

Mass Intentions

Saturday 6.30p.m.	19th September Tom Fitzpatrick (Month's Mind) Mary Kinch (Month's Mind) Thomas Kinch Danny Murphy Bernadette McGeary George Duffy
Sunday 8.30a.m. 11.30 a.m.	20th September Peter Power Jim McCawl Esther Kelly Patrick Kelly Pat McCawl Susan McCawl James (Jim) McDonald (Month's Mind) Tommy Murphy (Month's Mind) Michael McCarthy
7.00 p.m.	21st September
Monday 10.00 a.m.	-
Tuesday 10.00 a.m.	22nd September
Wednesday 10.00 a.m.	23rd September
Thursday 10.00 a.m.	24th September
Friday 10.00 a.m.	25th September
Saturday 10.00 a.m.	26th September

With Sympathy

Sympathies are extended to the family and friends of

Peter Kinsella, Knockenrahan
Michael Gaffney, South Green
Sean O'Reilly, Abbeyville

who died recently.
May they rest in peace.



LETTER OF ARCHBISHOP DIARMUID MARTIN IN SUPPORT OF
THE
CROSSCARE APPEAL
TO BE READ AT ALL MASSES ON SEPTEMBER 19th and 20th
2020

My Dear People,

This weekend the Annual Collection to support the work of Crosscare takes place and replaces the Share Collection at all Masses. Now more than ever before Crosscare need our help to sustain their critical services to people in need. This current pandemic has put enormous pressure on the agency as it strives to reconcile increasing demands on services with cuts in funding across the board. Crosscare are determined to continue to offer the care and support we know them for and thousands of young people, families and service users need them to continue.

Crosscare is the social support agency of the Archdiocese of Dublin and sets out to ease the harsh burden that so many feel. This year of 2020 has been extraordinary and I am very proud of the way the staff and volunteers in Crosscare have responded to the challenges. Quickly, in March, Crosscare adjusted to the Covid threat. To ensure that all of their vulnerable clients and services users remained safe services were adjusted and a new 100 bed cocooning service for particularly vulnerable homeless people was established.

Where services could not be adapted to allow face to face contact they moved to telephone and online support. New initiatives particularly in the area of food support were provided for thousands of families who were unable to cope in the initial stages of the pandemic. Where services had to close, staff were quickly redeployed to support the front line residential and food supports that were under enormous pressure.

What needs to be done is being done without hesitation. However, Crosscare like many other charities are now finding it difficult to sustain their efforts due to shortfalls in funding.

Crosscare needs our help now more than ever before. Please give as generously as you can in the collection today by donating at the back of the church, taking away one of the free post envelopes and posting a contribution or by giving on line at www.crosscare.ie

Yours sincerely
+ Diarmuid Martin,
Archbishop of Dublin.

ST. MARY'S AND ST PETER'S PARISH ARKLOW

JOB VACANCIES FOR:

- A. **PASTORAL SECRETARY** B. **PARISH BOOK-KEEPER**

A. **Pastoral Secretary** - on a one year fixed term / part-time basis for 15 hours per week.

Reporting to the Moderator/Parish Priest, duties include:

1. Providing an administrative service to Arklow Parish
2. Managing the parish office with the effective use of up-to-date office systems.
3. Receiving members of the public and dealing with enquiries
4. Recording and managing parish records.

Requirements:

- ♣ The successful candidate will have at least 5 years administrative experience
- ♣ Up-to-date computer skills including Microsoft Word, Excel, PowerPoint & Outlook with some database experience. Microsoft publisher would also be desirable
- ♣ Highly developed interpersonal skills with the ability to communicate effectively and work as part of a team with excellent customer service skills
- ♣ Strong organisational skills with the ability to manage competing demands effectively

B. **Bookkeeper.** This role is offered initially on a one-year fixed term / part-time basis

Reporting to the Moderator/Parish Priest, duties include:

1. Providing a book-keeping service to Arklow Parish
2. Maintaining and up-dating computerised accounts using Accounts IQ
3. Producing quarterly reports for the Parish Finance Committee
4. Assist the parish in reclaiming tax on donations
5. Prepare and process payroll for staff members
6. Other accounts duties

Requirements: The successful candidate will have:

- Robust book-keeping experience. A certificate in Accounting Technicians of Ireland (IATI) is desirable.
- Knowledge and experience of Accounts IQ is also desirable
- Excellent computer skills including Microsoft Office Suite.
- Highly developed interpersonal skills with the ability to communicate effectively and work as part of a team with excellent customer service skills.

Next steps: Applications should be made by email to V. Rev. Pádraig Canon Ó Cochláin at padraigparklow@gmail.com attaching an up-to-date Curriculum Vitae and cover letter no later than 5pm on Friday 2nd October 2020.

A full job description is available from the Dublin Diocesan website, www.dublindiocese.ie

- Please be advised that short listing of applications may take place followed by no more than two interviews for candidates that progress through the recruitment process.
- References from two previous employers will be sought for suitable candidates.
- Candidates successful at interview will be required to be Garda Vetted and
- complete an on-line medical questionnaire.