



The Weekly

Feb. 25, 2019

A Chancery publication for the employees, parish staff, clergy and religious of the Diocese of Oakland. Please consider using the texts below to promote these events and programs in parishes.

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

Clergy Suitability for Ministry

Article 13 of the Charter for the Protection of Children and Young People states that "When a priest or deacon, not incardinated in the diocese/eparchy, is to engage in ministry in the diocese/eparchy, regardless of the length of time, the evaluation of his background may be satisfied through a written attestation of suitability for ministry supplied by his proper ordinary/major superior to the diocese/eparchy." The letter is specific to the event happening in the receiving diocese – the celebration of sacraments, a retreat, a presentation, etc. These letters must come directly from the major superior or bishop. They cannot be carried by the visiting clergy, nor can we accept "celebret" cards sent or carried by the visiting clergy. The letter of suitability for ministry should be sent to Chancellor Steve Wilcox, 2121 Harrison St., Oakland 94612. If schedules do not allow the letter to be sent via postal mail, please email to swilcox@oakdiocese.org or call 510-267-8334.

CHANCERY NEWS

NEW LOCATIONS 24 Hours for the Lord

All the faithful from throughout the Diocese of Oakland are invited to spend time with our Lord in Adoration and Confessions during a 24-hour opportunity on March 8-9, 2019, 5 p.m. to 5 p.m. During the 24 hours visit one of these participating churches near you: Holy Spirit, Fremont; Immaculate Heart of Mary, Brentwood; St. Bonaventure, Concord; St. Catherine of Siena, Martinez; St. Joan of Arc, San Ramon; St. John Vianney, Walnut Creek; St. Mark, Richmond; St. Michael, Livermore; and St. Patrick, Rodeo. Opening Mass will be celebrated by Bishop Michael Barber March 8, 7:30 p.m. at Holy Spirit Church, 37588 Fremont Blvd., Fremont. A closing Mass will be celebrated March 9, 5:30 p.m. at St. Joan of Arc Church, 2601 San Ramon Valley Blvd., San Ramon. [An UPDATED flyer is available.](#)

NEW CRS Rice Bowl Workshop in Spanish

Learn about the many Rice Bowl resources to make it a more effective faith formation tool, including how to increase participation. Please join us for a presentation in Spanish about CRS Rice Bowl for Lent 2019 on Saturday, March 9, 10 a.m. – noon in the Senior Center, All Saints Church, Hayward. Although primarily for DRE's, catechists and Rice Bowl coordinators, all are welcome. For more information and to RSVP, please contact Marc McKimmey at mmckimmey@cceb.org or 510-768-3176. For more details, [see attached flyer.](#)

NEW Official appointment

Mr. John Renke has been appointed ad interim director of the diocesan Office of Worship, effective immediately. He will assist in the planning and coordination of episcopal liturgies, particularly at the Cathedral, and continue his work as Pastoral Associate for Divine Worship and Operations at the Cathedral of Christ the Light. John may be reached at 510-496-7212 or jrenke@oakdiocese.org.

NEW Email and text scam involving priests

Please consider running this announcement for several weeks in your parish bulletin:

Please be aware of an ongoing phishing scam involving emails and texts purportedly from priests or parish/Chancery staff. This scam has hit many parishes across the United States. The email or text purports to be from a person the target knows, such as one's pastor, a parish staff member, the bishop or someone else from the Church. If the target responds to the fake email or text, the sender will follow up with a request for some sort of monetary assistance, often for gift cards or iTunes cards. It is truly unfortunate cyber criminals attempt to exploit the generous nature of our community. Sending emails or texts asking for cash or gifts cards is not how priests, parishes or the Diocese of Oakland seeks financial assistance for our work. If you receive an email or text from a trusted church personnel asking for assistance, confirm by calling that person and do **not** respond to the email or text. For more information on phishing scams and email security, review this [attached handout](#). The FBI website address to file an online Internet crime complaint is <https://www.ic3.gov>.

EVENTS, CONCERTS & ACADEMIC PROGRAMS

“With a Voice of Singing,” a concert featuring the St. Michael’s choirs – chamber, LifeTeen, children, Spanish and Filipino – will be held March 1, 7 p.m. at St. Michael Parish in Livermore. For more information, contact JaNet Hancock, director of music, at music@stmichaellivermore.com or 925-292-5071.

Esperanza y Sanación después de aborto: **El viñedo de Raquel** los invita el 1 de marzo al 3 de marzo, 2019. El retiro es un lugar especial para renovar y redimir corazones rotos por la pérdida de un niño por aborto. El viñedo de Raquel es para mujeres y hombres que tienen dolor por la pérdida y quienes buscan la sanación. Llámenos para obtener más información. Póngase en contacto con Gloria por teléfono al 510.485.2574 o por correo electrónico en AftertheChoice@OakDioAdmin.org. Todas las llamadas y los contactos son estrictamente confidenciales.

Alpha is a tool for evangelization based on hospitality, sharing and open conversation. An interactive training to experience what it is like to run Alpha at your parish is coming to St Michael Parish Hall, 326 Maple Street, Livermore, on March 2, 9 a.m. to 3 p.m. This is an international, non-denominational program. Millions of people have experienced Alpha in over 100 countries and over 100 languages around the globe. Registration is \$25 and can be made online at Alpha.ticketspice.com/run-alpha-livermore-ca. Please contact Eric Horn at EricHom@StMichaelLivermore.com for more information.

Magnificat SOTI, a Ministry for Catholic Women, invites all women for their **prayer breakfast** on March 9, 9:30 a.m. to 12:30 p.m., Crowne Plaza, 45 John Glenn Drive, Concord. Barbara Nicolosi Harrington, a Hollywood writer, producer, story consultant and production company executive for over 20 years will be the speaker. Some of her projects include The Passion of the Christ, Joan of Arcadia, and Saving Grace. She is the founder of ACT ONE, a non-profit educational program to help Christians enter careers in the entertainment industry. Men are always welcome. Tickets are \$33/\$40 after March 2. For more information: <https://magnificat-ministry.net/ca-walnut-creek>. Email Magnificatsotirsvp@gmail.com or call Kim Sullivan at 925-683-8220 for tickets or questions.

Walking on Holy Ground with your Dominican Sisters, a two-part series, will be held April 28 and May 5, 2-4 p.m. both days, at the Dominican Center - 43326 Mission Circle (entrance off Mission Tierra) in Fremont. A free will offering will be taken. Register by April 25 at <http://bit.ly/2019HolyGround> or call 510-933-6360.

RETREATS and LITURGIES

San Damiano Retreat Center, 710 Highland Dr., 925-837-9141, ext. 315
katerik@sandamiano.org, SanDamiano.org offers the following retreats:

March 5 – April 9 (Tuesdays): Spring Book Series “The Soul’s Slow Ripening: 12 Celtic Practices for Seeking the Sacred” by Christine Valters-Painter led by Kathy Miranda

March 6: Ash Wednesday Day of Renewal with the Franciscan Friars of San Damiano, 9:30 a.m.-3 p.m. (includes lunch), \$45

March 6: Ash Wednesday Evening of Renewal with the Franciscan Friars of San Damiano, 5-8 p.m. (includes dinner), \$30

March 9 - April 13 (Saturdays): Lenten Stations of the Cross with Jan Stegner
9:30 – 10:30 a.m.

March 13 - April 10 (Wednesdays): Lenten Taizé Prayer, 7-8 p.m.

March 14 – April 11 (Thursdays): “Facing the Love of God” Lenten Contemplative Prayer with Sr. Celeste Crine OSF & Fr. Rusty Shaughnessy OFM
7-8 p.m.

March 16: Christian Meditation Day with Claire La Scola, Donna Lack & June Pangelinan

March 29-31 Lenten Retreat: “All Shall Be Well” A Retreat with the Revelations of Julian of Norwich with Veronica Mary Rolf

Dominican Sisters of Mission San Jose Center for Education & Spirituality, 43326 Mission Circle (entrance off Mission Tierra) Fremont, present:

Paths to Grace – Lenten Prayer Through Art; \$25 each session. Register at <http://bit.ly/2019PathsToGrace> or call 510-933-6360

March 3, 1:45-4:30 p.m.: “I Am The Way”

March 9, 9 a.m.-noon: “I Am The Truth”

March 13, 6:45-9:30 p.m.: “I Am The Life”

Ash Wednesday Day of Prayer, 9 a.m.-2 p.m.; \$40. Register by March 1 at <http://bit.ly/2019AshWed> or call 510-933-6360.

Spiritual Guides for Today - The Return of the Prodigal Son; \$10 per session. Four part series March 7, March 14, March 21 and , March 28, 1-2:30 p.m. each session. Group size is limited. Register early at <http://bit.ly/2019ProdigalSon> or call 510-933-6360.

Something About Nones: Exploring the Spirituality of Unaffiliated Young Adults: March 16, 9 a.m.-noon. \$30, scholarships available. Register by March 10 at <http://bit.ly/2019AboutNones> or call 510-933-6360.

Women & Spirit – A Documentary narrated by Cokie Roberts, presented by S. Cecilia Canales, OP: March 17, 2-4 p.m. Free will offering. Register by March 13 at <http://bit.ly/2019WomenAndSpirit> or call 510-933-6360.

NEW The Aramaic Beatitudes, presented by Sr. Rebecca Shinas, OP: two part series March 19 and 25, 7-8:30 p.m. \$20 each session. Register by March 16 at <http://bit.ly/2019Aramaic> or call 510-933-6360.

Dominican Sisters of Mission San Jose Center for Education & Spirituality present:

NEW Saint Joseph – In His Own Words – Mark Price as Saint Joseph: March 24, 2-4 p.m. Free Will Offering. Register by March 20 <http://bit.ly/2019StJoseph> or call 510-933-6360

Stations of the Cross for Seniors with S. Mary Mark Schoenstein, OP: March 29, April 5 and April 12, 2:30 p.m.

NEW HAITI: Symphony of Hope, presented by Sr. Mary Sean, OP: April 6, 10 a.m.-2 p.m. \$20; please also bring a lunch. Register by March 26 at <http://bit.ly/2019Haiti> or call 510-933-6360. This event also honors Sr. Stella Marie Goodpasture, O.P., "Giant for Justice," for her 60+ years of tireless, passionate work for social justice.

Enneagram and Self-Discovery Workshop/Retreat: April 27, 9 a.m.-3:30 p.m. Registration fee of \$50 includes lunch and materials. Register by April 22 at <http://bit.ly/2019Enneagram> or call 510-933-6360.

Taizé - Prayer around the Cross will be offered from 8-9 p.m. on March 15 and May 17 at the Dominican Sisters of Mission San Jose Chapel, 43326 Mission Circle, Fremont. For more information call 510.657.2468.

JOB OPENINGS

NEW Catholic Campaign for Human Development Internship, Oakland

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 the PSI diocesan team in implementing the Parish Solidarity Initiative (PSI) program. The purpose of the initiative is to animate Catholic parishioners to put their faith into action by becoming involved in social ministry, both charitable and social justice activities on a local and global level. The 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 can participate. The internship runs from September 2019 to May

2020. Deadline to apply is March 29. For more information, please see the full internship announcement at www.cchdeastbay.org.

NEW Coordinator of Evangelization and Discipleship, Divine Mercy Parish, Oakland

The mission of the newly established Divine Mercy Parish is to demonstrate that the mercy of God is real in Oakland, CA. The Coordinator of Evangelization and Discipleship is responsible for implementing and overseeing a narrowly conceived formation program that increases the parish's capacity of evangelization and carrying out the works of mercy. In general, the Coordinator of Evangelization and Discipleship carries out the organizational details for the Pastor/Parochial Administrator in regard to the parish's evangelical outreach, as relates to sacramental preparation, ministry formation, and outreach. Specifically, this entry level position will typically oversee volunteer staff, recruit faith formation catechists, plans and chairs meetings, schedules classes and facilities, and orders resources for an evangelization-based faith formation program. This position requires the related education and experience to perform basic religious education responsibilities. For a complete job description [click here](#). **This is a part-time, exempt position which does not include health benefits. To apply please submit letter of intent and resume by March 15 to Rev. Brandon Macadaeg, Fr.macadaeg@gmail.com or mail to:**

Divine Mercy Parish Office
3725 High Street
Oakland, CA 94619

Donor Relations Coordinator, Franciscan Friars, Oakland

The Province of Saint Barbara, located in Oakland, has an immediate opening for a full-time Donor Relations Coordinator to perform administrative duties related to the cultivation, solicitation, and stewardship of current and prospective donors, including donor communication, data management, and gift acknowledgement. This is an important position that requires an ability to work well under limited supervision and to be extremely organized. The successful candidate will possess excellent written and verbal communication skills, attention to detail, and competence with Microsoft Office and Donor Perfect or similar donor database. Salary is competitive and will be commensurate with experience and qualifications. The Franciscan Friars are an Equal Opportunity Employer, and we welcome and encourage applications from people from all walks of life. The Franciscan Friars, Province of St. Barbara, proclaim the Gospel of Jesus Christ in the Franciscan tradition through ministries that serve the poor, marginalized, and those spiritually in need of God. Through the ministries of our Province we provide food, shelter, counseling, healing, spiritual direction, education and a connection for the people of God. We do this through the charism of St. Francis of Assisi and our values of prayer, fraternity, joy and service. Please send a current resume along with a personal cover letter in PDF format stating the reasons why you are interested in and qualified for this position to: tjohnston@sbofm.org. Complete job description available upon request.

Development/Communications Manager, Sisters of the Holy Family, Fremont

The Sisters of the Holy Family (SFH) have an opening for a full-time Development/Communications Manager. The person in this role is responsible for communicating the mission of SHF to our donors and Family of Friends through general communications and through fundraising programs. This includes overseeing the donor data base and various social media means of communications such as the SHF website, Facebook and

Twitter. Communications responsibilities include the development and distribution of the Family of Friends newsletter, ensuring quality and timeliness of distribution; overseeing website and social media. Development responsibilities include developing and implementing a strategic and effective fundraising plan, proposing new fundraising opportunities, managing the donor base system, creating development reports, generating thank you letters, and providing direct supervision to volunteers. Bachelor's degree from a four-year college or university in related field and a minimum of five years related experience and/or training or an equivalent combination of education and experience. The Congregation of the Sisters of the Holy Family, a community of Roman Catholic Sisters, was founded in San Francisco, California in 1872 and is located today in Fremont, California. The Sisters of the Holy Family take strong local and national leadership in religious education for children, adults and the physically and mentally challenged. To learn more about the mission and vision of the Sisters of the Holy Family visit: <http://www.holyfamilysisters.org> To apply, submit letter of interest and resume to: jobs@snjmuson.org.

Development Assistant, Diocese of Oakland Office for Mission Advancement, Oakland

The Development Assistant reports to the Major Gifts Officer and will be responsible for supporting parish and corporate campaigns in Contra Costa and Alameda Counties. The role will involve database management, gift processing, and producing gift acknowledgement letters. Proficiency in Microsoft Office Suite and Blackbaud Raisers Edge is necessary. For a complete job description [click here](#). This is a full-time, temporary and non-benefitted position. After review there is a possibility of this position transitioning to a regular hire. Please submit resume and cover letter to Gloria Espinoza at gespinoza@oakdiocese.org.

Principal, St. Joseph Elementary, Alameda

Saint Joseph Elementary School, a TK through Eighth Grade Catholic elementary school, who prides itself on educating the whole child, is located in the city of Alameda in Alameda County serving the cities of Alameda and the San Francisco Bay Area. Saint Joseph Elementary School enrolls 252 students with a maximum capacity of 320 students, employs a professional staff of 26 and is a fully accredited school by the WCEA/WASC. Saint Joseph Elementary School houses a before and after school Extended Care Program along with a strong after school enrichment offering. The school serves a diverse community that celebrates many different ethnicities. Saint Joseph Elementary School works closely with Saint Joseph Notre Dame High School and resides on the same campus. Candidates for principal must be active practicing Catholics, who possess a California Teaching Credential and a California Administrative Credential or are enrolled in an Administrative Credential Program, as well as have at least five years of experience, as an administrator or a teacher, in a Catholic school. 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 successful candidate is expected to be an active member of the parish staff and a strong partner to the high school principal. Candidate must demonstrate excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity and a rigorous academic program. Saint Joseph Elementary School is a community supported by the 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 Feb. 28, 2019 to:**

Gloria Espinoza at gespinoza@oakdiocese.org ,
Department of Human Resources
Diocese of Oakland
2121 Harrison Street, Suite 100
Oakland, CA 94612
510-893-4711

Principal, St. Francis of Assisi Catholic School, Concord

St. Francis of Assisi Catholic School is a K through 8th grade school located in the city of Concord in Alameda County serving the cities of Concord, Pleasant Hill and surrounding cities. St. Francis of Assisi School enrolls 270 students with a maximum capacity of 370 students, with a professional staff of 30 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. St. Francis of Assisi School has 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 Feb. 28, 2019 to:

Gloria Espinoza at gespinoza@oakdiocese.org or mail to:
Department of Human Resources
Diocese of Oakland
2121 Harrison Street, Suite 100
Oakland, CA 94612
510-893-4711

Facilities Coordinator, Divine Mercy Parish, Oakland

Divine Mercy Parish is seeking a Facilities Coordinator to be responsible for developing and executing short-term and long-term Facilities plans that meet the needs of a merged parish with two campuses. The primary role of the Facilities Coordinator will be to assist the pastor/parochial administrator in effectively managing the needs of multiple facilities that the parish owns and rents at both sites. The Facilities Coordinator will engage and supervise outside contractors and will personally perform a variety of semi-skilled maintenance duties related to the physical operations of the parish's facilities. This position requires a working knowledge of facilities concepts and terms, as well as excellent project management and communication skills. For a complete job description [click here](#). This is a part-time, non-exempt position of 22.5 hours per week and is classified as S-5 according to the Salary Classification Guidelines for parishes. Please submit letter of intent and resume to: Fr. Brandon Macadaeg at <mailto:fr.macadaeg@gmail.com>.

Deadline to apply: Feb. 28, 2019

St. Joseph Notre Dame High School – Principal

Please see <https://www.oakdiocese.org/offices/human-resources/employment/SJNDPrincipalSearch2019.pdf> for more information.

US-China Catholic Association, Berkeley - Part-time Bookkeeper

The US-China Catholic Association (USCCA) seeks a part-time bookkeeper to perform customary functions (log financial transactions, maintain orderly financial records, reconcile our records with our bank and credit accounts on a monthly basis, and prepare quarterly and annual financial reports). Willingness and ability to prepare accurate Federal and California short-form tax returns (for nonprofits) also desired, depending upon the applicant experience and interest. Hours are flexible. Much of the work can be done remotely. The USCCA is willing to contract out for this service.

More information can be found at <https://tinyurl.com/USCCABookkeeper>

Salary information: Hourly wage, \$18 to \$22 / hour, based on experience and skills

Part-time: Approximately 10 to 15 hours per month. Position begins: Now

To apply, submit letter of intent and brief resumé to:

Fr. Michael Agliardo director@uscatholicchina.org / (510) 900-2015

1646 Addison Street

Berkeley, CA 94703

Maintenance Support Staff, St. Bonaventure, Concord

St. Bonaventure Parish is looking to hire a part-time Maintenance Support Staff person. This is a 16-24 hour a week position, 2-3 days a week including nights and weekends. The responsibilities include routine custodial work and event set-up and clean-up. This is a S-4 classification. For more information and a full job description visit: <https://www.stbonaventure.net/director-childrenaposs-faith-formation> or contact Christa Fairfield cfairfield@stbonaventure.net.

Food Server, San Damiano Retreat, Danville

San Damiano Retreat in Danville is hiring a food server for up to 24 hours per week for the evening shift. Pay is \$12.50/hour. For more information and to apply, please call Janet Gardner at 925-837-9141 x 306.

Catholic Funeral and Cemetery Services (CFCS)

Catholic Funeral and Cemetery Services (CFCS) is seeking Managers, Sales Associates (Family Service Advisors), Funeral Directors (Family Service Directors), Funeral Assistants, Preparation Employees and Administrative 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 for more information -- bclark@thinkhr.com.