

Our Vision: TO BE ON FIRE WITH JESUS CHRIST AND TO IGNITE THE WORLD.

MASS SCHEDULE

Saturday Vigil

Corpus Christi: 4:00 PM St. Angela Merici: 4:30 PM

Sunday

St. Patrick: 8:30 AM

St. Robert Bellarmine: 9:30 AM

St. Angela Merici: 11:00 AM

Weekday

St. Angela Merici:

Monday—Friday 8:30 AM

Thursday 6:30 PM

Masses and Prayer Services at St. Angela are livestreamed

via our website:

marymotherofgodl.org

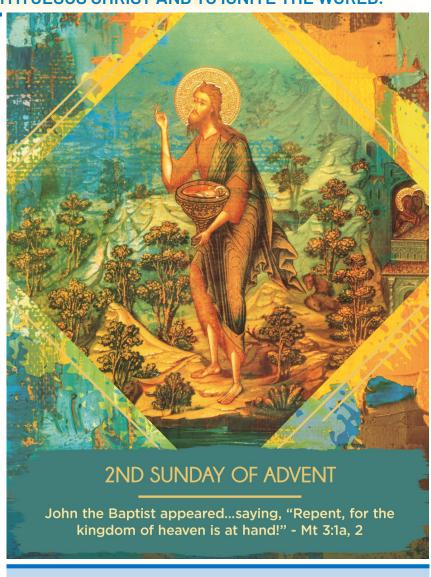
SACRAMENT OF RECONCILIATION

Thursday

St. Angela Merici: 5:50 – 6:20 p.m.

Saturday

St. Robert Bellarmine: 12:00 – 1:00 p.m.



SUNDAY | DECEMBER 4, 2022

MARY, MOTHER OF GOD PARISH

St. Angela Merici 1640 Fawcett Ave. White Oak, PA 15131 Corpus Christi 2515 Versailles Ave. McKeesport, PA 15132 St. Patrick 310 32nd Street McKeesport, PA 15132 St. Robert Bellarmine 1313 Fifth Avenue E. McKeesport, PA 15035



CLERGY TEAM

Pastor

Rev. Terrence P. O'Connor toconnor@diopitt.org

Parochial Vicar

Rev. Adam C. Potter apotter@diopitt.org

Parish Chaplain

Rev. Joseph C. Beck jbeck@diopitt.org

Deacon Reynold Wilmer rwilmer754@gmail.com

PARISH STAFF

Business Manager

Cathy Nola cnola@marymotherofgodl.org

Administrative Assistants

Rachel Begg rbegg@marymotherofgodl.org Bonnie Goltz secretary@marymotherofgodl.org



PARISH CENTER

1640 Fawcett Ave, White Oak, PA 15131 Monday—Friday | 9:00AM—4:00PM P: 412-672-9641 | F: 412-672-1576 secretary@marymotherofgod1.org

PARISH STAFF

Elementary Faith Formation Coordinator (K-5)

Mary Lynn Zoscak mzoscak@marymotherofgodl.org

Middle School Faith Formation Coordinators

Annie & James Benedek abenedek@marymotherofgodl.org

Confirmation Coordinator

Gloria Madden gmadden@marymotherofgodl.org

Director of Music Ministry

Sharon Sisley ssisley@marymotherofgodl.org

Assistant Director of Music Ministry Carolyn Guzik

Maintenance

Gerard Grace, DJ Palcsey, Michael Price

Safe Environment Coordinator

Kathleen Strangis kstrangis@marymotherofgodl.org



SACRAMENTS

Please contact the Parish Center as to:

Sacrament of Baptism

Prior to having your child baptized, parents must attend a baptismal class.

Sacrament of Matrimony

Arrangements should be made at least six months prior to your wedding date. A date will be set only after contacting the priest.

Anointing of the Sick

(You may also see one of our priests after Mass)

Holy Communion for the Homebound

For those unable to attend Mass regularly.

R.C.I.A

Rite of Christian Initiation for Adults

The process of becoming Catholic or for Catholics to receive the rest of their Sacraments of Initiation. We also offer programs for children.

Mass Readings and Intentions

Saturday, December 3	Saint Francis Xavier, Priest Is 30:19-21, 23-26/Ps 147:1-2, 3-4, 5-6/Mt 9:35—10:1, 5a, 6-8
4:00 pm CC 4:30 pm St. A	Members of the Kolic Family by: Mildred Matta Byron Handra by: Monica and Kids
Sunday, December 4	SECOND SUNDAY OF ADVENT Is 11:1-10/Ps 72:1-2, 7-8, 12-13, 17/Rom 15:4-9/Mt 3:1-12
8:30 am St. P 9:30 am St. R 11:00 am St. A	Living and Deceased of the Parish Matt Luketic by: Agatha Luketic In Memory of Bill Hazlett—Birthday by: Bev Hazlett & Paul Drost
Monday, December 5	Advent Weekday Is 35:1-10/Ps 85:9ab and 10, 11-12, 13-14/Lk 5:17-26
8:30 am St. A	In Memory of Mary Ellen Hazlett—Birthday by: Bev Hazlett & Paul Drost
Tuesday, December 6	Advent Weekday; <i>Saint Nicholas, Bishop</i> Is 40:1-11/Ps 96:1-2, 3 and 10ac, 11-12, 13/Mt 18:12-14
8:30 am St. A	Frank Cindrich by: Anne Pratt
Wednesday, December 7	Saint Ambrose, Bishop, Doctor of the Church Is 40:25-31/Ps 103:1-2, 3-4, 8 and 10/Mt 11:28-30
8:30 am St. A 6:30 pm CC	Mary & Walter Johnson by: The Family Myles Andrews by: Patricia Andrews
Thursday, December 8	THE IMMACULATE CONCEPTION OF THE BLESSED VIRGIN MARY, Patronal Feast Day of the United State of America Gn 3:9-15, 20/Ps 98:1, 2-3ab, 3cd-4/Eph 1:3-6, 11-12/Lk 1:26-38
8:30 am St. P 10:00 am St. A 7:00 pm St. R	Raymond Chronowski by: Mom & Dad Malvina & Steve Drost by: Bev Hazlett & Paul Drost Lorraine Ryan by: Linda & Pete Gentili
Friday, December 9	Advent Weekday; Saint Juan Diego Cuauhtlatoatzin Is 48:17-19/Ps 1:1-2, 3, 4 and 6/Mt 11:16-19
8:30 am St. A	Giff Williams by: Wife and Family
Saturday, December 10	Advent Weekday; <i>Our Lady of Loreto</i> Sir 48:1-4, 9-11/Ps 80:2ac and 3b, 15-16, 18-19/Mt 17:9a, 10-13
4:00 pm CC 4:30 pm St. A	Mr. & Mrs. Steve Jakubek by: Their Children Bob, Dolores, and Rob Pupich by: Roberta & Ted Mains
Sunday, December 11	THIRD SUNDAY OF ADVENT Is 35:1-6a, 10/Ps 146:6-7, 8-9, 9-10/Jas 5:7-10/Mt 11:2-11
8:30 am St. P 9:30 am St. R 11:00 am St. A	Cameron Hopkin by: Family Jean & Bob Morsey by: Lauren Pawlush Living and Deceased of the Parish

FROM FATHER TERRY

J+M+J



San Giovanni Battista Predicazione, Mattia Preti (Saint John the Baptist Preaching)

"Prepare the way of the Lord." (Mt 3:3) St. John the Baptist's words are at the heart of the Advent season. This is what Advent is all about, preparing for the coming of Christ, both at Christmas and at his Second Coming in glory. How are our preparations coming along? We can prepare for many things, but nothing is as important as getting ready to meet Jesus. In the Gospel, St. John the Baptist goes on to say that we can show our readiness by bearing "good fruit." (8) What kind of fruit does the Lord seek from us? The fruit of praying with our hearts, praying with and for others, reading Scripture and our Advent booklets, being kind to others, telling another about Jesus, visiting the sick and the lonely, helping around the house, shattering addictions, going to the sacrament of Reconciliation, reconciling with another, and smiling. What kind of fruit do you want to produce this Advent? Now is the time, Jesus is on his way!

We celebrate the Immaculate Conception this Thursday, December 8. This day calls us to rejoice in Our Lady being conceived without Original Sin from her parents Saints Joachim and Anne. Further, Mary remained sinless throughout her entire life. The Immaculate Conception was declared infallible teaching by Pope Pius IX in 1854, with such a notion developing over several centuries. The Blessed Virgin Mary, under the title of the Immaculate Conception, is the Patroness of the United States and the Diocese of Pittsburgh. St. Paul is the secondary patron of our diocese. May this day remind us of our call to remain pure and sinless. As one of the Beatitudes tells us, "Blessed are the clean of heart, for they will see God." (Mt 5:8) Our purity will draw us into a closer union with God. Is there anything that we need to be cleansed from so that we can see Jesus? May this day also recall the love and help that our Mother in heaven extends to each of us. This is a holyday of obligation, which calls us to attend Mass as if it were a Sunday. Who would not want to go to Mass? Please find the Mass schedule in the bulletin.

As we approach Christmas, two great gift items are the following books on Mary. <u>True Devotion</u> by St. Louis De Montfort, in which St. John Paul II gets his papal motto, and <u>The Glories of Mary</u> by St. Alphonsus Liguori, which is Pope Francis' favorite. Blessed feast day to all!

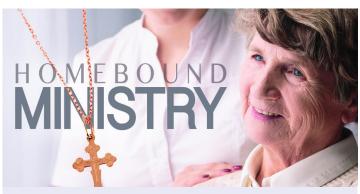
As we await the coming of the Lord and are inspired by Mary's purity, I ask that you pray about going to the Sacrament of Reconciliation. We will have *The Light is On for You!* on Wednesday, December 14 from 6:00 – 8:30 p.m. at St. Patrick and St. Robert. We are also having a Holy Hour/Penance Service on Monday, December 19 at 7:00 p.m. at St. Angela. I hope we can experience God's mercy before he comes.

With the departure of our full-time Administrative Assistant, Britnea Jones, we will have new hours for the Parish Center. We will now be open Monday through Friday from 9:00 a.m.— 4:00 p.m. I thank you for making note of the change.

HANDMAID OF THE LORD

This weekend, December 3 and 4, I will be announcing which churches we will be using for regular Sunday worship and a proposed Mass schedule. You will have an opportunity to offer your input as to the proposed Mass schedule. The proposed schedule and comment forms will be available at the end of all the Masses this weekend and placed on the website following this Sunday's 11:00 a.m. Mass. I thank you for your love, support, and assistance. Please keep the entire process in your prayers. Mary, Mother of God, pray for us.

May it be it done unto me according to thy word.



Our clergy team brings Holy Communion and offers the sacrament of Anointing of the Sick to the Homebound. Should you or a loved one like to receive monthly home visits, please contact the Parish Center at 412-672-9641 or secretary@marymotherofgod1.org.

WE ARE ALMOST THERE!!

Thank you for any giving that you have made toward our 2022 Parish Share Goal. However, we still need your help. As of November 30th, we are \$19,297.79 short. We only have 7 weeks to go. We ask that you do all that you can to help us achieve our goal.

Remember if we do not obtain our goal, the monies will not be forgiven and will be deducted from our savings account. Thank you for your consideration.

OFFERTORY COLLECTIONS: November 20, 2022

1107CHDC1 20, 2022						
Offertory		\$	16,615.12			
Monthly Ma	intenance	\$	1,021.00			
Parish Share	,*	\$	1,485.00			
Candles		\$	218.75			
Outreach		\$	46.00			
Thanksgivin	g	\$	745.00			
Christmas F	lowers	\$	328.00			
Retired Reli	gious	\$	6,948.00			
Christmas		\$	215.00			
Immaculate	Conception	\$	30.00			
Christmas C	harities	\$	30.00			
Solemnity of	f Mary	\$	45.00			

*Our Parish Share Goal for 2022 is: \$169,007.00 As of 11/30/22 our remaining balance is \$19,297.79.

Thank you for your generosity!

OFFERTORY COLLECTIONS: November 27, 2022

110 VEHIBET 27, 2022					
Offertory	\$	14,724.77			
Monthly Maintenance	\$	773.00			
Parish Share*	\$	2,955.00			
Candles	\$	898.42			
Thanksgiving	\$	2,644.15			
Christmas Flowers	\$	788.00			
Retired Religious	\$	1,226.00			
Christmas	\$	143.00			
Immaculate Conception	\$	121.00			
Christmas Charities	\$	26.00			
Solemnity of Mary	\$	11.00			

*Our Parish Share Goal for 2022 is: \$169,007.00 As of 11/30/22 our remaining balance is \$19,297.79.

Thank you for your generosity!



Please remember in your prayers
Elizabeth Eizenhafer, Beverly Guarascio,
Patricia Klement, Stanley Lowry,
Bette Menas, Kathleen Mols,
Michael Pavlovic,
Father Edward Schleicher,
Eileen Szymarek, Charles Vincenzini,
Patricia Zosack

May their souls and all the souls of the

faithful departed rest in peace. Amen.

H Sanctuary Light

burns before the Blessed Sacrament the week of December 4, 2022 in loving honor of:



St. Angela

Ann Poprocky by: Family

Corpus Christi

In Memory of Bill Hazlett and Steve Drost by: Bev Hazlett & Paul Drost Terry Jackson by: Kathy Jackson

St. Patrick

Josephine & Dominic Denardo by: Family



There will be no Bible Study this Wednesday, December 7th, in observance of the Vigil of the Immaculate Conception.

We will resume Bible Study on Wednesday, December 14th at 7:00 p.m.

Word Among Us booklets are a wonderful resource for prayer and reflection. They provide readers with daily prayers, reflections, and readings for both weekdays and Sundays. The Advent issue of Word Among Us is now available for all in the back of each church.

Livestreaming From St. Angela this week

Daily Mass:Weekdays8:30 a.m.Immaculate
ConceptionThursday10:00 a.m.Weekend Masses:Saturday4:30 p.m.Sunday11:00 a.m.

Surviving the Holidays

Tuesday, December 13th—6:30 p.m.—Parish Center

The holidays can be a time of loneliness and dread for people in grief. Many wonder how they'll get through the season without their loved one, and this is why Surviving the Holidays was created.

A stand-alone two-hour session of the GriefShare program, Surviving the Holidays offers participants practical suggestions on: how to prepare for and deal with emotional ambushes, what to do about family traditions and yearly events, how to handle invites and uncomfortable moments at social events, and more. Participants will receive a Survival Guide to take home.

All are welcome, including those who have not participated in previous GriefShare sessions.

Please RSVP to GriefShare Coordinator, Cathy Nola, at cnola@marymotherofgod1.org or 412-672-9641.





Immaculate Conception Mass Schedule

A Holy Day of Obligation

Wednesday, December 7 6:30 p.m.—Corpus Christi

Thursday, December 8 8:30 a.m.—St. Patrick 10:00 a.m.—St. Angela 7:00 p.m.—St. Robert

Advent Schedule

<u> Advent Mass Series</u>

Thursdays—6:30 p.m. at St. Angela (Reconciliation from 5:40-6:20 p.m.) December 1—Amazing Grace—Fr. Terry December 15—The Pursuit—Fr. Adam December 22—God is Faithful—Deacon Reynold

Advent Lessons and Carols

Monday, December 12 7:00 p.m.—St. Angela



Additional Reconciliation Opportunities:

The Light is On for You

Wednesday, December 14 6:00-8:30 p.m. St. Patrick and St. Robert Eucharistic Adoration/Penance Service

Monday, December 19 7:00-8:30 p.m. St. Angela

Christmas Mass Schedule



Christmas Eve
Saturday, December 24
4:00 p.m.—Corpus Christi
4:00 p.m.—St. Robert
4:30 p.m.—St. Patrick
6:00 p.m.—Corpus Christi
10:00 p.m.—St. Angela*

(9:30 p.m.-Christmas Carols)

Christmas Day Sunday, December 25 8:30 a.m.—St. Patrick 9:30 a.m.—St. Robert 11:00 a.m.—St. Angela*

*Also on livestream

We will follow the regular Mass Schedule for the Solemnity of Mary, the Holy Mother of God Saturday Vigil—December 31, 2022

4:00 p.m.—Corpus Christi 4:30 p.m.—St. Angela Sunday—January 1, 2023

8:30 a.m.—St. Patrick 9:30 a.m.—St. Robert 11:00 a.m.—St. Angela



	DATE and TIME:	GROUP and LOCATION:	
	Sunday-December 4-12:30-3:00 p.m.	Knight of Columbus Children's Christmas Party—St. Patrick Hall	
	Monday-December 5-7:00 p.m.	Pastoral Council Meeting Parish Center	
	Tuesday-December 6-6:30 p.m.	GriefShare Parish Center	
	Thursday-December 8-7:00 p.m.	RCIA Parish Center	
0	Saturday-December 10-12:00 p.m.	Ladies of Charity Christmas Party Corpus Christi Hall	



Next Confirmation Prep class: Students Only

Sunday, December 11

Please direct any questions to our Confirmation Coordinator, Gloria Madden at 412-951-4185 (You may call or text).

ALTAR SERVERS NEEDED

Our parish is seeking new altar servers. This is an amazing ministry! At Mass, the priest stands in the place of Jesus, preaching the Word and consecrating the bread and wine into the Body and Blood of Christ. Being an altar server will give students a greater appreciation of the Mass and lead them into a deeper union with Jesus. Depending on availability, altar servers may also be asked to serve daily mass along with weddings and funerals.

All students grades 4-12 are invited to be a part of this important ministry.

Names of interested students should be sent to Fr Adam at apotter@diopitt.org, along with parent/guardian contact information. Fr Adam will then be in contact to set up training sessions.

We continue to pray for Ukraine.

Attention Lectors!

Handbooks are now available. Please stop by the Parish Center to pick your copy.

Oplatki Wafers—A Christmas Tradition

Oplatki wafers are available for a suggested \$3.00 donation in the back of each of our churches. Proceeds will benefit our Youth Group.

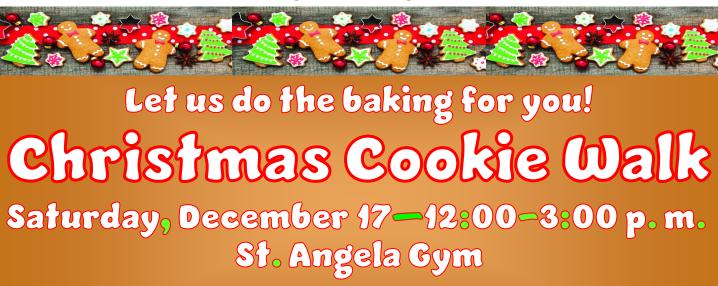
The tradition of Oplatki originated in Poland as early as the seventeenth century. Oplatki are enjoyed by families, typically right before the Christmas Eve meal. Generally, the eldest member of the family will begin the ritual by breaking off a piece of the wafer and passing it to another family member with a blessing. This blessing can simply consist of what you desire for your loved one in the upcoming year—whether it be good health, success, or happiness. The purpose of this act is primarily to express one's love for each member of the family.

The significance of the Oplatki Christmas wafer is that it shows the Eucharistic meal Catholics participate in at each Mass. Just as we share in the Eucharist as one family in Christ and receive Christ's love through the Eucharist, Oplatki allow for one's

immediate family to come together and share the love they have for one another.



CALLING ALL BAKERS! Help us make our Cookie Walk a success! Please sign up to bake four dozen (or more) of your favorite Christmas cookie (or two). Cookies may be dropped off at the Parish Center, Thursday and Friday, December 15 & 16, from 9:00 a.m.-4:00 p.m. Contact Kathy Ryan (724-871-8430/kjryan@gmail.com) or the Parish Center at 412-672-9641 with what you are baking.



Stroll your way through delicious home-baked Christmas cookies. Over 14 varieties and 500+ cookies to choose from-mix and match to make your own Christmas Cookie Table. Pick you favorite or try something new! A gift-wrapping station will be available--Donations Accepted. Come early to get the best selections. \$7.00/dozen.







organization Mary of Nazareth Catholic School

December 4 to December 10,2022

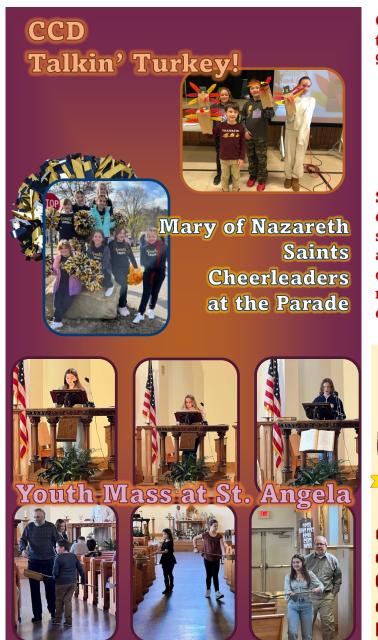
Please check our website for store hours

Five Below Pleasant Hills, Pa

members of your group will be donated bacl it's simple! 10% of the purchases made by

simply present this flyer to a member of our WOW CREW at the time of purchase.
please note that we do not allow flyers to be handed out in our store or shopping center at any time before, during or after your event.

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Children of the Parish in grades K-6 are invited to Knights of Columbus McKeesport Council 955's

Annual Children's Christmas Party Sunday, December 4, 2022 12:30–3:00 p. m. St. Patrick Social Hall 310 32nd Street, McKeesport

Snacks, gifts, activities, entertainment, and a special visit from Santa are planned! At least one parent or guardian must be present with each child.



Serra

FULL BORLER

The Serra Catholic High School Marching Band is selling 2023 Enjoy Coupon Books. Books are \$30.00 each, and feature hundreds of coupons for "2 for 1" offers at local

restaurants, retail stores, events, and much more. They make great Christmas gifts. To purchase a book and support our State Championship Band, call 412-425-1015.

YOUTH GROUP:



SUNDAY - DECEMBER 11

We will meet at the Youth Group Room in the Parish Center at 1:45 p.m. We will ride to The Oaks and Point Pleasant together.

Music will be provided.

UP NEXT:

Sunday, December 18—Christmas Party Sunday, January 8—Glow In the Dark Dodgeball



HOLIDAY NUT ROLL SALE

Mary, Mother of God Ladies of Charity will be baking our delicious, homemade nut rolls for the Holidays for \$17 each (cash only). Phone orders will be taken Monday through Friday from 4:00 p.m. to 6:00 p.m. until December 6, by calling (412) 672-2220.

Pickup will be Tuesday, December 13, 2022 from 4:00 p.m. to 6:00 p.m. at Corpus Christi Hall, 803 Market Street, McKeesport.

Mary, Mother of God Parish Christian Mothers/Rosary Society

Christmas Partu:

Tuesday December 13—Noon
Heritage Center, Renzie Park
Members and Guests—\$20 per person
Buffet dinner 12:30 p.m.
For reservations, call Joline 412-751-1284.
Reservations will be taken at the November meeting and close Monday December 5.

Call early for fun, friendship!



The next Substance Addiction Ministry Rosary for Recovery will be Wednesday, December 21, 2022 at Holy Family Parish, St. John the Baptist Church, 444 St. John

Street, Pittsburgh, PA 15239. We will meet at 7:00p.m. in the Church for the Rosary for all who are afflicted or affected by addiction and seeking education, referral, and support. For more information please contact Noreen at 412-296-1709.

Now, while we have time, and the time is ours,

let's give our neighbors our best efforts, and God our praise.

-St. Catherine of Siena

ANGEL TREE COLLECTION

Angel trees with ornament wishes are up at all church sites this weekend (November 19 & 20) for donations of gifts, money and gift cards to local charities and parish families. Wrapped gifts with original gift tags should be returned and placed under the tree by dates noted on back of ornaments (December 10 & 11).

Please attach the original ornament/tag to your gift. Drop gift cards in collection basket or mail to church office. If you are unable to choose an ornament from the tree or shop for a gift, simply put your donation in envelope and mark "Angel Tree," place in collection basket or mail to church office. We'll do the shopping for you!

If you have any questions or need help getting an ornament, please call Joanne Dorazio (412-780-4810), Asunta Tyskiewicz (412-678-2028), Anna Marie McCandless (412-678-1960), or Noreen Dodds (412-334-1967).

Thank you for making the Christmas season brighter for someone less fortunate!



The Ladies of Charity would like to invite all of our members to our Christmas Party Meeting on December 10th at Corpus Christi Hall at 12:00 p.m.

We will have a short meeting prior to the party which will begin at 1:00 p.m.

The LoC will provide the main course and we ask, if you are able, to bring a covered dish based on the first initial of your last name:

A through F: Appetizers

G through L: Vegetable or Side Dish

M through R: Salad S through Z: Dessert



Early bulletin submission dates:

Due to the Christmas holiday, bulletin items will be due early to the Parish Center:

12/18 bulletin deadline: Thursday the 8th 12/25 bulletin deadline: Wednesday the 14th 1/1 bulletin deadline: Thursday the 22nd Thank you for your timely submissions.

Knights of Columbus 4th Degree Stephen P. Barry Assembly Soup Sale

Order by December 14 Pick Up January 11

Soup supplied by Rockwell's Red Lion Restaurant

> Pepperjack Crab \$13 Shrimp Bisque \$13 Wedding \$12 **Beer Cheese \$12 Chicken Noodle \$12** French Onion \$11

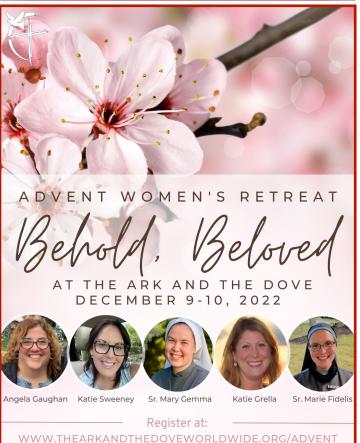
Vinegar and Oil 4-pack \$15 All soup is frozen quarts

To order by phone call: Jerry Maxa 412-653-7938

Payments can be sent to:

Jerry Maxa 704 Kathleen Drive Jefferson Hills. PA 15025

Make checks payable to: Knights of Columbus—Stephen P. Barry



OVERNIGHT & COMMUTER OPTIONS

Parousia and Praise Saturday, December 10-7:00-9:00 p.m. St. Therese Church St. Thomas the Apostle Parish, Munhall

The Praise Nation Worship Team, in collaboration with the amazing St. Thomas the Apostle schola, and a string quartet, will lead us to the throne of God together! We are very excited about this event, because we know in our hearts it is going to be an amazing encounter with God!

For more information, and to listen to a sample of the music we will be using for our that night, prauer visit please praisenationpgh.org

2023 CALENDARS

Calendars for next year are available at the doors of our churches. They feature inspiring words on being living saints! Our thanks to our local funeral homes-Bekavac, Forgie-Snyder, Gilbert, Jaycox-Jaworski, Kutch, Striffler, and Willig—for sponsoring!







Italy Pilgrimage 2022







Venus



The Shrine of St. Padre Pio







San Giovanni Rotundo





A touching moment for Fr. Terry



Hospital built by Padre Pio





PART-TIME ADMINISTRATIVE ASSISTANT POSITION AVAILABLE

Part-Time Administrative Assistant (15-20 hours)

Mary, Mother of God Parish, is seeking a Part-Time Administrative Assistant. Assistant will work out of the Parish Center located at St. Angela Merici Church. Assistant will have a deep love for Jesus Christ and be inspired to share that love through words and actions. He/she must be welcoming, compassionate, and enthusiastic. Assistant is to provide administrative support by working independently and as a team member with clergy and staff to facilitate the efficient operation by using organizational, problem-solving, technical, interpersonal, and communication skills.

Job Requirements

- Must be a fully initiated Catholic in good standing.
- High School Diploma or Equivalency.
- Three years in an Administrative Assistant role.
- Able to successfully complete Safe Environment requirements.

Skills and Competencies

- Good telephone and interpersonal skills, with knowledge of business etiquette.
- Strong organizational skills with attention to detail.
- Able to work independently and in a team dynamic.
- Able to operate office equipment including desktop computer, copier, facsimile machine, scanner, and telephone.
- Proficient in Microsoft Office Business Suite (Word, Publisher, Excel, Outlook, Access, and PowerPoint) and such programs as Flocknote.
- Know Publisher to assist with the weekly bulletin.
- Proficient in database and website management.
- Able to protect confidential information.
- Ability to multitask and utilize specific operating systems simultaneously.
- Maintain Sacramental Records and oversee the Mass Intention process.
- Coordinate and disseminate all information for funerals and baptisms.

Competitive Salary and Benefits

Interested candidates should send resume to: Fr. Terry O'Connor (Pastor), Mother of God Parish, 1640 Fawcett Avenue, White Oak, PA 15131, or toconnor@diopitt.org. Deadline: Monday, December 19, 2022