



Memo

Date: December 13, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Mary Magdalene, in Newnan, has an immediate opening for a full-time **director of Religious Education**. The Director of Religious Education has the responsibility of designing, developing, directing and evaluating a total parish catechetical program and provides leadership to assist a parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach. Qualified candidates will possess the following: a bachelor's degree in education with five or more years of work-related experience; a master's degree in theology is preferred but NOT required; prior experience as a director of Religious Education at the parish level is a strong plus; strong management background is highly desirable; must be a practicing Catholic in good standing; excellent interpersonal and communication ability with particular emphasis on speaking and presenting skills; strong leadership ability and excellent computer skills (strong working knowledge of Microsoft Office Applications). Candidates should submit a cover letter (with salary requirements) to Carrie Clemens at cclemens@smmcatholic.org.

St. Brendan Catholic Church, in Cumming, has an immediate opening for a **high school and confirmation youth minister**. This position is responsible for the planning and coordination of all high school programs and events of the parish with oversight from the Director of Youth Faith Formation. The high school youth minister works to structure programs or events to enhance the integral formation of youth, implement plans that are aligned with the vision of the pastor, and are effective in fulfilling the mission of the parish within Youth Ministry. Interested candidates please send resumes to Saplegate@stbrendansatl.com.

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