

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 6, 2025

To: Pastors, parish administrators, directors of operations, facilities and maintenance supervisors and directors

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Parish Safety Workshop

We are pleased to announce an upcoming training session facilitated by the Georgia Emergency Management Agency (GEMA), focused on developing a comprehensive safety plans for our parishes. This session is designed specifically for pastors, directors of operations, maintenance supervisors/directors and all other positions who are responsible for maintenance and facilities. This session will provide critical guidance on preparing for and responding to emergencies.

Your participation is strongly encouraged. If you are unable to attend, please ensure a qualified representative from your parish or department is present. The safety and preparedness of our parish communities depend on informed leadership and proactive planning.

Training Details

Date: Monday, November 10
Time: 9 a.m. to 2 p.m.
Location: Chancery, 2401 Lake Park Drive, Smyrna, GA 30080
Presenter: Georgia Emergency Management Agency (GEMA)

Lunch will be provided

This training is a vital step in strengthening our collective readiness and ensuring the well-being of our parishioners, staff and facilities. Thank you for

your attention to this important matter and for your continued commitment to safety.

Please register [here](#) no later than Monday, November 3.