archdiocesan Fleet Policy, and to maintain the necessary documents. 6. Maintains a working inventory of resources, including textbooks, teacher's manuals, resource books, and supplies. 7. Offers sufficient training and referral resources to prepare youth with special needs. 8. Maintains accurate records of attendance and registration. 9. Collaborates with the parents of the youth in the preparation process and intentionally strives to serve the spiritual needs and foster the conversion of the family as a whole. 6 th -12th Grade Special Events 1. Coordinates our parish's participation in the Archdiocesan Youth Conference and Junior High Youth Rally. 2. Collects registration forms, fees, arranges transportation, room assignments, meals, and recruits chaperones. 3. Plans the fundraising activities to help youth pay the registration fees. 4. Attends Archdiocesan meetings that are associated with the conference. 5. Plans, coordinates, facilitates, and evaluates all Junior High and High School retreats as part of the Systematic Catechetical Program. This includes all the necessary paperwork and logistics required for the events. 6. Assists the Director of Youth Ministry with the Confirmation Retreat and helps as needed with necessary paperwork. To Apply: Please send your resume and a cover letter to Brittany Garcia, Director of Youth Ministry, at brittany@sthelenchurch.org.

12 DIRECTOR OF MUSIC MINISTRY - Saint Katharine Drexel Catholic Community is seeking a qualified candidate for the fulltime position of Director of Music Ministry. The candidate will be able to provide leadership and direction in the planning and implementation of both English and Spanish liturgical music in a collaborative environment. The candidate must be willing to recruit, teach and motivate new choir members. Ability to work toward promoting prayerful, engaging liturgies that support congregational singing is necessary. Requirements: Qualified candidates should have strong keyboard and competency in choir direction. Bilingual (Spanish/English) is desirable. The candidates should be familiar with computer technology, including Microsoft Office Suite and Finale Notation software and also a basic knowledge of sound system technology. A general knowledge Catholic Church documents on music in the liturgy. Interested candidate can submit a resume by email to Fr. David Harris at dharris@skdcc.com. You may also call for an appointment at: 979-826-2275.

13 PART-TIME MUSIC DIRECTOR - St Mary Star of the Sea 1019 West 6th Street Freeport, TX 77541 Summary: Seeking a part-time (19 hours a week) Music Director for St. Mary Star of the Sea in Freeport, TX. Starting hourly rate is \$12.00 per hour but is negotiable per experience. Must be available for Saturday 5:30 pm Mass, Sunday 9:00 am English and 11:00 am Spanish Masses. Must also be available for funerals. Education/Experience: Must know how to: play piano and/or organ; work with the Spanish choir; know voice training and voice harmony integration; and know Liturgical Music and Liturgical Planning. Candidates please send your resume to pastor@stmarystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information.

14 MAINTENANCE DIRECTOR - As a Maintenance Director, your overall responsibility will be to ensure that the Church, School and other facilities in our property remain in good working order. You will also keep a planned preventative maintenance schedule and follow up with staff - front office after repairs are completed. Your specific duties in this role will include. Taking service orders and prioritizing them. Oversee each work order to ensure that it is quickly and adequately completed. Maintaining and assigning tasks for a preventative schedule. Ensure that your staff remains on schedule. Keep the shop organized and in good working order. Ordering Parts and supplies as needed. Keep Pastor and Administrator informed of overall conditions of the property. Perform other miscellaneous duties as assigned. Working on-call as required. Education/Experience: High School diploma or GED. Minimum 2 years of experience in performing mechanical repairs and Maintenance of home-related mechanical equipment. HVAC Certification preferred and expertise. Universal Certification, plus any additional certification as required for AC works. Valid Driver's License, Residence within 20 miles of STM. Basic Knowledge of the repair and maintenance of other household appliances, plumbing, and lighting fixtures. Availability on-call. Contact information to send resume. Please send your resume or applicable information to rectory@stmhouston.org. St. Thomas More Catholic Church 10330 Hillcroft Street Houston TX, 77096.

15 DIRECTOR OF RELIGIOUS EDUCATION - St. Pius V Catholic Church 812 Main Street Pasadena, TX 77506 Summary: The Director of Religious Education (DRE) will be accountable to the Pastor and shall be responsible for the total religious education program of the parish for adults, youth and children. Responsibilities include sacramental preparation, the faith formation of children in grades PK-12, and the RCIA. The DRE will also assist in the development and provide oversight of youth and young adult

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ministries and faith enrichment programs for adults. This position requires a 40 hour work week with some evening and weekend hours. The DRE will be a liaison and direct point of contact between families, volunteers, catechists, office staff, and the Pastor. The ideal candidate will be bilingual, have exceedingly good verbal and written communication skills, be meticulously organized, be a strong leader, have a bachelor's degree (at minimum), be a certified master catechist, and be adept using computer software and social media. Qualifications: Practicing Roman Catholic with a commitment to his/her own faith life. A well-developed knowledge of Scripture, the Catechism, Church documents, and Church history. Experienced in teaching the faith to adults, youth and children. Able to communicate with all age groups, from varying cultural and social backgrounds. Skilled organizer and overseer of catechetical programs that incorporate volunteer contributions. An undergraduate or graduate degree in theology or religious education. Archdiocesan DRE certification or Master Catechist Program. Two to three years recent catechetical experience. Interested candidates, please email Fr. Joe Doran at frjoe@spvpasadena.org.

16 DIRECTOR OF RELIGIOUS EDUCATION - Immediate opening for a DRE who is responsible for the total religious education program of the parish for adults, youth and children of our 1500 family community. Duties and Responsibilities: The DRE implements and manages program content, staff and budgets; coordinates with other parish ministries and activities; reports to pastor and parish councils and committees as required. In addition, the DRE shall articulate a vision of catechesis and the catechetical process based on the major catechetical documents of the Church and Archdiocesan guidelines. Review, evaluate, and develop programs, long- and short range goals and objectives. Act as Leader in helping the parish community evaluate and carry out its role as a catechizing agent. Utilize appropriate methodologies of adult-centered and/or child-centered learning. Implement or support a program of catechist formation according to Archdiocesan certification norms. Involve the family as an essential agent in the faith formation process, especially in the faith formation of children and adolescents. Incorporate service opportunities, and reflections on these experiences, in catechetical programs for adults, adolescents, and children. Provide opportunities for participation in prayer, personal spiritual development and communal worship. Initiate and maintain accurate records on students, families, catechists, and other participants. Requirements: Roman Catholic who is able and regularly participates in the sacramental life of the Church. Well-developed knowledge of Scripture, the Catechism, Church documents, Familiar with Church history, the stories of the saints and martyrs and Mariology. Experienced in teaching the faith to adults, youth and children. Skilled organizer and overseer of catechetical programs that incorporate volunteer contributions. Proficient speaking and writing abilities in both English and Spanish as we are a predominantly Hispanic community. . An undergraduate or graduate degree in theology or religious education. . Archdiocesan DRE certification or Master Catechist Program. . Two to three years recent catechetical experience Interested Candidates please email Fr. David Harris at dharris@skdcc.com. St. Katharine Drexel Church 800 FM 1488 Hempstead, TX 77445.

CLERICAL/ADMINISTRATIVE JOBS

1 SVDP PARISH VOLUNTEER DEVELOPER – Temporary Position LOCATION: Archdiocesan Council Office. The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. JOB SUMMARY The SVdP (Society of St. Vincent de Paul) Parish Volunteer Developer builds relationships with pastors and parish-based volunteer groups (“conferences”) located within the northeast Deanery (north – northeast Houston area) to understand parish strengths and opportunities for growth, so proposed recommendations will be considered and implemented effectively. The SVdP Parish Volunteer Developer works with the Deanery to enhance awareness of Society of St. Vincent de Paul (SVdP) and the role it plays in parish social ministry, and also fosters goodwill between the two entities and focuses on the community impact SVdP can have within their parish community. This is a grant-funded temporary assignment totaling 1080 hours at \$25 per hour that will end on July 31st, 2018. Firm end date. ORGANIZATIONAL RELATIONSHIPS: Reports To: Director of Vincentian Services Also Works With: Executive Director, Program Directors, other staff members, Donors and Community Partners Supervises: This position has no supervisory responsibilities FLSA Classification: Non-exempt PRINCIPAL DUTIES Recruitment, Leadership Installation and Training, create an outline including timeline and detailed description of all the activities needed to reach objectives. Work with conference membership and parish ministries to meet on a regular basis to foster the relationships between the parish and SVdP at the parish level as well as between the parish/conference and the Central Office staff. SVdP Parish Volunteer Developer – Temporary Position Description: Plan and execute an “Invitation to Serve” or “Recruitment” event, centrally located to the 4 parishes. Provide hands on training and assistance at the point of service to help model holistic approach to client services. Plan and conduct Ozanam Orientation Training. Meet with District Leadership, conference Presidents to formulate and execute a plan of action for installing all levels of leadership at each conference. Plan and conduct leadership training. Develop and document processes utilized for each activity – where appropriate. Infrastructure: Evaluate the current infrastructure needs of the conferences (computer and client tracking systems), recommend and implement as approved. Provide all training necessary to access and utilize the platforms appropriately to include appropriate reporting by each conference. Evaluate and document current services provided at each location. Reporting: Report to Director biweekly on all activities, including output/outcome measurements and challenges/opportunities experienced. Analyze/Report on impressions with regard to Conference atmosphere, parish interaction. Analyze and report on client services provided from start of project through July 31, 2018. Build dashboards for use to analyze conferences individually and collaboratively. Prepare a summary report analyzing each of the activities, outcomes and recommendations based on experiences for both analyzing the result of this project, plus how it can be replicated in other service

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areas. EXPERIENCE/MINIMUM REQUIREMENTS: Associate's degree or equivalent work experience preferred• One (1) to three (3) years of experience in project coordination and/or administration• PREFERRED SKILLS AND EXPERIENCE: Strong written and verbal communication skills• Bilingual a must• Computer savvy with strong Microsoft Office skills• Knowledge of client tracking systems and integration a plus• A team player with the ability to interface with volunteers, donors, staff and management• Customer service and detail oriented• Ability to multi-task in a fast paced environment• Experience working with non-profit organizations is helpful• Must have reliable transportation• Please email or fax resumes and applications to: hr@svdphouston.org or 832/538-0322 Website: www.svdphouston.org.

2 ASSOCIATE COORDINATOR OF LIFE TEEN YOUTH MINISTRY - The Faith Formation Department of St. Martha is looking for a dynamic, faith-filled and passionate person to join the Youth Ministry team as Associate Coordinator of Life Teen Youth Ministry. This would be a full time position with benefits. This individual would be responsible for coordinating a comprehensive youth ministry program including catechesis as well as retreats, service projects and other opportunities for evangelization for youth throughout the year. They would work in conjunction with the Associate Coordinator of Youth Ministry (High School/Confirmation) and the Associate Coordinator of Youth Ministry (Middle School) as a youth ministry team. Responsibilities include (but are not limited to) the following: Focus on relational ministry throughout the whole Youth Ministry program• Coordinate the Life Teen program including weekly Life Nights• Mentor Core Team members for Life Nights and other Life Teen activities. • Encourage young adults to use their gifts and talents in working with youth Plan and implement weekly Wednesday night youth gatherings (known as the• Upper Room) Work in conjunction with the other youth ministers to plan both day and overnight• retreats throughout the year Work in conjunction with the annual SHINE mission trip coordinators each summer• Plan and participate in summer youth activities (including but not limited to the• Archdiocesan Youth Conference, service opportunities and Steubenville Youth Conference) Coordinate opportunities for youth to encounter Jesus throughout the year• Requirements: Must be a practicing Catholic with a personal commitment to Christ and desire to• grow as a disciple Should have a good understanding of current youth culture and the next• generation/ an innovative person willing to think outside the box in reaching our young people for Christ A minimum of a Bachelor's degree in Theology, Religious Education or Youth• Ministry (or related field) is required Bilingual with proficiency in English and Spanish would be helpful• Please send resumes to Carla Lewton at carlal@stmartha.com.

3 EARLY CHILDHOOD TEACHER - St. Rose of Lima Early Childhood Center is accepting applications for Early Childhood teachers. Our full time and year round center provides a quality early childhood program that offers a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children based on Catholic values and traditions. Key responsibilities include but are not limited to the following: Be available to work year round within the hours of 6:45 am – 6:15 pm. • Complete age appropriate curriculum plans in a timely manner and• communicate these plans to others as needed and implement. Plan, prepare and maintain the class room environment. • Orient and train new teachers, assistant teachers and substitute teachers. • Supervises staff working under her/his direction• Maintain an observational record for each child and all other routine forms. • Attend all staff meetings, recommended training programs and• conferences. Help with general housekeeping tasks. • Requirements: Strong sense of service• Good organizational skills• Ability to communicate professionally and openly with children, parents and• staff. Must be physically and mentally able to work with children. • Have physical strength to lift and carry children and other items weighing• up to 50 lbs. 1 year experience in a state licensed early childhood center• First Aid and Pediatric CPR certification• High School Diploma (CDA, AA or BS preferred)• Send resume to Diane Bozeman at dbozeman@stroselima.org. St. Rose of Lima Catholic Church 3600 Brinkman Houston, TX 77018.

4 FACILITIES MAINTENANCE RESURRECTION - The Church of the Resurrection is seeking an experienced candidate for a full-time maintenance position, M-F 8am-5pm. The candidate will be responsible for the upkeep and repairs of the church, school buildings and La Divina Providencia Chapel. Inform the Pastor and Business Administrator of overall property conditions. Duties and Responsibilities: Maintain all church and school buildings• Knowledge of plumbing, electrical, heating• & cooling systems, cleaning chemicals/supplies, and grounds maintenance Occasional weekend/evening/holiday work to assist with special events• Some clean-up/janitorial duties• Ability to respond to emergencies• Complete assigned projects in a timely manner• Communicate with outside vendors and contractors• Order and pick up supplies• Have a valid Texas Driver's License• Perform all other duties as assigned or needed• Qualifications: Have good verbal and written communications skills, fluent in English, ability to• email, and possess interpersonal skills while dealing with co-workers and parishioners Minimum of three years of maintenance work• Must pass a background check• High school diploma or equivalent• Ability to work quickly and independently• Good work attendance• Be discreet and trustworthy• Physical Effort and Working Conditions: Must be able to climb a ladder, work on rooftop, and outdoor work• Ability to lift and move objects of modest weight (15lbs- 50lbs)• Frequent stooping, bending, lifting, and walking• Use power tools for building and grounds maintenance• To apply, please submit your resume and references to Hugo Banda at hbanda@rcchouston.org.

5 FACILITIES MAINTENANCE - Holy Ghost Catholic Church is seeking a qualified candidate for a full-time maintenance person, 40 hours per week, to manage the upkeep and repair of the church and school facilities. The new hire will report to the Maintenance Supervisor. Principal Duties and Responsibilities: Person will help maintain multiple buildings on the Parish grounds including (but• not limited to) minor carpentry and painting Plumbing, electrical, heating and cooling experience• Must be able to maintain and/or

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repair various items on the property as needed• based on maintenance schedule Must be quick to respond to emergency situations and/or alarms when necessary• Must help inspect property regularly• Person must be able to perform outdoor work, climb a ladder, work on rooftop• Must be able to lift/move a modest amount of weight up to 50 pounds• Some clean-up required, including restrooms• May be asked to assist in unpacking and distributing supplies• Weekend and evening work will occasionally be required for special events and/or• emergencies Install equipment as needed• Must have good verbal/written communication and organizations skills to• communicate with supervisors as well as interpersonal skills while dealing with coworkers, parishioners, and volunteers. Experience: Candidate must have a minimum of two years maintenance work experience• Must have a valid Texas Drives' License• Candidate must pass a criminal background check• Bilingual Spanish/English encourage to apply• Resume Submission: Applicants may submit their resume and the contact information of two references by US Mail to LuzDalia Sanchez at the Parish Office at the above address or by email sanchezl@holyghostchurch.net.

6 PART-TIME MAINTENANCE CUSTODIAN - All Saints Catholic Church is accepting applications for a Part-Time Maintenance Custodian. This person will report directly to the business/facility manager and pastor. Responsibilities include, but not limited to: Help maintain the buildings on campus, including the church. • Re-arranging several rooms on campus before and after events, including some• clean up and must be able to lift/move a modest amount of weight. Ability to complete assigned projects in a timely manner. • Able to maintain and/or repair various items on the property as needed. • Basic knowledge of light plumbing, electrical, and some heating and cooling• experience. Be quick to respond to emergency situations and/or alarms when necessary. • Help inspect property regularly. • Have good verbal and written communication skills with supervisors as well as• interpersonal skills while dealing with co-workers and parishioners. May be required to work some weekends and Holy Days/holidays. • Perform other duties as may be directed by supervisor and/or pastor. • Qualifications: A high school diploma or equivalent. • Minimum three years' experience as a maintenance custodian or equivalent• position. Able to adequately communicate in English. • Ability to work independently and quickly. • Be reliable and have a history of a satisfactory attendance record. • Ability to work well with other parish employees and must be trustworthy and• discreet. Working Conditions: Able to work a minimum of 5 hours each day, Monday through Friday. • Some periodic evening or weekend hours may be required to assist with special• events. Able to lift up to 40 lbs. • Able to bend, stoop, pull, push, climb stairs, grasp, and reach overhead. • Properly and safely handle all cleaning solutions and chemicals. • To apply please send your resume to david.dwigans@allsaints.us.com.

7 BOOKKEEPER - Holy Ghost Catholic Church is seeking a full time Bookkeeper to perform general ledger analysis, account and systems analysis and prepare financial reports. This position will report to the Business manager. Salary commensurate with experience. Key Responsibilities: Assist the Business Manager in the preparation of the annual budget for the• Holy Ghost Catholic Church. Prepares monthly financial reports including calculating and reviewing all• variances from budget for all departments and the Parish Finance Council. Attends quarterly Parish Finance Council Meetings• Ongoing review of Balance Sheet and Income statement for accuracy. • Reconciliation of general ledger to PDS and sub ledgers Post all deposits and journal entries from offertory, departments and various• ministries to the proper general ledger account Prepares Annual Parish Stewardship Report• Prepares quarterly Texas Sales Tax Report• Maintain vendor files• Track expenses and process expense reports• Reconcile accounts payable transactions• Process bi-weekly payroll following all Federal and Texas Pay Day Laws;• Balance checking account and submit reconciliation to Business Manager• for review Requirements: BS in Finance or Accounting with 2 to 3 years of proven bookkeeping experience. This person must be a self-starter, have critical thinking skills and is organized. The person should have computer skills in Microsoft Word, Excel and be willing to learn ConnecNnow, and Parish Data Services software. Bilingual Spanish/English are encouraged to apply. Applicants may submit their resume and the contact information of two references by US Mail to LuzDalia Sanchez at the Parish Office at the above address or by email to sanchezl@holyghostchurch.net.

8 COORDINATOR OF YOUTH MINISTRY - St. Mary Magdalene Catholic Church has an immediate opening for a full-time, salaried Coordinator of Youth Ministry (CYM). The CYM will develop and coordinate a comprehensive Youth Ministry program for both middle school {grades 6 – 8} and high school {grades 9 – 12} youth; special emphasis should be placed on evangelization, outreach, and service / mission work. The CYM will collaborate with the Pastoral Associate for Formation in implementing the catechetical and sacramental preparation programming for grades 6 – 12. A qualified applicant must: be an active and practicing Catholic (in full communion with the Church) and be at least 21 years of age with a minimum of 2 years of parish Youth Ministry experience; hold a Bachelor's degree in Theology, Religious Education, Youth Ministry, or a related field – or equivalent combination of experience and education. The applicant must also have a strong Catholic theological background; possess strong interpersonal, communication, and organizational skills; be able to effectively and efficiently manage fluctuating demands and deadlines, as well as ministry volunteers. Experience using Windows-based computers with Microsoft Office software is essential. Please submit a résumé with cover letter, salary requirements, and references to Mike Smith (Pastoral Associate for Formation) via email at msmith@st-mm.com; no telephone inquiries, please. Interested applicants should submit their paperwork by December 30, 2017 for consideration. St. Mary Magdalene Catholic Church 527 South Houston Humble, TX 77338.

9 PARISH BOOKKEEPER - St. Francis de Sales Catholic Church is seeking to employ a Bookkeeper for 30 hours per week. This position is responsible for the accurate and timely handling of the parish bills, deposits, and financial records including but not limited to the parish bank account and savings account. He/she will also maintain current personnel records and process payroll biweekly. The

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following are required responsibilities: review for accuracy and pay all invoices ♦ prepare financial reports as requested ♦ create and book all deposits ♦ take deposits to the bank ♦ process new employee applications and other paperwork ♦ maintain records for all current employees including insurance and benefits ♦ prepare payroll for all church employees on a bi-weekly schedule ♦ attend quarterly Finance Council meetings in the evening ♦ be available for work on weekends during special events like Gala and Bazaar ♦ attend Archdiocesan training as necessary ♦ Proficient with Word, Excel, ADP Payroll, Logos Accounting and 10-key touch ♦ Qualifications: At least three (3) years of previous Accounting experience ♦ Send Resume and references to: St. Francis de Sales Church Susan Kirksey, Parish Administrator 8200 Roos Rd. Houston, TX. 77036 Email: susank@sfdshouston.org No telephone calls please. St. Francis de Sales Church 8200 Roos Road Houston, Texas 77036.

10 PARISH BOOKKEEPER - St. Francis de Sales Catholic Church is seeking to employ a Bookkeeper for 30 hours per week. This position is responsible for the accurate and timely handling of the parish bills, deposits, and financial records including but not limited to the parish bank account and savings account. He/she will also maintain current personnel records and process payroll biweekly. The following are required responsibilities: review for accuracy and pay all invoices ♦ prepare financial reports as requested ♦ create and book all deposits ♦ take deposits to the bank ♦ process new employee applications and other paperwork ♦ maintain records for all current employees including insurance and benefits ♦ prepare payroll for all church employees on a bi-weekly schedule ♦ attend quarterly Finance Council meetings in the evening ♦ be available for work on weekends during special events like Gala and Bazaar ♦ attend Archdiocesan training as necessary ♦ Proficient with Word, Excel, ADP Payroll, Logos Accounting and 10-key touch ♦ Qualifications: At least three (3) years of previous Accounting experience ♦ Send Resume and references to: St. Francis de Sales Church Susan Kirksey, Parish Administrator 8200 Roos Rd. Houston, TX. 77036 Email: susank@sfdshouston.org No telephone calls.

11 PROGRAM COORDINATOR - The Archdiocese of Galveston-Houston is seeking a Programs Coordinator for the Office of Vocations. This person will provide administrative support to the Director and Associate Director, oversee the planning, coordinating, scheduling, marketing, evaluation, improvement, and follow-up of programs that aim at inviting, nurturing, and supporting vocations to the priesthood and the religious life. The Program Coordinator will work with parish vocation committees and other organizations that support vocations throughout the Archdiocese. Applicants must be practicing Catholics in full communion with the Church and have a demonstrated commitment to the value of ministerial priesthood and religious life in the Catholic Church. Education/Experience: The Programs Coordinator for the Office of Vocations must be adept at handle many projects at one time requiring good time management, the ability to coordinate programs and volunteers, knowledge of marketing and how to promote vocation programs, experience with graphic design, and excellent communication skills both oral and written in both English and Spanish. This applicant must be out-going and comfortable speaking to large groups. Must have a minimum of 2 years of college at least 2 years' experience working in Youth or Young Adult Ministry, and at least 4 years' experience planning and coordinating events. Must have advanced level computer skills and able to work some evenings and weekends. Suitable candidates may email a cover letter, a current resume, with salary requirements to resume@archgh.org . Please write Program Coordinator Office of Vocations on the subject line. Downtown Chancery 1700 San Jacinto Street Houston, TX 77002.

12 FACILITIES MAINTENANCE - St. Thomas Aquinas Catholic Church is seeking a qualified candidate for a full-time maintenance person, 40 hours per week, to manage the upkeep and repair of the church and day-care facilities. The new hire will report to the Business Manager/Pastor. Principal Duties and Responsibilities: Person will help maintain multiple buildings on the Parish grounds including (but not limited to) minor carpentry and painting. Person will help maintain the rectory including swimming pool maintenance. Light plumbing, electrical, and heating and cooling experience. Must be able to maintain and/or repair various items on the property as needed based on maintenance schedule. Must have good verbal/written communication and organizational skills to communicate with supervisors as well as interpersonal skills while dealing with coworkers, parishioners, and volunteers. Must be quick to respond to emergency situations and/or alarms when necessary. Must help inspect property regularly. Person must be able to perform outdoor work, climb a ladder, and work on rooftop. Must be able to lift/move a modest amount of weight up to 50 lbs. Some clean-up required, including restrooms. May be asked to assist in unpacking and distributing supplies. Work hours are late afternoon/evening on weekdays and full day on Saturday. Experience: Candidate must have a minimum of two years maintenance work experience. . Must have a valid Texas Driver's License. . Candidate must pass a criminal background check. Résumé Submission: Applicants may submit their résumé by US Mail to Lee Meister, Business Manager at the above address or by email: lmeister@stasugarland.com. When submitting via email, cc to the pastor, Father Santy Kurian: frskurian@stasugarland.com. St. Thomas Aquinas Catholic Church 12627 West Belfort Sugar Land, Texas 77478.

13 ACCOUNTING SUPERVISOR - Sacred Heart Catholic School is accepting applications for the position of Accounting Supervisor. The Accounting Supervisor performs functions related to the financial accounting and reporting for transactions associated with a Pre-K thru 8th Grade School. The Accounting Supervisor reports to the Principal and Pastor of Sacred Heart Catholic School/Parish. Education/Experience: BBA or equivalent degree from an accredited institution of higher learning, with a major in Accounting or Finance. Minimum 30 hours of accounting classes successfully completed. Experience may be considered in lieu of degree. Preference given to experience in Not-for-Profit or Tax-Exempt organizations. Minimum five (5) years hands-on work with general ledger function in a computer environment through preparation of financial reports. Includes reconciliation of bank accounts. Familiarity with FASB and GAAP statements and standards. Supervisory experience required. Responsibilities: Provide oversight of and be responsible for daily data entry, weekly/monthly reporting, and periodic reconciliation of all financial transactions including

subsidiary ledgers and journals. Post revenue/expenditure transactions to subsidiary ledgers and general ledger. Analyze general ledger accounts, research questions, and direct preparation of journal entries necessary to correct errors. Maintain Accounts Payable function to ensure timely and accurate payment of obligations. Prepare annual federal reports associated with independent contractors. Coordinate bi-weekly payroll process with outside service bureau. Be responsible for accuracy in data submitted, reports produced, and subsequent entries in general ledger. Audit accuracy of quarterly and annual reports prepared by outside service bureau. Prepare annual \$2M+ operating budget under direction of Principal and assist with monitoring of and compliance with same. Other duties as assigned. Skills: Proficiency in general ledger accounting software in Windows environment. Proficiency in Microsoft Office Suite (emphasis on Excel and Word). Excellent written and verbal communication in a businesslike manner. Legible penmanship. Ten-key by touch. Proficiency in keyboard operation. Ability to operate standard office machines. Interested candidates are encouraged to send a resume, transcript (if applicable), and cover letter to Deb Brown at dbrown@shconroe.org. Sacred Heart Catholic School 615 McDade Street Conroe, TX 77301 Summary:

14 COORDINATOR OF YOUTH MINISTRY - St. Justin Martyr Church is currently looking for a full time Coordinator of Youth Ministry. The primary responsibility of this position is to implement a comprehensive youth program for middle school (6th - 8th grade) and high school (9th - 12th grade) youth. This includes planning the religious education programs, preparation for the Sacrament of Confirmation, youth ministry activities, retreats, fundraising, service opportunities and any other activities that can build the faith of the young church. A part time assistant is available to help with administrative tasks and program facilitation. Requirements: Applicants must be a least 25 years of age with a minimum of 2 to 3 years youth ministry experience. This experience includes administration/budgeting, comprehensive youth ministry program development, recruitment and formation of volunteers, music and relational ministry, etc. The applicant must also possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry or Related Field. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Youth Ministry. If you are interested, please submit your resume via email to sjm@sjmtx.com or via mail to: St. Justin Martyr Catholic Church Attention: Fr. Paul Chovanec 13350 Ashford Point Drive Houston, TX 77082.

15 PART-TIME TEACHER AIDE - St. Luke the Evangelist Early Childhood Center 1750 Riverstone Ranch Drive Houston, TX 77089 St. Luke the Evangelist Early Childhood Center is accepting applications for part time early childhood teachers (12:15pm-6:00pm). Our classrooms have small ratios and we are a center-based program. The Teacher Aide position is responsible for working in conjunction with the entire faculty to maintain the vision, mission and safety of all children enrolled. Job Responsibilities: . Establishing and maintaining a safe, healthy and nurturing learning environment in accordance with the Minimum Standards put forth by the Texas Department of Family Protective Services. . Know and follow procedures for reporting any observed or reported abuse and/or neglect. . Ensure that children are always within Minimum Standards ratio requirements. . Active supervision of students, making sure they are always within sight and able to hear sounds that the students make. . Read, periodically review, and constantly adhere to the Department of Family Protective Services Minimum Standards for Child-Care Centers. . Appropriately change and dispose of soiled diapers in compliance with minimum standards. . Mix/ refill disinfectant solution and cleaning supplies daily. . Follow all written and posted weekly lesson plans. . Work with assigned teacher or other staff to prepare and maintain the learning environment. . Support the school by participating in staff development opportunities and special school events. . Attend staff meetings, age level team meetings, the annual Archdiocese Conference and other in-service training requested by the Director. For all meetings or activities related to work, childcare should not be expected to be provided. Please confirm whether bringing children is permitted. . Adhere to all policies and codes enforced by St. Luke ECC, City of Houston, City of Pearland, USDA, and Department of Family and Protective Services. . For the facilitation of child safety, and potential emergency situations we require a lifting ability of 30lbs minimum. The physical demands of moving and reacting quickly are essential functions of this job. Education and Experience: . Flexibility to support team members from other age groups and respond positively to schedule changes given with reason from the Director and/or person left in charge by the Director. . Previous teaching or assistant teaching position with a public or private school system, a quality preschool, child care center or church nursery is preferred. . Previous Training Preferred: CPR and First Aid, Pre-service training as prescribed by Texas Department of Protective and Regulatory Services, Virtus Training. High School Diploma mandatory. Minimum CDA preferred, but not necessary. Please send resume via mail to the address above or email to ECCDirector@stlukesatholic.com. No phone calls accepted.

MISCELLANEOUS JOBS

1 SCHOOL BUS DRIVER - is responsible for operating a school bus to transport students proficiently over specified routes to and from school and various activities. Reporting to the Transportation Coordinator, the School Bus Driver conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work. Essential Duties and Responsibilities: Conduct pre-trip and post-trip vehicle inspections to ensure safe operation. Transport students to and from school each day on established routes in a safe and timely manner; students safety is of the utmost importance in route and drop off at their final destination Drive additional extracurricular routes that includes sporting events, practices, field trips, service, etc. Clean bus as necessary to maintain professional appearance and sanitation of vehicle. Additional charter work on an as needed basis. Report all accidents, vehicle damage, students' injuries and mechanical problems in a timely manner. Exerts a positive influence and work in harmony with associates. Respond to suggestions for improvement in a positive manner. Display professionalism in working with students, parents, staff and community. Maintain professional appearance. Perform any other related duties as assigned by the Transportation Coordinator. Qualifications: Education requirements include a high school diploma or G.E.D. Must be at least 21

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years of age and possess a valid Class B commercial driver's license. (CDL) with "P" & "S" endorsements and school bus safety course. Must have an excellent driving record. Must pass a criminal history check along with a DOT physical examination and drug screen. Must complete the Archdiocesan Virtus training program. Ability to operate a school bus. Ability to read and understand documents including policies and procedure manuals. Must be physically able to perform and demonstrate emergency evacuation procedures (including pushing/pulling up to 50 pounds) and the ability to use emergency exits at any location on the bus. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving. Must possess basic first aid and CPR certification or acquire such within a timely manner. Must possess good communication skills and the ability to relate well with students and adults. All applicants should email their resume to georger@stpiusx.org. For more information, please visit stpiusx.org. Resumes will expire within 90 days. Submission of a resume is not considered to be an application for employment.

2 TRUCK DRIVER/ASSISTANT TRUCK DRIVER - Vincentian Services Center The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** Primarily responsible for routine tasks involved in the pick-up and delivery of items donated by individuals and businesses to the Society. Responsible for maintaining trucks and equipment. Perform duties in the warehouse when not driving or assisting on trucks. **ORGANIZATIONAL RELATIONSHIPS:** Reports To: Donations & Distribution Manager Supervises: Non - Supervisory Position Also Works With: Society Staff, Volunteers, General Public **FLSA Classification:** Non-Exempt **DUTIES AND RESPONSIBILITIES:** Maintain a clean and properly operating truck, reporting any truck mechanical problems to manager immediately. Inspect truck tires, fuel and fluids daily. Login weekly. Ensure that all proper safety equipment and tools needed are onboard the truck. **Donations & Delivery Driver Assistant Job Description:** Maintain a courteous and cooperative attitude toward donors, assuring that all pick-ups and deliveries are completed to the donor's satisfaction. Assist with the distribution of new and donated merchandise for multiple store locations. Assist with the organization of the warehouse. Work with the warehouse personnel to test, refurbish and repair donated items for pricing and sale. Follow recycling procedures to ensure minimum waste disposal. Maintain an orderly and well organized warehouse. Work with Warehouse staff to improve the daily operations of the warehouse. Complete all assignments in a timely and professional manner. Other duties as assigned. **PREFERRED EDUCATION:** High School Degree or GED preferred. **PREFERRED SKILLS AND EXPERIENCE:** Valid Texas Driver's License and a good driving record. Must be at least 25 years old to drive, for insurance. Previous delivery experience in the Houston area preferred. Must be able to lift and carry 50 lbs independently. Fluency in Spanish a plus. Strong interpersonal skills: ability to create and sustain relationships, communicate with employees, volunteers, donors and civic individuals. Ability to multitask while staying focused and organized. Ability and willingness to work within the tenants of Six Sigma. Adhere to the "Rule" as set out in the U.S. Manual of the Society of St. Vincent de Paul and the Catholic Social Teachings of the Church; passion for the mission **OTHER REQUIREMENTS:** Work hours are Tuesday – Saturday 7:30 – 4:00. Ability to pass background check. **EQUIPMENT USED:** Cell phones, GPS, dollies, pallet jack, docking ramps, tie down straps, and simple hand tools. Wear proper safety apparel: steel toed foot wear, (lower back support belt and gloves when required). Send resumes to hr@svdphouston.org or fax to 832-538-0322.

3 FUND DEVELOPMENT ASSISTANT - St. Dominic Village (SDV) is a non-profit Senior Care Community that provides high quality, affordable independent retirement living, assisted living and skilled care nursing services in a safe, caring environment. Our mission is Caring for Our Elders with The Compassion of Christ. We raise funds to support those who have exhausted their own personal resources. St. Dominic Village is a member of the Texas Medical Center and serves 800 residents annually. **General Description** Responsible for database (etapestry) administration and ensuring database integrity; develop and execute queries and reports; manage donor acknowledgement process utilizing database software. The Development Assistant is responsible for the performance, integrity and security of the database. Fundraising background and grant knowledge is a PLUS! Following the policies and procedures of St. Dominic Village Development office. **Education/Experience:** Qualified applicants will have Bachelor's degree or equivalent combination of education and experience. Good writing skills, competence with Microsoft Office, particularly Word and Excel. Experience in with a database; preferable Etapestry, Word and Mail Merge, and website maintenance a plus. Ability to learn quickly and have attention to detail and accuracy a must. Apply online at careers@stdominicvillage.org or in person at 2409 Holcombe Blvd, Houston, TX 77021.

4 LITTLE HEROES, LLC is hiring an Office Assistant. We are looking for reliable, honest and detailed oriented individuals to assist with data entry, billing and customer emails for our After School Program. We follow the school district schedule. Summer Hours are available. Send résumé to littleheroesap@gmail.com, or call Sharon at 713-505-7519.