

# Wednesday Weekly August 24, 2016

**WHEN APPLICABLE**—PLEASE ENSURE THAT THE FOLLOWING ITEMS ARE IN YOUR BULLETIN AND/OR ARE ALSO ANNOUNCED.

\* FOR THE CITY

\*\* FOR ALL PARISHES IN THE DIOCESE

THIS WILL ENSURE THAT THE SAME INFORMATION IS BEING HEARD ACROSS THE DIOCESE.

THANK YOU

## ATTACHMENTS:

- Parish Friendly Workshop Save the date poster
- Liturgy and Sacred Music Workshop poster
- Finance Office – Payroll Department
  - Pay periods
  - Timesheets
  - Timesheet instructions

### 1. SAVE THE DATES:

- a. **PARISH FRIENDLY WORKSHOP** –In the comfort of your own office with Jacinthe Green, from SiteScapers via GoTo  
**When:** Friday, September 16, 2016 9:00 AM - 4:00 PM PST  
See attached for further details.  
**Please call Teresa at 250-964-4424 to let her know if you are attending.**

### b. LITURGY AND SACRED MUSIC WORKSHOP

#### ATTENTION TO ALL:

Pastors, pastoral life directors, musicians, choir members,  
parish liturgy committee members and parish members

**Presenters:** Fr. Rector Tolentino and Miss Elizabeth Black (from the Liturgical Institute)

**When:** October 28 7:00 PM – October 29, 2016--9:00 AM to 4:00 PM

**Location:** Pastoral Centre--6500 Southridge Ave

#### PLEASE MARK YOUR CALENDARS.

Please see attached poster for details

2. **NEWS FROM THE FINANCE OFFICE: Attention all parish offices--**Here is the timesheet in Excel, and a list of the dues dates for the times sheet in pdf as well as timesheet instructions.

Please note that schools' timesheets will be sent directly to the schools.

### 3. DIOCESAN EMPLOYMENT OPPORTUNITIES

a. **SECRETARY TO THE OFFICE OF THE BISHOP**

The Diocese of Prince George is seeking applications for the position of “Secretary to the Office of the Bishop.”

The successful candidate will work as part of a team in the diocesan curia, providing secretarial support to the Bishop; assist the Vicar General, the Chancellor and Vice-chancellor as needed.

The successful candidate will be competent computer skills (MS Word); excellent written and verbal communication and interpersonal skills; familiarity with Church structures and personnel; ability to work independently and collaboratively; discretion and confidentiality essential.

The position is 35 hours per week.

A resume and covering letter should be sent to Very Reverend Rectorino Tolentino, Jr., [vicargeneral@pgdiocese.bc.ca](mailto:vicargeneral@pgdiocese.bc.ca) . Applications will be accepted until September 9, 2016.

Please note that only successful candidates will be contacted.