

**MINISTRIES FOR
Aug. 13th and 14th**

Ushers:

5:00 pm Earl/Anna
9:00 am Randy/Carina
11:00 am Ken/Del
6:00 pm Mona/Cindy

Greeters:

5:00pm Brian
9:00 am Stewart/Lenita
11:00am Hyat/Gomerak
6:00pm Paragas family

Sacristans:

5:00 p.m. Juliana
9:00a.m. Trena
11:00 a.m Joeven
6:00 p.m. Florence

Audio Video:

5:00p.m.
9:00a.m.
11:00a.m.
6:00p.m.

Lectors:

5:00p.m. Mona/Connie
9:00a.m. John/Pat
11:00a.m Chris/Phyllis
6:00 p.m. Rowena/Eva

Eucharistic Ministers:

5:00p.m. Jack/Juliana
9:00a.m. Ron/Cathy
11:00am Chris/Ben
6:00p.m. Ruel/Florence

Altar Servers:

5:00p.m Stanley/Beth/Susanne
9:00a.m. Lisa/Quin/Felicity
11:00a.m Ian/Jessica/Juzella
6:00p.m. AJ/Ryeley/Jarene

Music:

5:00p.m.
9:00a.m.
11:00a.m.
6:00p.m.

Please find a replacement if you are unable to fulfill your scheduled duties.

Welcome to our Parish Family

New Parishioners are warmly welcomed to our faith community. Please visit us at the parish office register as a new member of our parish.

Sacrament of Marriage

Arrangements should be made **at least six months** in advance by calling for an appointment with the Parish Priest. The six months' notice is required to ensure the proper paperwork can be finalized and guaranteed. There will be no exceptions. A marriage preparation course is **mandatory** in our Diocese.

Sacrament of Baptism

Parents must be registering for baptism. Baptism preparation class is mandatory and must be completed prior to booking a date for baptism. To book a date for baptism **you must give two months notice.**

Catholic Schools

Holy Family Academy

403-362-8001

Christ the King

403-362-4767

St Joseph's Collegiate

403-362-5989

St. Luke's Outreach

403-362-5030

Prayer Shawls

Please call Christine at
403-362-4796

OR

Sylvia at
403-362-3849

For prayer shawl
requests

Pre-Authorized Giving

If you wish to sign up for the Pre-Authorized Giving Plan, please fill out a form and submit it at the parish office. Forms are available by the office.

St. Mary's Prayer Chain

If you would like to have someone added to the prayer chain for intentions or special requests, please call the parish office with the first name, intention, and how long you would like them on the prayer chain.

Magazines

The magazines, in the magazine rack in the front foyer are for sale.

Please check the price list above the rack and pay for anything you would like at the office.

**WE STILL NEED
VOLUNTEERS**

If you wish to sign up for a ministry, please call the office at 403-362-4466.

SACRAMENTS

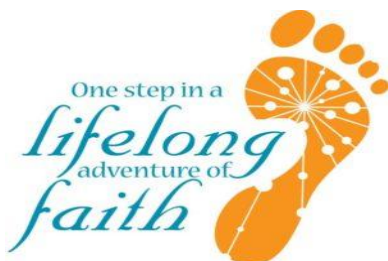
Registrations for the Sacraments of First Reconciliation, First Eucharist, and Confirmation will start again later this year. Children who have completed Grade 1 by the end of June are eligible to start classes for Reconciliation then go straight on to First Eucharist later the same year if desired.

Confirmation is for people 12 years old or older, including adults. Candidates need all three Sacraments prior to being Confirmed. Watch the Bulletin for updates and start dates.

Baptism, First Eucharist, and Reconciliation certificates are required for all Sacraments.

Early registrations are encouraged so watch the Bulletin for updates on when the registration forms are available.

Anyone receiving Sacraments or training must be registered parishioners of St. Marys.





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CAREER OPPORTUNITY *for* **Administrative Assistant / Bookkeeper (Full-time)** **St. Mary's Parish, Brooks**

OVERVIEW

The Administrative Assistant/Bookkeeper is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail.

RESPONSIBILITIES

Primary

- Answer phones and respond to emails or phone queries as necessary;
- Establish and maintain office record-keeping systems; develops filing systems;
- Updates parish census records on a regular basis;
- Helps with Parish Communication via Social Media, Facebook & Twitter accounts;
- Provides secretarial duties for the Pastor, as requested, including letters, memos and reports, receiving and placing telephone calls, scheduling appointments and processing mail;
- Make all changes to Parish Friendly (PFS) as required
- Coordinate and schedule all aspects of Church usage – Masses, Ministry meetings, Sacraments, funeral, weddings, Parish Missions, special events, etc.
- Coordinate and schedule annual maintenance of protective systems (i.e. Fire alarms, Fire extinguishers, Cross Contamination Devices, Fire Department Inspections, Emergency Lock Box Testing, etc.).
- Manage all Sacramental Records including maintaining records for weddings, funerals and RCIA
- Prepare Annual Pastoral Report
- Assist the Pastor with Property Contracts
- Update Parish policies and procedures with Pastor's input
- Prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Purchase all office supplies, sacristy supplies and Sacramental materials
- Access Control for Keys & Alarm Codes – keep detailed records and correspond with key holders
- Manage Volunteer Screening requirements according to established policies and procedures (i.e. ten step process)
- Responsible for office equipment maintenance and upkeep (e.g. Telephone System, Photocopier, etc.)
- Funeral arrangements (main contact for Funeral Home, Family, Organist, preparation of readings, etc.) where necessary, with sound, music, prepare binders for celebrations

- Weddings: aid in preparation of Marriage Papers, record, schedule, email, send out confirmation letters; coordinate, where necessary, with sound, music, prepare binders for celebrations
- Complete Government marriage registrations and notices to parishes of all sacraments
- Type correspondence, reports, minutes and agendas of meetings as required
- Organizes and facilitates the process of preparing families to celebrate the Baptism of their child
- Maintains a list of parents wanting to participate in Baptismal Preparation
- Implements the Baptismal Preparation process as developed in consultation with the Pastor
- Ensures that appropriate materials are available for the program
- Collects registrations and baptismal certificates and completes all administrative work
- Assists in setting dates and preparing for liturgies
- Facilitates information and parent meetings for Baptismal Preparation
- Other duties assigned as appropriate to the role and needs of the Pastor and the Parish

Secondary

- Maintains an up-to-date financial accounting system adhering to guidelines, formats and the code of accounts as established by the Diocese
- Processes all cheque requests, bank deposits and monthly bank reconciliations
- Maintains regular Parish payroll system, pays all payroll liabilities, maintains confidential employee files; coordinates vacation requests and other leaves for employees, prepares required end-of-year tax forms (T4s) and files annual T4 summary
- Prepares and files Records of employment for departing staff
- Maintains accounts by verifying, allocating, and posting transactions
- Balances accounts by reconciling entries
- Prepares and distributes invoices for bulletin advertising
- Issue/recall donation envelopes and maintain Parish Friendly records
- Maintains accurate accounts payable and receivable ledgers
- Posts all weekly donations, balance and ensure accuracy of all donations and distribute annual charitable tax receipts
- Meets regularly with the Pastor to advise of all financial accounting issues
- Prepares financial statements and report at monthly Finance Council meetings by collecting, analyzing, and summarizing account information and trends
- Advises Finance Council of any pertinent accounting or financial issues as deemed necessary, providing back-up documentation in support of monthly statements when requested
- Assists Finance Council in preparation of annual budget as required
- Prepares quarterly and annual Financial and Pastoral Diocesan reports for review and approval by the Pastor
- Prepares annual T3010 Registered Charity Information Return and files the return
- Maintains historical records by filing documents
- Maintains a current level of knowledge and skills required to effectively and efficiently fulfill the functions of the role by attending Professional Development Training when recommended by the Pastor

QUALIFICATIONS

- Diploma or Certificate in Bookkeeping is required with a minimum 3 years' experience
- Diploma or Certificate in or other relevant field of study (Office Administration, Business Administration/Management) considered an asset
- Intermediate to advanced proficiency in MS Office products such as Word, Excel, PowerPoint, Publisher, and Outlook
- Must have previous experience with Quickbooks
- Strong attention to detail
- Excellent customer service
- Excellent written and oral communication skills
- Strong interpersonal skills – ability to work cooperatively with parish staff, volunteers, Church members and guests
- Ability to work independently with limited supervision with a high degree of initiative and self-motivation
- Strong organizational skills with the ability to manage multiple priorities with minimal errors
- Ability to maintain confidentiality and always exhibit a professional demeanor
- Accurate, thorough and consistent completeness of work assignments
- Must be a self-starter, able to work with minimal supervision and possess solid decision-making abilities

HOURS OF WORK

Tuesday to Friday – 30 hours/week

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

KEY RELATIONSHIPS

Pastor, Pastoral Centre staff, Parishioners, other guests to the Parish Office

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 20 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4pm on Monday, August 22, 2022**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.

Loving God, I speak your grace, love and mercy into this place. Bless my job with meaning and purpose, productivity and usefulness, so that even my smallest task brings you honor. Thank you for the gifts you have given to me to do my job. I do not take them lightly, but commit to using them responsibly and well. Bless the others who work here with me. Make me grateful for their gifts and patient with their shortcomings. Like them, when I walk in the door, I bring my share of both. Lastly, I acknowledge your mysterious power over all that I will speak, think, do or decide here, when I open my heart to the power of your blessing. Amen.



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Brian Gervais CGA

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Farm & Small Business Acct'g
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Tel: 403-362-8644 Fax: 403-362-8408
bgcga@telus.net



Michael Hollinda

Phone: 1-877-249-1976

Cell: 1-403-501-8013

Fax: 1-877-249-1976

mhollinda@excelrisk.ca



Kathy Gette - RMT
403-363-8080
empoweringwellness@gmail.com
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