



Memo

Date: February 8, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Anna's Catholic Church in Monroe has an immediate part-time opening for a **music director**. This position is responsible for liturgical planning, directing an ensemble and leading rehearsals. Proficiency in piano, organ and/or guitar required. Knowledge of Catholic liturgy necessary. Please email resumes to Brandy Lake, Office Manager, at blake@st-annas.com.

St. Anna's Catholic Church in Monroe is looking for a part-time **communication liaison**. This position is responsible for streaming Masses and maintaining parish social media, website and YouTube channel. The candidate is also responsible for the creation of communication web content working with the webmaster and parish secretary, interested applicants should send resume to Brandy Lake, Office Manager, at blake@st-annas.com.

St. Anna's Catholic Church in Monroe is seeking a part-time **youth minister** for middle school. Responsibilities include, coordinating biweekly catechetical sessions, assisting volunteer catechists and providing ongoing communications with parents. The youth minister must be a self-starter, possess strong communication and organizational skills, and be an active Roman Catholic in good standing with knowledge of Catholic liturgy and sacramental requirements. The ideal youth minister must have experience facilitating virtual teleconferencing classes. Qualified applicants may submit a resume to Brandy Lake, Office Manager, at blake@st-annas.com.

St. Matthew Catholic Church in Tyrone, is seeking a **keyboard accompanist**. Candidate must be available on Sundays from 8 a.m. to 1 p.m., certain holy days during the year and for rehearsals one night a week. The position includes

opportunities for weddings and funerals. Please send your resumes to Fr. Kevin Hargaden at fatherkevin@saintmatthew.us.

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