WEEKLY MAILING
July 30, 2015
weekly.mailing@portlanddiocese.org

I. Diocesan Offices
   • Varia (August 2015)
   • Diocesan Directory Updates
   • Catholic Appeal Update
   • “Divorce & Beyond” in Brewer (Starts August 31)
   • Catholic Parent Revival (CPR) Live from Philadelphia (September 23-24)
   • Parish Life Conference in Lewiston (October 17)
   • Rachel’s Vineyard Retreat (November 6-8)
   • Diocese of Portland Delegation at World Youth Day 2016 in Poland

II. Employment Opportunities

For updated news and features from the diocese, visit: www.portlanddiocese.org.
For Adobe Reader, visit: get.adobe.com/reader.
To: All Priests, Deacons, Seminarians and Pastoral Associates  
Date: Thursday, July 30, 2015  
Re: VARIA – AUGUST 2015

General Announcements

Chancery Hours - Summer Hours: The Chancery Office is open Monday through Thursday, from 8:30 AM to 4:30 PM. The Chancery is closed on Friday.

Chancery Hours - Effective September 8, 2015: The Chancery Office will be open Monday through Friday, from 9:00 AM to 4:30 PM.

Holidays: In observance of the following holy days/holidays, the Chancery will be closed:

- **Labor Day**: Monday, September 7, 2015
- **Columbus Day**: Monday, October 12, 2015
- **Veterans’ Day**: Wednesday, November 11, 2015
- **Thanksgiving Day**: Thursday, November 26, 2015
- **Thanksgiving Break**: Friday, November 27, 2015
- **Christmas Day**: Friday, December 25, 2015
- **New Year’s Day**: Friday, January 1, 2016


Bishop Robert P. Deeley will honor members of Consecrated Life during two upcoming Masses, each of which will be followed by a luncheon. The Masses are at 11 a.m.

- Saturday, August 22, at St. Mary’s Regional Medical Center, Lepage Center in Lewiston
- Wednesday, October 7, at St. Maximilian Kolbe Church in Scarborough

All priests and deacons are invited to vest and concelebrate/assist at the Masses. Priests and deacons who wish to attend the luncheon must register with Sr. Rita-Mae Bissonnette (RitaMae.Bissonnette@portlanddiocese.org) at least one week prior to each event. Parishes are encouraged to announce the Masses and invite parishioners to attend. It is also suggested that all parishes offer an event, at the time of their choosing, to recognize the contributions that those in consecrated life have made and continue to make in the life of the Church. The events can be placed on the diocesan website by contacting the Communications Office: Dave Guthro (dave.guthro@portlanddiocese.org) or Lois Czerniak (lois.czerniak@portlanddiocese.org).
Clergy Events – Please mark your calendars:

- **Annual Priests Retreat 2015**: Sunday, October 11, through Thursday, October 15, 2015, Marie Joseph Spiritual Center, Biddeford Pool. Very Reverend Paul E. Ritt, V.F., of the Archdiocese of Boston, will lead the retreat.

- **Annual Deacon Retreat 2015**: Friday, October 16, through Sunday, October 18, 2015, Marie Joseph Spiritual Center, Biddeford Pool. Right Reverend Joel Macul, O.S.B., will lead the retreat.

- **Annual Clergy Institute 2016**: Monday, May 23, through Thursday, May 26, 2016, Atlantic Oceanside, Bar Harbor.

- **Annual Priests Retreat 2016**: Sunday, October 9, through Thursday, October 13, 2016, Marie Joseph Spiritual Center, Biddeford Pool. Rev. Dennis Gill, Rector of the Cathedral and Director of the Office of Worship of the Archdiocese of Philadelphia, will lead the retreat.

Rest in Peace: Please pray for the repose of the soul of:

- **Rev. Arthur C. Pechillo**, 79, a priest of the Diocese of Portland, who died on Friday, July 10, 2015, in Windsor, VT. The Most Reverend Robert P. Deeley was the principal celebrant at the Mass of Christian Burial, which was celebrated on Monday, July 20, 2015, at St. Francis Xavier Church of St. Michael Parish, Winthrop. Rev. Francis Morin was the homilist.

- **Sr. Mary Louise Landry, RSM, (Gertrude Agnes)**, 103, who died on Friday, July 24, 2015, at Frances Warde Convent, Portland, with her religious family by her side. The Most Reverend Robert P. Deeley celebrated a Mass of Christian Burial on Wednesday, July 29, 2015, at the Cathedral of the Immaculate Conception, Portland.

Please pray also for the consolation of their friends and families, natural and religious.

Diocesan Directory: Go to [www.portlanddiocese.org/diocesandirectory13](http://www.portlanddiocese.org/diocesandirectory13). As changes are made and/or submitted, they are noted in a document included in the Weekly Mailing.

**Liturgical Notes & Upcoming Events**

Liturgy of the Hours for Ordinary Time:

- Use Volume III, until Evening Prayer I on Saturday, August 1, 2015.
- Use Volume IV, until Evening Prayer I on Saturday, November 28, 2015.

Significant Dates on the Liturgical Calendar:

- **Assumption of the Blessed Virgin Mary on Saturday, August 15, 2015**
  - Although it is still a holy day, there is no obligation to attend Mass.
  - Parishes are encouraged to celebrate, with appropriate solemnity, this feast in their parish by offering a morning Mass. (N.B. All Masses beginning at 4:00 PM on Saturday afternoon must celebrate the Twentieth/20th Sunday in Ordinary Time.)
  - A funeral Mass is permitted.
  - A wedding/nuptial Mass is NOT permitted.

- **Blue Mass, Sunday, September 13, 2015** - The annual Blue Mass, during which prayers are offered for those who protect and serve our communities as first responders (police, firefighters, wardens, EMTs, etc.) and those who have given their lives in the line of duty, will be celebrated by the Most Reverend Robert P. Deeley at the Cathedral of the Immaculate Conception in Portland on Sunday, September 13, 2015, at 10:00 a.m. All are invited to participate; concelebrating priests and assisting deacons should bring an alb and **green stole**.

- **Red Mass, Friday, October 2, 2015** - The annual Red Mass, which is held to invoke God’s blessing and to ask for his guidance in the administration of justice, will be celebrated by the Most Reverend Robert P. Deeley at the Cathedral of the Immaculate Conception in Portland on Friday, October 2, 2015, at 11:00 a.m. All are invited to participate; concelebrating priests and assisting deacons should bring an alb and **red stole**. The featured speaker at the post-
Mass luncheon will be the Honorable Jon David Levy, United States District Judge. The luncheon ($45 per person) is being held at the Portland Regency Hotel, 20 Milk Street, Portland. To make a reservation for the luncheon, please click on this link: https://portlanddiocese.weshareonline.org/ws/opportunities/2015RedMass

Finance & Administration

**Special Collections:** These collections will be taken in all churches of the diocese on the designated weekend. Unless otherwise indicated, all collections must be remitted to the Diocesan Finance Office by the second Friday after the collection. Links are provided as resources to assist you in promoting these collections through bulletin inserts, pulpit announcements, prayers, etc. *Please encourage parishioners to be generous stewards by supporting the important needs that exist in your parish, at the diocesan level, and for the universal Church.*

Reminders for Collections to be taken in August and September:

**Name of Collection:** *Peter’s Pence – Collection for the Holy Father*
**Date of Collection:** August 1/2, 2015
**Deadline to Remit:** Friday, August 14, 2015

**Name of Collection:** *Catholic University of America & Special Education Needs*
**Date of Collection:** September 12/13, 2015
**Deadline to Remit:** Friday, September 25, 2015

Miscellaneous

**Mileage Reimbursement Rate:**

- **Effective July 1, 2015,** the Diocese has adopted the already approved IRS standard mileage reimburse rate of **$0.575:** [http://www.irs.gov/uac/Newsroom/New-Standard-Mileage-Rates-Now-Available-Business-Rate-to-Rise-in-2015](http://www.irs.gov/uac/Newsroom/New-Standard-Mileage-Rates-Now-Available-Business-Rate-to-Rise-in-2015). Upon presentation of documentation that indicates the day, the main points of travel, the distance, and the nature of the business travel, parishes and diocesan offices are permitted to reimburse at the rate of $0.575/mile. The travel must be related to one’s assigned duties for the parish or the diocese, have proper documentation, and cannot include commuter miles (that is, miles driven between your residence and primary office/place of work).

**Advisories:** Please contact the Chancery (either the Chancellor or the Moderator of the Curia) if you are contacted by or have information about the following individuals or organizations about whom the Office of the General Secretary of the USCCB has issued the following advisories:

- **NEW: Fraudulent Request for Financial Assistance to Assist Persecuted Children** – Bishops have been receiving requests for financial assistance for the benefit of Apostolic Rutainurwa Memorial Children’s Home. These requests have been confirmed as fraudulent.
- Please beware of any and all mailings that you may receive (both through electronic and postal service) that promise your parish, school, cemetery, or other organization a bequest, inheritance, grant, or other sum of money in exchange for a "good faith/gesture donation or commission." Such offers are "too good to be true"; please do not respond in any fashion.
Changing Address? If a priest or parish has a change of address for any location with mail delivery (whether residence, office, parish center, church, school, etc.), please send the old and the new addresses to addresschanges@portlanddiocese.org. By using this centralized system, Chancery will be able to collect, update and notify all of its departments/offices of address changes simultaneously. Thank you for your cooperation with this process that is intended to serve you better.

Directives for Visiting Priests (clarification) - Distinction between the need for a Celebret vs. a Letter of Suitability: Please remember that pastors should always exercise caution in admitting priests to ministry in the parish, especially when they are unknown to them or their parishioners. Even if known personally by the priests of the parish, a visiting priest must have his canonical superior (bishop or religious superior) send a letter of suitability to Bishop Deeley. If the letter is sent directly to the parish, then a copy must be provided to the bishop. If the bishop receives the letter, a COPY of the original will be emailed to the parish, and the original will be kept in the parish file at Chancery. The only time a celebret suffices is if the cleric is visiting the area (i.e., relatives) and will be in attendance as a concelebrant (neither as the principal celebrant nor as the homilist). The celebret must be dated within the year. If there are any concerns relative to the status of a visiting priest, please consult Sr. Rita-Mae Bissonnette, Chancellor. Conversely, if a priest or deacon of the Diocese of Portland is going to exercise ministry outside our diocese, then a Letter of Suitability should be requested from the Bishop’s Office, ideally two to three weeks before the event. It is understood that advance notice may not be possible if you are going to celebrate a funeral, but all other requests should be planned.

Sacraments & Related Information

Sacramental Registers

- **Requests for Information** – The USCCB Office of the General Secretary recently reaffirmed its decision of April 5, 2008 (Prot. #20080365), and reminded all bishops that requests from the Mormons (the Church of Jesus Christ of Latter Day Saints) and their Genealogical Society of Utah for access to our sacramental registers are to be denied; all information contained therein is considered confidential and not for viewing or duplication by any and all parties outside of the Catholic Church. For more information, contact either Sr. Rita-Mae Bissonnette, Chancellor, or Msgr. Andrew Dubois, Vicar General/Moderator of the Curia, at the Chancery.

- **Sacraments Celebrated in Institutions:**
  - **Hospitals** - When baptisms and other sacraments that require recording in official registers occur at local hospitals, they are to be recorded in the sacramental books of the local parish.
  - **Colleges** - All sacraments celebrated for college students are to be recorded in the sacramental books of the local parish. In particular, all weddings on college campuses are now recorded in the marriage register of the local parish and the PMI file is to be kept in the parish files.

- **Recording Sacraments for Joint Celebrations:** With more and more parishes holding joint celebrations of the Easter Vigil as well as joint celebrations of the sacraments of confirmation and first Communion, the Bishop’s Office regularly receives inquiries about the proper procedure(s) for recording the sacraments involving individuals from multiple parishes. The Code of Canon Law requires the sacraments to be recorded in the register of the parish where the sacrament is celebrated, and the parish where each individual was baptized must be notified. Note that in parishes where the celebration of the initiation sacraments did not take place, a notation is to be made in the register of the date and place where the sacrament was celebrated for that year. For example, “On June 3, 2009, the sacraments of confirmation and first Communion were administered at St. Mary Major Parish, East Hampton, ME, for the following parishioners: X, Y, Z, etc.” When multiple parishes have merged into a new canonical parish:
- a new, single set of official sacramental registers, regardless of the number of locations (i.e., churches) within the new parish, must be used; and
- old/previous registers are no longer to be used for recording but must be retained and safeguarded along with the records of the newly erected parish.

**Death Registers – Recommendation:** Death registers should include all funerals that are done in the parish, whether the ministry includes the entire Rite of Christian Burial (Vigil/Wake Service, Mass of Christian Burial, Committals/Burials), or simply one or more parts of the entire rite. The death register should include the names of all the deceased on whose behalf the parish has exercised this ministry, not only for registered parishioners. If a deceased had a funeral in another parish or diocese and is being brought home to your parish or back to Maine for burial, then the presumption is that the deceased’s name is already recorded in the death register of another parish. On the other hand, if the deceased did not have any kind of funeral service elsewhere, then the committal service you perform should be recorded in your parish’s death register.

**Requesting & Processing of Marriage Dispensations:** All requests for marriage dispensations should be sent to the Department for Canonical Services. If you have any questions regarding a dispensation, please contact Shannon Fossett at (207) 773-6471, extension 7854.

**When Annulments are Pending and/or Restrictions have been Imposed:** Please remember that all weddings, including convalidations, may not be scheduled if there is an annulment pending for one or both of the parties. A wedding may not even be “penciled in” until the decree of nullity has been finalized. Occasionally, parties receive a restriction (vetitum) from remarriage. This is a medicinal measure aimed at preventing a repetition of serious problems that were present in a prior marriage. If there is a restriction, a party is not free to marry. A wedding may not be scheduled, even tentatively, unless a restriction has been lifted by the appropriate authority. Please contact the Tribunal with any questions about scheduling a wedding or lifting a restriction.

**The Sacrament of Marriage:** The definition of marriage as the union of one man and one woman has changed in Maine law. Priests and parish staff must express themselves accurately when discussing this subject. For example, sometimes we hear people say that every marriage celebrated in the Church is sacramental, which is not true. The theology on this matter was settled long ago. *Only the marriage between two baptized persons is the sacrament of matrimony.* The marriage of a baptized person with a non-baptized person is not a sacrament. Nonetheless, with the proper dispensation(s), a marriage between one baptized person and one non-baptized person can be recognized as valid, although not sacramental. All marriages, sacramental or not, must be exclusively between one man and one woman. This definition flows not from Church, sacramental or canon law but from the very nature of marriage in natural law. For more information on or questions about:

- the celebration of marriage, contact the Department for Canonical Services (# listed above); and
- the promotion and defense of marriage, contact Suzanne Lafreniere in the Office of Public Policy at the Chancery (207) 773-6471, extension 7834.

**Disposal of Old/Outdated Liturgical Books:** With the promulgation of the new translation of the *Third Typical Edition of the Roman Missal*, parishes have asked about the proper disposal of old copies of books used exclusively for the celebration of Mass, the other sacraments, and other liturgical rites and rituals. Disposal of items used for sacred liturgy should be handled with respect. For example, such liturgical books should be burned and/or buried on church grounds/cemeteries. Parish archives are encouraged to retain a copy of old liturgical books.
**UPDATED: Celiac Sprue Disease & Low-Gluten Hosts:** The number of individuals suffering from celiac sprue disease is increasing, as are the number of requests for accommodations (i.e., low-gluten hosts). To facilitate such requests, two letters should be sent to the Bishop’s Office (510 Ocean Avenue, Portland, ME 04103-4936):

- the communicant should ask their physician to provide the Bishop’s Office with a written testimony of the diagnosis and a recommendation for the use of low-gluten hosts, and
- the pastors of these individuals should write the Bishop’s Office and request permission to use low-gluten hosts.

Please make certain that you inform those seeking this dispensation that the hosts must be LOW-GLUTEN (that is, GLUTEN FREE hosts are not permitted by the Holy See). An excerpt from the USCCB website reads, “…pastors and the faithful are reminded that for bread to be valid matter for the Eucharist, it must be made solely of wheat, contain enough gluten to effect the confection of bread, be free of foreign materials, and unaffected by any preparation or baking methods which would alter its nature.”

For more information about how to obtain permission to use or to contact vendors to purchase low-gluten hosts, please contact the Vicar General/Moderator of the Curia, the Chancellor, or the Bishop’s Executive Assistant, Mrs. Christine Pitteroff at (207) 773-6471, ext. 7821, or christine.pitteroff@portlanddiocese.org.
Diocesan Directory Corrections
www.portlanddiocese.org/diocesandirectory13

Please note that the page numbers correspond to the latest version of the directory. If page numbers in your printed version do not match the ones given here, you may need to go to the website and see if you have the latest version. At the bottom left of each page is the date of the last update. You may not want or need to reprint every time there is a correction; however periodically, this will be necessary. It is your responsibility to keep your copy of the directory updated as only printed copies of new sections will be provided on a first-time basis.

For July 31, 2015

Parishes:

B-14: Remove: Fr. Dominic Eshikena, OP, as Parochial Vicar

B-25: Remove: Remove Fr. John D. Dickinson as Parochial Vicar

B-20: Correct: Address for St. Joseph is 4140 Rockwood Rd. (not 4104)

Priests Alpha List:

D-2: Remove: Fr. William Campbell, SJ – no longer ministering in the diocese
Change: Address for Fr. Normand Carpentier to 142 Broad St., #3, Auburn, ME, 04210-5695. Tel. 229-7551

Tel. 752-7827
Remove: Fr. Dominic Eshikena, OP – no longer ministering in the diocese

D-4: Correction: Address for Fr. Patrick Irwin is 77, not 71, zip is 03907-3722

D-5: Remove: Fr. James MacGee, OMI – no longer ministering in Maine

Sisters Alpha List:

F-1: Remove: Sr. Maureen Bellerose, RSR – no longer ministering in Maine

F-2: Remove: Sr. M. Jude Chamberlain, OP – no longer ministering in Maine

F-5: Remove: Sr. Mary Louise Landry, RSM – deceased
Remove: Sr. Suzanne Lachapelle, RSM – no longer ministering in Maine

F-6: Change: Phone number for Sr. Jacqueline Moreau to 899-5427
Correct: Phone number for Sr. Cecile Mondor to 783-0236
Remove: Sr. Judith Oliver, RSM – no longer ministering in Maine

F-7: Change: Phone number for Sr. Patricia Pora to 615-2522

F-8: Change: Phone number for Sr. Kathleen Smith to 899-6981

Add: to the end of the listing: Sisters of Mercy Central Office, 966 Riverside Street, Portland, ME, 04103-1046. Tel. 797-7861 and under that listing Add: Sisters of St. Joseph Province Center, 80 Garland Rd., Winslow, ME, 04901-0600. Tel. 873-6428
2015 Catholic Appeal Update

To view the latest Appeal totals, visit www.portlanddiocese.org/giving/catholic-appeal.
“Divorce & Beyond” in Brewer Starting Monday, Aug. 31

You can move beyond the pain of divorce. Participate in an eight-week “Divorce and Beyond” group which provides caring and confidential support to those experiencing the trauma of a lost marriage. The group starts on Monday, August 31, from 6:30 p.m. to 8:30 p.m. at St. Teresa Church on 425 South Main Street in Brewer. The cost of the eight-week program is $25. Pre-registration is required; no walk-ins please. It is important that participants attend all sessions. To register, contact Annette Rioux in the Office of Lifelong Faith Formation at (207) 321-7885 or annette.rioux@portlanddiocese.org.

Catholic Parent Revival (CPR) Livestream from Philadelphia on Sept. 23-24

Can’t attend the World Meeting of Families in person? Participate in the Catholic Parent Revival (CPR) in Philadelphia via a free livestream by visiting www.strongcatholicfamilies.org and clicking on the “CPR Live” button during the following event times: Wednesday, September 23, from 7 p.m. to 9:30 p.m., and Thursday, September 24, from 7 p.m. to 9:30 p.m. The revivals are designed to motivate and inspire parents and grandparents to grow more deeply in faith as a family. Participants will be treated to inspiring speakers, moving music, deep dialogues, and meaningful prayer as they inhale a breath of new life for the critical vocation of parenthood.

2015 Parish Life Conference in Lewiston on Oct. 17

Registration will open soon for the 2015 Parish Life Conference on Saturday, October 17, from 9 a.m. to 4 p.m. at the Ramada Inn in Lewiston. The theme of the conference is “Encounter the Joy of the Gospel.” Experience a national-style conference right here in Maine! The keynote speaker is Sadlier’s Carole Eipers, Guadalupe Ospino will present a workshop in Spanish, and Dan Schutte will provide music and a workshop. Other presenters include Frank Mercadante, John Collins, Sr., Janet Schaeffler, Fr. Rob Runke, Kevin Dowd, Sr. Susanne Beaudoin, Bill Wood, Sr. Sandy DeMasi, and Joan Fitzpatrick. Informative workshops will be offered for catechetical leaders; catechists; principals; teachers; parish life coordinators; marriage preparation and family life ministers; youth ministers; clergy; adult faith formation, evangelization, and RCIA teams; lectors; and music ministers. For more information, contact Annette Rioux in the Office of Lifelong Faith Formation at (207) 321-7885 or annette.rioux@portlanddiocese.org.
Rachel’s Vineyard Retreat on November 6-8

It’s normal to grieve a pregnancy loss, including the loss of a child by abortion, whether you are the baby’s mother, father, grandparent, or other relative. Come to a Rachel’s Vineyard Retreat on the weekend of November 6-8. Enjoy a private room while joining about five others who also want to move beyond the pain. Experience, through Scripture, the profound mercy of God. Pre-registration is needed, and the registration deadline is Monday, November 2. For general information, visit www.rachelsvineyard.org. To discuss registration, contact Annette Rioux in the Office of Lifelong Faith Formation at (207) 321-7885 or annette.rioux@portlanddiocese.org.

Diocese of Portland Delegation at World Youth Day 2016

A delegation of youth from the Diocese of Portland will be traveling to World Youth Day 2016 in Krakow, Poland. Dube Travel will be organizing a ten-day pilgrimage to include all of the World Youth Day events in Krakow as well as visits to Czestochowa, Auschwitz, the Sanctuary of Divine Mercy, and other historical locations. The trip is scheduled for July 22-August 1, 2016, and the price is $3500 per pilgrim, all-inclusive (only a $250 deposit is required now). There are a limited number of spots available at this time. To register or for more information, contact Annette Rioux in the Office of Lifelong Faith Formation at (207) 321-7885 or annette.rioux@portlanddiocese.org.
Employment Opportunities

Coordinator of Youth and Young Adult Ministry
Diocese of Portland

The Diocese of Portland seeks a coordinator of youth and young adult ministry, who will help to bring young people into a deeper relationship with Jesus Christ and live as his active, faithful, and joy-filled disciples in the world today. The coordinator will be responsible for developing a long-range vision and goals to meet the spiritual and formation needs of youth and young adults throughout the diocese. In addition, the coordinator will support youth ministers and young adult groups; provide ongoing formation opportunities for youth ministers; organize and implement diocesan youth events and programs; and offer parishes direction, resources, and support to develop and maintain vibrant youth ministry programs. A bachelor’s degree in theology, ministry, religious education, pastoral services, or a related field and 5-8 years of full-time youth ministry experience are required. The successful candidate will be an active, practicing Catholic in good standing with the Church and have excellent communication and team-building skills. Some weekend availability is required. To apply, submit a cover letter and resume to: Ms. Elizabeth Allen, Director of Human Resources, Diocese of Portland, 510 Ocean Avenue, Portland, ME 04103-4936. Applicants can also email their materials to hr@portlanddiocese.org.

Director of Faith Formation
Prince of Peace Parish, Lewiston

Prince of Peace Parish in Lewiston seeks a director of faith formation to join its pastoral staff. The director is responsible for implementing faith formation programs for students and collaborating with priests and the adult faith formation coordinator to provide opportunities for adults. The successful candidate will be able to clearly communicate and teach the Catholic faith in simple, relevant ways to a variety of ages; work well as part of a team; and effectively recruit, train, and retain volunteers. Requirements include a bachelor’s degree in theology or catechetics (master’s degree preferred); a minimum of 3 years of experience managing a faith formation program; and certification, or the willingness to be certified, as a Level 1 Catechist in the Catechesis of the Good Shepherd. To apply, submit a cover letter and resume to Monsignor Marc B. Caron, Pastor of Prince of Peace Parish, at marc.caron@portlanddiocese.org.

Guidance Counselor
Saint Dominic Academy, Auburn

Saint Dominic Academy seeks to hire a full-time guidance counselor for its Auburn campus (Grades 7-12). Responsibilities include directing and coordinating all guidance activities, overseeing student course registration, assisting students in planning a program of studies, maintaining student records, coordinating the standardized testing program, and helping students with career and post-secondary planning. Qualified candidates will have a Maine State Certification in Guidance Counseling and at least three years of teaching experience. To apply, please submit a cover letter, resume, three letters of reference, and Maine State Certification to Joline.Girouard@portlanddiocese.org.
Advancement Director
All Saints Catholic School, Bangor

All Saints Catholic School in Bangor seeks a full-time advancement director. The successful candidate will possess comprehensive management skills; experience in managing and implementing a comprehensive fund development program; the ability to procure charitable contributions; and an understanding of the nature and dimensions of recruitment and philanthropy, standard fundraising techniques, and gift processing and reporting. A bachelor’s degree and/or two years of fundraising and communications experience in a professional position are required. A practicing Catholic is preferred. To apply, submit a cover letter and resume to: Mr. Joseph Gallant, Principal, All Saints Catholic School, P.O. Box 1749, Bangor, ME 04402-1749. Applicants can also email their materials to joseph.gallant@portlanddiocese.org.

Skilled Carpenter
DICON (Diocesan Construction Group)

There is an immediate opening for a full-time skilled carpenter to work with DICON, the Diocese of Portland’s in-house restoration/construction company which maintains over 400 diocesan structures statewide. In addition to five years of carpentry experience, the successful candidate will have experience in rough framing and roofing as well as working at heights. The ability to read blueprints is a plus. The position works both independently and with supervision and includes travel. A valid driver’s license is required. The work schedule for the position is Monday through Thursday, 6 a.m. to 4:30 p.m. The diocese offers medical, dental, and life and long-term disability insurances. The position also includes paid vacation and sick days. To apply, submit a cover letter and resume to: Ms. Elizabeth Allen, Director of Human Resources, Diocese of Portland, 510 Ocean Avenue, Portland, ME 04103-4936. Applicants can also email their materials to hr@portlanddiocese.org.