

Little Flower Parish
Full-Time Caretaker Required

The duties and responsibilities of this position shall be those associated with the general care, maintenance and cleanliness of the church interior, auditorium, office area and church grounds.

The caretaker must be available to work 35 flexible hours per week and to be on-call as required. This is to accommodate the religious services, meetings and functions in the parish. Possession of a Fireman's Certificate would be an asset.

Only successful applicants will be contacted and will be required to submit references. Please submit applications to Little Flower Parish Hiring Committee, 420 College Avenue, Regina, SK S4N 0X2 or littleflower-regina@sasktel.net.

Employment Opportunity
Little Flower Parish

Little Flower Parish is seeking a qualified individual to fill the position (minimum of 25 hours per week including some evenings and weekends) of **Pastoral Assistant**.

Duties and Responsibilities:

- Working with the Pastor to provide spiritual leadership;
- Assess and implement catechetical Faith Formation;
- Assist the Pastor to ensure that the "Parishes Pastoral Plans" are being implemented;
- Oversee the ministry of Sacrament Preparation;
- Identify and plan for ongoing educational programs;
- Act as a Liaison to the Parishes feeder schools; and
- Assist in Liturgical preparations for Weddings, Funerals and special events.

Qualifications:

- The individual must be a practicing Roman Catholic;
- Possess a University degree with additional training in Liturgy;
- Demonstrate excellent working knowledge of church catechism;
- Be able to utilize business office equipment; and
- Possess skills in Microsoft Office Suite and other applicable software.

Start Date: Employment to begin upon mutually agreed date.

Deadline for application: November 30, 2015

Only successful candidates will be contacted for an interview.

Please submit application with Resume to:

Attention: Fr. Jose Periyilkatte
Little Flower Church
420 College Avenue
Regina, SK S4N 0X2
Contact Number: 306-522-8583
E-mail: littleflowerregina@sasktel.net