



Memo

Date: December 18, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Lawrence Catholic Church has an immediate opening for a full-time **cleaning and maintenance assistant**. The individual is responsible for assisting with the day-to-day facilities operations and maintenance of the church buildings. Completing assigned activities by the Director of Facilities to include general cleaning, room set ups, light maintenance and repairs of the buildings. In addition, the position will assist with any other maintenance staff, volunteers or vendors in the overall effort to maintain the church facilities. Position qualifies for benefits and a competitive salary. Please contact Brandy Lake at blake@saintlaw.org with resume.

St. Lawrence Catholic Church has an immediate opening for a part-time **nursery attendant**. Candidate should have previous experience caring for children one year to five 5 years of age. Must complete Virtus training and background check. Schedule to be determined by Nursery Coordinator. Hours may vary. Saturdays, Sundays and Wednesday evenings likely. Please send resume to Brandy Lake at blake@saintlaw.org.

Saint Matthew Catholic Church in Tyrone has an immediate opening for a part-time **parish music director**. This person reports directly to the pastor and is responsible for the selection, coordination and rehearsal of music for presentation at all liturgical and sacramental celebrations. This position also requires the coordination of music volunteers and ministers. The music director works in conjunction with the pastoral care minister in the planning of music for funerals. The candidate must be a practicing Catholic in full communion with the Church. Please send a cover letter and resume to Father Valery at frvalery@saintmatthew.us. **No phone calls, please.**

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