



# Memo

**Date:** July 30, 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 Metropolitan Tribunal of the Archdiocese of Atlanta** has an immediate opening for a full time **Notary**. Under the supervision of the Senior Notary, responsibilities include, but are not limited to the following: work closely with presiding judge and/or ponens and manage all documentation pertinent to the ecclesiastical trial; track cases through all stages of the process and log actions formed, including appointments, contacts and any information and/or evidence gathered. Must have a high school diploma or GED; three to five years of related work experience; strong verbal and written communication skills; be detail oriented and organized; bilingual (English/Vietnamese) with the ability to interpret/translate between both languages and willing to learn and support technology-based systems and solutions. Qualified candidates should submit cover letter (with salary requirements) and resume to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. Peter Chanel Catholic Church** in Roswell, GA is seeking a part time **K-6th Grade Faith Formation Coordinator**. This position coordinates our Elementary PSR Program; facilitates the Children's Liturgy of the Word program; offers assistance with special family programming and events; sacramental preparation; and recruiting and training volunteers. Candidate must be a practicing Catholic and possess excellent communication, organization and computer skills (Microsoft Office). Prior catechetical experience is highly desirable. For more information or to submit your resume, please email [rpotts@stpeterchanel.org](mailto:rpotts@stpeterchanel.org).

**St. Clement's Catholic Church** in Calhoun, GA seeks a **Director of Religious Education (DRE)**. This position is responsible for leading and implementing all facets of the Religious Education Department, which includes recruiting and training volunteer catechists and aids, faith formation for grades K -12 and

RCIA. Must be a practicing Catholic in good standing that is fully committed to the teachings of the faith; self-starter; proficient in Microsoft Office; have excellent interpersonal skills; strong organizational and communication skills; work well in the community and collaborate with parish staff. A degree in education or theology and previous experience in religious education is preferred. This position requires a flexible schedule that includes working weekends, evenings and some holidays. Interested candidates may email their resume to Margaret Dutton at [mdutton@stclementsga.org](mailto:mdutton@stclementsga.org).

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