



# Memo

**Date:** August 2, 2021  
**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 Church of the Transfiguration** in Marietta, is looking for a **director of liturgy and music**. We are a very vibrant Vatican II parish with more than 3,500 families. We are seeking someone with experience in Catholic worship and who desires to work in collaboration with a team leadership model. The position description is available upon request. Please contact [jbelle@transfiguration.com](mailto:jbelle@transfiguration.com).

**St. Andrew Catholic Church**, in Roswell, has an immediate part-time opening for an **adult discipleship coordinator**, this person needs to coordinate several programs designed to meet the faith development of adults in the parish. The position works closely with the pastor. Work hours and days are flexible, which may include weekends and evenings, but do not exceed 25 hours per week. Must have experience in catechetical work in a Catholic environment. Bilingual in English/Spanish a plus. For more info, please send cover letter and resume to Marquita Richburg at [mrichburg@archatl.com](mailto:mrichburg@archatl.com).

**St. Oliver Plunkett Catholic Church**, in Snellville, has an immediate opening for a full-time **coordinator of Hispanic ministry**. This position will uphold the mission of St. Oliver Plunkett Catholic Church to bring others to Christ. The goal of the Coordinator of the Hispanic Ministry is to develop programs that integrate these cultures into the existing church community. Some of the responsibilities include: coordinate and create a weekly parish Spanish bulletin page; deliver announcements at the weekly Spanish Mass, coordinate with the parish announcements and any announcements specifically for the Hispanic community; coordinate and publicize any special events for the Hispanic community; meet catechetical and sacramental needs for the Hispanic community, work with the faith formation team and clergy to develop

programs/classes; develop retreats, prayer services and other spiritual growth opportunities for the Hispanic community. The right candidate will be a bilingual, active practicing Catholic in full communion with the church; possess catechetical/parish ministry experience with Hispanic communities; able to use Microsoft Word, Excel, PowerPoint and work within the parish data system; able to communicate via email, text messaging and other social media including the internet, Facebook, etc. Work scheduled in order to meet the needs of the people in the Hispanic community. Bachelor's degree or its equivalent in religious education, pastoral ministry, theology or similar field required. Please send resumes to Pat Bulger at [pbulger@stolivers.com](mailto:pbulger@stolivers.com).

**St. Catherine of Siena Catholic School (SCS)**, in Kennesaw, is seeking a certified **elementary teacher** for the 2021-2022 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive pay and benefits package. Requirements include a bachelor's or master's degree in education and current teaching certificate. St. Catherine of Siena offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please email references, resume and cover letter to Kelly Wood, principal, at [kwood@scsiena.org](mailto:kwood@scsiena.org).

**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of a **theology teacher** for the 2021-2022 school year with preferred teaching experience in history of the and world religions. Qualified candidates must be a practicing Catholic and have a master's degree in theology. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls, please.**

**St. Lawrence Catholic Church** is accepting applications for a full-time children's and middle school **faith formation coordinator**. This position will report to the Director of Faith Formation and is responsible for overseeing and implementing faith formation programs for all students pre-kindergarten through eighth grade. The focus of the Children's Ministry is the faith formation of our elementary aged children by offering age-appropriate lessons, activities and music. Responsible for the middle school faith formation program (EDGE middle school program) as well as service and social opportunities. In addition, this position includes the oversight of sacramental preparation for elementary & middle school students and presenting the catechesis of the Good Shepherd for PreK-age 6. Education, experiences and skills necessary include a bachelor's degree (education or theology preferred). Three to five (3-5) years prior children's and middle school program experience preferred. Knowledge of Catholic theology and Catholic teaching. Good working knowledge of Microsoft Office. Good analytical and problem-solving skills with attention to detail-oriented work. Good oral and written communication skills.

Qualified applications should email cover letter with salary requirements and resume to Carol Ranft, [cranft@saintlaw.org](mailto:cranft@saintlaw.org).

**Cristo Rey Atlanta** Jesuit High School is currently seeking to fill the position of **operations manager**. Please see our [website](#), for the job profile and requirements for the position.

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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. Thank you