



Memo

Date: November 25, 2019

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

The Office of Formation and Discipleship has an opening for a full-time **associate director of faith formation**. Under the supervision of the Director of Formation and Discipleship, the Associate Director has the responsibility to provide specialized expertise and support as well as consult with pastors and their parish catechetical leaders (PCLs) in the ministry areas of faith formation for children and youth, including Christian initiation and sacramental preparation. This position also collaborates strategically in the area of youth ministry and advances a vision for catechesis with the goal of adult discipleship, promoting a close relationship between evangelization and catechesis and the importance of family faith formation. Duties include, but are not limited to, serve as lead catechetical consultant to parishes and missions throughout the geographically, culturally and ethnically diverse Archdiocese of Atlanta. In collaboration with the Associate Director of Faith Formation, Regional Outreach, and the Associate Director of Youth Ministry, provide catechetical leadership and support, consultant services, regular networking with, and trainings for pastors and parish catechetical leaders. Qualified candidates possess a master's degree in catechesis, theology, pastoral ministry, religious education or equivalent; a minimum of five (5) years of leadership experience in diocesan religious education/formation structures or similar experience and a minimum of ten (10) years of experience as a parish catechetical leader, director of religious education, or related experience. Must be a practicing Catholic with pastoral ministry experience in multicultural context. Bi-lingual (English/Spanish) preferred. Other qualifications include strong interpersonal and communication ability with particular emphasis on speaking and presentation skills; strong leadership ability and personnel management skills, with ability to maintain confidentiality; and ability to provide leadership in a highly multicultural context with diplomacy, respect and with the goal of providing solution-support to ministry leaders. Operating knowledge of Microsoft Office Software is a must. Interested candidates are

encouraged to apply with a cover letter (with salary expectations) and resume directed to: The Office of Human Resources at catholicjobs@archatl.com.

Prince of Peace in Flowery Branch has a full-time open position for an **associate director of liturgy and worship**. The candidate should have a personal relationship with Christ, be open to the Holy Spirit working within him/her and have the desire to adhere to the will of our Father. We reward out-of-the-box thinking and candidates who are not scared of attempting to achieve greater things through exploring innovative ideas as the Spirit prompts. The community of Prince of Peace is pursuing a mission and vision that focuses on actively responding to the Great Commission as we set out upon a path to authentically Encounter Christ. We want to provide parish-wide formation to help those who encounter Him to live as disciples. The Holy Spirit is at work among us sounding a call to intentional discipleship that is gradually transforming the surrounding community. Our collaborative work setting fosters a trust-based environment, where respectful conflict is encouraged, resulting in open dialogue, constructive feedback and healthy accountability to ensure the best possible outcomes as a team and as a parish. Prayer is the common thread that binds all of our aspirations and our shared work together. The Associate Director of Liturgy and Worship will have experience in music and vocals along with basic computer and administrative skills. Some weekend availability will be required. This position will report to the Director of Liturgy and Worship. Please send resumes with cover letter can to employment@popfb.org.

St. George Catholic Church in Newnan is searching for a part-time **director of music/organist**. Responsibilities include a Saturday evening Vigil Mass at 5 p.m. and two Sunday morning Masses at 8 a.m. and 10 a.m. Choir currently sings at all Masses. Rehearsals are on Tuesdays from 7-8:30 p.m. The candidate will coordinate the children's choir with a curriculum from Chorister's Guild in place. Other responsibilities include all holy days of obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day, and other activities as requested by the priest. Instruments include an Allen 3-manual Bravura custom organ, 3 manuals, French terraced console design, installed October of 2016, and a Clavinova, purchased in 2015. Salary is negotiable based on education and experience. Interested parties, please email resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. Vincent de Paul Church is seeking a part-time (Monday and Tuesday 8:30 a.m. - 5 p.m.) **secretary** for the Religious Education department. Qualified candidates are bilingual in English/Spanish and proficient in Microsoft Office. Previous experience in a church setting and knowledge of the Catholic Faith, experience in ParishSOFT and sacramental guidelines are highly desirable. Candidates should be courteous and enjoy communicating with callers, visitors and staff. A cooperative, "willing to pitch-in and get the job done" attitude is necessary. Please send resumes to Debbie Chisholm by mail to St. Vincent de Paul Catholic Church, 680 W. Memorial Drive, Dallas, GA 30132, or by email to dchisholm@svdpatl.com.

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