



# Memo

**Date:** May 29, 2018  
**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. Thomas the Apostle Catholic Church** in Smyrna, GA seeks a full time **Youth Minister**. This suburban multi-cultural, multi-lingual Atlanta parish of 4,500 families has a well-established Life Teen Program. Responsibilities include: Sunday Life Nights, Confirmation preparation, service projects, teen outreach, adult outreach for potential volunteers, retreats, fundraising for Life Teen sponsored events and assisting with monthly spiritual/social activities with the Edge middle school group. Qualified candidates will be Roman Catholic in good standing whose spirituality reflects the ecclesiology of the Vatican II Council in accord with the teachings of the Catechism of the Catholic Church; a self-starter with initiative to build up ministry with youth; work well in community and collaborate with parish staff; bilingual in English and Spanish and understand and value the practice of the faith and our Church's moral teachings. Experience in youth ministry is required. A bachelor's in religious education or theology is a plus. Salary will be commensurate with qualifications. Please send resume to Sue Senecal at 4300 King Springs Road, Smyrna, GA 30082 or email [ssenecal@stthomastheapostle.org](mailto:ssenecal@stthomastheapostle.org).

**St. Thomas More Catholic School** in Decatur, GA, a K-8 Blue Ribbon School of Excellence, is seeking a **Business Manager**. Applicants should have a bachelor's degree in finance or related field with demonstrated financial experience in a school or business setting. Interested candidates should submit a cover letter (including salary requirements) and resume to Jerry Raymond, Principal at [jraymond@stmga.org](mailto:jraymond@stmga.org). **No phone calls please.**

**St. Gabriel Catholic Church** is seeking a full time **Coordinator of Religious Education for Youth**. This person is responsible for planning, coordinating and overseeing middle and high school youth programs and overseeing the Sunday elementary program, Children's Liturgy of the Word and nursery. This

member of the religious education team reports to the Pastor. The position works 40 hours per week, with Sunday evenings required during the academic year. Must have a passion for working with youth and be a practicing Catholic in full communion with the Church. Two years of experience and basic catechetical certification are preferred. Please send cover letter and resume to Fr. Richard Vu at [father.richard@stgabrielga.com](mailto:father.richard@stgabrielga.com). **No phone calls please.**

**Immaculate Heart of Mary School** is seeking individuals interested in joining the **Substitute Pool** for the 2018-2019 school year. Requirements include a bachelor's degree and successful completion of background and drug screenings. Please send resume and letter of interest to Kellie DesOrmeaux, Principal at 2855 Briarcliff Road, NE, Atlanta, GA 30329 or [kdesormeaux@ihmschool.org](mailto:kdesormeaux@ihmschool.org).

**St. Matthew Catholic Church** in Charlotte, NC is seeking a full time **Youth Minister**. This position will work enthusiastically and creatively to develop relationships with middle and high school youth and parents, leading them into a deeper life of discipleship through events and programs during the year. The Youth Minister reports to the DYM and works with the youth ministry team to develop, implement and coordinate programming to prepare teens for the sacrament of Confirmation and life as Disciples of Christ. Please email cover letter and resume to [aquintero@stmatthewcatholic.org](mailto:aquintero@stmatthewcatholic.org).

**St. Catherine of Siena Catholic School** in Kennesaw, GA is seeking full time **4th Grade and 5th Grade Teachers** for the 2018-2019 school year. Candidates should possess certification and a minimum of a bachelor's degree in education. Experience preferred, but not required. Qualified applicants should send resume to [smjacinta@scsiena.org](mailto:smjacinta@scsiena.org).

**Queen of Angels Catholic School** in Roswell, GA is accepting applications for a full time **Middle School Science Teacher** for the 2018-2019 school year. Queen of Angels serves students in grades K-8. Applicants should possess certification in their curriculum area and a minimum of a bachelor's degree in education. Experience is preferred, but not required. Please send cover letter and resume to [jarthur@qaschool.org](mailto:jarthur@qaschool.org).

**St. Teresa of Avila Catholic Church** is seeking a full time **Youth Minister** who is responsible for leading Christ-centered youth ministry for middle (Edge) and high school (Life Teen) aged students. This position works with a team of volunteers to lead youth closer to Christ through Life Nights, Edge Nights, retreats, conferences, service projects, etc. Qualified candidates will have a degree in theology (youth ministry preferred); experience in Catholic youth ministry and be a fully initiated and practicing Catholic. Interested applicants

should submit a cover letter and resume to the Pastoral Assistant, Terri Vigna at [tvigna@st-teresa.com](mailto:tvigna@st-teresa.com).

**Blessed Trinity Catholic High School** has an opening for a full time evening **Maintenance Position** starting July 1. This position reports to the Maintenance Supervisor. Responsibilities include general maintenance, cleaning and work around campus. Must be able to perform basic plumbing and electrical repairs, some heavy lifting and have knowledge of HVAC and controls. The hours are Monday – Friday from 2:00 p.m.-10:00 p.m., with occasional overtime work on weekends. Benefits are included. Please send resume to Monica Chambers at [mchambers@btcatholic.org](mailto:mchambers@btcatholic.org). **No phone calls please.**

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of June 2018. Thank you.