

# Parish Weekly Update

Fr. Jason Johnston

**Dear Parishioners of St. Joseph,**

Blessings to all of you this coming week as you celebrate Independence Day. I'm sure many of you will be traveling or getting together with friends and family. I will be leaving Wednesday morning and returning Friday afternoon. So there will be no Mass on those days that I will be gone.

**A BIG thank you to Fr. Jeffrey Waldrep**

I want to offer a public thank you to Fr. Jeffrey for his pastoral leadership and for everything he has done for the parish in these last several months. He has been a great help to us and to me personally. On Sunday, June 30 his official responsibilities as Parish Administrator with St. Joseph will end. However, I've asked him to stay on in a consulting role as we hire a new Office Manager. (He thought he could get away.) As you know, Fr. Jeffrey will remain in the Golden Triangle and we will still be able to see him over at our neighboring parish Annunciation in Columbus and when he comes to visit us at St. Joseph.

## Office Manager Position

We are still looking for an Office Manager here at St. Joseph. A hiring committee has been established and we will be taking resume's until June 30, 2019. Please see the advertisement for the position attached to this email and send me your resume if you are interested:  
[frjason@stjosephstarkville.org](mailto:frjason@stjosephstarkville.org)


### OFFICE MANAGER

ST. JOSEPH CATHOLIC CHURCH, STARKVILLE, MS


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The Parish Office Manager is the first point of contact for the parish that maintains a supportive atmosphere for other staff, parish ministries, members and visitors. This position reports directly to the Pastor.


DUTIES



- Schedule Mass Intentions
- Maintain Church and Office Calendar




- Produce weekly bulletin
- Create bulletin advertisements for different ministries




PARISH OFFICE

Opens at 8:30 am and closes at 4 pm Monday-Thursday and 8:30 am to noon on Friday.



PHONE CALLS

Answers and routes phone calls and emails to the proper staff



RECORDS

Send out sacramental records as needed; maintain parish directory

DUTIES

- Provides parishioners with the proper requirements to obtain sacraments
- Assist Parishioners in any way possible
- Responsible for other office duties

REQUIREMENTS

- Active member of the Roman Catholic Parish faith community or willing to function in a manner consistent with the mission of the Catholic Church
- Computer software knowledge: Microsoft Office programs especially word, excel, publisher, and the ability to learn new programs quickly
- 2-3+ years of experience in an office setting
- Typing and general secretarial and organizational skills
- Ability to multi-task in a busy environment

SEND RESUME TO [FRJASON@STJOSEPHSTARKVILLE.ORG](mailto:FRJASON@STJOSEPHSTARKVILLE.ORG) BEFORE JUNE 30, 2019

## **Free Piano**

We have a Piano that we are offering to anyone for free as long as they can come and haul it off. I am told it is "untunable." But I'm sure it'd be great to paint it and put out in front of your store or house so anyone who walks by can play it in the middle of the night. Send me an email if you or anyone you know is interested

## **Protection of Children**

I just want to offer another reminder to everyone to check and see if you are current with your Virtus bulletins. The Diocese of Jackson and most Catholic Dioceses around the country use Virtus to keep us updated of the need to be aware of our Protection of God's Children. Those of us who work in the Church or who work with children are asked to stay updated on their bulletins. If you are having problems logging in, please contact Dcn. Jeff here at the parish office: [deaconjeff@stjosephstarkville.org](mailto:deaconjeff@stjosephstarkville.org)

## **Credit Cards for Online Giving**

I also wanted to remind everyone that we are now able to take credit cards at our online giving website with Our Sunday Visitor.

To use your credit card:

- Log into our online giving page by going to our website and clicking "Donate" or using this link: [osvonlinegiving.com/592](http://osvonlinegiving.com/592).
- Sign in
- Go to Manage My Account > My Payment Methods.
- Then on the right side of the screen it should say "Add New Method" then underneath that, "Add New Credit Card."

## **Homework/White Water Rafting**

Dcn. Jeff and the youth have been doing "Homework" all week long. They've been working hard volunteering at different organizations and charities around Starkville. They finished today and are now headed up to Chattanooga for a Whitewater Rafting trip on the Ocoee River for the weekend.