

*Important reminder about background checks: Congregations are called to be safe places for all members, and every ELCA congregation is responsible to have established guidelines and policies protecting all members. When hiring church workers, please remember the importance of background checks. Your congregation should have official guidelines in place to safeguard members against abuse. For more information about background checks and guidelines: [www.elca.org/backgroundchecks/](http://www.elca.org/backgroundchecks/)*

**\*\*\* Please remember to tell the Synod office if your posted position has been filled! \*\*\***

Contact Marilyn Matevia, [mmatevia@neos-elca.org](mailto:mmatevia@neos-elca.org), or 330-929-9022, ext. 22

**Part-time Office Administrator.** Lutheran High School East is seeking a part-time (12:00 p.m. - 4:30 p.m.) office administrator to assist families with enrollment and scholarship applications, answer phones, greet parents and visitors, and maintain records. For more information, or to submit a resume and references, contact Andrew Prusinski, Principal, at [aprusinski@lutheraneast.org](mailto:aprusinski@lutheraneast.org).

**Part-time Church Administrator.** Bethesda on the Bay, Bay Village is seeking a part-time Church Administrator. Please send resume and cover letter by July 12, 2019 to Pastor Angela Freeman-Riley at [pastor.angela@bethesdaonthebay.org](mailto:pastor.angela@bethesdaonthebay.org).

**Office Administrator.** St. Matthew, Medina, is accepting resumes for a part-time Office Administrator. This position will require 20 hours per week, 9:00 a.m. - 1:00 p.m. Monday - Friday, and familiarity with normal church functions, office equipment and procedures. Please email resumes to: Personnel Director, at [per.director.400nb@gmail.com](mailto:per.director.400nb@gmail.com)

**Organist/Music Director.** St. Jacob's, Massillon (Jackson Township) is seeking an Organist/Music Director to play Sundays at 9:00 a.m. and to direct and rehearse the choir on Wednesday nights at 7:00 p.m. Other responsibilities include planning repertoire for worship serves with input from the pastor and Worship Board along with playing for weddings and funerals. Contact Gerald J. Carasea ([c.carasea@att.net](mailto:c.carasea@att.net) / 330-289-4006) for more in-depth details.

**Part-time Pianist.** Trinity, Norton is looking for a part-time pianist to play all 10:00 a.m. Sunday services, with additional services during special seasons (e.g. Ash Wednesday, Maundy Thursday, etc.), select appropriate hymns/contemporary Christian music, and the general planning of all church services. A familiarity with Lutheran (ELCA) liturgy is a plus. If interested please call or email Jewellee Smith at 330-825-3217 / [jewelsmith1979@gmail.com](mailto:jewelsmith1979@gmail.com).