**HELP WANTED**

**DIRECTOR OF RELIGIOUS EDUCATION**

Good Shepherd Catholic parish in Westfield is seeking applicants for the Director of Religious Education to work out of our parish office in Westfield/Montello. The candidate will direct and coordinate: Sacramental preparation of First Reconciliation, First Holy Communion and the Sacrament of Confirmation along with the Rite of Christian Initiation of Adults and children, thus serves the parish mission of catechesis through relationships and programs which foster growth in faith and sacramental preparation. This position is part time; and while evening and weekend hours are to be expected, the hours are flexible and some work can be performed from home.

Qualifications: Must be a practicing Catholic and in good standing with the teachings of the Catholic Church. Certification in Religious Education or at least two years’ experience in parish Catechetical ministry preferred. Strong interpersonal and organizational skills and the ability to work collaboratively with the Pastor, faith formation team and the staff. Effective written and oral communication skills for work with parents, catechists and parishioners; Strong public speaking skills; Working knowledge of Microsoft Office software and internet.

If you are interested, please email your resume to ydominicsavio@gmail.com or send your resume to the address below:

Fr. Savio Yerasani
gmail.com or send your resumé to the address below:

**St. John the Baptist Catholic Parish**
277 E. Main St.
Montello, WI 53949

**PARISH ADMINISTRATOR**

St. Joseph Catholic Parish in Edgerton, Wisconsin is seeking a full-time, salaried Parish Administrator. This position requires individual to be a practicing Catholic, and offers a competitive salary with benefits. Some weekend and evening work hours may be required throughout the year.

The Parish Administrator will be responsible for effective direction of all financial and administrative processes, including financial reporting, budgeting, general policies and procedures, payroll, human resources, project management, office operations, and fundraising.

The ideal candidate will contribute to the strategic direction of the parish to position us to successfully navigate challenges while capitalizing on opportunities to grow and serve our community into the future. We wish to position us to successfully navigate challenges while capitalizing on opportunities to grow and serve our community into the future. We wish to position us to successfully navigate challenges while capitalizing on opportunities to grow and serve our community into the future. We wish to position us to successfully navigate challenges while capitalizing on opportunities to grow and serve our community into the future.

A bachelor’s degree in business or equivalent work experience is required. Strong communication skills are necessary and must be proficient in computer accounting systems.

Please send a resume and cover letter to Jamie Kielinski at businessmgr@ashtoncatholic.org. qualified candidates will be contacted.

**ST. OLAF CONGREGATION, DEFOREST, WISCONSIN**

**ADMINISTRATIVE ASSISTANT**

St. Olaf Congregation in DeForest is looking for an administrative assistant to assist the Pastor and staff with administrative duties such as the weekly bulletin publication, maintaining sacramental records, posting and updating the parish website & Facebook pages, maintain the electronic calendars, oversee parish buildings and grounds security. For a full job description visit our website at www.saintolafchurch.org. Please send a resume and cover letter to Jamie Kielinski at businessmgr@saintolafchurch.org. qualified candidates will be contacted.

**HELP WANTED**

**DIRECTOR OF MUSIC**

St. Peter Catholic Parish, Ashton, WI, is seeking a part-time Director of Music and Organist. This is a 0.25 FTE salaried position. Duties include accompanying all weekend masses and solemnities, direct the parish choir and select music. It is critical that the candidate be conversant in Catholic Theology and liturgical traditions. Full job description is available at ashtontatholic.org/staff. Please submit a resume and cover letter by August 31st to info@saintolafchurch.org.

**HELP WANTED**

**DIRECTOR OF MUSIC**

St. Bernard Parish on Madison’s east side currently has an opening for a Director of Sacred Music. For a full job description, please visit sbmsn.org.

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