



NCC News

July 12, 2020



A Weekly Newsletter of Nu‘uanu Congregational Church



Christmas in July - UCC Christmas Fund Offering

The Christmas Fund is one of five United Church of Christ Special Missions Offerings that UCC churches participate in. By donating to this Fund, the charitable arm of the Pension Board helps our church workers and retirees in these ways: supplementation of small annuities, retiree health premium supplementation, emergency grants, and Christmas “thank you” gifts. The Christmas Fund serves clergy, lay employees, and surviving spouses/partners. We will be receiving the offering on **July 26, 2020**. Checks may be written to Nu‘uanu Congregational Church with Christmas Fund on the memo line. -Missions Committee

Summer Activities

BCN is planning a Drive-In Movie night **this Saturday, July 18** in the NCC lower parking lot. The movie is “ET.” Movie time will start about 7:00 pm. Popcorn and pre-packaged juice or water will be provided. You are welcome to bring your own additional snacks. Please RSVP by **today**, if you are attending by emailing Becky at hiken214@gmail.com or text Becky at 808-282-4321.



Graduate Sunday

Save the date: August 9, 2020

Nu‘uanu Congregational Church would like to acknowledge the graduates. Please email the names of students that graduated this year to: Becky at hiken214@gmail.com.

Stephanie Chung

Roosevelt High School

Layne Fujioka

University of Hawaii, Manoa

Altar Flower Chart

Want to celebrate a special occasion or honor a loved one? Why not do it with a floral arrangement for the sanctuary? Call the church office to sign up. The following dates are open:

July 19, October 4, November 15, December 13.

Church Office

The church office has reopened. Keeping our staff safe is a high priority, so please adhere to this protocol. If there is any business that needs to be conducted, please email it to nccadmin@hawaiiantel.net or call the church office for an appointment. If you need to see Pastor Jeannie, she can be reached at 353-1387. Postal and commercial deliveries will be allowed.

Face covering is required by anyone entering the office. Before entering the office, please conduct the self-assessment that is posted on the window adjacent to the door. Also, not more than 2 people, excluding staff, should be in the office at a time. Please observe social/physical distancing. Thank you for your cooperation.

Applicants Wanted for NCC Administrative Coordinator Position

Paula Yamamoto, our long-time Administrative Coordinator, has (sadly!) announced her desire to retire. We all appreciate Paula's faithful service and wish her a happy upcoming retirement!

We are, consequently, seeking qualified applicants for the position. The position performs many essential functions, which include among others:

- (1) coordinates the church's and facility users' activities and keeps the church's master calendar,
- (2) supports the Pastor and Moderator with administrative duties, record-keeping, financial management, and communications,
- (3) takes and screens incoming calls and inquiries to the church, and receives and processes the incoming mail,
- (4) types the publication of church communications, including the worship bulletin, PowerPoint, newsletters, and e-news,
- (5) orders office and janitorial supplies, and assures the maintenance and upkeep of church equipment and computer network, and
- (6) updates the church's website and social media platforms.

Applicants should have a college degree or two to four years of equivalent related experience and/or training, and strong communication and interpersonal skills. Applicants must be able to keep information confidential, to work independently with little or minimal supervision, and to problem solve and work cooperatively with others. Also, applicants should

demonstrate an ability to use both PC and Mac platforms and other software.

Interested applicants should send their resume to Nu‘uanu Congregational Church at nccadmin@hawaiiantel.net. No phone calls, please. - Stanley Chong