

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: July 24, 2017

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

The Archdiocese of Baltimore is actively seeking a **Coordinator of Sacramental Formation**. This position serves in the Department of Evangelization, and is the primary resource regarding the liturgical and sacramental life of the Church. Working with the Director of Worship, this position will foster the “missionary conversion” (Pope Francis, *The Joy of the Gospel*) of parish-based sacramental formation. The Coordinator of Sacramental Formation works with parishes to provide sacramental catechesis for baptism, confirmation, Eucharist, reconciliation, and anointing of the sick, and is a resource for parish leadership on the Rite of Christian Initiation of Adults. Qualified candidates will have a master’s degree in sacramental theology or a related field; demonstrate fidelity to Catholic teaching; have a mature understanding of the Church’s sacramental teachings and theology; prove the ability to implement sacramental formation programs and possess experience in understanding of sacramental catechesis; have experience and understand RCIA, including adaptations for children and other special circumstances; and have at least three years of experience in sacramental and/or catechetical ministry. If you believe that you possess the skills, talent and aptitude to be a part of this vital ministry, come join our team! In addition to our many benefits such as health insurance and a flexible work schedule, we offer a welcoming environment where Christ is central in all that we do! To apply for this position, please visit our [website](#).

The Archdiocese of Baltimore is seeking a **Coordinator of Discipleship and Lay Ministry Formation**. This is the oldest diocese in the United States with a wealth of Catholic history and tradition. Our challenge in forming missionary disciples is to be like the “head of a household who brings from his storeroom both the new and the old.” We are putting together a team to serve parishes in our archdiocese, assisting them in becoming more vital centers of evangelization. Team members will be able to bring out our rich and glorious past with new ways of reaching and forming disciples to be more in love with Jesus and his Church. In the role of Coordinator of Discipleship and Lay

Ministry Formation, you will be a part of a team that is about the work of calling for radical transformation in our parishes. Applicants should be willing to serve as a member of a team whose core mission is to evangelize. The mission will be evangelization with a specialization in formation. This position is responsible for the development and coordination of formation processes for lay ministers in our parishes and schools, and serves as the lead agent for Equip for Ministry, a process of formation for lay ministers across the archdiocese. This position will also work with directors of faith formation within the parishes to help create a catechetical process that engages the hearts and minds of adults, children and families. Qualified candidates will possess the following: master's degree in theology, church administration, education or a closely related field, or have an equivalent gained through a combination of education and experience; be Catholic in good standing; at least two years of related experience in a parish, school or other church agency; experience in program planning and implementation; training and/or experience with Microsoft Office software. Experience with digital and social media and a strong communicator, both verbal and written is preferred. To apply for this position, please visit our [website](#).

Our Lady of Victory Catholic School is seeking a part time **Clerical Assistant** and part time **Maintenance Supervisor** for the upcoming 2017-2018 school year. Please send resumes or letter of interest to George Wilkerson at gwilkerson@olvpatriots.org.

The Catholic Foundation of North Georgia seeks a full time **Accounting Manager**. The Accounting Manager performs the day-to-day accounting and financial transactions vital to the integrity and reputation of the Catholic Foundation. As this position is the only financial one at The Catholic Foundation, the applicant must be willing and able to handle a variety of duties from bookkeeping to complex financial transactions and reports. This position is responsible for performing all accounting activities, including accounts payable; and managing and recording all transactions and accounting relating to funds under management, including deposits, fees, transfers and grants. A bachelor's degree in accounting is required, CPA preferred. Must have a minimum of five years' experience as an accountant or a controller, preferably in a nonprofit or foundation setting; and proven knowledge of accounting, financial systems and processes. An active Catholic with management experience is preferred. Must have a willingness and ability to learn new software; work at a growing foundation with complex and changing demands; and be a team player, who is able to work well with small staff, volunteers, board members, donors and other stakeholders in positive constructive manner. Please send cover letter and resume to catholicfoundation@cfnga.org.

Saint Jude the Apostle Catholic Church, located in Sandy Springs, Georgia, seeks a **Director of Operations**. The Director of Operations serves in a key parish management position. Together with the Pastor, this position manages the parish and staff to ensure that the administrative, financial, facility, pastoral and sacramental needs of the parish are sustained; and also works

with the parish pastoral, finance and stewardship councils. Applicants must have knowledge of the Roman Catholic Church and its mission. Qualified candidates will possess the following: bachelor's degree in business administration (finance, management, accounting) or a relevant field; minimum five years of related work experience; staff management and supervision experience; effective decision making skills; excellent oral and written communications skills; experience with financial reporting and budget preparation; and knowledge of Microsoft Office suite. All interested candidates should submit a resume and cover letter with salary requirements to Kathleen Woods at kwoods@judeatl.com.

The Archdiocese of Baltimore is seeking a **Coordinator of Hispanic Pastoral Formation and Catechesis**. This position is responsible for developing ongoing faith and ministry formation opportunities that meet the needs of Spanish-speaking Catholics in the Archdiocese of Baltimore. As a part of the Evangelization team, this position builds missionary disciples, and promotes the ongoing formation of parishioners involved in religious education, youth and young adult ministry, and adult formation. As a missionary disciple, candidates should be grounded in and actively share the proclamations of the Gospel in support of the Church's mission. Qualified candidates will have a master's degree in church administration, theology, education administration or a closely related field, or an equivalency gained through a combination of education and experience; a deep knowledge of the Hispanic community and willingness to be active in the evangelization of this community; proficient in Microsoft Office; a good understanding of digital and social media; and are fluent in Spanish and English. If you believe that you possess the skills, talent, and aptitude to be a part of this vital ministry, come join our team! In addition to our many benefits like health and vacation time, we offer a welcoming environment where Christ is central in all that we do. To apply for this position, please visit our [website](#).

Blessed Trinity Catholic High School is seeking a **Latin Teacher**.

Candidates must have prior high school teaching experience. A bachelor's degree in Latin and certification in Georgia required. Preference will be given to those with a master's degree. This position requires contributions to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and references to: Mr. Brian Marks, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075 or send as a Word document, Google Doc or PDF to dpelitera@btcatholic.org.

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of July 2017. Thank you.