

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** November 10, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

**From:** Marquita Richburg, chief human resources officer, Office of Human Resources

**Re:** Position vacancies

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**The Catholic Church of St. Monica** is looking for a full-time **director of elementary and middle school faith formation** to oversee year-round comprehensive catechetical family faith formation and confirmation preparation. Responsibilities include working closely with the pastor on faith formation materials, volunteer recruiting for adults and students, training and retention relationships, overseeing nursery staff, budgeting, overseeing coordinators for the summer Catholic camp and executing family catechetical activities for the parish. Qualified candidates are Catholic in good standing in the church, self-motivated and a team player with strong organizational and communication skills. Must have knowledge in Microsoft Office programs and Google Docs. Prior faith formation experience and training in youth education is helpful. Comfortable working with youth and volunteers of all ages is a plus. Submit resume to [resumes@saintmonicas.com](mailto:resumes@saintmonicas.com).

**St. Gabriel Church** in Fayetteville has an immediate opening for a full-time **faith formation coordinator** to lead and manage all aspects of the parish's faith formation program. This role oversees catechetical ministry for children, youth and adults—including elementary, middle, high school, OCIA and adult faith formation. The coordinator will lead the recruitment, training and support of volunteer catechists and aides, while also planning and executing parish events focused on children's engagement. The ideal candidate will have a minimum of two years of experience directing a parish religious education program; demonstrate strong interpersonal, organizational and communication skills; and be proficient in Microsoft Office. Candidates must be practicing Catholics in good standing, fully committed to the teachings of the Catholic Church and be capable of fostering a vibrant, catechetically sound environment for lifelong faith formation. If interested, please email your cover letter and resume to [Father.Richard@stgabrielga.com](mailto:Father.Richard@stgabrielga.com). **No phone calls, please.**

**St. Gabriel Church** in Fayetteville is seeking a part-time **parish engagement assistant** to support parish communications, events and administrative operations. This role requires a dynamic, detail-oriented individual with a positive attitude and strong organizational skills. Key responsibilities include assisting with the weekly parish newsletter, maintaining the parish calendar and facility schedule—including weddings, funerals and other events—and coordinating parish receptions and social gatherings. The assistant will also help oversee the parish's Safe Environment program, ensuring compliance with diocesan policies, and provide support to the faith formation program. Reception duties also include welcoming visitors, answering phones and managing general inquiries. As the individual becomes familiar with parish operations, additional responsibilities may be assigned. Qualified candidates must be self-starters with excellent interpersonal, communication and organizational skills; proficient in Microsoft Office; and capable of composing professional correspondence, minutes and reports. Must be willing to support and uphold the mission and teachings of the Catholic Church. Interested candidates should email a cover letter and resume to [Father.Richard@stgabrielga.com](mailto:Father.Richard@stgabrielga.com). **No phone calls, please.**

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