

I am interested in joining the Office Support Ministry of St. Paul Catholic Church.

Name: _____ (please print clearly)
Address: _____
Phone: (____) _____, CA _____ (zip code)
Cell (____) _____ Work (____) _____
Email address: _____
The Mass I usually attend is _____. I speak the following languages _____

Parish Staff

Rev. Joyle Martinez, Pastor
Rev. Felipe Paraguya, Priest in Residence
Rev. Antonio Ramirez, Deacon
Sister Kathy Quidlat, D.R.E.
Shirley Brown, Administrative Assistant
Bob Benton, Sacristan
Rebecca Sliwa, Housekeeper
Ronald Eck & Joe Monteagudo, Custodians
Tony Basquez

916.381.5200
saintpaulcatholic@comcast.net

Office Hours

Monday—Friday
8:00 a.m.—4:00 p.m.

Office Support Ministry Staff

June Kertis, Chairman
916.381.5200

*“...There are different forms of
service but the same Lord...”
1 Cor. 12:4-7*

ST. PAUL OFFICE SUPPORT MINISTRY



St. Paul Catholic Church
8720 Florin Road
Sacramento, CA 95828
www.stpaul-florin.org

St. Paul Office Support Ministry

“Each one should use whatever gift he has received to serve others.”1 Peter 4:10

Our Mission

The Office Support Ministry of St. Paul Catholic Church, inspired by the love of Jesus Christ, work together in providing assistance to our Parish office staff.

Who We Are

We are St. Paul parishioners who are committed to assist our parish office staff in the daily routine function of the office.

What We Do

We, the Office Support Ministry of St. Paul Catholic Church:

- Greets visitors
- Answers phones based on office SOP
- Coordinate bulletin input
- Insert flyers in bulletin
- Transport bulletins to Church
- Reproduce and collate documents
- Prepare and attach labels
- Apply postage & transport mail to post office
- Pick up mail
- Organize & stock supplies
- Assist Pastor & Staff as requested
- Perform computer related task

How You Can Join Us

If you enjoy meeting, working, and helping people who visit our office or contact us by phone on a daily basis, we encourage you to be part of this ministry.

If you are interested in joining us in the Ministry please fill out the form on the reverse and return it to the rectory office, place it in the collection basket, or mail it to St. Paul Catholic Church, P.O. Box 292280, Sacramento, CA 95829. You may also contact the rectory at 916.381.5200 or speak to any Office Support Ministry Team Member.