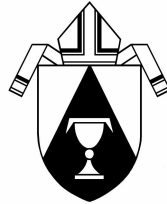


**Diocese of Sacramento
Employment/Ministry in the Church
Pre-Application Statement**



“Go out to the whole world and
Proclaim the Good News to all creation.”
(*Mark 16:15*)

MISSION STATEMENT OF THE DIOCESE OF SACRAMENTO

We, the People of God of the Catholic Diocese of Sacramento, guided by the Holy Spirit, are called by Christ to proclaim the Good News of the Kingdom of God through prayer, praise and sacraments and to witness the Gospel values of love, justice, forgiveness and service to all.

All Christ’s faithful, by virtue of their baptism, are called by God to contribute to the sanctification and transformation of the world. They do this by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in the Church is a path of Christian discipleship to be encouraged. Those who work for the Church continue the mission and ministry of Christ. Their service is unique and necessary for the life and growth of the Church. This has been our tradition from the beginning, as echoed in the words of St. Paul who worked with and relied on other men and women in the work of spreading the Gospel. St. Paul was known to acknowledge and thank them, at times calling them, “my co-workers in Christ Jesus” (*Romans 16:3-16*).

The Church needs the services of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church and a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. All who seek employment or ministry in the Church are expected to continue their formation and their willingness to learn and grow and to deepen their desire to serve the Lord with excellence and generosity. Those employed by the Church in our Catholic schools, parishes and institutions, as co-workers in the vineyard of the Lord, are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives and who participate fully in the communal worship and life of the Church.

We recognize that persons who are non-Catholic Christians are also called by the Lord to stand before the world as a witness to his life and resurrection. We, therefore, welcome collaboration with such persons of good faith who share our Catholic vision on important social, moral and ethical issues. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of the Catholic Church and her teachings.

What is the Church?

The **Church** is the People of God, Christ’s Faithful, whom God calls and gathers from every part of the earth. They form the assembly of those who, through faith and baptism, have become children of God, members of the Body of Christ, and temples of the Holy Spirit. The **Diocese** is a geographical portion of that People of God entrusted to a bishop for him to shepherd with the cooperation of the priests, so that, adhering to its pastor and gathered by him in the Holy Spirit, through the Gospel and the Eucharist, it constitutes “a particular church” in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative (cf. 1983 *Code of Canon Law*, c. 369). The **Bishop** is the chief shepherd and teacher of his diocese, responsible for ensuring that his valued co-workers in ministry are well prepared and competent to carry out their ministerial roles and functions.

Our Catholic religious beliefs provide the basic framework for our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.

The Catholic Church has a special commitment to the poor, the oppressed, and the immigrant. We are committed to promoting a “Culture of Life” from the moment of conception to the moment of natural death. We believe in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. We believe human sexuality and human procreation are gifts from God to be shared through the risen Christ only by those joined in marriage, an institution that is itself instituted by Almighty God. We believe that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. We believe in the rights of workers to just working conditions, just wages and benefits, as well as the right to organize and join unions or other associations. We oppose all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

As a community of believers, we embrace as a matter of faith, the teachings, policies and beliefs of the Magisterium of the Catholic Church, as defined in the Deposit of Faith. We, therefore, reject anything which is contrary to that teaching, including:

- abortion, euthanasia, assisted suicide, artificial contraception, voluntary sterilization, and the unnecessary use of capital punishment;
- pornography and obscenity, adultery, cohabiting in sexual relationships of any nature outside of marriage, homosexual activity, the notion of “gay marriage,” and the adoption or placement of children in anything other than a traditional family setting;
- secularism, the paring back of religious freedom rights, or the restriction of religious liberty and liberty of conscience, anti-Catholicism, or anti-Catholic biases;
- the abuse of alcohol or the use of illegal narcotics or other controlled substances; and
- violence or the use of force to resolve social, political or religious problems.

Must the Church’s employees share the Church’s vision and witness the Catholic faith in their life and work?

Yes. Every member of the Church must stand before the world as a witness to the life and resurrection of the Lord Jesus. This is particularly important for those person who work and minister in the name of the Church. In our daily affairs and our work, we, as faithful disciples of the risen Christ, must be guided by a Christian conscience, since even in secular business there is no human activity that can be withdrawn from God’s dominion.

The Diocese, in its role as an employer, expects all employees to be persons, who by word and deed, support and advocate the positions of the Catholic Church. We understand that employment by the Roman Catholic Church is not for everyone, because there are people of good faith who disagree with our teachings and views. Those unable to authentically witness the Catholic faith by their lives may wish to reflect and seek pastoral guidance before applying for employment or ministry in the Church.

Does the obligation to share the Church’s vision also pertain to employees who are not Catholic?

Yes. As Catholics, we believe that our Faith is universal — that’s what the word “Catholic” means. Thus, even if a person is not Catholic he or she remains called by the Lord to stand before the world as a witness to Christ’s life and resurrection. Persons whose lives do not witness the teachings of the Catholic faith by virtue of their own objections or disbelief, or are unable to witness the Catholic faith by virtue of their lifestyle choices or public conduct, do not meet the basic criteria to work or minister in the name of the Church.

After you have carefully reflected on what is contained in this Pre-Application Statement, we invite you to complete the Acknowledgement and Applicant Questionnaire, if you are interested in seeking employment with the Diocese of Sacramento.

ACKNOWLEDGMENT

By signing below, I hereby acknowledge that I have received and read the foregoing Pre-Application Statement of the Diocese of Sacramento. After reading and reflecting upon the teachings and beliefs of the Catholic Church, and the manner in which those matters impact lay employees of the Diocese, I wish to apply for employment with the Diocese, with a full understanding of the religious nature of the Diocese as an employer. I understand the Diocese's expectations that if my application for lay employment results in my being hired, I will be subject to standards of conduct that incorporate the teachings and beliefs of the Catholic Church as set forth in the Pre-Application Statement, and that these performance expectations will be a material condition of my employment.

Date: _____

Prospective Applicant

APPLICANT QUESTIONNAIRE

(To be completed in writing by the applicant)

Having read and reflected upon the attached Pre-Application Statement, please respond to the following questions regarding your relationship with the Catholic Church.

1. Are you Catholic? Yes No
(If not, please skip to Question No. 11)
2. Have you received the Sacraments of Initiation (i.e., Baptism, Eucharist, and Confirmation)? Yes No
3. What parish do you attend? _____
4. What is the name of your Pastor? _____
5. Do you regularly attend Mass and receive the Sacraments? Yes No
6. If you are presently married, did you enter into the Sacrament of Marriage in the Church? Yes No
7. If you are married and are not in a sacramental union (i.e., a marriage between two baptized persons), is your marriage recognized by the Catholic Church? Yes No
8. If you are not married, are you living as a single person consistent with Catholic teaching (i.e. not cohabiting in an unchaste relationship with another person)? Yes No
If "yes," are you a member of a secular institute or a religious institute? Yes No
If so, what secular institute or religious institute do you belong to?

9. Have you received the Sacrament of Holy Orders (i.e., priest or deacon)? Yes No
10. If you answered "Yes" to Question 9, have you been dispensed from your ordination promises and returned to the lay state by the Holy See? Yes No
11. If you are not Catholic, are you enrolled as a catechumen or candidate in formation for reception into the Church? Yes No
At which Parish? _____
When will you be baptized/received into the Church? _____
12. Are you affiliated with another church? Yes No
If so, which church do you attend? _____
What is your pastor's name? _____

13. Have you ever been previously employed by any organization or institution affiliated with the Diocese of Sacramento or the Catholic Church (e.g., another (arch)diocese, a parish, a parochial school, a Catholic high school, a Catholic hospital, a Catholic University, etc.)?

Yes No

14. If you answered "Yes" to Question 13, please identify each prior Catholic institution that employed you, state the dates of your employment, and provide a brief explanation as to the reason you left each such employment position. (You may use the back of this sheet if additional space is required)

15. If you answered "Yes" to Question 13, have you ever been placed on an involuntary leave of absence, been dismissed, or been involuntarily terminated by the Catholic organization or institution that employed you previously? Yes No

If you responded "Yes," please explain: _____

16. Do you have any objections to, or disbelief of, the teachings of the Catholic faith that would render it difficult for you to minister and work in the name of the Church?

Yes No

17. Have you engaged in any public conduct or relationships that would, in view of the teachings and beliefs of the Catholic Church, render it difficult for you to minister and work in the name of the Church? Yes No

18. Do you feel that you require more information regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality before being further considered for employment? Yes No

19. Do you have any questions regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality that you would like to discuss with a priest, religious sister, or deacon? Yes No

I represent and certify that I have truthfully responded to the questions set forth above.

Dated: _____

Applicant Signature



5900 Elvas Avenue • Sacramento, CA 95819 • 916.452.3461 • Fax 916.452.6046

EMPLOYMENT APPLICATION FOR TEACHING POSITIONS

Thank you for your interest in a position at St. Francis High School. Carefully read the following before completing the application.

The purpose of the Catholic Diocese of Sacramento, and all its many schools, parishes and other parts, is to continue the mission and ministry of the Roman Catholic Church;

- *by bringing all to a greater personal love and knowledge of God;*
- *by proclaiming the truths of life and salvation as revealed in Sacred Scripture and Catholic tradition;*
- *by building the Kingdom of God;*
- *by being a visible sign of Christ's presence in all that we say and do; and by sharing in a joyful, living community;*
 - *a community of faith in the Word,*
 - *a community of worship in sacramental life,*
 - *a community of love in service,*

as we express in our daily lives the teaching, principles, values, and practices of the Roman Catholic Church.

All those who associate themselves with us commit themselves to the following principles:

- *to respect the dignity of each person as one called by God and made in God's image and likeness;*
- *to strive to inculcate Gospel values and Catholic Church teachings in every aspect of work;*
- *to maintain standards of professional and personal conduct which reflect the values of the Catholic Church;*
- *to keep an open mind, respect the ideas of others, support leadership, and make the common good their priority;*
- *to contribute by personal example to a climate of faith and to serve others in a spirit marked by hospitality, compassion, and prayerful support;*
- *to work cooperatively with co-workers; to possess a strong, optimistic, respectful view of individuals and leadership; and to avoid all that would be divisive, negative and a barrier to creating a positive work environment;*
- *to support official policies and practices of the Roman Catholic Church, the Roman Catholic Diocese of Sacramento, its Diocesan Bishop, and the Catholic School Department, accept constructive feedback, respond promptly to administrative requests and demonstrate a willingness to assume additional responsibilities; and*
- *to be open to community service and supportive of projects sponsored by the Diocese.*

In addition, all who are Catholic are expected to be loyal to the Catholic Church and to exemplify the teachings of the Catholic Church in their personal lives and practices. St. Francis High School expects Catholic employees to take the initiative to participate in programs of enrichment and education for their personal faith development.

It is our policy to comply with applicable state and federal laws prohibiting discrimination in employment based on race, age, color, national origin, disability, or other protected classification.

St. Francis High School reserves the right to hire only Catholics for positions where being a Catholic is an integral part of the job responsibility (e.g., Religion teacher, principal, etc.)

Please complete the attached application and return it to **Pat Maier, 5900 Elvas Avenue, Sacramento, CA 95819** as soon as possible. Applications will not be processed until they are complete including transcripts (where required) and letters of recommendation (where required).

All completed applications are kept on file for three years. At the end of that time, files will be discarded unless St. Francis High School receives a written request to keep the file active. Files that are incomplete by the end of one year will be destroyed.

Application Requirements

Note: St. Francis High School must have the following on file before hiring and/or signing a contract.

1. Pre-application statement.
2. Applicant questionnaire.
3. Completed application form.
4. A current resume.
5. Copies of transcripts are acceptable for application, but official transcripts of all college courses are required upon being hired. Official transcripts must be sent directly to St. Francis High School from the college and/or university.
6. A copy of your teaching credential/certificate and administrative credential/certificate if you have one.
7. Three original references sent directly to St. Francis High School by the persons completing the reference. References must be current and include your pastor/minister, current employer (or last employer if currently unemployed), and a colleague.
8. If you have previously taught in another Catholic Diocese, please submit a copy of your Catechist Certification.
9. Documentation and results of a tuberculosis examination taken within the last four years (upon hire).
10. Diocesan policy and California law require that all employees of the Diocese must submit their fingerprints for DOJ and FBI clearance (upon hire).

Hiring Requirements

In order to be considered for a teaching or administrative position St. Francis High School, a candidate must have the following:

- A. A valid Teaching Credential (for Teachers) and a valid Administrative Credential (for Principals). See notes 1 and 2.
- B. A valid Catechist Certificate from any Diocese in the United States. A Catechist Certificate from a California Diocese is preferred. See note 3.
- C. Principals must be practicing Catholics who are active in their parishes.
- D. Principals must have a minimum of 5 years of successful teaching experience. Teaching experience in a Catholic school is preferred.

Notes:

1. A teacher without a valid teaching credential or Master's Degree may be hired by the school. In order for a contract to be offered for the second year, the teacher must show proof of enrollment in either a credential or Master's program.
2. A Principal without a valid administrative credential may be hired by St. Francis High School if the principal is enrolled in a program leading to a credential and completes the program within 4 years of hire.
3. Principals and teachers without valid Catechist Certification must attend a workshop to receive provisional certification and must complete the requirements for a Basic Certificate within 4 years of hire.

Failure to complete the credential/Masters or catechist certification requirements within the time specified may result in a salary freeze until the requirements are met, and/or no offer of a contract for the succeeding year.



EMPLOYMENT APPLICATION FOR TEACHING POSITIONS

The following information will assist us initially in becoming acquainted with you and in projecting how your talents could be used at St. Francis High School.

I. PERSONAL

Date of Application: _____

Last Name	First	MI	Religious Community (if applicable)
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Present Address	City	State	Zip	Home Telephone
-----------------	------	-------	-----	----------------

Religion _____

Languages spoken other than English: _____

Home Parish/Address: _____

For what position are you applying? _____

II. CERTIFICATION

Type of Credential/Certificate	State	Expiration Date
--------------------------------	-------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

III. EDUCATION

UNDERGRADUATE

Institution/Location	From - To	Degree/Year	Major Field	Minor Field
----------------------	-----------	-------------	-------------	-------------

_____	____-____	____/____	_____	_____
_____	____-____	____/____	_____	_____
_____	____-____	____/____	_____	_____

GRADUATE

Institution/Location	From - To	Degree/Year	Major Field	Minor Field
----------------------	-----------	-------------	-------------	-------------

_____	____-____	____/____	_____	_____
_____	____-____	____/____	_____	_____
_____	____-____	____/____	_____	_____

Number of graduate credits in Administration/Supervision: _____

III. EDUCATION - continued

Additional Courses, Workshops, Seminars:

Year	Place	Title/Topic Area
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Publications or Educational Contributions:

Year	Place	Title/Topic Area
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. TEACHING/ADMINISTRATIVE EXPERIENCE - list most recent experience first

From Year	To Year	Place	Nature of Job
_____ - _____		1. _____	_____
_____ - _____		2. _____	_____
_____ - _____		3. _____	_____
_____ - _____		4. _____	_____
_____ - _____		5. _____	_____
_____ - _____		6. _____	_____

V. OTHER EXPERIENCE

Voluntary Parish or Community Service

From Year	To Year	Place	Nature of Experience
_____ - _____		1. _____	_____
_____ - _____		2. _____	_____
_____ - _____		3. _____	_____
_____ - _____		4. _____	_____
_____ - _____		5. _____	_____
_____ - _____		6. _____	_____

VI. ADDITIONAL EXPERIENCE

From Year	To Year	Place	Nature of Experience
_____ - _____		1. _____	_____
_____ - _____		2. _____	_____
_____ - _____		3. _____	_____
_____ - _____		4. _____	_____
_____ - _____		5. _____	_____
_____ - _____		6. _____	_____

VII. What is your understanding of and experience with the place of Catholic schools within the educational mission of the Church?

VIII. What particular talents, experiences or abilities would you bring to the position at St. Francis High School? Discuss both your strengths and limitations.

IX. Why are you applying for this position?

X. What are your personal and professional goals at this time?

XI. How is faith important in your life?

XII. What motivates you in your work?

XIII. How would you describe your style of teaching (for teacher applicants) or leadership and decision-making (for principal applicants)?

XIV. A parent calls and complains about a problem. How do you respond?

XV. How do you see the Catholic school in relationship to the parish? To the Diocese?

XVI. What are your interests outside of teaching?

XVII. As you know this is a position in which you will be a public representative for St. Francis High School and the Diocese. Is there anything the principal, superintendent, or Bishop needs to know about you personally or professionally that, if known, would compromise your ability to serve in this capacity?

XVIII. ADDITIONAL INFORMATION

1. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, sentenced to imprisonment, or paroled by any law enforcement or military authority? Yes_____ No_____

If yes, please submit a separate statement containing the following information for each such conviction:

- a. Offense for which convicted.
- b. Brief description of facts regarding offense for which convicted.
- c. Date of conviction.
- d. Applicant's age at time of conviction.
- e. Name and (if known) address of convicting entity, (court, law enforcement, or military authority).
- f. If placed on probation or parole, name and address of supervising officer.
- g. Extenuating circumstances, if any, regarding offense.
- h. Subsequent efforts at rehabilitation and results of same.

2. Is there currently pending against you any criminal charge? Yes_____ No_____

If yes, please submit a separate statement containing the following information for each such charge:

- a. Identity of charge.
- b. Name and (if known) address of charging entity.
- c. Brief description of facts regarding offense for which charged.
- d. Extenuating circumstances regarding offense.

3. Are you able to perform the essential functions of this job, with or without reasonable accommodations?
Yes_____ No_____

4. If hired, can you prove your legal right to live and work in the United States? Yes_____ No_____

5. Teachers who are Catholic must remain in good standing with the Catholic Church for the duration of their contract. If you are Catholic, are you a Catholic in good standing with the Church? Yes_____ No_____

By way of example, a Catholic in good standing with the Church is someone who:

- Receives the Sacraments
- Attends Sunday Mass
- If married, is in a marriage that the Church considers valid
- If not married, not living in a relationship contrary to the laws of God and the Church

If you have questions regarding the requirements of being in good standing with the Church, please contact St. Francis High School.

6. Teachers (Catholic or non-Catholic) are ministerial and apostolic workers of the Roman Catholic Church responsible for teaching the religious principles of the Church by personal example, classroom instruction, and in extra curricula activities and affairs. Do you agree to minister in accordance with Catholic doctrine and principles? Yes_____ No_____

XIX. REFERENCES

- 1. Present Pastor/Minister: _____
Address: _____
Daytime Telephone: (_____) _____ Number of Years Acquainted: _____
- 2. Current Employer: _____
Address: _____
Daytime Telephone: (_____) _____ Number of Years Acquainted: _____
- 2. Colleague: _____
Address: _____
Daytime Telephone: (_____) _____ Number of Years Acquainted: _____

XX. CERTIFICATION

Please read carefully and sign below.

I hereby certify that the information presented on this Application is true, accurate, and complete. I understand that any falsification on this Application will be sufficient cause for disqualification for further consideration for employment or for subsequent dismissal if hired. I further understand that all information provided by me in connection with this Application is subject to verification and I authorize such verification. I acknowledge that letters of reference and similar personal information submitted in association with this Application will be regarded as confidential and will not be revealed to me.

I authorize St. Francis High School to investigate my references, work record, education, and other matters related to my suitability for employment and further, authorize my references to disclose to St. Francis any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release St. Francis High School, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Signature _____ Date _____

Occasionally, other Catholic schools request applicant information when they have a position open which St. Francis High School has recently filled. Do you give St. Francis High School permission to share your resume and application with other Catholic Schools that request information?

Yes No

PROFESSIONAL EMPLOYMENT REFERENCE

APPLICANT:

FIRST NAME	MI	MAIDEN	LAST	
ADDRESS		CITY	STATE	ZIP
POSITION APPLYING FOR: _____ The above-named has applied for the position listed above and has given your name as a professional reference. Please complete this employment reference in accordance with your evaluation of the applicant. Information will be held in strict confidence. An immediate reply will be appreciated.				

In what capacity do you know this applicant? _____

During what period of time have you known the applicant? From _____ to _____

- I do not know the applicant well enough to complete this form
 I prefer to write a letter which is attached

TO BE COMPLETED BY REFERENCE

PERSONAL CHARACTERISTICS	OUTSTANDING	VERY GOOD	GOOD	FAIR	POOR	UNABLE TO EVALUATE
moral character						
good judgment						
loyalty						
initiative						
health and vitality						
emotional stability						
dress and appearance						

RELIGIOUS INVOLVEMENT	OUTSTANDING	VERY GOOD	GOOD	FAIR	POOR	UNABLE TO EVALUATE
knowledge of Catholic doctrine						
religious attitudes						
religious practice						

PROFESSIONAL CHARACTERISTICS	OUTSTANDING	VERY GOOD	GOOD	FAIR	POOR	UNABLE TO EVALUATE
academic preparation						
teaching experience						
organizational ability						
administrative ability						
financial responsibility						
ability to supervise instruction						
leadership						
staff relations						
pupil relations						
parent relations						
public relations						
continuing academic development						

PROFESSIONAL EMPLOYMENT REFERENCE

Are there any special skills, qualities or traits possessed by the applicant which you think make this person especially well-suited for the applicable position? Please comment.

In your opinion, does this applicant have any personality characteristic that would hinder the person from being effective in the role for the applied position?

OVERALL RECOMMENDATION

- I recommend the applicant without reservation as an excellent candidate for the applied position.
- I have some reservations but would recommend the applicant as a good candidate for the applied position.
- I might have substantial doubts but think the applicant might be given a chance to prove himself/herself.
- I feel that the applicant is unsuited for the applied position.

Would you reemploy the applicant? Not applicable Yes No

Other: _____

Signature _____

Title _____

Telephone Number _____

Date _____

<p>Please send this reference directly to:</p> <p>Patricia Maier, Human Resources St. Francis High School 5900 Elvas Avenue Sacramento, CA 95819</p>
