



645 Hamilton Ave.,  
Bethlehem, PA  
610-866-8793  
churchoffice@edgeboromoravian.org  
edgeboromoravian.org

### Edgeboro's Mission

is to love God, grow in Christ, and share the Holy Spirit through worship, fellowship, discipleship, ministry, and evangelism.

Visit [edgeboromoravian.org/communications](http://edgeboromoravian.org/communications) to learn how to receive Edgeboro news and announcements.

### 10:30 AM WORSHIP

May 10, 2026 || Christian Family Lovefeast

#### Welcome & Announcements

**Arriving for Worship** (*A moment to center ourselves and listen to the Spirit.*)

#### Watchword for the Week

Jesus said, "I am the gate, Whoever enters by me will be saved, and will come in and go out and find pasture.: (*John 10:9*)

#### Prelude & Reflection

#### Call To Worship

**\*Hymn** *Ready, Lord, I'm Ready Lord* #601 MBW

**\*New Members Liturgy** #170 MBW

#### Joys, Concerns, Thanksgivings and Prayers

#### Children's Chat - A Song from the Children!

#### Offering

Offertory

Choir Anthem

**\*Doxology & \*Prayer of Dedication**

#817 MBW

#### Hymn

*Though I May Speak*

#590 MBW

#### Scripture Reading -

Psalm 66:8-20

insert

1 Peter 3:13-22 (pg. 234; Lg. 336)

John 14:15-21 (pg.109 ; Lg. 155)

**Benediction & Postlude**


\*Those that are able and comfortable, please stand.  
*MBW: Moravian Book of Worship || SttL: Sing to the Lord a New Song*

**Visiting?** If you are looking here for a church home in which to nurture your faith, please speak with the Pastor following the service.  
**Young children?** There's a nursery downstairs.  
**Need Large Print?** Please speak with an usher.

<b>Pastor</b>	Rev. Jodie Harney
<b>Organist &amp; Choir Director</b>	Gayle Justice
<b>Elder of the Day</b>	Tammy Baer
<b>Sacristans</b>	Heath & Val Hoff
<b>Ushers</b>	The Hoff Family
<b>Nursery</b>	Jenny Minnich
<b>Minsters</b>	YOU!

**Notes:**

May's **Joyful Noise Offering** will support Camp Hope . Please place your offerings in the joyful noise can or give online (QR code) to the right. Label your gift for "Joyful Noise."



**Make a Gift to Edgeboro Online!** Scan the QR code to make a gift to Edgeboro online using a credit card or bank account.

# Keep My Commandments

The first covenant between God and the chosen flock was made between God and Abraham. This covenant was flawed by our humanity—always wanting more but doing less. This covenant was also vulnerable to our desires either for good or ill. God sent Jesus to be the ultimate human as well as God in flesh. Jesus spent a little over three years talking, walking, healing, inspiring, and blessing.

Jesus was our example of all things good. All he wants from us is to keep the commandments: “The first is, ‘Hear, O Israel: The Lord our God, the Lord is one; you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.’ The second is this, ‘You shall love your neighbor as yourself.’ ”

It sounds easy, but it is not. Loving God is following the first four commandments of the Ten Commandments, those outlining our behavior toward God. Loving our neighbor is the remaining six and likewise our obligation to those. The question is, Who is my neighbor? My family, friends, people who live in my neighborhood?

The real answer is that our neighbor is everybody else in the world. This includes the road hog on the highway, the person with a full grocery cart who gets in the express lane, the thief, the bully, even political leaders we don’t like.

When I am in prayer, I try not to tell God directly what to do. I will ask for healing (whatever form that takes) or to give someone discernment of a kinder universe. Sometimes I think that loving someone could also be agreeing to disagree.

Love is the most important concept in the entire Bible; it is also the most difficult at times. God wants us to try as hard as we can to be and do good. That’s all.

*Martha E. Griffis, Central Moravian Church,  
Bethlehem, Pennsylvania*

---

## The Moravian Church

Sixth Sunday of Easter

May 10, 2026



# 601 Ready, Lord! I'm Ready, Lord

A<sup>b</sup>
D<sup>b</sup>
A<sup>b</sup> maj<sup>7</sup>
A<sup>b</sup> 6
A<sup>b</sup> maj<sup>7</sup> D<sup>b</sup>
A<sup>b</sup>
D<sup>b</sup>
A<sup>b</sup> maj<sup>7</sup>

1 Read - y, Lord, I'm read - y, Lord, to fol - low where you  
 2 Feed your lambs, I'll feed your lambs and first of all with  
 3 More than words, yes, more than words, I know you want from

E<sup>b</sup>
A<sup>b</sup>
D<sup>b</sup>
A<sup>b</sup> maj<sup>7</sup>
A<sup>b</sup> 6
A<sup>b</sup> maj<sup>7</sup> D<sup>b</sup>

lead. food; me. Show me, Lord, give them drink Mov - ing, Lord, just show me, Lord, and com - fort them I'm mov - ing, Lord, the and I'm

A<sup>b</sup>
D<sup>b</sup>
A<sup>b</sup> maj<sup>7</sup>
E<sup>b</sup>
A<sup>b</sup>

ser - vice you will need. build their for - ti - tude; mov - ing ea - ger - ly. Read - y, Lord, I'm then I'll feed them Take my heart, and

Cm
Fm<sup>7</sup>
E<sup>b</sup> sus
E<sup>b</sup> 7

read - y, Lord, I'm read - y, come what may, so with the word you fed me with un - til they're take my hands, my feet, my life, my all. I'm

TEXT: Richard K. Avery (b. 1934) and Donald S. Marsh (b. 1923)

TUNE: Richard K. Avery (b. 1934) and Donald S. Marsh (b. 1923)

Text and tune ©1979 by Hope Publishing Company. All rights reserved. Used by permission.

7.6.7 6.7.6.8.6.

READY LORD

INVITATION AND RESPONSE

The musical score consists of two staves. The top staff is in treble clef with a key signature of three flats (B-flat major or D-flat minor). It contains a vocal melody with lyrics underneath. Above the staff are chord symbols: A<sup>b</sup>, E<sup>b</sup>7, A<sup>b</sup>, E<sup>b</sup>7, A<sup>b</sup>, D<sup>b</sup>, E<sup>b</sup>7, and A<sup>b</sup>. The bottom staff is in bass clef and contains a bass line with notes and rests. The lyrics are:

call me, Lord, just call me, Lord, and I'll be on your way.  
read-y, Lord, so read-y, Lord, to go and do your will.  
read-y, Lord, so read-y, Lord, to fol-low till I fall.

# CONFIRMATION AND AFFIRMATION OF BAPTISM

(If the Sacrament of Baptism is celebrated in the same worship service,  
those affirming baptism join in the opening paragraphs of that service,  
and continue with the appropriate Affirmation forms beginning on page 171.)

(Standing)

In grace God called and chose the people of Israel and established with them a covenant: I will be your God and you will be my people. In that relationship they were to be freed from sin and become a blessing to all. Then God came to us in Jesus Christ and fulfilled that covenant for all people. Through Christ's life, death, and resurrection, God made for us a new covenant of grace.

**We come before you with joy, O God, to claim the promises of your covenant.**

Our Lord Jesus Christ instituted baptism as the visible means of entry into the new covenant. Baptism is a gift of God. In this sacrament, through grace and the power of the Holy Spirit, we are united with Christ, are cleansed by his saving work, enter into the fellowship of the church, and are called to a life of faith and willing obedience.

**Claimed by God in baptism, we pray that through the power of the Holy Spirit our lives may faithfully affirm the blessings of Christ's new covenant.**

(The minister addresses the candidates.)

As you present *yourselves* before God and this congregation, we call upon you to profess your faith.

Do you believe in God as your Creator and loving heavenly Father, in Jesus Christ as your Savior and Lord, and in the Holy Spirit as your Comforter and Sustainer, according to the Holy Scriptures?

**I do.**

(Candidates may profess their faith by means of the Apostles' Creed, the baptismal profession of the early church. The congregation may be invited to join in the Creed as an affirmation of their own baptism.)

Lord, make us one with all your children as we profess our faith, saying:

**I believe in God, the Father Almighty,  
creator of heaven and earth.**

**I believe in Jesus Christ, his only Son, our Lord.  
He was conceived by the power of the Holy Spirit  
and born of the Virgin Mary.  
He suffered under Pontius Pilate,  
was crucified, died, and was buried.  
He descended to the dead.**

**On the third day he rose again.  
He ascended into heaven,  
and is seated at the right hand of the Father.  
He will come again to judge the living and the dead.**

**I believe in the Holy Spirit,  
the holy Christian\* church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting. Amen.**

\* Ancient text reads "catholic," which means "universal."

(The minister addresses the candidates.)

Do you in this faith turn away from sin, evil, and selfishness in your thoughts, words, and actions; and do you intend to participate actively in Christ's church, serving God all the days of your life?

**I do.**

(The minister addresses the congregation.)

Do you affirm *these children* of God as *members* of this congregation, and accept your obligation to love and nurture *them* in Christ?

**We do.**

## **Reaffirmation of Faith**

(The congregation sitting, the candidates present themselves, and the minister gives them the following greeting and charge.)

\_\_\_\_\_, you have affirmed your faith and baptismal covenant before God and this congregation, and, by the grace and strength of Christ, have declared your desire and promise to renew your Christian discipleship. We welcome you with joy and thanksgiving.

May the Lord be with you. Build *yourselves* up on your most holy faith, led by the Holy Spirit. Keep *yourselves* by grace in the love of God, as you wait for our Lord Jesus Christ in his mercy to give you eternal life.

# Transfer of Membership

(The congregation sitting, the candidates present themselves, and the minister gives them the following greeting and charge.)

\_\_\_\_\_, through baptism, profession of faith, and Christian service, you have already entered into the life of the Church Universal, and today we rejoice to welcome and receive you into the fellowship of this congregation. Continue faithfully in the good way you have chosen in Christ, and may the Holy Spirit bless you in your life among us. May we all, through grace, be enabled to support and encourage one another in Jesus Christ our Lord.

## AFFIRMATION OF BAPTISM

(Standing. During the singing of the following hymn, the minister and others, according to local practice, give the right hand of fellowship to all who have been baptized or who have publicly affirmed their baptism on this day.)

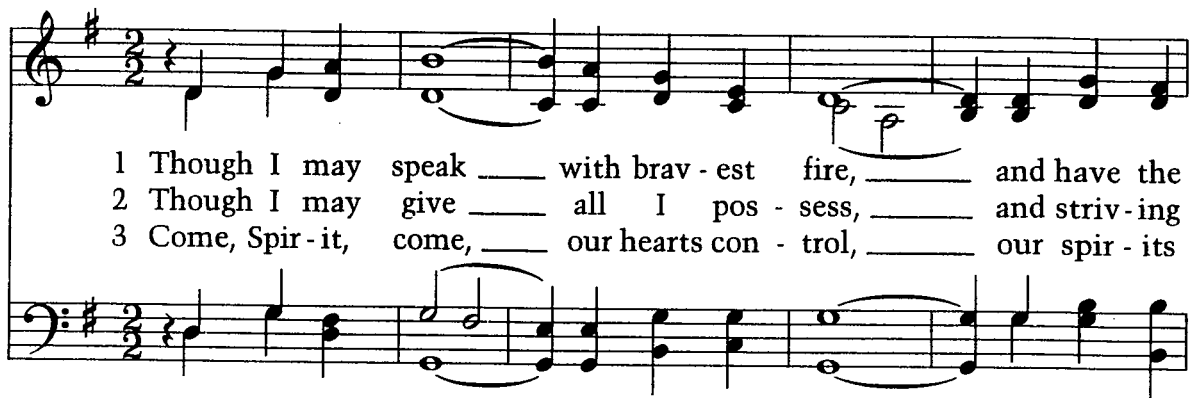
HUS (22 F)

Here in the name of Christ our Lord, the  
We wel - come you a - mong us here, with  
The God of peace you sanc - ti - fy and


church's Head by all a - dored, with Chris - tian love and  
joy that God has brought you near. With heart and hand we  
bless you rich - ly from on high, that spir - it, soul, and

pur - pose true, this church in faith em - brac - es you.  
pledge our love, and pray Christ's bless - ing from a - bove.  
bod - y may re - flect God's pres - ence ev - 'ry day.

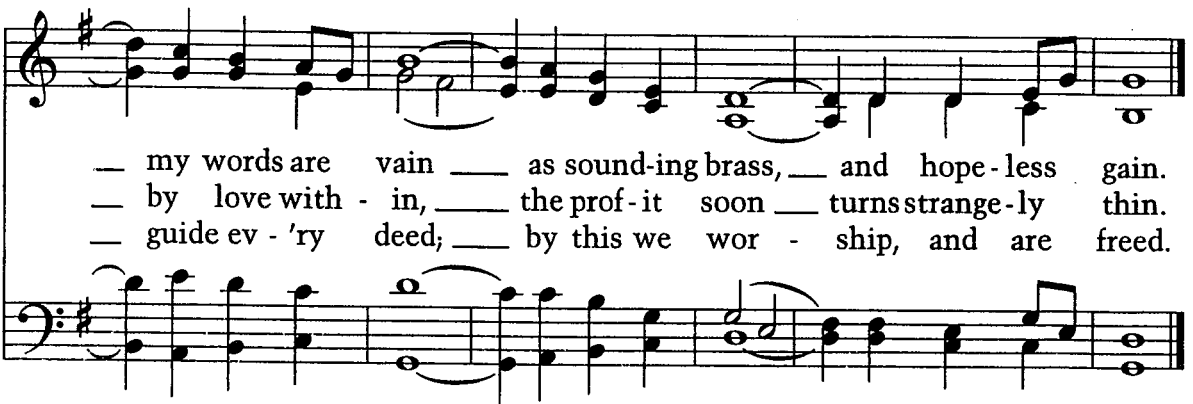
## Though I May Speak with Bravest Fire 590



1 Though I may speak \_\_\_ with brav - est fire, \_\_\_ and have the  
 2 Though I may give \_\_\_ all I pos - sess, \_\_\_ and striv - ing  
 3 Come, Spir - it, come, \_\_\_ our hearts con - trol, \_\_\_ our spir - its



gift \_\_\_ to all in - spire, \_\_\_ and have not love: \_\_\_  
 so \_\_\_ my love pro - fess, \_\_\_ but not be giv'n \_\_\_  
 long \_\_\_ to be made whole. \_\_\_ Let in - ward love \_\_\_



— my words are vain \_\_\_ as sound - ing brass, \_\_\_ and hope - less gain.  
 — by love with - in, \_\_\_ the prof - it soon \_\_\_ turns strange - ly thin.  
 — guide ev - 'ry deed; \_\_\_ by this we wor - ship, and are freed.

TEXT: Hal Hopson (1972)

TUNE: Hal Hopson (1971), based on traditional English melody

Text and tune ©1972 by Hope Publishing Company. All rights reserved. Used by permission.

L.M.  
 GIFT OF LOVE

## Psalm 66:8-20

<sup>8</sup> Bless our God, O peoples, let the sound of his praise  
be heard,

<sup>9</sup> who has kept us among the living, and has not let our feet slip.

<sup>10</sup> For you, O God, have tested us; you have tried us as silver is  
tried. <sup>11</sup> You brought us into the net; you laid burdens on our  
backs; <sup>12</sup> you let people ride over our heads; we went through fire  
and through water; yet you have brought us out to a spacious  
place.

<sup>13</sup> I will come into your house with burnt-offerings; I will pay you  
my vows, <sup>14</sup> those that my lips uttered and my mouth promised  
when I was in trouble. <sup>15</sup> I will offer to you burnt-offerings of  
fatlings, with the smoke of the sacrifice of rams;  
I will make an offering of bulls and goats.

<sup>16</sup> Come and hear, all you who fear God, and I will tell what he  
has done for me. <sup>17</sup> I cried aloud to him, and he was extolled with  
my tongue.

<sup>18</sup> If I had cherished iniquity in my heart, the Lord would not  
have listened. <sup>19</sup> But truly God has listened; he has given heed to  
the words of my prayer.

<sup>20</sup> Blessed be God, because he has not rejected  
my prayer or removed his steadfast love from me.

## **I Peter 3:13-22 NRSVUE**

<sup>13</sup> Now who will harm you if you are eager to do what is good? <sup>14</sup> But even if you do suffer for doing what is right, you are blessed. Do not fear what they fear, and do not be intimidated, <sup>15</sup> but in your hearts sanctify Christ as Lord. Always be ready to make your defense to anyone who demands from you an accounting for the hope that is in you, <sup>16</sup> yet do it with gentleness and respect. Maintain a good conscience so that, when you are maligned, those who abuse you for your good conduct in Christ may be put to shame. <sup>17</sup> For it is better to suffer for doing good, if suffering should be God's will, than to suffer for doing evil. <sup>18</sup> For Christ also suffered for sins once for all, the righteous for the unrighteous, in order to bring you to God. He was put to death in the flesh but made alive in the spirit, <sup>19</sup> in which also he went and made a proclamation to the spirits in prison, <sup>20</sup> who in former times did not obey, when God waited patiently in the days of Noah, during the building of the ark, in which a few, that is, eight lives, were saved through water. <sup>21</sup> And baptism, which this prefigured, now saves you—not as a removal of dirt from the body but as an appeal to God for a good conscience, through the resurrection of Jesus Christ, <sup>22</sup> who has gone into heaven and is at the right hand of God, with angels, authorities, and powers made subject to him.

## **John 14:15-21 NRSVUE**

### **The Promise of the Holy Spirit**

<sup>15</sup> “If you love me, you will keep my commandments. <sup>16</sup> And I will ask the Father, and he will give you another Advocate, to be with you forever. <sup>17</sup> This is the Spirit of truth, whom the world cannot receive because it neither sees him nor knows him. You know him because he abides with you, and he will be in you.

<sup>18</sup> “I will not leave you orphaned; I am coming to you. <sup>19</sup> In a little while the world will no longer see me, but you will see me; because I live, you also will live. <sup>20</sup> On that day you will know that I am in my Father, and you in me, and I in you. <sup>21</sup> They who have my commandments and keep them are those who love me, and those who love me will be loved by my Father, and I will love them and reveal myself to them.”

# Edgeboro Moravian Church

## Christian Family Lovefeast

**THE LOVEFEAST IS SERVED AS THE CONGREGATION SINGS.**

**Hymn #502  
Red Hymnal**

Father, lead me day by day, Ever in your own sweet way;  
Teach me to be pure and true; Show me what I ought to do.

When in danger, make me brave, Make me know that you can save;  
Keep me safe by your dear side; let me in your love abide.

When I'm tempted to do wrong, Make me steadfast, wise, and strong;  
And when all alone I stand, shield me with your mighty hand.

May I do the good I know, Serving gladly here below,  
Then at last go home to Thee, Evermore your own to be.

**Hymn #631, MBW**

Church, rejoice! Raise your voice, sing Jehovah's worthy praise;  
extol his name forever; laud him, our God and Savior;  
proclaim to ev-ry nation the tidings of salvation;  
bear the witness to his greatness; spread the story of his glory  
to the earth's remotest bounds.

Church unite, for the right; let your foes behold your stand;  
rebuke them for their error; inspire with hope and fervor;  
declare the Savior's merit and how the Holy Spirit  
by his power every hour, will direct us and protect us  
in a world of sin and strife.

Church, go forth o'er the earth; Christ, your head, has hallowed you,  
a chosen bride forever, adorned now for our Savior;  
be strong and be not cheerless, and may your saints be fearless;  
in all places, with all races, may that story of his glory  
be the hope of all the world.

#427, MBW (with adaptation)

O perfect Love, all human thought transcending,  
lowly we kneel in prayer before your throne,  
that ours may be the love which knows no ending,  
whom you forevermore unite in one.

O perfect Life, be now our full assurance  
of tender charity and steadfast faith,  
of patient hope and quiet, brave endurance,  
with childlike trust that fears no pain or death.

Grant us the joy which brightens earthly sorrow;  
grant us the peace which calms all earthly strife,  
and to life's day the glorious unknown morrow  
that dawns upon eternal love and life.

Lord Jesus Christ, invited guest and Savior,  
with tender mercy hear us as we pray;  
grant our desire for those who seek your favor,  
come with your love and bless us all today.

#544, MBW

Joyful, joyful, we adore you, God of glory, Lord of love;  
hearts unfold like flowers before you, opening to the sun above.  
Melt the clouds of sin and sadness; drive the dark of doubt away;  
giver of immortal gladness, fill us with the light of day!

All Your works with joy surround you,  
earth and heav'n reflect your rays,  
stars and angels sing around you, center of unbroken praise.  
field and forest, vale and mountain, flow'ry meadow, flashing sea,  
chanting bird and flowing fountain, praising you eternally!

Always giving and forgiving, ever blessing, ever blessed,  
well-spring of the joy of living, ocean depth of happy rest!  
Loving Father, Christ our Brother, let your light upon us shine;  
teach us how to love each other, lift us to the joy divine.

#675, MBW

What brought us together, what joined our hearts?  
The pardon which Jesus our High priest imparts;  
'Tis this which cements the disciples of Christ,  
who are into one by the Spirit baptized.

Is this our high calling, harmonious to dwell,  
and thus in sweet concert Christ's praises to tell,  
in peace and blessed union our moments to spend  
and live in communion with Jesus our friend?

O yes, having found in the Lord our delight,  
he is our chief object by day and by night;  
this knits us together; no longer we roam;  
we all have one father; and heav'n is our home.

**Grace**

#816, MBW

Be present at our table, Lord;  
be here and everywhere adored;  
from your all-bounteous hand our food  
may we receive with gratitude.

**WE PARTAKE OF OUR LOVEFEAST**

**SPECIAL MUSIC**

**THE CUPS ARE COLLECTED**

#673, MBW

Christian hearts in love united, seek alone in Jesus rest;  
has he not your love excited? Then let love inspire each breast.  
Members on our head depending, lights reflecting him, our Sun,  
brethren his commands attending, we in him, our Lord, are one.

Come then, come, O flock of Jesus, covenant with him anew;  
unto him, who conquered for us, pledge we love and service true;  
and should our love's union holy firmly linked no more remain,  
wait ye at his foot stool lowly, till he draw it close again.

Grant, Lord, that with thy direction, "Love each other," we comply,  
aiming with unfeigned affection thy love to exemplify;  
let our mutual love be glowing; thus the world will plainly see  
that we, as on one stem growing, living branches are in thee.

#731, MBW  
verses 1 & 3

Savior, like a Shepherd lead us; much we need your tender care.  
in your pleasant pastures feed us; for our use your folds prepare.  
Blessed Jesus, blessed Jesus! you have bought us; yours we are.  
Blessed Jesus, blessed Jesus! you have bought us, yours we are.

You have promised to receive us, poor and sinful though we be;  
you have mercy to relieve us, grace to cleanse and pow'r to free.  
Blessed Jesus, blessed Jesus! early let us turn to you;  
Blessed Jesus, blessed Jesus! early let us turn to you.

## Prayer Requests

Use this prayer list creatively in whatever way that will help you remember these names in prayer. Take it home, Place this list in a certain place. Pray while doing certain things. Pray for a different group of people each day. Download an app on your phone that will help you keep your prayers organized. Do what works for you to remain connected in prayer. Here are those we are praying for now:

Sharon Bond	Pat Mills (Sharon Hollowell)
Kyle Borowski	David Nagle
Helene Boyle	Irene Nora (Sally Abruzzese)
Billy Christman (Sherri Hoff)	Kiera Pheiffer (Tom Pheiffer)
Kay Gariepy	Pete Raskovic (Anne Hosterman)
Anna Gehret	Ed Reed (Nancy Remaly)
Tim Gilman (Robyn Balsai)	Rev. Dick Seigfried (Helene Boyle)
Jim Grebs (Rick Grebs)	Brent Sergent, II
Eric Hollowell	Pat Strohl
Sharon Hollowell	Allison (Kathie Klein)
Peg Heimbrook	JoAnn (Carol Saeger)
Leah Hosterman	Louie & family (Pastor Jodie)
Hriniak family (Myra Jones)	Maria Adela (Carole Schachter)
LaRue Jones	Mike (Sergent family friend)
Lenny Kuhns (Marcia Horning)	Nora (Sally Abruzzese)
Shannon Kuhns (Marcia Horning)	Rosie (Nancy Remaly)
Logan Lipsky (Jenny Minnich)	Tracy (Carol Saeger)
Kathy Loch (Sharon Hollowell)	

### **Homebound**

Ann Amidon (Jessie Bucchin)  
Joyce LeWando

### **Comfort**

The Engelbrecht Family

### **Guidance**

Janice Bourdage  
Jeffrey Boyle (Helene Boyle)  
Gareth Messman (Messmans)  
Ryan Zaun (Sharon Zaun)  
Julie (Marcia)

This list will be refreshed regularly. If you would like a name added or removed from the list, please fill out a blue prayer request card found in the pews or contact the church office.



**Youth Sunday School** Last day until Sept. will be Sunday, May 17th.

**2026 Camp Hope summer schedule**

6.28-7.04 \*Music Theater Camp (Godspell, Jr.) Grades 5-9

7.05-7.11 Primary Conference Grades 3&4

7.12-7.18 Middler Conference Grades 5&6

7.19-7.25 Junior High Conference Grades 7&8

7.26-8.01 Senior High Conference Grades 9-12

8.02-8.05 Pre-Primary Conference Grades 1&2

8.02-8.08 \*Junior Park Ranger Camp Grades 3-6

\* limited to 30 enrollees

**Moravian Archives Programming Survey** The purpose of this survey is to gather feedback on the programming currently being offered at MAB, including what aspects participants enjoy and what areas may need improvement. Your responses will help us better understand preferences, identify gaps, and guide future planning to ensure our programs meet the needs and interests of those we serve. All feedback is valuable and will be used to inform enhancements moving forward. To share your input, visit: [tinyurl.com/yx2v7z3p](https://tinyurl.com/yx2v7z3p)

**Essentials Cafe Fundraiser** Thursday, May 14, 2026

10:00am-9:00pm at Pat's Bistro, 1426 W Broad St., Bethlehem. You must mention you are supporting Essentials Cafe during your visit. Cannot be combined with any other offers.

**First Moravian Church** Church Yard Sale and Bake Sale

May 16th, 8:00am-1:00pm, 225 N 10th St., Easton.

**BAM Night at the Iron Pigs** Join the Bethlehem Area Moravians - and friends - for a baseball game on Friday, June 5, 7 pm at the Iron Pigs stadium. Affordable fun for everyone. All are welcome!

Tickets: \$10 each, with a \$3 loaded value. Parking: \$5.

RSVP to: [tinyurl.com/3kth8p2y](https://tinyurl.com/3kth8p2y)

## Position available with the Interprovincial Board of Communication (IBOC)

The Interprovincial Board of Communication (IBOC) of the Moravian Church in America is seeking a detail-oriented and customer-focused **Customer Service / Business Assistant** to support our product sales, customer service, and business operations. This role serves as the primary point of contact for customers and congregations, ensuring smooth order processing, accurate invoicing, timely shipping, and effective communication.

This is a dynamic, part-time role ideal for someone who enjoys multitasking, working with people, and contributing to the communication and publication work of the Moravian Church in America. You'll be working with a small, collaborative, tight-knit team with connection to customers and congregations around the U.S. and Canada.

### **About the Moravian Church IBOC**

The Interprovincial Board of Communication (IBOC) represents the communication and publication ministry of the Moravian Church in America. We publish *The Moravian Magazine*, manage the denominational website and provide worship resources to the Moravian Church in U.S. and Canada. We also sell books and Moravian-themed materials, including *The Moravian Daily Texts*, the oldest continually published devotional in the world.

**Job Title:** Customer Service / Business Assistant (Part-Time)

**Organization:** Interprovincial Board of Communication (IBOC), Moravian Church in America

**Location:** Bethlehem, PA (Moravian Church Center)

**Hours:** 20–25 hours per week (with potential for increased hours during peak seasons). This is an hourly (non-exempt) position, reporting to the IBOC Executive Director

**Start date:** June 2026

### **Key Responsibilities**

- Respond to customer inquiries and process orders via phone, email, online store, and in-person visits
- Process orders, invoicing, and payments using Sage Accounting software
- Maintain and update online store (store.moravian.org)
- Coordinate the Moravian Church bulletin program, including order management and vendor communication
- Track inventory levels and assist with product restocking
- Pack and ship orders using UPS and USPS
- Monitor shipping methods and expenses
- Assist with accounts receivable, including deposits and reconciliations
- Manage subscriptions and billing for the Moravian Magazine
- Support product development and promotional efforts
- Maintain and organize retail space within the Moravian Church Center
- Update the Moravian Church member database in CommunitySuite
- Assist with communication initiatives and events
- Assist with proofreading and fact-checking for IBOC publications
- Perform other duties as assigned

## Qualifications

### Required Skills:

- Strong communication and customer service abilities
- High attention to detail with a focus on accuracy and efficiency
- Ability to multitask and manage time effectively
- Team-oriented with the ability to work independently
- Proficiency with Microsoft Office, Outlook, and general business software

### Preferred Qualifications:

- Experience with Sage (Peachtree) Accounting or similar software
- E-commerce or online store management experience
- Basic knowledge of accounting practices
- Familiarity with UPS/USPS shipping processes
- Associate's degree or equivalent work experience
- Proofreading and fact-checking skills
- Familiarity with the Moravian Church

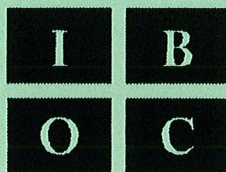
### Pay and Benefits:

- Pay: \$18-\$22 per hour, based on experience
- Vacation, sick and holiday pay
- Voluntary dental and vision plans
- Collaborative and supportive work environment

### Additional Information

- Present work schedule is half-days Monday through Friday; timing is flexible. Hours will increase (up to 35+ hours/week) during peak seasons, particularly October through December
- To perform shipping duties, candidate must be able to lift/move 40 lbs.
- This position is onsite at the Moravian Church Center in Bethlehem, PA
- While Moravian Church membership is not required, candidates should be willing to understand, respect, and support the mission of the Moravian Church in America

**To Apply:** Please submit your resume and a brief cover letter outlining your interest and qualifications to [benefits@mcnp.org](mailto:benefits@mcnp.org).



INTERPROVINCIAL BOARD  
OF COMMUNICATION



IBOC • MORAVIAN CHURCH IN AMERICA  
1021 CENTER ST • BETHLEHEM, PA 18018  
[WWW.MORAVIAN.ORG](http://WWW.MORAVIAN.ORG)