

St. Emile Parish
Financial Administrator/Reception Position



Part-time position – Monday to Friday, 9:00 a.m. to 12:30 p.m.

Start Date: Monday, November 5, 2018

Accounting training and experience required.

This position includes: keeping the St. Emile accounts in order; month-end payroll; Diocese remittance; Receiver General Payments; dealing with Direct Deposit accounts; issuing tax receipts; and preparing a yearly budget.

You will serve as the office receptionist, greeting visitors and answering the telephone. You will be responsible to coordinate and assign the work of the office volunteers.

There is also a four-plex and leases and monthly rents, attending four (4) Finance evening meetings a year, and an AGM meeting.

Please email your resume to: r.marie@shaw.ca, or drop off a hard copy at the parish office, 556 St. Anne's Road, by September 30, 2018.

What is Direct Deposit?

St. Emile has started to accept Direct Deposit forms from parishioners.

This is to facilitate your donations to St. Emile Parish.

This also helps to have regular amounts deposited to St. Emile accounts and makes it simpler for the bookkeeping.

Forms are available at the back of the church.

Benefits for the Parishioner

Regular withdrawals help you budget and support the parish if you are away.

No more cost of cheques or forgotten envelopes

Completely confidential.

You can decide on the first or the fifteenth of the month.

Several parishes in the Diocese have already enrolled in this plan.

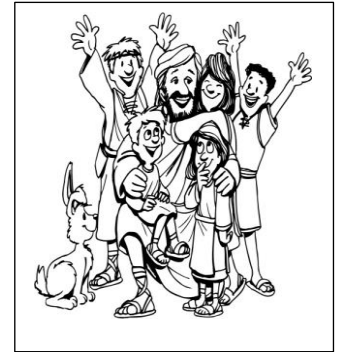
Thank you for considering to be part of Direct Deposit.

If you have questions, please email Rose Marie Couture at r.marie@shaw.ca.

DIRECT DEPOSIT

CATECHISM REGISTRATION SUNDAY

Parents who wish to enroll their children in our Sunday Catechism classes and in our Sacramental preparation classes (First Reconciliation / First Communion / Confirmation), may register them *after the 9:00 a.m. Mass* at the Coffee & Fellowship gathering *Sunday, September 30*, in the parish hall.



KIDS' CAMP

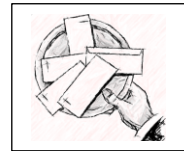
In response to the call for a *NEW EVANGELIZATION*, to begin our Catechism program, children, grade 6 and younger are invited to attend a life-changing and spirit-filled day with the Lord on *Saturday, October 6th from 9:00 a.m. to 2:30 p.m.* at St. Emile School Gym. Please note that this is a requirement for those who will be enrolled in our Sunday Catechism and our Sacramental Preparation programs. The Schedule for the day is as follows:

- 9:00-10:00 a.m. - Mass
- 10:00-10:30 - Light Snack
- 10:30-2:30 p.m. - Actual Program and Lunch Break (food is provided)
- 1:30-2:00 p.m. - Parents' Forum

Parents/guardians are requested to attend.

Greeters and Collectors Needed

- Choose your Mass time.
- Choose how often (or seldom) you are scheduled.
- Couples or families can be scheduled together.
- You will be scheduled around your holidays, etc.



Complete the form below and drop it into the collection basket to appear on the schedule for November and December or contact Shirley at svgill54@gmail.com or 204-489-0824 (after 6:00 p.m.).

Name: _____

Phone: _____

E-mail (if any): _____

Mass (circle your choice): 5:00 p.m. – 9:00 a.m. – 11:00 a.m.

Role (circle your choice): Greeter -- Collection -- Both

Comments regarding how often you want to be scheduled, whether you should be scheduled with family, upcoming holidays, etc.: _____

Office: Please hold completed form for Shirley to collect.