St. Matthew’s Catholic Church in Gillette is looking for a director of Evangelization and Catechesis, who is responsible for developing the spiritual and catechetical formation of children, families and adults in our parish and school. This includes forming children and adults to be disciples of Jesus Christ through relational ministry, planning and executing retreats, formation and catechetical nights, RCIA and other evangelization efforts. This will require leading non-active and active members of our parish and collaborating closely with the parish and school staff. The successful candidate should be united to Christ in the teachings and the Sacraments of the Catholic Church, committed to personal daily prayer and have a heart to minister to all people. A bachelor’s degree in education, theology, catechesis or pastoral ministry and a minimum of 3 years of parish ministry or related experience is also required.

To apply, send a resume and letter of interest to Fr. Cliff Jacobson, pastor; St. Matthew’s Catholic Church, 1000 Butler Spaeth Rd., Gillette, WY 82716. You may view the full job description on our website, stmatthewswy.weconnect.com. Application period closes May 15, 2019.

Holy Spirit Catholic Community in bustling Rock Springs is looking for applicants who want to serve as either a Director of Youth and Young Adult Ministry or as a Director of Faith Formation. Bachelor’s degrees and English/Spanish proficiency preferred. Please contact the pastor, Fr. Bill Hill, at bhill@theholyspiritparish.com for a job description or to submit a resume. Application deadline: May 17.
DIRECTOR OF PASTORAL FORMATION

Mr. Joseph Wotawa has been hired as the new Director of Pastoral Formation for the Diocese of Cheyenne. Originally from St. Louis, MO, Joe completed his undergraduate studies at St. Louis University, majoring in Philosophy and English. He is scheduled to complete his Master of Divinity in May of 2019. Joe has experience as a teacher, campus minister and coach in a Catholic High school and as a catechist in parishes. In addition, he was in formation with the Society of Jesus (i.e., Jesuits) for eleven years. He will begin his ministry here near the end of June 2019. Please pray for him in this time of transition.

CURRENT OPENINGS – DIOCESE OF CHEYENNE

Find all information online: www.dioceseofcheyenne.org/employment.html

Receptionist/Administrative Assistant
The Diocese of Cheyenne has an opening for the Receptionist/Administrative Assistant position. The Receptionist/Administrative Assistant creates a welcoming presence, provides reception services and administrative support to Diocesan Offices.

Finance Specialist I
Prepares and balances campaign/donation transactions and input data into the general ledger accounting system. Performs data entry and balancing for accounts payable and input data into the general ledger accounting system.

Finance Specialist II
Performs cash receipts, receivable, payroll, fixed assets and investments. Prepares and posts journal entries and insures a balanced general ledger with all other supporting systems. Assists Chief Financial Officer with the annual audit for the Diocese.

Director of Development
The Office of Development promotes the mission of the Diocese by managing, coordinating and enhancing diocesan fund-raising efforts. The Office of Development leads fundraising and development efforts for the Diocese of Cheyenne by educating parishioners and donors on the financial support needed for the diocese’s mission and programs, and by coordinating the annual appeal, capital campaigns, planned giving, etc. Responsible for budget and management of the office. Provides leadership to various departments and ministries on fundraising.

~ APPLICATION PROCESS ~
Submit an Application, Letter of Interest and a Resume by mail, e-mail, online, or in-person by May 27, 2019 for any of the openings to: Tammy Skala, Human Resource Director, Diocese of Cheyenne, 2121 Capitol Ave, Cheyenne, WY 82001, tskala@dioceseofcheyenne.org. Tel.: 307-638-1530. Find all information online: www.dioceseofcheyenne.org/employment.html