



Memo

Date: November 18, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

The Catholic Shrine is seeking a dedicated, faith filled, community oriented and highly skilled **director of music ministries** to lead our established and flourishing music program by continuing on the legacy of creating uplifting, meaningful and prayerful worship experiences for all who come to the altar. Key responsibilities: Lead music for the 8:30 and 11 a.m. Sunday liturgies, engaging and educating the congregation through song. Support all parish liturgies and special events with high-quality musical planning and performance, including weddings, funerals and major feast days. Recruit, train and lead choir members, cantors, children's and bell choirs and enhancing congregational participation. Qualifications: Proficiency in organ, piano and choral direction, with experience in building and sustaining a busy music ministry. Strong faith filled leadership skills and liturgical understanding with a commitment to ongoing musical and liturgical education. Team-oriented, working closely with clergy, parish staff and volunteers to create meaningful worship experiences both within and outside the Mass. This is a full-time role with benefits. Submit your resume, a letter of interest and performance samples to joe@catholicshrineatlanta.org. Subject line, "Director of Music Ministries Search Committee."

Heritage, a revitalized Catholic settlement in Sharon, seeks a **ministry and service ambassador (MSA) coordinator** to manage the MSA program. The MSA coordinator will build a successful MSA program to support the mission and operations of Heritage and provide a formative, Catholic, work-based experience for young adults. The MSA coordinator is responsible for recruiting potential MSAs by investing in and maintaining personal relationships and sourcing candidates through events, advertising campaigns, campus ministry/parish visits and social media. The coordinator will maintain and support the daily and weekly MSA's schedule for their rhythm of prayer,

ongoing formation and community-building aspects. The MSA coordinator reports to the chief operations officer and will work alongside the Heritage team to support hospitality work, project schedules and accountability of MSAs. The MSA coordinator commits to prayer and to continuing a personal ongoing relationship with the Lord in the midst of carrying out the responsibilities of their position. Go to HeritageGA.org/careers to learn more.

LC Pastoral Services, Inc., a clergy residence house in Atlanta is seeking dedicated, reliable individual to join our household team as **cook and cleaning person**. The successful candidate will be responsible for preparing nutritious meals and maintaining a clean and orderly environment for a house of nine priests. This role requires a high level of organization, attention to detail, commitment to providing excellent service, experience in cooking and cleaning roles and knowledge of nutrition and dietary requirements. As well as strong organizational and time management skills, ability to work independently and as part of a team, a high level of integrity and reliability and respect for the Roman Catholic Church, Legion of Christ and RC. Must submit resume and cover letter at: <https://recruiting.paylocity.com/recruiting/jobs/All/9668e24d-b9d9-4d7c-a930-912549af1e5f/LC-Pastoral-Services-Inc>

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