



DECEMBER 1, 2019

FIRST SUNDAY OF ADVENT

WEEKEND MASS SCHEDULE

Saturday: 5:30 p.m. Sunday: 8:00 a.m. and 10:00 a.m.

WEEKDAY MASS SCHEDULE

Monday, Tuesday, Thursday, Friday: 6:30 a.m. Wednesday: 8:00 a.m.

RECONCILIATION

4:00 p.m. Saturday & by appointment

CATHEDRAL PARISH OFFICE

2305 West Main Street
Jefferson City, MO 65109
Phone: 573-635-7991
Fax: 573-635-0842
Email: info@cathedraljc.org
Website: cathedraljc.org
Cathedral Undercroft
2215 West Main Street

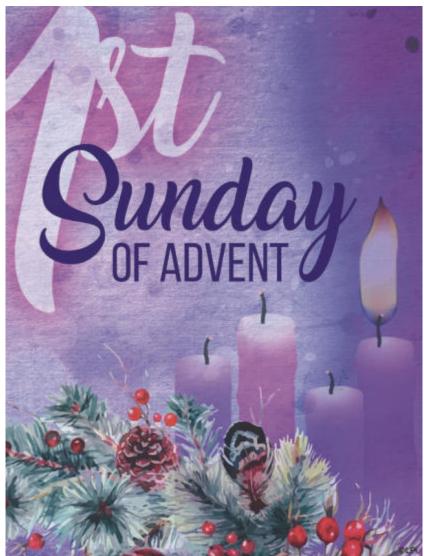
Phone: 573-635-4955 CATHEDRAL SCHOOL

2303 West Main Street Office: 573-635-5024 Cafeteria: 573-634-2984 After-School Care: 573-635-2533 Fax: 573-635-5238 Website: www.sjcsmo.org

DIOCESE OF JEFFERSON CITY

Chancery Offices
The Alphonse J. Schwartze
Memorial Catholic Center
2207 West Main Street
Phone: 573-635-9127
Fax: 573-635-0386

Email: chancellor@diojeffcity.org Website: www.diojeffcity.org



CLERGY

His Excellency, The Most Reverend Shawn McKnight | Bishop of Jefferson City His Excellency, The Most Reverend John R. Gaydos | Bishop Emeritus in Residence Very Reverend Louis M. Nelen | Pastor, Rector Reverend James Finder | Chaplain to St. Mary's and Capital Regional Hospitals Reverend Monsignor Donald W. Lammers, P.A. | Retired Priest in Residence Deacon Christopher Baker | Deacon Alvin J. Brand | Deacon James L. Kliethermes | Deacon Tyler S. McClay | Deacon Dan K. Joyce Deacon John A. Schwartze | Deacon Emeritus Robert J. Rackers, K.S.G.

Registering in the Parish

To join our Parish, please contact the Parish Office at 635-7991 Monday-Friday from 8:00 a.m. to 4:00 p.m.

Registering in the Cathedral School

Parents wishing to know more about our grade school are encouraged to call the Cathedral school principal, Mr. Spencer L. Allen, at 635-5024.

TO ALL OUR VISITORS

Bishop Shawn McKnight, the clergy and the faithful of the Diocese of Jefferson City welcome you and hope that your time in our Mother Church may be an opportunity to share our faith and joy in Our Lord Jesus Christ.

Our Parish was formed in 1959 and was elevated to the title of Cathedral in 1968 and dedicated in 1974. Please enjoy the beauty of this spacious building dedicated to the Glory of God and the memory of Saint Joseph, the Husband of Mary. It was built for the inspiration of all who enter. Free tour booklets are available.

All visitors who are not of the Roman Catholic faith are most welcome to join us in prayer and worship, but not to receive Holy Communion. Reception of Holy Communion is a sign of full unity and membership in the Catholic community. Together let us all pray for the unity of all believers.

If you desire to become a member of the Roman Catholic Church or to become a member of the Cathedral Parish, please call the Parish Office at 573-635-7991.

All contributions to the Cathedral ministries and maintenance are sincerely appreciated. Please remember this Cathedral Parish in your will, gifts and estate plans to support our Parish's ongoing mission.

THE ADVENT WREATH

During the Advent season families should spend time together preparing for the approaching celebration of the birth of Christ. An Advent wreath can be a great focal point for family prayers and holiday celebrations. The candles symbolize the light that the birth of Christ brought into the world. Traditionally, three of the candles are purple, the color of kings and of penance. A rose-colored candle is used to mark the Third Sunday of Advent as a time to rejoice over the closeness of Christmas and the coming of Christ. An Advent Wreath is a simple way to start a tradition of family worship in the home. Each day the proper number of candles are lighted and a prayer is said.

ADVENT WREATH BLESSING

LORD OUR GOD,
WE PRAISE YOU FOR YOUR SON,
JESUS CHRIST.
HE IS EMMANUEL, THE HOPE OF THE PEOPLE.
HE IS THE WISDOM THAT TEACHES US
AND GUIDES US.
HE IS THE SAVIOR OF EVERY NATION.

LORD GOD,

LET YOUR BLESSING COME UPON US AS WE LIGHT THIS WREATH.

MAY THE WREATH AND ITS LIGHT

BE A SIGN OF CHRIST'S PROMISE

TO BRING US SALVATION.

WE ASK THIS THROUGH CHRIST THE LORD.

AMEN

CATHEDRAL ORGANIZATIONS AND MINISTRIES

American Heritage Girls
Baptism Preparation

Bereavement Committee

Boy Scouts

Catholic Cancer Support

Cemetery Board

Christ Renews His Parish

Collection Counters

Confirmation Preparation

Cub Scouts Cursillo

Director of Music
Edge Youth Program
Eucharistic Adoration

Faith Formation Committee

Finance Council

Funeral Luncheon
Girl Scouts

Home & School
Helias Representative

Mrs. Jennifer Gerber Deacon Chris Baker

Mrs. Dena Brand Mr. Steve Wright

Vacant

Deacon John Schwartze Mrs. Donna English,

(Men's) Mr. Louie Delk and (Women's) Ms. June Brunner

Mr. Duane Buersmeyer Mrs. Denise Barnes

Mr. Larry Schulte

Mr. Brian Johnson Mr. Thomas Halpin

Mrs. Julie Gramlich

Mr. John Poepsel Mrs. Denise Barnes

Mrs. Christy Daledovich

Mrs. Sharon Pope

Mrs. Maria Stokes Mrs. Maureen Quinn

Mrs. Heidi Vollet

JP2 Young Adults

Knights of Columbus Ladies' Auxiliary

Marriage Preparation

Nursing Home Visitation

Parish Pastoral Council

Parish School of Religion

Prayer Line Pro-Life

Rite of Christian Initiation

Samaritan Center Board

School Board President

School Principal Secular Franciscan Order Special Event Dinners

St. Brigid Quilters Stewardship Committee

Ushers

Vocations' Committee

Youth Ministry

Mrs. Julie Gramlich

Mr. Bob Asahl

Mrs. Carolyn Case

Parish Office

Area Deacons

Ms. Edie Vogel

Mrs. Cara Sue Cockerham

Parish Office

Ed Bode

Mr. Dan Kempker

Mr. Alan Mudd Mr. Jamison Case

Mrs. Leslie Case

Mrs. Abby Struemph

Mr. Spencer L. Allen

Ms. Nancy Singh, OFS Mrs. Janice Houser

Mrs. Rosana Weidinger

Parish Office

Mr. Bob Asahl

Mr. Louie Delk

Mrs. Julie Gramlich

THIS WEEK



Sunday, December 1

8:00 a.m. L & D of the Champlain & Nobbman

Families

10:00 a.m. Parishioners

Monday, December 2

6:30 a.m. Frank Kurwicki

Tuesday, December 3

6:30 a.m. Jerome Oligschlaeger

Wednesday, December 4

8:00 a.m. Virginia Rackers

Thursday, December 5

6:30 a.m. Ruth Elizabeth Ovaitt

Friday, December 6

6:30 a.m. Anton & Nadine Jurgensmeyer

Saturday, December7

5:30 p.m. Parishioners

Sunday, December 8

8:00 a.m. Leroy Wegman

10:00 a.m. Herb Verslues & Chris Verslues

OBSERVANCES, WEEK OF DECEMBER 1, 2019

Sunday: 1st Sunday of Advent

Monday: Weekday

Tuesday: St. Francis Xavier, Priest

Wednesday: St. John Damascene, Priest & Doctor of

the Church

Thursday: Weekday

Friday: St. Nicholas, Bishop

Saturday: St. Ambrose, Bishop & Doctor of the

Church

Next Sunday: 2nd Sunday of Advent

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Offertory Budget 07/1/19-6/30/20	\$	2,675,000.00		
Budget Goal per Month		222,916.67		
Weekly Goal		51,442.31		
Collection				
November 3	\$	75,283.85		
November 10	\$	22,770.76		
November 17	\$	89,926.17		
November 24	\$			
To Date for November	\$	187,980.78		
Budget Goal Year-to-Date	\$	1,028,846.20		
Sunday Collection Year-to-Date	\$	1,062,668.94		
Over/Under		+33,822.74		

CALENDAR OF EVENTS

December 1 No Scheduled Activities

December 2 **Centering Prayer:** 12:10 p.m., Chapel

Scripture Study: 7:00 p.m., Mary Room

December 3 Vocations' Committee: 4:30 p.m., Mary Room

December 4 All School Mass: 8:00 a.m., Cathedral Proper Pastor/Music Director Mtg.: 9:00 a.m., Parish

Office

Parish Staff Mtg.: 9:30 a.m., Parish Office Advent Small Group: 12:30 p.m., Mary Room Women's Bible Study: 6:30 p.m., Mary Room Adult Choir: 7:00 p.m., Cathedral Proper &

Bishop Marling Room

PSR Classes: 7:00 p.m., School Cafeteria

December 5 Quilters: 8:45 a.m., Bishop Marling Room

Pastor/Principal Mtg.: 10:00 a.m., Parish Office **Ladies' Auxiliary:** 6:30 p.m., Parish Office

Rosary: 7:00 p.m., Chapel

Handbell Choir: 7:00 p.m., Bishop Marling

Room

December 6 **Eucharistic Adoration:** 9:00 a.m., Cathedral

Benediction: 2:40 p.m., Cathedral

December 7 Men's Prayer Group: 7:00 a.m., Bishop Marling

Room

Confessions: 4:00 p.m., Cathedral Proper Samaritan Center Second Collection: All

Masses

December 8 Samaritan Center Second Collection: All

Masses

K of C Breakfast & Formed Sign-Up: After

Masses

Baby Scheppers' Baptism: Noon, Cathedral

In honor of the Feast of the Immaculate Conception, the Parish Office will be closed on **Monday**, **Dec. 9**.

PLEASE SUPPORT OUR ADVERTISERS WILSON ORTHODONTICS

DUSTIN WILSON, DDS, MS 748 W. STADIUM BLVD. | 573-634-5122 And Thank Them For Supporting Our Bulletin!

CSA 2020 UPDATE

Cathedral of Saint Joseph

Parish Goal: \$ 200,000 Received: \$ 151,429

Diocese

Diocese Goal: \$2,450,000 Received: \$1,328,466

Thank you to those who have made a pledge.

PARISH NEWS AND EVENTS

ADOPT-A-FAMILY PROGRAM

The Cathedral's "Adopt-A-Family" Christmas program for needy families begins this weekend. There are gift tags and cash donation envelopes on the Christmas tree near the front entrance of the Cathedral, Make Christmas merrier by taking a tag(s) to purchase gifts or contribute cash to help purchase food and gifts. All gifts should be returned to the Cathedral by **Dec. 8.** If you have any questions, contact Ann Bax at 690-1886 or annfbax@gmail.com or Claudia Kehoe at 634-4151 or claudiakehoe@mikekehoe.com. Thank you for your generosity!

ADVENT GIFT!

Parishioners of the Cathedral are invited to take a copy of <u>The Little Blue Book</u> as a gift from the Parish to help prepare for Christmas. This book contains reflections that begin on the First Sunday of Advent, Dec. 1, 2019, and end on the Baptism of the Lord, Jan. 12, 2020. The book is carefully crafted to help you explore the depths of Scripture and deepen your relationship with Christ during this holy season. The book is in the back of church.

LENDING LIBRARY

We invite you to drop by the Parish Office and look through our selection of books. If you are looking for spiritual enrichment during the upcoming Advent Season, we have some good options. Books can be checked out and returned at your convenience.

PHOTOS



If you had a photo taken for our new directory and you did not purchase extra photos, your free

8X10 photo is at the Parish Office and can be picked Monday through Friday, 8:00 a.m.—4:00 p.m.

EUCHARISTIC ADORATION

Come join XLT in the Cathedral during Advent on Tuesday, Dec. 17, from 8:00 -9:00 p.m. This time will include adoration of the Blessed Sacrament, music and prayer. All are welcome.

CONFIRMATION CLASSES

Classes are held in the Undercroft from 11:00 a.m.-12:30 p.m. on Sundays. 1st-semester classes: **Dec. 15**.

PSR

Classes meet on Wednesdays at 7:00 p.m. in the School Cafeteria. 1st-semester classes: **Dec. 4, 11 & 18.**

FAMILIES-IN-NEED

In December, we collaborate with the Samaritan Center on food boxes for our adopted families. Please be generous. All food items are much appreciated.

CHRISTMAS MEMORIAL POINSETTIAS

If you would like to make a donation for flowers at Christmastime in memory of a loved one, please place your donation in an envelope with your name and the names of those you would like remembered and place it in the Sunday collection basket or send it to: Cathedral of Saint Joseph, 2305 W. Main St., Jefferson City, MO 65109. Memorial Poinsettias are \$10 each. Order deadline is Thursday, **Dec. 19**.

INCLEMENT WEATHER

When school is cancelled or there is an early dismissal because of inclement weather, the Parish Office will also be closed and evening meetings will be cancelled.

MISSING SUNGLASSES?

If you are missing a pair of sunglasses, there are several in the Cathedral Ushers' Room. The sunglasses have been found in the pews recently.

EARLY BULLETIN DEADLINES

During the month of December there will be several early submission dates for the bulletin. **Dec. 15** bulletin items are due by Dec. 8. **Dec. 22** bulletin items are due by Dec. 15. **Dec. 29** bulletin items are due by Dec. 18. Thank you!

SATURDAY VIGIL MASS TIME

The results are in...the Saturday Vigil Mass will remain at 5:30 p.m.

SAVE THE DATE!

A Christ-centered journey you won't want to miss.

WELCOME

Formerly <u>C</u>hrist <u>R</u>enews <u>H</u>is <u>P</u>arish.



RESCHEDULED DATE: Women's Weekend is January 25-26, 2020. This weekend will help you on your spiritual journey to become the very best version of yourself so you can live the life God has envisioned for you. We invite you to prayerfully consider participating in the next renewal weekend.

Contacts: June Bruner, 635-1005, or Rose Mengwasser, 644-2997.

"Be sure of this: if the master of the house had known the hour of night when the thief was coming, he would have stayed awake and not let his house be broken into. So too, you also must be prepared, for at an hour you do not expect, the Son of Man will come." - M. 24:43-44

System from the Jacobsony for Plan GOM 1, PME 1970 CCC)

FAMILIES-IN-NEED PROGRAM: ITEMS REQUESTED FOR THE DECEMBER 10TH DELIVERY: PASTA, CANNED PASTA SAUCE, CANNED FRUIT, PEANUT BUTTER, DISH SOAP. PLEASE PLACE YOUR DONATIONS IN THE CONTAINERS PROVIDED AT ALL THE EXITS OF THE CATHEDRAL. THANK YOU FOR YOUR SUPPORT!

— PARISH NEWS & EVENTS (Continued) -

CHRISTMAS CHOIR FOR 4:30 P.M. MASS

This year we are going to strive to build a Family Choir for the 4:30 p.m. Christmas Eve Mass. Children, parents, cousins (local and visiting), aunts, uncles, plus grandmas and grandpops are welcome to participate.

Rehearsals will be Saturdays, December 14 and 21, from 1:30 to 2:30 p.m.

All would need to be present at 3:00 p.m. on Christmas Eve in the Marling Room.

The music will be traditional Christmas carols.

Please let Tom Halpin know if your family can participate by contacting him at tom.h@cathedraljc.org or by calling 573-635-7991 and letting him know the number that will be coming so enough music is prepared.

STEWARDSHIP SIGN-UP

Using our gifts of time, talent and treasure can be holy moments as we make ourselves available to God. All registered households should have received a Stewardship sign-up form. The forms are now due to be returned. If you have not returned your form yet, please return it as soon as possible. Thank you!

20 ANNIVERSARY

Congratulations!
Deacon Dan Joyce
On Your Ordination Anniversary
December 6, 1999



Nov. 30/Dec. 1 1st Sunday of Advent

5:30 p.m. Dewayne Carver and Mary Kabiri
8:00 a.m. Schola (John Poepsel) and Tom Halpin
10:00 a.m. Christine Schroeder and Tom Halpin

Dec. 7/8 2nd Sunday of Advent
5:30 p.m. ? Noah Newberry and Tom Halpin

8:00 a.m. Tina Sellner and Scott Sellner

10:00 a.m. Adult Choir (John Poepsel) and Tom Halpin

KNIGHTS OF COLUMBUS



The Knights of Columbus are Catholic men, 18 years of age and older, who are committed to making their community a better place while supporting their Church and protecting and enhancing their family life. If you would like to

join us, please contact Grand Knight Bob Asahl at 230-3570.

Upcoming Events:

Our <u>NEW 50/50 SUPER RAFFLE</u> is now underway. Additional information is below. Buy your tickets now. Get your family and friends to sign up. You can buy 2 tickets each.

Next Sunday, December 8th: Please join us for the ANNUAL Special Olympics / Frank Kempker Breakfast. Pancakes and the works will be served from 8:00 a.m.-12:00 p.m.

All of the good works done by the Knights of Columbus are guided by four core principles: Charity, Unity, Fraternity, and Patriotism.



The Cathedral's Knights of Columbus – Bishop McAuliffe Council #12992 is excited to introduce a new 50/50 Super Raffle – open to all parishioners and the public. Each raffle ticket costs \$60 and will enter you into a drawing to be held for twelve (12) straight months. That's only \$5 per month to participate in the Super Raffle. The goal is to sell at least 300 tickets by Jan. 31, 2019, and pay out a total of \$9000 from February 2020 to January 2021. Five lucky winners will be drawn each month! Tickets will be on sale at the Knights of Columbus' breakfast on Dec. 8, 2019. More information about the Super Raffle and how to enter can be found at www.kofc12992.org.

LADIES' AUXILIARY

Our Christmas Social will be held on Thursday, **December 5th**, at 6:30 p.m. in the Parish Office meeting room. Bring a wrapped Christmas-themed item to exchange along with a treat to share with the group. If you have any questions, please contact Carolyn Case.

FORMED Daily

WE ARE NOT MEANT TO JOURNEY ALONE

...especially not during such a holy season as Advent. Join us on this journey by signing up for Advent Reflections, powered by FORMED Daily. Receive daily emails with meditations that will motivate you to create a space in your day and in your heart for Christ. Sign up at www. cathedraljc.org. If you need help signing up, we will be at the Knights' breakfast on **December 8** in the Undercroft.

PRAYER & AREA EVENTS

CONGRATULATIONS:

We congratulate and welcome Joel Wempe and Cooper Rowan, baptized at the Cathedral on November 29. Congratulations to Joel and Cooper and to their families.

FOR OUR FAITHFUL DEPARTED:

The Cathedral Parish extends its sympathy to the family of Jean Davidson.

Eternal rest grant unto her, O Lord, and let perpetual light shine upon her.

CENTERING PRAYER:

Please join us on Mondays at 12:10 p.m. in the Chapel. Contemplative Prayer is a powerful way of moving into a deepening experience of divine union. Contact Barbara Poetker at (573) 893-2064.

HOLY ROSARY:

Come and join us on Thursday nights, 7:00 p.m., to pray the Most Holy Rosary in the Daily Mass Chapel.

PRAY FOR OUR PARISHES:

We ask all Cathedral Parish members to pray each week for the members of one of the parishes or missions in our diocese. As a Cathedral Church, all our parishes are linked to us, and we wish to deepen the spiritual bond with them. Therefore, we will pray this week for **St. George, Linn.**

PRAY FOR VOCATIONS:

The Cathedral Vocations' Committee invites you to pray each week for a Priest, Religious, Deacon and Seminarian serving in our Diocese. This week, please keep in your prayers:

Rev. Philip Niekamp, St. Pius X, Moberly Sr. Carol Gerke, (OP), Bothwell Hospital, Sedalia Deacon Kenneth Berry, St. Joseph, Edina, St. Aloysius, Baring Seminarian Connor McCarty, University of Dallas/Holy Trinity Seminary, Irving, TX

"CHRIST THE HIGH PRIEST" ICON:

Patrick Bonnot will have the icon **Dec**, **1-7**, and Erin Callahan will have it **Dec**. **8-14** to pray for vocations.

EUCHARISTIC ADORATION:

We have several hours open for Adoration: **Wednesday:** 7-8 p.m.; **Thursday:** 8-9 p.m.; **Friday:** 8-9 p.m. There are also many hours available on Saturday and Sunday. Contact the Parish Office to sign up for an hour with our Lord in the Adoration Chapel.

PRAY FOR:

The sick, the elderly, and the lonely in our parish. If you would like to put someone on the prayer list or if you would like to be part of the prayer line, call the Parish Office at 635-7991.

ADVENT SOUP SUPPER

Immaculate Conception Parish in Jefferson City invites you to join them for food, fellowship and a presentation by Fr. Dan Merz on Sunday, **Dec. 1**, following the 5:00 p.m. Mass in Pleus Hall.

ADVENT-THE JOY OF PREPARING FOR CHRIST

Please join us for Mary Ellen Budnik's presentation on Wed., **Dec. 4**, 2019, at 10:00 a.m. at Huber and Associates, 1400 Edgewood Dr., Jefferson City, Mo. For questions please contact Mary Ellen at 573-659-7389 or mebudnik@gmail.com.

THE SPIRIT OF CHRISTMAS AT STARKENBURG

Holiday Concerts at St. Martin Church & Museum, 197 Hwy. P, Rhineland, MO, on **Dec. 5, 6 & 7**, 2:30 p.m. each day. Adults: \$7, 18 and under: \$3. Refreshments and Country Store.

JEFFERSON CITY CANTORUM IN CONCERT

SOUNDS OF THE SEASON! Saturday, **Dec. 7**, 7:00 p.m. at Miller Performing Arts Center. Purchase tickets prior to the concert: Samuel's Tuxedos & Gifts, Central Bank West, Hawthorn Bank East, Capital Music, or from a Cantorum member. Adults: \$10, Youth (18 and under): \$5, Seniors (65 and over): \$8, Family (3-5 family members): \$25. Tickets are \$2 more at the door.

1ST-ANNUAL WINTER MARKET

Saturday, **Dec. 7**, from 9:00 a.m. to 3:00 p.m. Join the St. Stanislaus Home and School for their 1st-Annual Winter Market. Lots of amazing craft vendors, boutiques and food will be available. There is something for everyone! Please join us! The event will be held in the St. Stanislaus Gym.

ADVENT OF HOPE

Enter the silence of Advent during this holy afternoon of prayer and song at Immaculate Conception Church in Jefferson City on Sunday, **Dec. 8**, 2:00-3:30 p.m.

PARISH MISSION, ST. ANDREW, HOLTS SUMMIT

Join us for a Parish Mission during Advent from **Dec. 9-12.** Fr. William Casey, C.P.M. of The Fathers of Mercy, will be conducting the Mission. The Mission begins at 7:00 p.m. each evening. For more information, call 573-896-5010.

JOURNEY TO BETHLEHEM

Capital City Christian Church presents a free outdoor walking tour on **Dec. 13 & 14**, 6-10:00 p.m. Admittance is only available by shuttle from Capital Region's Southwest Campus parking lot.

ROCKHURST UNIVERSITY CHRISTMAS PARTY

Alumni, parents, and families of Rockhurst University are invited to attend the party at Madison's Café on **Dec. 13**, 7-9:00 p.m. RSVP at <u>rockurst.edu/centralmissourichristmas</u>.



COMMUNAL PENANCE SERVICES

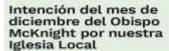
All services begin at 7:00 p.m. except where noted:

Wednesday, December 4, St. Margaret, Osage Bend
Monday, December 9, St. Francis Xavier, Taos
Tuesday, December 10, St. Martin, St. Martin
Wednesday, December 11, St. Michael, Russellville
Sunday, December 15, St. Stanislaus, Wardsville, at 6:30 p.m.
Tuesday, December 17, Immaculate Conception, Jeff. City
Wednesday, December 18, St. Peter, Jeff. City
Thursday, December 19, St. Joseph Cathedral, Jeff. City

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Bishop McKnight's December prayer intention for our Local Church

As we celebrate the mystery of the Holy Family, may our Churches and schools support parents in the raising of their children in the faith.



Al celebrar el misterio de la Sagrada Familia, que nuestras Iglesias y escuelas puedan apoyar a los padres y madres de familia en la tarea de criar a sus hijos e hijas en la fe.

IMMACULATE CONCEPTION OF THE BLESSED VIRGIN MARY

Not a Holy Day of Obligation in 2019! The USCCB explains, "Since **Dec. 8, 2019**, is the Second Sunday of Advent, the Solemnity of the Immaculate Conception of the Blessed Virgin Mary is transferred to Monday, Dec. 9," and is not a Holy Day of Obligation this year.



CHANCERY RECEPTIONIST

Due to an internal promotion, we have an immediate opening for a Receptionist/Director of First Impressions for the Diocese of Jefferson City

General duties:

- * Answer and forward telephone calls
- * Compassionately greet all incoming guests
- * Act as central hub of communications for the Chancery Office
- * Perform data entry and other administrative tasks
- * Maintain a high level of confidentiality and act as gatekeeper

An employee in this position will be required to wear "career clothing" while at work. Employees at the Diocese of Jefferson City enjoy a comprehensive insurance benefit package and a matching 403(b) plan.

Job Type: Full-time

Salary: \$11.50 to \$13.50 /hour

Experience:

Microsoft Office: 1 year

(Preferred)

Receptionist: 1 year (Preferred)

Benefits:

- Health insurance
- Retirement plan
- Dental insurance
- Vision insurance

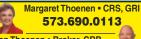
Paid time off

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
 Company's website: diojeffcity.org.



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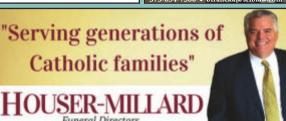


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