

# Job Opportunities

**Church Secretary:** At the end of May, Centenary's longest-tenured employee, our long-time Church Secretary Marshall Faulkenberry, will retire. Marshall is irreplaceable; nevertheless, she will soon have to be replaced.

Centenary is searching for a trained, experienced Administrative Assistant. The person we're looking for will serve as the face and voice of our church, since he/she will be the initial point of contact for many people. Necessary personal characteristics include friendliness, politeness, patience, and compassion. Phone, text message, and e-mail proficiency are a must. The Administrative Assistant must be proficient in Microsoft products such as Word, Publisher, Excel, and PowerPoint. Besides the receptionist role, other duties include producing worship bulletins for three Sunday services each week, plus bulletins for seasonal services, and funerals. The Administrative Assistant maintains the church membership roll and the church member contact information database. Online statistical tables and Charge Conference forms must be completed once a year. Another key function of the Administrative Assistant is maintaining the church calendar and making room reservations for events.

This position is salaried, Monday through Friday, 40 hours per week, and includes some benefits. If you're interested in finding out more--or you know somebody who might be interested-- please contact Pastor Spivey at 252-637-4181 / [vannspivey@centenarychurch.com](mailto:vannspivey@centenarychurch.com) or Staff-Parish Chair Dick Peebles at [peeblesrt@gmail.com](mailto:peeblesrt@gmail.com)

**Sexton Position:** Following the resignation of our Sexton a few months ago, Centenary hired Crystal Clean of Havelock to clean our Preschool and Church. The Board of Trustees has indicated their desire to continue searching for a new Sexton, because we need someone on-site to help set up for events, conduct minor maintenance, and clean immediately after Church programs. The position is hourly, Monday through Friday, 30 hours per week, with no benefits. Some work after hours and on the weekends may be required.

We are looking for an individual (or individuals) to clean the Church and Preschool both regularly and as needed. The Preschool, for example, must be cleaned every afternoon after the children leave. The Sexton must be able to perform minor routine maintenance, such as changing light bulbs, unclogging, and repairing sinks and toilets, repairing broken doors and windows, touch-up painting, etc. The Sexton is responsible for helping set up and break down after Church services and events. The Sexton maintains the Columbarium.

Necessary personal characteristics include friendliness, politeness, patience, and compassion. Phone, text message, and e-mail proficiency are a must.

If you're interested in finding out more--or you know somebody who might be interested-- please contact Pastor Spivey at 252-637-4181 or [vannspivey@centenarychurch.com](mailto:vannspivey@centenarychurch.com) or Staff-Parish Chair Dick Peebles at [peeblesrt@gmail.com](mailto:peeblesrt@gmail.com).