

## IN SEARCH OF...

Christ UCC Schoenersville, is **seeking a part-time Administrative Assistant** for Tuesday through Thursday, 9AM - 12 noon. A minimum of a high school diploma or equivalent is required. Duties include bulletins, bi-monthly newsletters and various other general office duties. Knowledge of MS Office and Excel are required. Must have the ability to communicate professionally, and keep confidentiality. Contact the church office via e-mail - [christucc@yahoo.com](mailto:christucc@yahoo.com), or phone - 610-264-9325.



Grace UCC, Allentown, is **hiring a part-time church secretary**. The hours are 9AM to 1PM, Monday - Friday. The secretary needs strong computer skills to complete weekly bulletins, a monthly newsletter, and financial reports. Familiarity with Church Windows is a plus. Salary will be based on experience. Resumes can be sent to Grace UCC, 623 Cleveland Street, Allentown, 18103. Additional information can be obtained by calling Pastor Carol Bastin at the church office, 610-434-2671.

**Country Meadows Retirement Communities** of Forks Township is **looking for a part-time chaplain** to serve our residents, their families and coworkers. This part-time 10 hours a week position is ideal for retired clergy or those who wish to conduct ministry on a lighter schedule.

Responsibilities include: leading a weekly Sunday afternoon Protestant ecumenical worship service with monthly communion, weekday hours for pastoral care, and limited programming. The candidate needs to be ordained/licensed with a recognized ecclesiastical organization and have a passion for working with elders. We also ask that the candidate be capable of working with end-of-life care issues as well as have experience with people who have dementia and cognitive impairment.

Contact: **Julie Litsch, Employment Specialist, Country Meadows Retirement Communities of Forks Twn.** 484-544-3880 [jlitsch@countrymeadows.com](mailto:jlitsch@countrymeadows.com)



**Phoebe Richland**, a premier Continuing Care Community providing skilled nursing, personal care and short-term rehab is **seeking a per diem Chaplain to work approximately 16 hours/week** to support the spiritual needs of our residents, family members and staff at our Richlandtown campus. For further details, contact Rev. Scott Brooks-Cope at [scope@phoebe.org](mailto:scope@phoebe.org)

Cedar UCC, Allentown, is seeking a **self-motivated person for a Tuesday through Thursday 9 am-3pm part-time position**. A minimum of a high school diploma or equivalent is required.

Some of the duties include bulletins, monthly newsletters and general office responsibilities. Knowledge of MS Office and Outlook are required. Proficient in Excel and Servant Keeper (church management software) a plus. A pleasant demeanor, confidentiality and the ability to enjoy being in a church environment is essential. Send a resume to Cedar UCC c/o Pastor Candi Cain-Borgman, 3419 Broadway, Allentown, PA 18104 or [candicain@gmail.com](mailto:candicain@gmail.com).



Christ Church, Bethlehem is looking for someone to **control the audio-visual technology** for our Sunday morning worship service at 10:30. We pay \$50 a Sunday with time-off as needed. Please express interest to [laurenebowers@christucc.org](mailto:laurenebowers@christucc.org)

© Can Stock Photo

**Gardners Wanted:** If you love to garden, Jordan UCC, 309 and Walbert Ave, Allentown has an Ecumenical Peace Garden just waiting for gardeners. The Peace Garden is 2.5 acres in size and has plenty of garden space. Contact Committee Chairperson, Rev Virginia Schlegel at 610-442-4223 (cell) and leave a message.





**Handbell Choir Director** – part-time position, Sept-June, 2-3 hrs/wk, depending on performances, Wed. eve. rehearsal 5:30-7. Exp in conducting and teaching adult & children's handbell choirs; excellent communication skills, ability to work with other members of music dept, Act 33 Child Clearance required, willingness to complete other background checks as requested, knowledge of relationship between worship, church year, & music a plus, membership in Handbell Musicians of America a plus. Send resume to Jordan Lutheran Church, 5103 Snowdrift Rd, Orefield 18069 or [jordanlutheran@ptd.net](mailto:jordanlutheran@ptd.net)

**Director of Music/Organist/Choir Director...** St. Stephen's UCC, Perkaspie, PA is seeking an enthusiastic, versatile, and creative **Director of Music** to lead and develop its music program. Presently, the music program includes a chancel choir, a hand bell choir, and an organist/musician. The Director of Music will coordinate all parts of the program and **is expected to also serve as the organist/musician or one of the choir directors**. The position is a part-time appointment. Interested applicants should have musical training and/or experience and a strong interest in how music can support the mission of the church. Job descriptions are available from [musicststepperk@thessperkasie.org](mailto:musicststepperk@thessperkasie.org) If those interested, a resume should also be sent to this address or to St. Stephen's UCC, 110 North Sixth Street, Perkaspie, PA 18944. Applications are accepted until July 31, 2018.



**MUSIC MINISTRY COORDINATOR.** PT position. Instrumental Music Leader for Sunday and Special Worship Services. Piano or organ primary instrument. Minimum one year music leadership experience. Vision to coordinate our church's existing musical gifts, to achieve a creative, blended worship experience. Send resume to Trinity Great Swamp UCC, 9150 Spinnerstown Road, PO Box 494 Spinnerstown, PA 18968 or e-mail: [Office@Tgsucc.org](mailto:Office@Tgsucc.org). For questions please contact Elaine Perez@[jperez@ptd.net](mailto:jperez@ptd.net)

**Church musician/choir director Wanted...** St. John's, Palmerton is seeking a church musician/choir director. Inquiries may be made to Rev. David Quinn at [pedalinpastor@gmail.com](mailto:pedalinpastor@gmail.com).



**AUDIO/VISUAL TECHNICIAN** Needed for HOPE UCC's Contemporary Worship Service – Responsibilities include creating Powerpoint (or Google) slides each week for its service, set up and run the slides during the service (currently on Sunday mornings at 9:00 a.m., but timeslot may be changing), run Mevo for each service (livestream recording to Facebook). Anyone interested should call or text Debbie Werner at 484-764-1830

**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

