



# Memo

**Date:** November 20, 2017  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. Andrew Catholic Church** in Roswell, GA is seeking a part time **Director of Discipleship**. This position works 15-20 hours per week including evenings and weekends as needed, reports directly to the Pastor and is initially responsible for coordinating and overseeing all aspects of our Alpha Program (including scheduling, volunteers, communication, retreats, etc.). Qualified candidates will have a bachelor's degree (religious studies or equivalent is a plus); passion for evangelization; and well developed skills for coordination, planning and execution. Bilingual in English and Spanish is a plus. Please send cover letter and resume to Laurie Johnson, Business Resource Director at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

**St. Monica Catholic Church** in Duluth, GA is seeking a full time **Director of High School Youth Ministry**. This position reports directly to the Pastor and is responsible for coordinating and overseeing all aspects of Youth Ministry and Confirmation programs (including volunteers, Life nights, retreats, service projects, mission trips, etc.). Must be available Sunday afternoons and evenings during the academic year. Qualified candidates will have extensive experience working with high school youth, catechetical degree or certification, and be a practicing Catholic in full communion with the Catholic Church. Please send resume to Fr. Jack Durkin a [fatherjack@saintmonicas.com](mailto:fatherjack@saintmonicas.com).

**Prince of Peace Catholic Church** located in Flowery Branch is looking for a full time **Hospitality Coordinator** to be an active member of our administrative team and directly responsible for the first contact many people have with our parish. This position will make sure that all are welcome and have support in our parish; recruit and support adult volunteers who carry out responsibilities associated with welcoming people that come to church for assistance and on-boarding of new members. A detailed job description is

available at [popcatholicchurch.org/employment/](http://popcatholicchurch.org/employment/). Please send resumes to Rob Montepare at [rob@popcatholicchurch.org](mailto:rob@popcatholicchurch.org).

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