

IN SEARCH OF...



Blankets for LVHN NICU - Lehigh Valley Hospital is in desperate need of crocheted or knitted receiving size blankets for the babies in the NICU who haven't made it through child birth. We use these blankets so the mothers and fathers are able to hold their baby's one last time. The NICU is completely out and are in dire need of donations. Please, if you can help in any way we would be beyond grateful!

Guidelines for Donating Bereavement/Sympathy Blankets

- Must be newly made & knitted or crocheted! They are for families of stillborns & will keep them in memory of..
- Cannot be cream or white in color, looking for pastel/light blues, greens, pinks, purples, yellows, multi colors.
- Dimensions typically would be 31"x36" (about the size of a receiving blanket).
- Bereavement blankets are not typically actual receiving blankets. So strictly handmade.

Send or hand deliver to: Lehigh Valley Hospital, ATTN: Audrey MacHose NICU, 1200 S. Cedar Crest Blvd., Allentown, PA 18103. If hand delivered, please bring to the front desk and tell the receptionists that your donating bereavement blankets to the NICU. (This ad is sponsored by Good Shepherd UCC, Slatedale)

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 or contact the church office at 610-691-8200



Part time church sexton position available at Hope UCC Wind Gap. Send resume to P.O.BOX 425 Wind Gap, PA 18091 or call the church office FMI 610-863-4474.



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 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

Church Organist/Choir Director - Heidelberg Union Church, 5187 Irvin Street, Slatington, PA 18080 (Heidelberg Township--10 minutes north of Schnecksburg). 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.



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 gssuccsearch@gmail.com



Director of Music - Christ UCC, 75 East Market St., Bethlehem, PA - Christ Church UCC, 75 East Market Street, Bethlehem, PA. 18018 (www.christucc.org) has an opening for the position of Director of Music. This position is part time, and could possibly be shared, depending on area of expertise. The ideal candidate(s) will: (1) Provide a broad array of musical styles for all age groups, (2) Be proficient with a musical accompaniment instrument (preferably organ and piano), (3) Be able to lead and develop one or more adult, youth, or children's musical groups (vocal, handbell), and (4) Understand the role of music to enable faith formation and a spiritual worship experience. Christ Church has an updated Allen Digital MIDI / Moeller Pipe organ. Please send application, including resume and salary requirement, to musicsearch@christucc.org or directly to the church, Attn. DOM Search

UCC Greenawalds, 2325 Albright Avenue, Allentown is **in search of and seeking some New Century Hymnals**. Please contact Michael C. Huffman at michaelisachristian@gmail.com or 610-433-6563



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 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: gssucc71@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

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minutes per service. Salary is negotiable. Please respond to smucc@ptd.net or mail to: St. Mark's UCC, 52 East Susquehanna St., Allentown PA 18103; Att: Consistory Elders