



Memo

Date: June 26, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. John Vianney Catholic Church in Lithia Springs has an opening for a part time **High School Youth Minister**. You must be available Wednesday evenings and Sundays. Please send resume to Christine Butler at cbutler@sjvpar.net.

St. Pius X Catholic Church is looking for a full time **Music Director**. This position is responsible for directing all choirs (contemporary, traditional and children's) for regular weekend liturgies, as well as, but not limited to: penance services, funerals, weddings, adoration, etc. In addition, this position is responsible for organizing scripts and schemas of liturgy. The ability to play the piano, organ, cantor and train cantors is preferred. The candidate should be a practicing Catholic in full communion with the Church. Bilingual is a plus but not mandatory. Salary is commensurate with experience. Please send cover letter and resume to Kevin Klein at operations@spxconyers.com. **No phone calls please.**

St. Peter Claver Regional Catholic School, a growing and diverse school in Decatur, seeks to fill the following positions for the 2017-2018 school year: full time **5th/6th Paraprofessional**; part time long-term (12 weeks) **Substitute Guidance Counselor**; and one part time **ESP (Extended School Program) Staff Member**. Interested candidates should send a letter of interest and resume to Susanne Greenwood, Principal, at sgreenwood@spc-school.org or mail to 2560 Tilson Road, Decatur, GA, 30032.

Holy Spirit Catholic Church is seeking a full time **Youth Ministry Coordinator and Manager of High School Youth Ministry**. This person will oversee logistical and administrative aspects of parish ministry for youth and their parents in grades 6th – 12th, and will help develop and implement programming for high school teens and Confirmation sacramental preparation. Candidate must be a Catholic in good standing, creative, have extensive youth ministry experience, strong organizational and communication skills, and be

able to work nights and weekends to support year-round programming. For more information, please contact Allison Adair at aadair@hscatl.com.

Holy Spirit Catholic Church is seeking a **Director of Young Adult Ministry** to lead and implement the parish ministry for young adults, ages 18 – 35. The ideal candidate is a dynamic, innovative and energetic Catholic in good standing with the Catholic Church, has strong organizational and communication skills, and is available to work nights and weekends. For more information, please contact Allison Adair at aadair@hscatl.com.

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