



22 june 2025
corpus christi (English)
second sunday after pentecost (Latin)



PRINCE of PEACE
Catholic Church & School
1209 Brushy Creek Road • Taylors, SC 29687
www.princeofpeacetaylors.org

A Parish Family of the Roman Catholic Diocese of Charleston

Bishop Jacques Fabre-Jeune
Diocese of Charleston

Pastor

Canon Christopher Smith

Parochial Vicar

Fr. Richard Tomlinson

Deacons

Nestor Acosta, Michael Cavin,
Robert Smith, Gus Suárez, Mark
Thompson & Michael Thompson

Our Mission

To share the fullness of the Gospel to all we encounter in our lives by equipping disciples to create and strengthen a personal relationship with Christ. By the grace of God, we are called to strive for personal holiness, participate fully in the vibrant life of the Church's Tradition and transform the world.



864.268.4352 After hours medical emergencies requiring a priest only: 866.456.2956



parishoffice@princeofpeacetaylors.org

Office hours:

Monday-Thursday 9a-4p

*office closed 1-2p

Friday 9a-12p

Stay connected:

Website: www.princeofpeacetaylors.org

Facebook & Instagram: @princeofpeacetaylors

Recordings of homilies are on the parish website & [Apple Podcast](#)

Sacred Music: [Spotify](#) (search Sacred Music at Prince of Peace)

Formed: when you register at formed.org/signup, use code GYYF72.

Giving:

We appreciate your support: [Parish Offertory](#) & [Parish School Giving](#)

Library:

Online Catalog & Hours: <https://www.librarycat.org/lib/POPCCS>

Are you new? Welcome!

We are grateful that you have come to our parish and hope that you will soon call this faith community your home! Learn more by emailing us at welcome@princeofpeacetaylors.org.



Best Place of Worship
Best Preschool
Best Private School



Reminder: Active Parishioner Status

An Extraordinary Parish for Ordinary People

In order to be considered an *active parishioner* of Prince of Peace, you must do the following for at least six months:

- 1) Register in the parish with the registration form found online or in the narthex
- 2) Assist at Mass at Prince of Peace at least 75% of all Sundays and Holy Days.
- 3) Contribute financially and by being an active part of parish life
- 4) Use the envelope system to track attendance, even if your financial contribution is by electronic means, if you are ever going to need a letter of good standing. In the future, if an electronic means of check in is provided, that suffices for Mass attendance tracking.

A *letter of good standing* from Prince of Peace indicates that the records of the parish indicate fulfillment of all requirements for *active parishioner status* for at least six months. A letter of good standing is necessary for the following:

- 1) to have a baby baptized in any Catholic church
- 2) to serve as a godparent at baptism or sponsor at confirmation in any Catholic church
- 3) to get married in any Catholic church
- 4) to receive the active parishioner discount at Prince of Peace Catholic School

Active members are marked *inactive* in the rolls of the parish:

- 1) if requested
- 2) if after six months there is no trackable giving or envelope usage

All Catholics aged 18 or older should register under their own name with the parish they consider their spiritual home. Catholics over the age of 18 who consider Prince of Peace their spiritual home, but are under their parents' care and are away at school, military or civil service, should register in the parish and indicate that fact for our records.

Sick, homebound, or shut-in parishioners who are unable to fulfill the requirements for *active parishioner status* will **not** be marked inactive if they or their families communicate to the parish that they wish to remain active.

Inactive parishioners who may not qualify for a letter of good standing may **always** receive the sacraments of Holy Communion, Penance, Anointing of the Sick, as well as receive ecclesiastical funerals and burials. They will **not** be allowed to receive the sacraments of Baptism or Matrimony, serve as a godparent for Baptism or Confirmation, or receive the parishioner discount in the school, until six months of active parishioner status has been demonstrated.

These policies are almost universal in the United States, where they are a local means of applying certain dispositions of canon law to protect the integrity of the sacramental order. They are part of the ecclesiastical discipline of the Church which expects adult Catholics to be mature and active members of their parish family, indicating a **minimum** level of practice to receive the sacraments.

Please remember that the letter of good standing is not issued based on any particular priest's recollection of your Mass attendance; it is based on 75% Mass attendance each Sunday using the envelope system and recorded by the parish. Some people give weekly, biweekly, monthly, quarterly, or even yearly. The letter of good standing is based, not on the frequency or amount of giving (although that should reflect a mature understanding of biblical principles of stewardship), but on Mass attendance. Now that more and more people are using electronic forms of giving, there has to be a way to track weekly Mass attendance. Right now, the only way to do this is by the use of envelopes.

If you give [electronically](#), you may drop your offertory envelope with a 0-online giving note in the offertory basket when you come. If you forget your envelope, there are some available on the credenzas in the narthex. We have a subcommittee of the parish staff looking into the possibility of **electronic forms of check-in** for Sunday Mass attendance; when we decide on a platform for that, this policy will be updated and the faithful notified.

Sometimes people have specific individual or family situations that mean that one or more four requirements for active parishioner status is not possible or unduly burdensome. If you communicate in a general way to the parish office the reason for that situation, we can notate our records to that effect, so that you will not be rendered inactive if you wish to remain active.

If you change your address, email address, or phone number, please notify the parish as soon as possible. If you move away from the parish, then please do so as well.

Thank you in advance for your cooperation with these policies. They are not there to make life burdensome. Instead, they are part of that ecclesiastical discipline which is a sign of true communion of heart and mind with your local Church and a maturity of faith measured, not in terms of minimalism, but authentic Catholic practice

Our Map—A Smoke, Vape & Tobacco Free Campus



- 1 Parish House, under the protection of Our Lady of Fatima (includes within it Croghan Hall)
- 2 Guadalupe Hall
- 3 Lourdes Hall & School Office
- 4 Walsingham Hall
- 5 PAC (Parish Activity Center) & PAC Classroom
- 6 St Vincent de Paul (SVPD) Hall
- 7 Blessed McGivney Hall
- 8 Church
- 9 Christ the King Adoration Chapel
- 10 St Joseph's Workshop
- Parking Lots 11, 12, 13, 14 and 15



= where you see this symbol, it means live broadcast simultaneously on [Facebook](#) & [YouTube](#)

Parish Calendar

Fr Christopher Smith = FCS Fr Richard Tomlinson = FRT Fr Timothy Davison = FTD | Readings are Year C

sunday, 22 june corpus christi (English) second sunday after pentecost (Latin) 8a Mass For the People of the Parish (FRT) 10a Mass Deceased McCullen/Simmons Families (FCS) 12p Latin Mass Noreen Costa-L (FCS)	monday, 23 june weekday (English) vigil of the nativity of st john the baptist (Latin) 11a Mass Krahm & Houlroyd Families+ (FCS)	tuesday, 24 june nativity of st john the baptist (English & Latin) 11a Mass Mary Roberts+ (FCS)
	5.30a men's workout 6.30p legion of mary walsingham hall	
wednesday, 25 june weekday (English) st william (Latin) 11a Mass Genevieve Madigan+ (FCS) 5p Confessions 7p women's study guadalupe hall	thursday, 26 june weekday (English) sts john & paul (Latin) 11a Mass Carol Mullman+ (FCS)	friday, 27 june most sacred heart of Jesus (English & Latin) 11a Mass William Mershon-L (FDP)
saturday, 28 june immaculate heart of the blessed virgin mary, st irenaeus (English) vigil of sts peter & paul (Latin) 3.30p Confessions 5p Mass Irene Ponce+ (FDP)	sunday, 29 june sts peter & paul (English & Latin) 8a Mass For Michael Martin-L (FRT) 10a Mass For the People of the Parish (FDP) 12p Latin Mass Fr Christopher Smith-L (FRT)	prayer requests All those serving our country, Brian Aho, Lucretia Albright, Angela Bagley, Deborah Baker, Jim Bannister, Vanessa Baugh, Daniel Bennett, Gerard Brady, Francine Burke, Wrenn Calcutt, Michael Campanelli, Jean Casey, Martha Catel, Frank Cespedes, Julia Chatignyblais, Anna Chevalier & Casey Chevalier, Alan Coker, Rosemary Craig, Gena Cunningham, Alan & Linda Deese, Carol Deretchin, Heather Dickerson, Thomas Dorsey, Gloria Dussich, Jim Eagan, Mary Ann Egan, Annmarie Egas, Andrew Frisari, Kenneth Gifford & Kathryn Gifford, Jim Green, Jennifer Gregory, Bridgitte Gunnells, Shannon Harkins, Eileen Harrison, Mary Jean Heap, Riley Holcomb, Judith Inghram, Carl Jones, Tammy Jones, Alejandro Kawasaki, Laura Kuczewski, Julie Mallory, Mary Martin, Ed Matthews, Dorothy McDonald, Peter McPherson, Connie Meiners, Kathy Melone, Sandy Milton, Janine Moore, Kathleen Mottl & Dan Mottl, Kristina Murphy, Lillie Nesbitt, Elizabeth Nowlan, Alan Olson, Valerie Pachur, Jenn Pfaffl, Doris Pratt, Kenneth Price, David Purpura, Lorenzo Rosa, Rose Schillaci, Christy Smith, Dcn Bob Smith, Lois Smith, Matt Smith, Yanini Smith, Kevin Stanton, Susan Subrizi, Christine Tallman, Laurie Taylor, Rose Teuscher, Joe Valitchka, Cal Valois & A. Thana Pacco Rivas, Luigina Warga, Kayla Whatley, Sarah Williams, Stephen Wiltberger.
happy birthday, fr chris	8p basketball pac	
Please contact the Parish Office to request a name be added to the prayer list. We will leave names on the prayer list for two weeks, unless requested otherwise.		

Note: Our Summer Mass schedule is modified this week only.



Happenings & Needs

An Extraordinary Parish for Ordinary People

homebound ministry

If you are homebound and wish to receive Holy Communion, contact Deacon Mark Thompson at mark.thompson@princeofpeacetaylors.org

bounce—loss of a loved one

Be comforted by those who have experienced the grief of the death of a loved one on the first Saturday of the month at 10a in St Vincent de Paul Hall. Learn more: Julie at 864.561.4733 or Jim 864.238.6850

donating blood

Did you know that when you donate blood at The Blood Connection, Prince of Peace Catholic Church & School has a code to “credit” it to our parish? The code is 3APE.

substitute teachers needed

Join our Substitute Teacher list at the parish school! Please email Liz Burgdorf, Receptionist, to learn more at reception@popcatholicschool.org.

serve as an usher or greeter

Greeters and ushers are greatly needed across all Mass times! Consider serving your parish in this simple yet meaningful way:

- Be a welcoming face to all who enter the church
- Help create a reverent and organized worship experience
- Offer hospitality that reflects Christ's love

Contact Marco DeMaria at 864.631.7713 or mad4jen@msn.com!

perpetual eucharistic adoration



"This is the day the Lord hath made;
Let us be glad and rejoice in it!"
Ps 118:24

Share a Holy hour with the Lord!

Contact Lisa Buss at adoration@princeofpeacetaylors.org or call 864.508.7123. All hours are

available for prayer, but please consider one of the following hours (*URGENT HOUR!):

Thursday - 4a* & 4p*

Saturday - 11am* & 12p* & 10p

baptism class

Parents desiring Baptism for their child must attend a Baptism Class. The next class is 10 July at 6.30p in Walsingham Hall. You must register by contacting Deacon Gus at 864.420.0497 or by email at gus.suarez@princeofpeacetaylors.org.

⇒ Baptisms cannot be scheduled until the class is completed. Only Deacon Acosta can schedule Baptisms.

men's bible study

The Tuesday evening Men's Bible Study, led by Dcn. Michael Thompson will resume on 26 August at 7p in Guadalupe Hall. All men are invited to join for fellowship and faith formation. Questions? Call 864.365.8178.

mass intentions

The parish has Mass cards for Mass intentions to be said in the Holy Land anytime.

Donations (envelopes in the narthex may be dropped into the offertory baskets)



sanctuary candle \$20
donated by: Mary Pyskaty
in memory of: Annabell Zsamboki



bread & wine \$20
donated by: Martin Leo
in memory of: Margaret Leo



flowers \$400



music \$300

Happenings & Needs

An Extraordinary Parish for Ordinary People

prayer shawl ministry

The prayer shawl ministry meets on the third Friday of the month (18 July) at 10.30a. They crochet/knit shawls/lap robes which they donate to nursing homes, cancer and dialysis centers. They welcome more volunteers and donations of yarn are always welcome. Questions? Call Paulette at 864.434.0278.

pop women's craft night

Join a free monthly craft get together on the third Friday of the month (18 July) from 6-10p in McGivney Hall. Bring your own supplies to work on a project or come observe others; all skill levels welcome! Contact Melissa S. Miller at 864.569.1417 or Michelle Grabiec at m_grabiec@hotmail.com.

save these dates

- 22 August: Father Smith's 20th Anniversary Mass and Reception at 7p with hors d'oeuvres after. In lieu of gifts, please make donations to the parish's [Anatolian Fund](#) for missions in Turkey.
- 14 September: Exaltation of the Cross
- 15 September: 5th annual Golf Tournament
- 19-21 September: Sr John Dominic of Open Light Media will speak on Virtue in Education
- 21 September: Church Dedication Anniversary
- 22-23 September: Parish Mission with Fr Tuscan
- 28 September: 10a Red, White & Blue Mass
- 5 October: Rosary Sunday Procession
- 21 November: Father Tomlinson's 16th Anniversary
- 12 December: Diamond Jubilee Mass with Bishop Fabre-Jeune, CS and Reception at 6p (RSVP 20-21 September)

rosary over zoom

A group of parishioners gather over Zoom on Tuesdays at 7p for a rosary. To learn more, contact Lisa at adoration@princeofpeacetaylors.org

summer daily mass schedule

Summer Daily Mass Schedule:

- Monday: No Mass
- Tuesday–Friday: 9a English Mass
- Saturday Morning: No Mass

Between Monday-Friday, 23-27 June, Mass will be at 11a. Our regular schedule resumes 11 August.

over 900 books, socializing and fun await

The Blessed McGivney Hall is open on Sundays after the 10a Mass. Grab a hot drink or breakfast, peruse a library of over 900 vetted Catholic titles, and socialize with parishioners. Indoor and outdoor activities are available for kids of all ages! **Children 18 and under must be accompanied by a parent or caregiver at all times.** Contact John Olson to learn more at jamolson@gmail.com.

st isidore garden

Three years ago, parishioners began cultivating the St. Isidore Garden—a peaceful space now producing organic food for the poor through St. Vincent de Paul.

More than just a garden, it's a place where children learn about creation, responsibility, and the joy of working with their hands. Weekly classes have helped root our young people in purpose and peace. All are welcome—young and old—to step outside, connect with nature, and encounter God. **Volunteers gather Mondays at 10a to harvest, but you're always invited to walk the garden or enjoy a picnic nearby.**

This garden is for everyone—come be nourished in body and spirit.

welcome new parishioners

Join us in welcoming the following new parishioners: Joshua & Megan Mazzariello; Ashley Davis & Family

happy birthday, fr smith

Fr Christopher Smith will celebrate his birthday on Saturday, 28 June. If you would like to share a card or note of appreciation, please send it to the parish office to arrive no later than 25 June.

1209 Brushy Creek Road, Taylors, SC 29687.

Let's join together in praying for many blessings on his special day and in gratitude for his faithful priestly service!



Happenings & Needs

An Extraordinary Parish for Ordinary People

meal train at pop

Parishioners and school families are invited to reach out to Jennifer Pfaffl by email at missfluff129@yahoo.com during times of need to have a Meal Train organized. It takes a village to provide support to those in need. Please consider supporting the gift of comfort for those in need.

st vincent de paul—needs

St. Vincent de Paul accepts checks made directly to SVdP and online giving through Zeffy. Scan the QR code or [click the link](#) to make your gift to SVdP.



SVDP Donations	As of May 31, 2025		
	2025	2024	Increase / (Decrease)
Month	\$ 10,220	\$ 9,338	\$882
Year-To-Date	\$ 58,108	\$ 51,027	\$7,081

Pantry donations may be left in the large wooden bin in the Narthex. Current pantry needs are:

- Pasta & Pasta Sauce
- Mac & Cheese
- Cereal
- Pork & Beans
- Canned Chicken & Tuna
- Jelly
- Snack Chips
- Toothbrushes & Toothpaste
- Laundry & Dish Detergent

Important Notice: SVdP does not accept clothing, shoes, or household items. To volunteer, contact popsvdpvolunteer@gmail.com.

men's breakfast

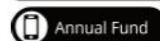
All men of the parish and their friends are invited to breakfast and fellowship on the first Thursday of each month at Eggs Up at 3935 Pelham Rd. Contact Don Foertsch at 864.268.3810

ladies lunch bunch

The Ladies Lunch Bunch will meet at Cheddars on 1025 Woodruff Rd. on Tuesday, 8 July at 11.30a. Please RSVP to Dorothea Jones at 864.268.3354.

parish school donations

Did you know that 45% of families rely on financial assistance to attend the parish school? Your donations to our Annual Fund are needed. Prayerfully consider making a Catholic education possible with a check to POPCS or [online gift today!](#)



become a registered parishioner

If you consider Prince of Peace your spiritual home we ask that you register! Please visit our website princeofpeacetaylors.org and click the register button.

april offertory

Giving to the offertory is convenient and easy. Scan the QR code, click “donate” on our website, or visit Tithely to make a gift <https://tithe.ly/give?c=1479801>. Or, options to give to special projects are available.



Offertory	As of April 30, 2025		
	Actual	Budget	Surplus / (Deficit)
Month	\$ 176,745	\$ 162,849	\$13,896
Year-To-Date	\$ 1,594,137	\$ 1,579,790	\$14,347

latin mass community monthly potluck

The Latin Mass community hosts a potluck the first Sunday of each month in the PAC after the 12n Latin Mass. Please bring a main dish to share. Volunteers needed for setup and cleanup! Questions? Contact the Green Family at 719.660.3440.

welcome committee

Interested in helping new folks feel at home at Prince of Peace Catholic Church? Contact Loretta Williams at welcome@princeofpeacetaylors.org to learn more about the *Guild of St. Benedict Welcome Committee*. From emails and phone calls to welcoming events, there's a way for everyone to pitch in!

- The Welcome Committee is also collecting gently used hardback or sturdy children's religious books appropriate for ages 1–4. These will be included in *Welcome Bags* for new families at our September Welcome Dinner. Families can use the bags during Mass or at home. If you have books to donate, please drop them off in the church library or reach out to Loretta at the email above.

Happenings & Needs

An Extraordinary Parish for Ordinary People

recollections

Friends of St Josemaria will be hosting in-person recollections:

- Evening of recollection for men: Thursday, 21 August at 7p with reception in Parish House
- Morning recollection for women: Saturday, 23 August at 9a.

A recollection is a silent mini-retreat. It consists of Benediction, a meditation by a priest of the Prelature Opus Dei, an examination of conscience, spiritual reading from the works of St Josemaria or another spiritual author and a talk on a practical topic. contact Thierry at thierry.wersinger@gmail.com or 864.313.5601

women's study

The Women's Bible Study group meets Wednesdays at 7p in Guadalupe Hall studying: *Courageous Love: A Bible Study on Holiness for Women* by Stacy Mitch. This spiritually rich and accessible book explores the lives of women in Scripture and invites us to grow in holiness through practical insight, reflection, and prayer.

Meetings will be weekly through 9 July, then break for the remainder of the summer.

No homework or prep is required—the group reads aloud together during each session. If you're not able to purchase a book right now, don't let that keep you from attending. Just bring an open heart, and perhaps a notebook and pen if you're a note-taker.

Book purchasing options:

- [Order from St. Paul Center/Emmaus Road](#)
- [Order from Amazon](#)
- [Kindle version](#)

heading out of town this summer?

Your parish never takes a vacation — and your support makes it all possible! Even while you travel, your continued giving helps us sustain ministries, keep the lights on, and serve our community. Consider setting up online giving or making a gift before you go.

journey to the holy land

Parishioners are invited to embark on a once-in-a-lifetime spiritual journey to the Holy Land from **3-12 January 2026**, led by **Sister Deirdre “Dede” Byrne**, a religious sister, missionary, and retired U.S. Army surgeon, along with **Fr. Richard Tomlinson** as spiritual director. This 10-day pilgrimage will immerse travelers in the sacred geography of our faith, offering daily Mass, guided visits to holy sites, and time for prayer and reflection.

Pilgrims will visit Bethlehem, Nazareth, the Sea of Galilee, and Jerusalem—praying at the Church of the Nativity, renewing wedding vows at Cana, walking the Via Dolorosa, and celebrating Mass at the Church of the Holy Sepulcher. The itinerary also includes Mount Tabor, the Mount of Beatitudes, the Jordan River, and even a chance to float in the Dead Sea. The pilgrimage will be offered in prayer for **Sister Philip Marie Burle**, and special intentions, including prayers for life, expectant mothers, and the faithful departed, will be incorporated throughout.

This thoughtfully planned journey includes round-trip airfare from Newark, hotel accommodations, most meals, entrance fees, ground transportation, and an English-speaking guide. It's designed to be spiritually enriching while also accommodating the practical needs of travelers. Participants should be prepared for moderate walking and moments of profound encounter with Scripture and tradition.

To register or learn more, visit www.The-Catholic-Journey.com/0126Epiphany or call **201.523.6148**. Space is limited and early registration is recommended. This Epiphany season, consider deepening your faith by encountering Christ in the land where He was born, taught, suffered, died, and rose again.

infertility, ivf and you—webinar

Join us on **Tuesday, 29 July at 11a** for a free Zoom webinar with **Sr. Renée Mirkes, OSF, PhD**, a leading Catholic ethicist, as she explores the ethical concerns surrounding IVF and how NaProTechnology offers a faith-aligned alternative. **Register at:** tinyurl.com/EthicsIVF.



Job Opening

An Extraordinary Parish for Ordinary People

Position Summary: The Finance & Accounting Manager handles finance, accounting and human resources related business for Prince of Peace Catholic Church and School in Taylors, SC. The candidate attends weekly staff meetings as well as quarterly meetings of the Parish Finance Council and Finance Subcommittee of the School Advisory Council.

Classification: Exempt

Reports To: Director of Administration at Prince of Peace Catholic Church and School (Phil Head)

Church Responsibilities

Accounts Payable: Key in invoices, print checks, file, and complete research and reports when requested by the Director of Administration or Pastor.

Accounts Receivable: Post monies received for donations, make deposits timely as required by Diocesan policy, key donation information into the database (Flocknote), and interface with parishioners to answer questions related to donations.

Finance & Accounting: Process payroll in ADP; process timecards, including corrections and updates; make all journal entries; perform monthly account reconciliations; process new hires; review contracts for projects with the Director of Administration; prepare monthly financial statements for the Director of Administration and Pastor on or before the 20th of the next month; handle accounting and reconciliation for the annual Golf Event; prepare quarterly financial statements for the Director of Administration and Pastor on or before the 20th day after quarter-end to support scheduled quarterly PFC meetings; manage the budget reporting process and coordinate variance explanations with parish staff; and be responsible for cash management.

Parish Finance Council (PFC): Prepares the Annual Report with the Director of Administration, Principal, and Pastor for the parish and school community by 15 August; attends quarterly meetings of the Finance Council and answers questions as needed.

Administration: Handles special projects, including account analysis; responds timely to email requests from parishioners and the Diocese of Charleston; submits quarterly and annual reports to the Diocese of Charleston, including financial statements and required supporting documentation; manages the Annual Internal Control Questionnaire (ICQ) process required by the Diocese; prepares and manages the Annual Budget process and liaises with the Director of Administration and staff on budgeting and expense requirements; sends year-end tax letters to parishioners by the end of January; prepares donation letters for contributions over \$250 and memorial donation letters; prepares 1099s; and performs other duties as assigned.

School Responsibilities

Accounting & Administration: Key in Accounts Payable invoices; reconcile credit cards monthly; process checks weekly after approval by the Principal; file data as needed; conduct research and reporting when requested by the Principal, Director of Administration, or Pastor; analyze the active parishioner rate twice a year and provide a report to the Director of Administration and Principal (the Principal/School will send letters to families who do not receive the parishioner rate); make all journal entries; perform monthly account reconciliations; manage the Annual Internal Control Questionnaire (ICQ) process required by the Diocese of Charleston; complete special project analyses as required by the school; submit quarterly and annual reports to the Diocese of Charleston with supporting documents and spreadsheets (e.g., receivables, registration); prepare and manage the Annual Budget process using Martus budgeting software and liaise with the Principal on budgeting and expenses; prepare 1099s; ensure a smooth accounting (Sylogist) transition from Parish Accounting Services (PAS); administer the Flocknote transition (school-related) from Parish Data Systems (PDS) software; and perform other duties as assigned.

Finance Subcommittee of the School Advisory Council: Attends quarterly meetings of the Finance Subcommittee of the School Advisory Council and answers questions.

Additional Duties and Responsibilities: This job description is not intended to be all-inclusive; the employee may perform other duties as assigned. Maintains confidentiality of all personnel and financial records in accordance with Diocesan policy and applicable laws. Required to be in the office Monday through Friday, 40 hours per week. Must meet all parish and school deadlines. Professional dress is required. This position requires collaboration and a commitment to working in a team setting.

Education Requirements/Position Qualifications:

- Must have an undergraduate degree and experience in finance and accounting as well as payroll administration
- Preferred working knowledge/experience with Sylogist, our accounting software as well as Flocknote, our parish database management software
- As a Catholic parish and school, Prince of Peace seeks candidates who are committed to upholding the teachings and mission of the Catholic Church. Practicing Catholics are strongly preferred for this role due to the nature of the work with parishioner records and donor stewardship.

Working Conditions/Physical Requirements: The requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Ability to operate standard office equipment, including computers, copiers, and telephones. Proficient in Microsoft Office Suite, including Word, Outlook and Excel. Communicate effectively verbally and in writing. Valid driver's license required. This position involves standing, walking, sitting, talking, hearing, stooping, kneeling, crouching, and reaching above shoulders. Ability to lift and move up to 15 pounds to transport files or materials.

Apply for job: <https://charlestondiocese.org/job/finance-and-accounting-manager/>



Contact Us

An Extraordinary Parish for Ordinary People

Clergy

Fr. Christopher Smith	Pastor	864.268.4352	frsmith@princeofpeacetaylors.org
Fr. Richard Tomlinson	Parochial Vicar	864.268.4352	richard.tomlinson@princeofpeacetaylors.org
Fr Tim Davison	Retired Priest		fr.tim.davison@gmail.com
Altar Servers	Dcn Michael Cavin		michael.cavin@princeofpeacetaylors.org
Sick & Homebound	Dcn Mark Thompson	864.630.0606	mark.thompson@princeofpeacetaylors.org
Liturgical Ministers	Dcn Michael Thompson		michael.thompson@princeofpeacetaylors.org
Baptism Class	Dcn Gus Suarez		gus.suarez@princeofpeacetaylors.org

Parish Staff

Phil Head	Director of Administration	864.331.3908	directorofadministration@princeofpeacetaylors.org
Dcn Nestor Acosta	Pastoral Associate for Sacramental Life	864.331.3905	nestor.acosta@princeofpeacetaylors.org
<i>*contact Deacon Acosta about baptisms, funerals, declarations of nullity and marriage.</i>			
Maria Rauch	Parish Secretary	864.331.3901	maria.rauch@princeofpeacetaylors.org
<i>*contact Maria R. about facility reservations and requesting Anointing of the Sick prior to surgery or when gravely ill, Safe Environment</i>			
Maria Barontini	Pastoral Associate for Children's Catechesis	864.331.3919	maria.barontini@princeofpeacetaylors.org
<i>*contact Maria B. about children's catechesis, first confession, first communion, and confirmation</i>			
Michael Sandifer	Pastoral Associate Adult Faith Formation	864.331.3902	michael.sandifer@princeofpeacetaylors.org
<i>contact Michael S. as ministry liaison and RCIA</i>			
Philip Reed	Director of Music	864.331.3904	philip.reed@princeofpeacetaylors.org
Elizabeth Wilson	Associate Director of Music	864.331.3906	elizabeth.wilson@princeofpeacetaylors.org
Jeanie Reed	Associate Director of Children's Music		jeanie.reed@princeofpeacetaylors.org
Ed Carl	Sexton		ed.carl@princeofpeacetaylors.org

School (Office: 864.971-4POP) *our childcare registration number is 24774

Nathan Barontini	Principal	864.331.2145	principal@popcatholicschool.org
Michelle Zimmerman	Office Manager	864.331.2145	michelle.zimmerman@popcatholicschool.org

Ministry & Volunteer Leaders (learn about all of our ministries on our [website](#) under the "about us" menu)

Communications Director	Kylee Jean Heap		communications@princeofpeacetaylors.org
Creighton Fertility Care/Family Planning	Kristie Killough, RN, BSN, FCP	864.243.7800	text for appointment
CYO (Catholic Youth Organization)	John & Stephanie Lasitter		cyo@princeofpeacetaylors.org
Food & Financial Assistance	St. Vincent de Paul Society	864.331.3937	
Introduction to Catholicism	Sean Chapman		rcia@princeofpeacetaylors.org
Legion of Mary	Pat Hodur	864.616.7459	ph137@aol.com
Respect Life	Pam Harrison	864-233-6200	pharriso@bellsouth.net
Spiritual Direction	Lisa Buss		spiritualdirection@princeofpeacetaylors.org

Submit your announcements 2 weeks prior to the desired bulletin date to bulletin submissions@princeofpeacetaylors.org



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