



DIOCESE OF SACRAMENTO
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CATHOLIC SCHOOL
DEPARTMENT

Pre-Application Packet

Dear Candidate:

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

We thank you for your interest in seeking a teaching position in a Catholic school in the Diocese of Sacramento. There are two phases of the application process.

Phase I

1. Carefully read the Policy Regarding the Hiring of Lay Employees

Policy Regarding the Hiring of Lay Employees

Catholic Lay Employees

Lay employee positions in the Diocese of Sacramento shall, in general, be filled by lay persons who are faithful Catholics, who exemplify the teachings of the Church in their personal lives and practices, and who are in good standing with the Church.

Participation by Non-Catholic Employees in the Works of the Church

Non-Catholic applicants who wish to share in the mission of the Church may be employed when no qualified Catholic applicant is available to fill the position and good faith efforts have been made to recruit qualified Catholic applicants for an open position. Non-Catholic applicants must, as a condition of employment, acknowledge that they understand that they will be employed by a Catholic religious institution, agree to conduct their public activities and relationships in a manner that is compatible with the teachings and missions of the Church, and affirm that they generally share the Catholic religious perspective on issues of conduct and morality.

Pastoral Support

The Diocese of Sacramento implements processes and procedures to extend full pastoral care and support for any lay employee desiring to regularize his or her personal relationships and standing with the Church. Pastors and diocesan supervisors shall take reasonable and pastorally appropriate efforts to extend pastoral outreach services to any Diocesan employee seeking assistance with regard to regularizing their relationships and standing with the Church.

2. Carefully read the Pre-Application Statement. If you fully understand the religious nature of the Diocese after reading this section, please sign and date the Acknowledgment Form.

3. Carefully read and complete the Applicant Questionnaire. Once completed, please sign and date the last page.

4. After completing the above, please return the Pre-Application Statement and Applicant Questionnaire to the Catholic School Department, 2110 Broadway, Sacramento, CA 95818.

Phase II

Phase II deals with the review of the Pre-Application Statement and Applicant Questionnaire by the Catholic School Department. If the applicant is approved, an application will be sent to the applicant. If you have any questions or need assistance, please call us at (916) 733-0110.

In the peace of St. Francis and St. John Baptist de La Salle,

Dom Puglisi
Superintendent