



Memo

Date: November 4, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Sts. Peter and Paul Catholic Church in Decatur is in search of a **music ministry director**. Full-time salary position with benefits. Responsible for music at all liturgical and non-liturgical celebrations; the training, development and preparation of cantors, musicians and choir members of all ages; and all associated administrative functions as specified by pastor. Requirements: Experience equivalent to, or Bachelor of Music, degree preferred. Broad repertoire of ecclesial music. Ability to prepare vocalists, cantors and choirs (all ages), and accompany on keyboard. Preferred familiarity with modern A/V system. Candidates who meet most qualifications are welcome mail cover letter and resume to Katherine Roof at 2560 Tilson Road, Decatur, GA 30032 or kroof@stspandp.com.

St. Brendan Catholic Church, in Cumming, is seeking a part-time **parish secretary**. Candidates should possess excellent organizational, time management and communication skills, as well as a strong knowledge of the Catholic faith. Administrative and clerical duties include managing schedules, supporting liturgical activities, reserving facility space, updating the phone system, coordinating small events and serving as liaison between pastoral ministries and clergy. The Parish Secretary interprets and executes responsibilities with limited supervision while maintaining strict confidentiality. Qualified candidates demonstrate an ability to prioritize multiple assignments, have a minimum of three years of related work experience and maintain proficiency in Microsoft Office. Proficiency in Parish Soft preferred; Spanish fluency is a plus. This assignment is five days per week with a maximum of 28 hours each week. Occasional after-hours or weekend work is possible. To apply, submit resume and cover letter to Business Manager Dennis Mallon at dmallon@stbrendansatl.com.

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