



Memo

Date: February 12, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Business manager. The Monastery of the Holy Spirit is a Roman Catholic community of 30 Trappist monks who have resided in Conyers, since 1944. The community owns and operates a diverse group of successful businesses that contribute to the support of the community. The Monastery is located on a 2500-acre estate, which includes numerous buildings, forest management operations and conservation easements. The community is seeking an experienced, full-time, senior management executive willing and able to help the community in managing the growth and profitable operation of their diverse businesses and advise them on the efficient maintenance of their facilities and financial assets. The businesses include a 40 room retreat house, a bakery with mail order and direct church and store sales channels, a religious bookstore, the country's largest and most successful conservation burial grounds, a visitor center that was attracting approximately 100,000 visitors a year pre COVID and 1000 acres in planted pine. This is a unique opportunity for someone looking for a way to utilize their business experience for a rewarding cause. Interested candidates, please direct all responses or questions regarding this opportunity to Jim Burnham at Jucsbl@gmail.com.

St. Catherine of Siena Catholic Church is seeking a qualified candidate to serve in the role of **associate director of athletics and recreation** to manage and develop parish athletics, recreation and other extracurricular programs. Primary responsibilities include the following: Manage registration and scheduling for parish athletics, recreation and other extracurricular programs; recruit and train coaches, volunteers, instructors, gym monitors and scorekeepers; serve as liaison to Catholic Metro Sports organization and attend all required meetings; serve as liaison to scouting programs and provide necessary logistical resources; serve as liaison for dance company and provide necessary logistical support; maintain all volunteer data and ensure safe environment compliance; keep active communication with participants,

coaches and vendors; ensure proper storage and safety of equipment for programs; provide resources and logistical support for pep rallies and awards ceremonies; promote all programming through official channels; develop budget, submit invoices for payment to vendors and track expenses. Interested candidates should have familiarity with sports programs (dance and scouting experience not necessary) and should submit resume with salary requirements to jobs@stcatherinercc.org.

St. George Catholic Church, in Newnan, is seeking a full-time **director of Faith Formation**. This position reports to the pastor and is responsible for leading and implementing all facets of the Faith Formation department, as well as the recruitment and training of all volunteer catechists and aides. The position is responsible for Kindergarten – Grade 12 faith formations, RCIA and adult faith formation. The applicant must have a degree in theology or extensive religious education experience, must be a self-starter with excellent interpersonal, communication and organizational skills and be proficient in Microsoft Office. Bilingual (Spanish speaking) is a plus. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgewnan.org. **No phone calls, please.**

St. George Catholic Church, in Newnan, is seeking a part-time **coordinator of Faith Formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of the Religious Education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for Kindergarten – Grade fifth faith formation and sacramental preparation for first Holy Communions. The applicant must have a degree in theology or a five year religious education experience, must be a self-starter with excellent interpersonal, communication and organizational skills and be proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgewnan.org.

St. Andrew Catholic Church in Clemson, South Carolina, seeks a full-time **music director** starting June 1. St. Andrew currently serves 675 registered households – and is growing annually – plus more than 600 college students. The Director of Music will be responsible for the leadership and coordination of all musical ministries as described in the full job description located at <https://bit.ly/saclemson-music-dir>. This full-time position reports directly to the pastor. Benefits include health insurance, disability, retirement contribution, paid vacation, holidays and sick days. The salary is competitive and commensurate with experience. The ideal candidate will have a master's degree in music and/or liturgical studies or a bachelor's degree in music plus a minimum of three years' experience as a church director of music and organist; have proficient keyboard skills on organ and piano; and be knowledgeable of Catholic liturgy and music. Applicants should submit a letter of application that addresses the job description, your CV/resume and the names of three professional references, including their email addresses and telephone numbers, preferably in PDF format. Applications will be reviewed as received and will continue until the position is filled. Applications received by April 1, will be ensured full consideration. Please email documents to khensen@saclemson.org.

St. Catherine of Siena Catholic School (SCS), in Kennesaw, is seeking a part-time **guidance counselor/teacher** for the 2024-2025 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive pay package. Requirements include a bachelor's degree and certification in counseling. St. Catherine's offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants should email a cover letter, resume and references to Kelly Wood, principal, at kwood@scsiena.org.

St. Catherine of Siena Catholic School (SCS), in Kennesaw, is seeking a certified **middle school math or science teacher** for the 2024-2025 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 a 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.

Immaculate Heart of Mary Catholic School (IHM), a PK-8 elementary school located off I-85 in northeast Atlanta, is seeking **primary and intermediate elementary teachers** for the 2024-2025 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. Please send cover letter and resume to: Laura Cichanski, principal, at lcichanski@ihmschool.org. IHM school offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

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