



# Memo

**Date:** December 26, 2023  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

---

**Transfiguration Catholic Church** in Marietta is seeking a full-time **director of liturgy and music**. The primary function of this position is to coordinate all aspects of parish liturgical celebrations for this thriving, dynamic parish community. Major responsibilities include planning and implementing music for liturgies, coordinating the recruiting, training and supervision of liturgical volunteers, meeting with grieving families to plan funerals, meeting with engaged couples to plan weddings, maintaining audio/visual equipment and handling the live streaming of the primary parish events. Other administrative duties include contractor and volunteer management, liturgy, music and event planning, budget management, supervising a full-time liturgy coordinator, a part-time children's choir director and a part-time director of music for Masses in Spanish. The ideal candidate will have a deep knowledge and understanding of Catholic music and liturgy, five years' experience in parish ministry, a bachelor's degree in music (or equivalent musical experience) and preferably training in liturgical Catholic directives. The successful candidate will be a skilled pianist, choral conductor, have a proficiency for leading contemporary music and have solo quality vocal skills. Send cover letter, resume, pertinent recordings and references to [resume2021@transfiguration.com](mailto:resume2021@transfiguration.com). See job description at [Transfiguration.com](http://Transfiguration.com).

---

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