

**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 Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Position you are applying for?  
\_\_\_\_\_

Location (if known)  
\_\_\_\_\_

# 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

Print Name \_\_\_\_\_

Position Applying For \_\_\_\_\_