

## IN SEARCH OF...



Old Zionsville UCC is looking for pew candleholders for our Christmas Eve services. If you have something that you no longer use as pew candleholders at your church, we would be interested in them. Or if you have found something that works well, we would love to hear from you about them. Thanks in advance for your help. Lori Esslinger, [MomAndPastorToo@yahoo.com](mailto:MomAndPastorToo@yahoo.com) or call or text: 610-393-3522

Old Zionsville UCC is also looking for more teaspoons to add to our silverware in the church kitchen. If you have extras or some you are no longer using, we would put them to good use. Thanks in advance for your help. Lori Esslinger, [MomAndPastorToo@yahoo.com](mailto:MomAndPastorToo@yahoo.com) or call or text: 610-393-3522



Maintenance Manager Wanted! Longswamp UCC in Mertztown is hiring a part-time (about 10-15 hours per week) Maintenance Manager to be our “fix it” person, manage special projects assigned by the Property Team, and interface/manage our 3<sup>rd</sup> party vendors (cleaning, HVAC, water testing, fuel provider, etc.). Email [jobs@longswampucc.org](mailto:jobs@longswampucc.org) if you are interested.



UCC Greenawalds, Allentown is offering 120+ hymnals “The Hymnal of the UCC” 1974 – Red... - Please contact Michael Huffman at [MICHAELISACHRISTIAN1112GMAIL.COM](mailto:MICHAELISACHRISTIAN1112GMAIL.COM)

Zion UCC, 2<sup>nd</sup> & Iron Sts., Lehighton is **looking for singers for its annual Ecumenical Christmas Cantata**. Rehearsal dates are as follows: October 11 at 8:30PM; October 19 at 7:30PM; October 24 at 7:30PM; November 1 at 8:30PM; November 9 at 7:30PM; November 14 at 7:30PM; November 19 at 3PM (practice with orchestra); November 22 at 8:30PM; November 30 at 7:30PM; December 3 at 3PM (performance at 7:30PM). “Christ was Born for This” is a special cantata consisting of a wonderful mix of contemporary and traditional songs. It includes Laura Story’s popular hit “Blessings”, the powerful “No More Night”, “Shine Jesus, Shine” and more. No experience is necessary! Practice CD’s will be made available. You can preregister for the cantata by visiting [www.zionlehighton.org](http://www.zionlehighton.org) and clicking on the registration link in the cantata article. Participants aren’t expected to make every rehearsal.



Faith UCC in Center Valley is searching for a person to fulfill the part time position of Director of Faith Formation. If you are interested and wish to learn more about this position please contact the Rev. Dr. Bruce Stevenson at 610.282.3939 or at [pastorbruce@faithchurchucc.org](mailto:pastorbruce@faithchurchucc.org). Send cover letter and resume to Rev. Dr. Bruce Stevenson, Faith U.C.C., 5992 Rt. 378, Center Valley, PA 18034 If you are aware of a person who might be a good candidate please let us know!

St John’s UCC Fullerton has some items that are free. Please respond to Michelle Funk 610-264-8421 or [stjohnsucc.youth@rcn.com](mailto:stjohnsucc.youth@rcn.com) if you would like them. 15 wooden Sunday school chairs. 4 small red toddler chairs. Santa suit. Lamp and shade.





St. John's UCC- Howertown, 22 Atlas Road, Northampton, Pennsylvania (610-262-8666) is in search of an **organist/choir director** due to the retirement of our long-time current director. Our church has a newer model Allen organ (L322E) as well as a piano which may be utilized during services. This position is part time with a competitive, negotiable salary and includes direction of the choir at the Sunday, 9:30 AM service, as well as holiday services and collaboration with the minister on variations for services. Please send resume to [sjhowertown22@gmail.com](mailto:sjhowertown22@gmail.com) or directly to the church through the mail.



**Church Sexton - part-time** -16 hours/week, \$10/hour. Maintain church building and grounds; provide support to church sponsored events. Send resume, including previous experience, skills, and personal references to [trinityunitedchurch@rcn.com](mailto:trinityunitedchurch@rcn.com) or contact the church office at 610-691-8200

**Administrative Assistant/Secretary** - First UCC, 501 Northampton St., Hellertown has an opportunity for a detail-oriented person with excellent organizational and communication skills to serve as an Administrative Assistant/Secretary providing general office support to the church staff. This will be a part-time position, working approximately four hours per day (Mon – Fri) and includes a modest benefits package.



#### **Responsibilities:**

Greet visitors; answer phone calls; prepare weekly bulletins; maintains numerous schedules; assist in coordinating events; maintain church records, office calendar, and offering envelope records, assist with social media presence, and order supplies.

#### **Requirements:**

- H.S. Diploma
- Intermediate to advanced Microsoft Office skills (Word, Excel).
- Strong editing and proof-reading skills.
- Excellent oral and written communication skills
- Knowledge of office equipment functions and capabilities
- Ability to work independently, prioritize tasks, and respond to the needs of several people.
- Familiarity with (Protestant) church calendar/events.

Interested and qualified candidates please forward a cover letter and resume to [office@firstucchellertown.com](mailto:office@firstucchellertown.com) or mail to First UCC, 501 Northampton St, Hellertown, PA 18055. To learn more about us and our community, please visit our website [www.firstucchellertown.com](http://www.firstucchellertown.com)



**Church Organist/Choir Director** - Heidelberg Union Church, 5187 Irvin Street, Slatington, PA 18080 (Heidelberg Township--10 minutes north of Schnecksville). Heidelberg Union Church has a Allen Organ (Model MDS 75), two Clavinova pianos and a grand piano. For a job description or inquiries, please e-mail: [hucorganistsearch@gmail.com](mailto:hucorganistsearch@gmail.com).

**Church Secretary/ Financial Secretary** - Church of the Good Shepherd UCC, Alburtis, PA ...Part-time: Monday – Friday, 9am – 1pm (20 hours per week); Secretary/Financial Secretary. This position will support the day to day office activities of the church and provide administrative support to the pastor, congregation and its ministries.



This position is expected to provide reception desk tasks such as responding to phone calls, welcoming visitors and distributing mail. Other assigned duties include: greeting the public, updating church related member resources, preparing the weekly announcement brochure, recording and maintaining church financial records, creating & maintaining church and ministry related calendars, and scheduling building usage. This position will require a high level of integrity, diplomacy, professionalism, and ability to maintain a high level of confidentiality, advanced working knowledge of MS Office applications and prior experience in a similar role. Experience in Church Windows or related software preferred.

Interested applicants should submit a cover letter, resume and current clearances (PA State Police, PA Childline & FBI) to the Church of the Good Shepherd, Attn: Search Committee, 135 Quarry Rd # 1, Alburtis, PA 18011. Application materials may also be emailed to [gsuccsearch@gmail.com](mailto:gsuccsearch@gmail.com)

**UCC Greenawalds**, 2325 Albright Avenue, Allentown is **in search of and seeking some New Century Hymnals**. Please contact Michael C. Huffman at [MICHAELISACHRISTIAN111@GMAIL.COM](mailto:MICHAELISACHRISTIAN111@GMAIL.COM)



**Church of the Good Shepherd UCC, 135 Quarry Road, Alburtis, PA 18011, is seeking either an Organist/Choir Director; or an Organist; or a Choir Director. See our church website: [www.goodshepherdalburtis.org](http://www.goodshepherdalburtis.org)** The sanctuary is equipped with a Fritzsche, two-manual, pipe organ. Our Senior Choir currently has 5 women and 10 men members. Contact the Rev. Scott M. Sanders at the church office: 610-966-2991 or Email: [gsucc71@ptd.net](mailto:gsucc71@ptd.net)

**ORGANIST or PIANIST NEEDED: St. Mark's UCC, Allentown** is in need of an organist for Sunday service and special services throughout the year. Approximately 90 minutes per service. Salary is negotiable. Please respond to [smucc@ptd.net](mailto:smucc@ptd.net) or mail to: St. Mark's UCC, 52 East Susquehanna St., Allentown PA 18103; Att: Consistory Elders



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