



Memo

Date: July 9, 2018

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

Blessed Trinity Catholic High School is seeking an **English Teacher** for the 2018-2019 school year. Candidates must have prior high school teaching experience, bachelor's degree in English or English Education and certification in the State of Georgia. Master's degree preferred. This position is required to contribute 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 Ms. Cathy Lancaster, Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or email with attachments in Microsoft Word, Google doc or PDF to clancaster@btcatholic.org.

St. George Catholic Church in Newnan is seeking a full time **Director of Faith Formation**. This position reports to the Pastor and is responsible for leading and implementing all facets of faith formation. This includes recruiting and training of all volunteer catechists and aides; Kindergarten – Grade 12 faith formation; RCIA and adult faith formation. Must have a degree in theology or extensive religious education experience; be a self-starter with excellent interpersonal, communication and organizational skills; proficient in Microsoft Office; fully committed to the teachings of the Catholic Church; and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. George Catholic Church in Newnan is searching for a new **Director of Music/Organist**. This position will be responsible for music at the Saturday 5:30 p.m. Vigil Mass; 8:00 a.m. and 10:00 a.m. Sunday Masses; and rehearsal on Tuesdays from 7:00 p.m. – 8:30 p.m. This position will also coordinate the children's choir (rehearsal on Sundays from 11:15 a.m. – 12:15 p.m.) with a curriculum from Chorister's Guild. 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 pastor. Instruments include an Allen Bravura French Terrace Organ installed October 2016, and a Clavinova Piano purchased in 2015. Salary is negotiable based on education and experience. If interested, please contact Mer Cormier at mcormier@stgeorgenewnan.org.

Holy Family Preschool is seeking a qualified, part time **Preschool Teacher** for the 2018-2019 school year to work with 3 year-olds five days a week in our half-day program. Candidates should have experience in preschool, teaching or working with young children. Must have a positive, flexible spirit and love for God and the very young. This position begins in early August. Email resume to kviets@holyfamillycc.org.

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