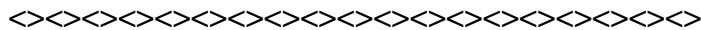


# IN SEARCH OF...

**Position: Church Office Administrator** to oversee the day-to-day church office activities of a growing, active church in Whitehall PA. Qualifications include:

- Proficiency with computers and technology; specifically, in Microsoft Office, church membership software (Church Windows) and Google Drive.
- Excellent organization and time-management skills
- Ability to handle confidential information in an appropriate manner.
- Strong interpersonal skills and the ability to communicate effectively with church members, visitors and staff

Part-time position – anticipated 30 hour work week, M - F 8:30 – 3:00 (30 minute lunch break). Salary commensurate with experience. Full job description available upon request. **Send resume to** St. John's UCC, Fullerton, 575 Grape St., Whitehall, PA 18052, Attn: Connie Viglione or via email to [Conniev4124@aol.com](mailto:Conniev4124@aol.com)

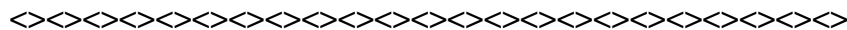


**PNEC is searching for new homes for the following:**

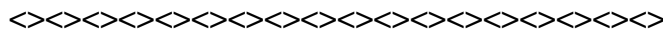
- Two two-drawer file cabinets with a safe and card file (1 with no key)
- One large heavy wooden desk in good shape
- Two Christmas tree stands
- Two bulletin boards

## ALSO

Hand Sanitizer Available - Thanks to the effort by Rev. Karl Jones, PNEC/PSEC Disaster Response Coordinator, we have 25 gallons of liquid (not gel) hand sanitizer to give to churches who need it. Please contact the Conference Office (610.826.3113) or email ([BarbaraJ@pnec.org](mailto:BarbaraJ@pnec.org)) to arrange for pick up here in the Conference Office



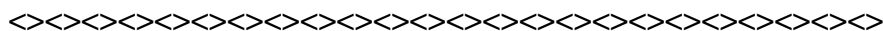
**St. John UCC, Riegelsville is looking for a contractor** to power wash, some painting, glazing on a few windows, some wood and steeple work. If you had similar work done or know of someone please contact Church President Mike Marino at 610-749-2111 or at [mberyl40@aol.com](mailto:mberyl40@aol.com) (small L B4 40).



**St James UCC, Allentown is in need of a part-time organist**, if interested in position call 610-432-7677 and leave a message or email us at [secretarystjamesucc@verizon.net](mailto:secretarystjamesucc@verizon.net)



**Looking for a Sexton - Trinity UCC, Bethlehem:** P/T 18 hours/week, \$10/hour. Maintain Church Building and Grounds; Provide Support to Church Sponsored events. Monday & Thursday 8:30am - 1pm - Tuesday & Wednesday 9am - 1pm - Sunday 7am - 8am. Recent cleaning experience a must. Two references preferred. Must be able to lift and carry 50 lbs. Must have a current valid driver's license with reliable transportation. Criminal and Child Abuse background check required. Please submit resume and references to [trinityunitedchurch@rcn.com](mailto:trinityunitedchurch@rcn.com)



**Church Organist:** St. John's UCC Mickleys is in need of an organist and/or pianist for our worship services. Part time position includes working with the pastor and Worship and Music Committee to coordinate and play music for all worship services. We currently have one weekly service on Sundays and special services throughout the year based upon the church calendar. If interested please send your resume to St. John's UCC

Mickleys, Attn: Lisa Pluchinsky, 2918 MacArthur Road, Whitehall, PA 18052 or email your resume to [lisaplu30@gmail.com](mailto:lisaplu30@gmail.com)