



Memo

Date: September 3, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. John Vianney Catholic Church in Lithia Springs, GA is seeking a part-time **Director of Music** (20 -28 hours per week). This position is responsible for leading and developing liturgical music for our liturgical celebrations. Responsibilities also include leading our children's and men's choirs. The ideal candidate must be proficient in piano and able to sing. Interested individuals must be fully practicing Catholics. To apply, please send resume to Christine Butler at cbutler@sjvpar.net.

Corpus Christi Catholic Church, a multi-cultural parish in Stone Mountain, GA, has an immediate opening for a part-time **Administrative Assistant** for their Office of Faith Formation. This position will work directly with the Director of Faith Formation. The ideal candidate will be a fully initiated practicing Catholic. The person in this position will aid in the administrative scheduling, planning, and execution of activities related to religious education and may have contact with parishioners. This position requires excellent organizational, personal and relational-ministry skills. Qualified candidates should submit a cover letter and resume to Elizabeth Chinery at faithformationdirector@corpuschristicc.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of September 2019. Thank you.