

When I arrived at my second pastorate at Holy Rosary in West Seattle, between a Pastoral Assistant for Administration for the parish and school who retired a month after I arrived to go sailing for three months, and a bookkeeper with terminal cancer which was effecting her work and her ability to work, I had to teach myself how to use a bookkeeping ledger system. It's not something that was covered in seminary, but it turns out I am better than average at it. But as the pastor, it's not what I would like to spend my time doing. I am entrusted by the Archbishop with the care of souls as well as all the temporal goods. But thankfully I am aided by a great many in this endeavor, staff and volunteers, who share in my ministry as the shepherd.

If you haven't read my letter from last week, please do so – it's on the website. 18 months ago, our three parishes were joined under a single pastor. To manage more effectively, assist with collaboration, and enable me to focus on those broader aspects of my ministry, we are now hiring a Director of Operations and a Director of Facilities who will serve all three communities, replacing the local PAA and Director of Operations.

Please pray as we ask the master of the harvest to send laborers for his vineyard. Also, consider whether you or someone you know might be called to one of these roles within our community.

### **Director of Operations**

The Director of Operations will assist the pastor and Parish Family in carrying out the mission of the Church in forming disciples of Jesus Christ. This key leadership role will have primary oversight of the fiscal and human resources, administration and managing and coordinating elements of parish life throughout the three parishes, including St. Joseph School. This individual will also play a key role in the years ahead of integrating as one community in service of the Gospel.

### **Director of Facilities**

The Director of Facilities will ensure the proper maintenance and improvement of the buildings and grounds of four campuses, including St. Joseph School's additional campus in Snoqualmie. This new position will manage the operations of maintenance, repair and improvement, and safety and security, while supervising staff, contractors and volunteers who assist with daily custodial and maintenance needs.

**For full job descriptions, or to apply, please see the parish website. For questions, contact Fr. Oakland through his assistant Ann at [ann@sjcissaquah.org](mailto:ann@sjcissaquah.org).**