



# Memo

**Date:** July 16, 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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**The Catholic Diocese of Savannah** is seeking a **Director of the Marriage Tribunal**. This position reports to the Judicial Vicar and is responsible for administering the judicial and non-judicial operations of the tribunal, including supervision of staff, budget management and coordination of the tribunals' daily administrative affairs. Responsibilities include, but not limited to develop short and long-range goals/objectives for the department; train and supervise non-canonist personnel; monitor canonical legislation that may affect the Tribunal and administer, develop and implement Case Master software. The Director of the Marriage Tribunal reviews and sets ground for new cases, conducts investigations, takes depositions if needed, decides the sufficiency of gathered evidence, drafts Observation of the Defender of the Bond and Sentences; and prepares the annual report to the Apostolic Signatura, monthly newsletters, educational materials (English and Spanish) and communication to parishes and pastors. Must have a Licentiate in Canon Law, at least four years of tribunal experience, strong organizational skills, excellent written and verbal communication skills and the ability to work in a complex technical environment. To apply, send resume with salary history and three references to [jagreen@diosav.org](mailto:jagreen@diosav.org). **Application deadline is July 23, 2018.**

**Our Lady of La Salette Catholic Church** has an immediate opening for a part time **Youth Minister**. This position is responsible for developing and implementing a parish-based pastoral ministry that reaches out to the junior-high and high school students to help them grow as intentional disciples of Jesus Christ. Qualified candidates are self-starters with a passion for youth ministry; in love with their Catholic faith; proficient in technology and social media; possess excellent leadership and communication skills (verbal and written); well organized and be able to collaborate with other adults in the parish. Prior experience working with youth in a Catholic environment is

required. Proficiency in Spanish and music ability is a plus. Please forward a letter of interest and resume to [search@lasalettecanton.com](mailto:search@lasalettecanton.com).

**St. Philip Benizi Catholic Church** in Jonesboro is seeking full time (with benefits) **Bilingual Administrative Assistant** to work in the business office. This position is responsible for clerical duties and assisting the Business Manager, Pastor and priests. Some Sundays may be required. Applicant must have a high school diploma; excellent written, verbal and typing skills; experience with Microsoft Word, Excel, PowerPoint, Outlook and Publisher; be fluent in English and Spanish and willing to learn new software. For more information, please contact Helena Frazier at [hfrazier@stphilipbenizi.org](mailto:hfrazier@stphilipbenizi.org) or 770-478-0178 ext. #106.

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