PRINCE PEACE

621 Cedar Road Chesapeake, Virginia 23322 Tel 757-547-0356

(Answering service on call after hours) Fax 757-436-6477

Father John Bosco Walugembe, *Pastor* jwalugembe@richmonddiocese.org

Sister Dolores Sabisky, IHM, *Pastoral Associate* sister.dolores@popparish.org

Parish Email pop.office@popparish.org

Parish Website www.popparish.org

Mass Live Stream www.facebook.com/popchurchchesapeake/ or youtube.com

Diocesan Website www.richmonddiocese.org

Bulletin Deadline Tuesdays at noon

Office Hours Monday-Thursday, 9:00 AM - 4:00 PM Friday, 9:00 AM - 12:00 PM

MASSES

Saturday Sunday 5:00 P.M. 9:00 A.M. 11:00 A.M. *Livestreamed*

Tuesday-Friday 9:00 A.M.

RECONCILIATION Every Saturday at 3:30-4:45 P.M.

REGISTER IN THE PARISH

Welcome! To join the parish, please contact our office at pop.office@popparish.org.

















PRINCE OF PEACE

621 CEDAR ROAD, CHESAPEAKE, VA 23322

STAFF

DIRECTOR OF RELIGIOUS **EDUCATION:** Mrs. Melody Smith YOUTH/YOUNG ADULT **COORDINATOR:** Mrs. Kelly Bruno **MUSIC MINISTER:** Mr. Joseph Guardino **BOOKKEEPER:** Mrs. Pam Lerach **FACILITIES MAINTENANCE COORDINATOR:** Mr. John Leonard **CHAIRPERSONS Parish Council:** Mark Shepard757-567-8592 Finance Council: Barb Blumfelder 757-548-1951 MINISTRY CHAIRPERSONS **Christian Formation:** Heather Thomas...... 757-619-8776 Community Life: Sheila Gargiulo 716-244-2031 Evangelization/Peace & Justice: Mary Riley 757-560-6444 Liturgy: Debbie Tucker 757-436-0456 Stewardship:

MASS INTENTIONS

TUESDAY, JUNE 4

9:00 a.m. Special Intention 11:00 a.m. Deceased Members of the Grand Group

WEDNESDAY, JUNE 5 Mary Russo †

THURSDAY, JUNE 6 Remedios Encarnacion †

FRIDAY, JUNE 7 Marinat Pedro Cacho †

SATURDAY, JUNE 8 5:00 p.m. Gene Lee †

SUNDAY, JUNE 9

9:00 a.m. Chester Sabisky † 11:00 a.m. For the Parishioners

† denotes deceased

MASS INTENTIONS ARE AVAILABLE

Mass intentions for the remainder of 2024 Calendar Year are available! Please stop by the Parish Office to reserve dates for Intentions. The requested donation amount is ten dollars for Intentions, and Mass Cards are available.

CALENDAR OF EVENTS THIS WEEK: JUNE 2-9, 2024

SUNDAY, JUNE 2 9:00 a.m. Mass 10:15-10:45 a.m. Combined Rehearsal 11:00 a.m. Mass Corpus Christi Procession following Mass 6:30-8:00 p.m. Teen Bible Study **MONDAY, JUNE 3 No Daily Mass TUESDAY, JUNE 4 9:00 a.m.** Mass followed by the Praying of the Rosary 11:00 a.m. Grand Group Mass WEDNESDAY, JUNE 5 **9:00 a.m.** Mass followed by the Praying of the Rosary 10:00-11:30 a.m. Food Pantry Open 7:00 p.m. Parish Council Meeting **THURSDAY, JUNE 6 9:00 a.m.** Mass followed by the Praying of the Rosary FRIDAY, JUNE 7 9:00 a.m. Mass followed by Exposition and Adoration of the Blessed Sacrament 11:00 a.m. Benediction

SATURDAY, JUNE 8 3:30 p.m. Reconciliation 5:00 p.m. Mass 9:00 a.m. Mass 10:15-10:45 a.m. Combined Rehearsal 11:00 a.m. Mass 1:00 p.m. Baptismal Parent Session (Virtual)

THIS WEEK'S SCRIPTURE QUOTE FOR MEDITATION June 2, 2024: The Most Holy **Body and Blood of Christ** Mark 14:22 "Take it; this is my body." **READINGS FOR NEXT WEEK** lune 9, 2024: Tenth Sunday in Ordinary Time 1st Reading: Genesis 3:9-15 2nd Reading: 2 Corinthians 4:13-5:1 Gospel: Mark 3:20-35

ORATIO IMPERATA:

SUNDAY, JUNE 9

God Our Father, we come to You in our need to ask Your protection against the 2019 N-Coronavirus that has claimed lives and has affected many. We pray for Your grace for the people tasked with studying the nature and cause of this virus and its disease and of stemming the tide of its transmission. Guide the hands and minds of medical experts that they may minister to the sick with competence and compassion, and of those governments and private agencies that must find cure and solution to this epidemic. We pray for those afflicted; may they be restored to health soon. Grant us the grace to work for the good of all and to help those in need. Grant this through Our Lord, Jesus Christ, Your Son, Who lives and reigns with You in the unity of the Holy Spirit, One God, forever and ever. Amen.



SPIRITUAL COMMUNION PRAYER by Saint Alphonsus Liguori

My Jesus, I believe that You are present in the Most Holy Sacrament. I love You above all things, and I desire to receive You into my soul. Since I cannot at this moment receive You sacramentally, come at least spiritually into my heart. I embrace You as if You were already there and unite myself wholly to You. Never permit me to be separated from You. Amen.

PRAYER TO ST. MICHAEL



As we pray for peace and an end to violence throughout the world, we as a parish community

St. Michael after Mass. The prayer will be prayed after the Final Blessing and before the Recessional.

St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.

ALTAR SERVER MINISTRY

Prince of Peace has just begun an Altar Server Ministry and we still have room to grow. This Ministry is open to our young parishioners girls and boys - who have received First Holy Communion. Parents of those interested in joining are asked to please contact Mark Falcon at 703-409-7733.

SACRAMENTS

BAPTISMS: Baptismal Preparation - In preparation to celebrate the Sacrament of Baptism with an infant, the parents are asked to attend a Baptismal Preparation Session at Prince of Peace. Sessions are being held by Zoom. The sessions will begin at 1:00 p.m. and last 45 minutes to an hour. The next sessions scheduled at Prince of Peace:

- Sunday, June 9, 2024
- Sunday, July 21, 2024
- Sunday, August 18, 2024

Parents are asked to register for the sessions by visiting our parish website at popparish.org. Go to the Sacrament tab and scroll down to Baptisms. Anyone with questions, please contact Sister Dolores at the Parish Office.

ADULT CONFIRMATION: Any adult Catholic who has never been confirmed; sessions are held throughout the year. For more information, please call Sister Dolores at the Parish Office or email her at Sister.Dolores@popparish.org.

RCIA: Thinking of joining the Catholic Church??? Prince of Peace parish community offers "Rite of Christian Initiation of Adults" (RCIA) process for those adults seeking to learn more about and join the Catholic Christian Faith. RCIA is for those who are not yet baptized and also for Christians of other denominations who choose to seek full Communion with the Catholic Church. If you are interested or know someone who might be interested in learning more about the RCIA journey, please contact Sister Dolores at the Parish Office at 757-547-0356, or email Sister.Dolores@popparish.org.

FIRST EUCHARIST and CONFIRMATION celebrations for 2025 are being planned. Information on registration for parent meetings will be available soon.

PRAYERS OF THE FAITHFUL

Please note, as a Community of Faith we offer our prayers for the sick. With so many requests for prayers, we have begun rotating names. Please be assured that sick loved ones and friends continue to be prayed for... Each week our petition: For the sick... especially all those who have asked for our prayers, including...

NURSING HOME/ASSISTED LIVING RESIDENTS: Rosa Iglesia, Margaret Gillaspie, Minnette Mergen, Walter Quigley, Tom Boone, June Baiocco, Christine Harrington, Josephine Tarquinio, Carolyn Seigle, Marie Kiesel, Louise Phillips, Eileen Ettwein, Dick DeLong, Joseph Rejuney, Joan Crane, Marie Kuenzer (MC), Susan Ott, Mary Oliver, Rodney Grenne, Barbara Sullivan, Mary Anne Agne, Phyllis Hunt, Evelyn Foley, Maureen Anderson, Steve Blum, Jane & Rick Gallagher.

CHESAPEAKE HEALTHCARE CENTER: Clair Saar, Mary Thatcher, Mike Walker, Anna Phillips, Rafaela Martinez, and Elizabeth Bolmarcich.

AT HOME: Kathryn Marks, Fannye Wickley, Gene DiPascale, Doris Moyer, Joseph Evan, Patty and Al Russell, Ada Murphy, Sherri Yewitt, and Paul Michael Thomas.

IN THE HOSPITAL: Let us pray for all those currently in the hospital

REMEMBER IN PRAYER THOSE WHO HAVE DIED: Monsignor Thomas Shreve and David Kanoa.

DIOCESAN WEBSITE www.richmonddiocese.org • WEBSITE www.popparish.org

VOLUNTEERS NEEDED

During this time of transition as we look for a new Parish Secretary, parishioners are asked if they are available to volunteer a few hours to answer phones and welcome people at our Front Desk. Any day or time you can volunteer is welcome. A staff member will be present to assist at all times. For more information, please contact Sister Dolores at the Parish Office.

PRAYER FOR GRADUATES Heavenly Father, Surround those who are graduating with your grace. Bless them with hope so that they move into the future with eager and open hearts. Help them to put the knowledge, skills, and insights gained through their education to use for the good of all humankind. Inspire them to believe in the goodness of life even when faced with challenges and difficulties. As they commence with their lives, may they grow ever more grateful and wise. All of this we ask in the name of Jesus, your beloved Son. Amen.

OUR TREASURES TO THE LORD

	Offertory E-Gi		E-Giving	Weekly Needs		Over/(Short)*	
Offertory							
Week Ending 05-05	\$ 6,789.85	\$	8,325.00	\$	12,303.00	\$	2,811.85
Week Ending 05-12	\$ 7,878.01	\$	5,135.00	\$	12,303.00	\$	710.01
Week Ending 05-19	\$ 4,739.10	\$	5,877.00	\$	12,303.00	\$	(1,686.90)
Total	\$ 19,406.96	\$	19,337.00	\$	36,909.00	\$	1,834.96

Eiscal VTD

*Amount in () indicates negative

		FISCALTID		Week Collection		
Funds collected:		19-May-24		19-May		
Capital Improvement:	\$	33,508.90	\$	1,467.00		
Food Pantry:	\$	26,409.59	\$	223.00		
Diocesan debt (BLUE env)	\$	8,914.00	\$	173.00		
Homeless Meals:	\$	15,563.10	\$	236.00		
numeless weaks.	Ş	15,505.10	Ş	250.00		

Prince of Peace **Parish Giving & Offering**

Did you know that we pay a processing fee on the online giving transactions?

Week Collection

fees in your contributions.

Consider including those

For instructions on how to edit your giving, see the Welcome Desk or contact the Office. Thank you for your generosity!

UPCOMING SECOND COLLECTIONS

PoP Capital Improvement June 15/16, 2024 Peter's Pence





EUCHARISTIC PROCESSION Feast of Corpus Christi Sunday, June 2nd, following the 11:00 a.m. Mass.

All are welcome to join members of our parish community as we begin our celebration of the 50th Anniversary of Prince of Peace with a Eucharistic

Procession in Honor of the Feast of Corpus Christi. Following the 11:00 a.m. Mass on June 2nd, we will process together around the parking lot as the Mystical Body of Christ to celebrate the Body of Christ, which is fully present in the Most Blessed Sacrament. Following the procession, Benediction will take place in church.

Christian Street Christian Christian Christian Christian Cristian CF News & ANNOUNCEMENTS

Any donations to Youth Ministry are greatly appreciated, since we do subsidize for families in need. Thank you for your support!





SCUBA VBS REGISTRATION 2024 June 24-28 from 5:30-8:30 p.m.

It's time to register teens and children for this year's exciting VBS week! We are going to dive into our

friendship with God by attending an entire week of underthe-sea adventures! This year, we are so excited to invite our sister parish **St. Stephen Martyr** to join us at Prince of Peace to share in these adventures together. Registration spots are limited to 160 child and teen spots and 20 preschool spots. **We expect to fill those spots quickly, so EARLY REGISTRATION IS A MUST!** Preschoolers must be 4 years old and pottytrained. The event will take place at Prince of Peace June 24-28 from 5:30-8:30 p.m.

VBS Mass will be celebrated at the children's home parishes on Sunday morning June 30th. We are going to have twice the fun!

Many adult volunteers are needed. Both adults and children may sign up using the QR code above or at popparish.org/ christian-formation/vbs-2024/.

CHRISTIAN FORMATION REGISTRATIONS 2024-2025 Christian Formation Registrations for the school year 2024-2025 are now open!

There will be three class models this year:

- Friday Family Faith First Fridays, 6:30-8:30 p.m., remaining three classes per month are homeschooled
- **Elementary Classes** Sunday mornings, 10:05-10:55 a.m., between both Masses
- **Youth Ministry** Sunday evenings, 6:00-8:00 p.m., twice a month, plus events



If you have any questions, please contact: Elementary Formation – Melody.Smith@popparish.org Middle School/High School Formation & Peer Ministry – Kelly.Bruno@popparish.org

First Eucharist and Confirmation Parent Meeting dates and registration coming soon!

CHILDREN'S LITURGY OF THE WORD (CLOW)

Children's Liturgy of the Word is on summer break for the rest of the summer. However, this is a great time to build up our volunteer base! It takes a lot of volunteers to help make CLOW successful. If you would like to volunteer, contact Melody.Smith@popparish. org. We will train you and pay for your safe environment class. For a list of VIRTUS Protecting God's Children trainings this summer, go to www.virtusonline.org.



UPCOMING YOUTH IN MOTION EVENTS June 17-21: Paint Explosion Youth Mission

VIRTUS:

All Catechists, Assistants, VYMs, people in leadership roles, and those serving minors or vulnerable adults are required to register for and attend a one-time class, VIRTUS Protecting God's Children. Registration for the class will initiate the Safe Environment Screening which is required every five years.

Please email our POP safe environment coordinator at Melody. Smith@popparish.org for more information.

JOUTH MISSION

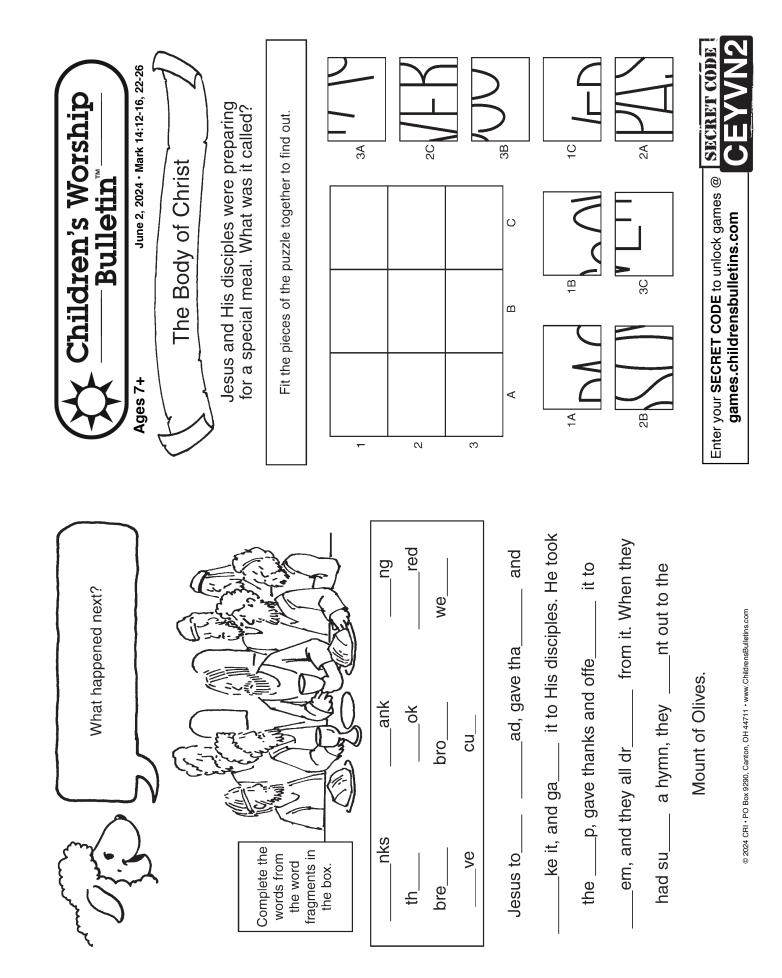
6TH GRADERS AND TEENS!

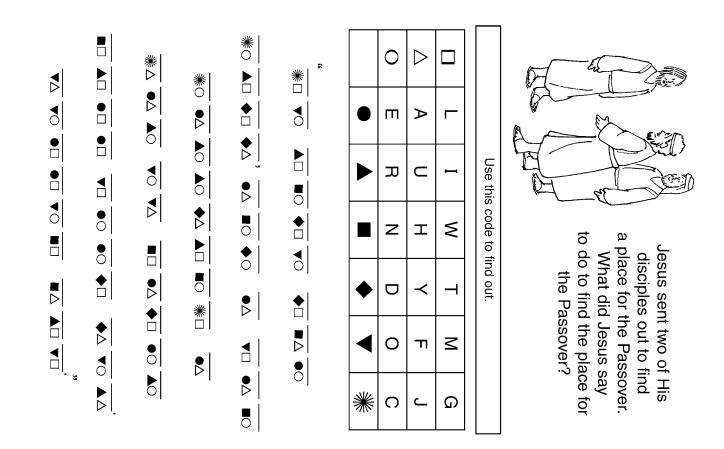
COME JOIN YOUTH IN MOTION

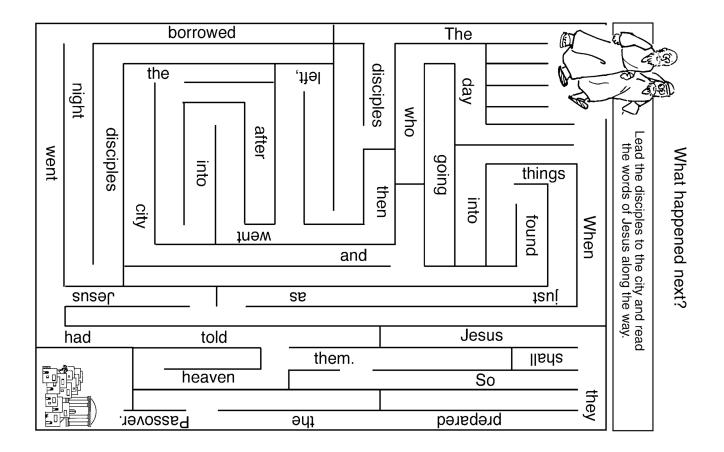
as we work together to transform the education center through assorted painting projects! No experience or skills needed, just a willing heart.

when: June 17 - 21, 2024 time: 8:00 am - 3:30pm where: Prince of Peace

> All teens who participate will be going to Ocean Breeze Waterpark for free one day that week!







 $\textbf{CHURCH} \ \textit{pop.office} @ \textit{popparish.org} \bullet \textbf{DIOCESAN WEBSITE} \ \textit{www.richmonddiocese.org} \\$



SIMBANG GABI MINISTRY AT PRINCE OF PEACE Volunteers and Donations Needed

We are sponsoring a Philippines American Fiesta on Saturday, August 10, 6:00-9:00 p.m. in the Parish Hall.

"Simbang Gabi" means "Night Mass" in the Filipino native language of Tagalog. This nine-day Novena takes place December 15-23 and is Celebrated in honor of the Blessed Virgin Mary. It is a centuries old Tradition in the Filipino culture that is still practiced today by Filipino Catholics and parishes around the world. Each Mass is followed by a Feast-like celebration with food and fellowship. Proceeds from this dinner are used to offset the cost of this Mass and fellowship and also shared with Prince of Peace.

MENU: Pancit, Lumpia/Eggroll, Fried Chicken, Pandesal Rolls: Cupcakes, Coffee, Lemonade, Tea, and Water **TICKET SALES:**

IICKLI JALLJ.

PHILIPPINES-AMERICAN FIESTA

SPONSORED BY: SIMBANG GABI MINISTRY

Donation: \$20.00/PP

Only 200 tickets pre-paid tickets will be sold. No tickets at the door. Food to go available for \$20.00

Proceeds will go to POP 50th Anniversary and Simbang Gabi Ministry

6 PM - 9 PM Saturday, August 10, 2024

PRINCE OF PEACE CATHOLIC CHURCH 621 Cedar Rd. Chesapeake, VA. 23322



PRINCE OF PEACE





There's a place for everyone in the Music Ministry



https://popparish.org/ministries/music-ministry/

HOMELESS ASSISTANCE VOLUNTEERS

Want to be the face of charity for our local homeless living in their cars? We distribute food for the homeless early on Tuesday and Thursday mornings in two large parking areas. Contact Mike Corrigan at 757-775-7696.

FORMED.ORG:

Prince of Peace offers a wide variety of Catholic movies, educational programs, seminars, books, and spiritual exercises for all POP families and adults at no cost to them. Here is how to get signed up!

- 1. Go to www.formed.org.
- 2. Click on the blue "Sign up as a Parishioner" button.
- 3. Enter: "Prince of Peace, 621 Cedar Road, Chesapeake, VA"
- 4. Enter your Name and Email.

YOUNG ADULT

THEOLOGY ON TAP



The goal of Theology on Tap in the Diocese of Richmond is to provide a place for young adults (roughly ages 21-35) to gather, delve

into a Catholic topic, and connect with other young adults in the area. All young adults, whether single or married, are welcome! **Date:** Last Thursday of the month

Location: Locations rotate every month; contact Chloe for more information.

Time: 7:00-9:00 p.m.

Contact: Chloe Barnes at oliviafreeman804@outlook.com

PILGRIMAGE TO MARIAN SHRINES WITH FR. CHARLES & FR. JOHN BOSCO

Lisbon, Fatima, Spain and Lourdes September 23-October 2, 2024 Time is running out! See the flyers in the Commons for more information on this exciting trip. Contact Jan Barger at j.barger@dreamvacations.com.

PEACE AND JUSTICE:

We strive to live the love of Christ by sharing it with those in our community.

PRINCE OF PEACE FUNERAL RECEPTION MINISTRY

The Funeral Reception Ministry provides a kind work of mercy by providing a delicious reception for families and friends after a Funeral Mass. The Ministry welcomes parishioners who would be interested in supporting us by donating a specialty dish, salad, or dessert for **upcoming receptions**. If you are interested in helping, please contact: Judy Florance at judithflorance@cox. net or Rosalyn Price at roz3@cox.net. We will add your name to the Funeral Reception Ministry Contact List and be in touch by text, phone or email (your preference) when a Funeral Reception is planned. There will not be a need for everyone on the list to provide a dish for each reception; contacts will be rotated. Thank you for supporting this caring Ministry.



HELPING OUR HOMELESS CHESAPEAKE NEIGHBORS:

We have several ongoing programs to support our homeless neighbors within Prince of Peace and we also partner with many other churches in the area. We have an Amazon Wishlist of what we

call "shelf stable" items; this is a quick and easy way to buy items we use every week and would be a wonderful way to support this ministry if you don't have time to make sandwiches, etc... it is as easy as going to the link via the QR code, ordering and having them sent to **POP – Homeless Meals.** The address will be available for you to choose once you go to checkout!! If you have any questions at all, please just email me at cooeybrooks@cox. net. Thank you so much!!



FATHER ROMEO D. JAZMIN FOOD PANTRY CAMPAIGN for CANNED GOODS Purpose: Build Summer Inventory Food Supplies CAMPAIGN COLLECTION DATES:

Saturday/Sunday: June 1/2, July 6/7

(Mark your calendar. Drop off food bags before each Mass in the Commons. Thank you.)

FOOD PANTRY HOURS:

Mondays, 9:00-10:00 a.m. – Pantry Volunteers are available to help with your bags and boxes.

Wednesdays, 10:00-11:00 a.m. – (Pick up and drop off food) (Drop food bags off at the food pantry located in the back of the church. Do not leave food outside of the doors.) **PLEASE CONSIDER:**

Peanut Butter, Jelly, Canned Fruit, Vegetables, Canned Soup, and Tuna, Pork & Beans, Spaghetti & Sauce, and Applesauce.

With your financial contribution, we're happy to do the shopping. Financial gifts can be made in cash, check, and by going to popparish.org and submit through E-giving. If you are writing a check, in memo, write "Food Pantry." Thank you and God bless.

PANTRY NEWS:

A special thank-you to all our Food Pantry Supporters for helping us with paper and plastic bags. Don't stop saving them.

Be the Light *of* the World and the Salt of The Earth by helping to support the Parish Food Pantry. God bless you. We need your support!

SAVE THE DATE 2024 SPRING RAFFLE/ ICE CREAM SOCIAL – SUNDAY, JUNE 16TH

Come join us for our 17th Annual Event. Eat ice cream! Win cash and prizes. Raise money for church ministries.

> Tickets on Sale NOW!! Tickets Available after Masses, Online, or in the Office. Text "Raffle" to 757-300-0155 to buy tickets

621 CEDAR ROAD, CHESAPEAKE, VA 23322

PRINCE OF PEACE PRAYER SHAWL MINISTRY

The Prayer Shawl Ministry uses the time and talents of parish members to knit or crochet shawls that will be given away to help spread the message of God's mercy, love and compassion. The recipients include people entering a new phase in life or those experiencing a loss, illness, or difficult circumstances. If you know someone who might need a Prayer Shawl, please contact Sister Dolores at the Parish Office.

KNIGHTS OF COLUMBUS 8240:

Attention, Catholic Men! Have you ever thought of joining the Knights of Columbus? The Knights of Columbus is the largest fraternal Catholic organization in the world. Men age 18 and over, who are practicing Catholics, are strongly encouraged to join for a variety of reasons. All Knights strive to be Catholic gentlemen, to learn more about their faith, and are dedicated to putting their faith in action in support of their church, family, community, and, yes, charities that help benefit children, the elderly, the handicapped, and the homeless. Prince of Peace Knights of Columbus Council 8240 has existed for over 35 years. Working together in unity and fraternity, the Brothers have helped countless families, individuals, church programs, and benefits over the years. We make a difference! Come join us. For more information, please contact Grand Knight Frank Kenney at greatfx35@gmail.com or call 757-615-6285.

HOST FAMILY OPPORTUNITIES

Catholic High School is welcoming new international students from Germany, Switzerland, and Italy for the 2024-2025 school year and we need host families!

Host families receive a small stipend and have the support of a local coordinator. International students have health insurance and personal spending money. As a host family, you will:

- provide a safe and supportive home,
- provide transportation to and from school and activities,
- share cultural experiences,
- welcome the student to participate in your family, and
- create lifelong relationships!

Please consider opening your heart and your home to one of these students. Please contact Eileen Monacchio at monacchioe@ chsvb.org or 757-416-7841 for more information.



GRAND GROUP

We welcome all Prince of Peace seniors to consider joining the Grand Group. We will hold our next monthly meeting on Tuesday, June 4, 2024. This will be our last meeting until Fall. We will begin our gathering at the 11:00 a.m. Grand Group Mass followed by a fun activity. Please contact Joan at 757-226-7468 or stanjam22@aol.com or Judy at 757-472-6008 or judithflorance@cox.net with questions.

Estate planning is an essential act of stewardship for Catholics, ensuring that our values and faith are woven into our future plans. In partnership with FreeWill, the Catholic Community Foundation offers a simple and free way for you to create your estate plan. This year, take the opportunity to ensure that your legacy aligns with your spiritual values and contributes to the ongoing growth and strength of our parish community. Visit **FreeWill.com/RichmondCatholicFoundation** to start your estate planning today and take a leap of faith into the future. It is free, legal and user-friendly.

PRINCE OF PEACE POLICY:

Anyone requesting a Godparent sponsor letter, a Confirmation sponsor letter, or a letter verifying church membership, must be a registered member of the Parish a minimum of six months.

ASSISTANCE FOR 65+ OR AT-RISK PARISHIONERS:

During this time where you may be self-quarantining due to your age or because you are high risk, if you need assistance with grocery shopping or other high importance errands, please give our Parish Office a call at 757-547-0356. We will contact a parish volunteer to call you to assist you with your needs.



MARRIAGE RETREAT!

By offering Married Couples the beautiful experience of a Worldwide Marriage Encounter Weekend, the Catholic Church is affirming and supporting you in your chosen vocation – Marriage. Take advantage of this great gift to enhance your relationship and enjoy a love-filled weekend away together.

For more information or to register, go to WWME.org, click "Apply" and search for "Virginia" or your desired location. Feel free to contact Mark and Cathy Stangler at 703-378-4150 or mstang1987@ aol.com with any questions. Here are a few upcoming experiences: September 27-29, 2024 – Herndon, VA

November 15-17, 2024 – Virginia Beach, VA

THE CATHOLIC DIOCESE OF RICHMOND: OPEN POSITIONS

The Catholic Diocese of Richmond has many positions available in our parishes and schools and diocesan office. For more information, visit richmonddiocese.org and go to the Employment tag at the bottom of the page.

PARISH SECRETARY – PRINCE OF PEACE CATHOLIC CHURCH

Prince of Peace is seeking a Parish Secretary. The ministry includes greeting parishioners and visitors in person and on the phone; maintaining census data using ParishSOFT; distributing mail; creating weekly bulletin and maintaining parish calendar; providing assistance to the various ministries and performing other related duties as requested by the Pastor.

Minimum education requirement of a high school diploma; work experience in secretarial/administrative assistance. Some college preferred. This is a full-time but non-exempt position.

Must possess computer skills and be proficient with Microsoft Office products. Candidate must be a practicing/participating Catholic in good standing with the church; understand and adhere to the policies as stated in the Diocese Guidelines and Procedures.

Those interested in this position should complete the Diocese of Richmond application at https://richmonddiocese. org/office/office-of-human-resources/, a cover letter and résumé. Must be able to pass a background check. Send all required documents with references to Father John Bosco Walugembe at jwalugembe@richmonddiocese.org. Please, no faxes.

Our bulletin is printed at no cost to the parish. Our advertisers cover all expenses. We thank them and encourage you to support their businesses.

PLEASE PATRONIZE OUR ADVERTISERS... TO PLACE AN AD, CALL 1-800-292-9020



