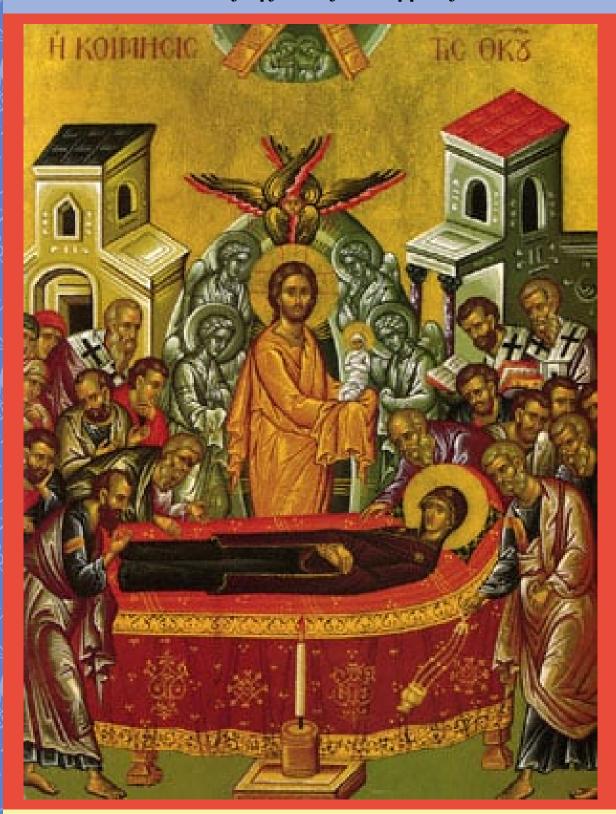


The LIGHT of the ASCENSION Το Φως της Θείας Αναλήψεως



August, 2024



What an honor to be featured in a documentary about our Ascension Church by the YouTube Channel GREEKTV4E! CLICK ON LINK TO VIEW

IMPORTANTREMINDER



ASCENSION GREEK ORTHODOX CHURCH

ΕΛΛΗΝΙΚΗ ΟΡΘΟΔΟΞΟΣ ΕΚΚΛΗΣΙΑ ΤΗΣ ΘΕΙΑΣ ΑΝΑΛΗΨΕΩΣ



REV. CHRISTOS L. PAPPAS PROTOPREBYTER

June 26th, 2024.

PARISH COUNCIL

EXECUTIVE BOARD

Peter A. Frangiskou President

Stelios Socratous 1st Vice President

Stelios Kyprianou 2nd Vice President

Michael Siderias Treasurer

Mihaelos N. Mihalos 1st Asst. Treasurer

Ioanna Georgiadis 2nd Asst. Treasurer

Panagiotis Sardis Secretary

Niki Kaousias Asst, Secretary

BOARD MEMBERS

Nikki Antoniou

Emmanuel Hatzakis

George Hristofidis

Christina Ioannides

Christos Kanakis

George Lapiotis

Martha Liosatos

Pauline Tasigiannis

Flourentzos Toumazou

Dear parishioners, family and friend,

We are happy that you are a part of our congregation. Your presence at our church is truly a blessing. We hope that you will cultivate and strengthen your faith through involvement with our community. In order to be an active member of any organization you need to be in good standing with your membership. Therefore, we ask you to ascertain that your membership is currently paid (due every January). Please support your Church and Community to keep alive our religious, Greek School, cultural and philanthropic works.

If you have not yet paid for 2024, payments can be made by check to the Ascension Church.

For a quicker payment process, please click on the link below and pay by credit/debit card.

Thank you for your support. We hope you have a restful summer!

Looking forward to seeing everyone in September. May the love of our Lord Jesus Christ be with you all.

Best wishes,

Peter A. Frangiskou Rev. Christos L. Pappas Michael Siderias Parish Council President Protopresbyter Treasurer

Tel: 201-945-6448 · Fax: 201-945-6463 · 101 Anderson Avenue, Fairview, New Jersey 07022 www.ascensionfairview.org · info@ascensionfairview.org

PAY Membership HERE

SCHEDULE OF SERVICES

Sunday

August 4, 2024

6th Sunday of Matthew (click here)

8:30 a.m.-11:30 a.m. Orthros, Divine Liturgy

7:00 p.m. - 8:00 p.m.

Paraklesis

Monday
August 5, 2024
7:00 p.m. Vespers

Tuesday
August 6, 2024

Transfiguration of Jesus Christ

(click here)

9:00 a.m. Orthros Divine Liturgy 7:00 p.m. - 8:00 p.m. Paraklesis

(click here)

Wednesday

August 7, 2024

7:00 p.m. - 8:00 p.m. Paraklesis

Thursday

August 8, 2024

7:00 p.m. - 8:00 p.m. Paraklesis

Friday

August 9, 2024

7:00 p.m. - 8:00 p.m.

Paraklesis

Saturday

August 10, 2024

Laurence,

Chitus Bishop or Rome

(click here)

9:00 a.m.

Orthros, Divine Liturgy

Sunday

August 11, 2024

7th Sunday of Matthew

(click here)

8:30 a.m.-11:30 a.m.

Orthros, Divine Liturgy

7:00 p.m.—8:00 p.m.

Paraklisis

Monday

August 12, 2024

7:00 p.m. - 8:00 p.m.

Paraklesis

Tuesday
August 13, 2024
7:00 p.m. - 8:00 p.m.
Paraklesis

Wednesday
August 14, 2024
7:00 p.m. - 9:00 p.m.
Vespers

Thursday
August 15, 2024

Dormition of the Theotokos
(click here)

9:00 a.m. Orthros, Divine Liturgy

Friday
August 16, 2024

Translation of the Image of Christ
(click here)
Agios Gerasimos
(click here)
9:00 a.m. Orthros
Divine Liturgy

Sunday
August 18, 2024
8th Sunday of Matthew
(click here)
8:30 a.m.-11:30 a.m.,
Orthros, Divine Liturgy

Thursday
August 22, 2024
7:00 - 9:00 p.m.
Vespers

Friday
August 23, 2024
Apodosis of the Dormition
(click here)
9:00 a.m. Orthros,
Divine Liturgy

Saturday
August 24, 2024
Kosmas of Aetolia
(click here)
9:00 a.m. Orthros

Divine Liturgy

Sunday August 25, 2024

9th Sunday of Matthew (click here)

8:30 a.m.-11:30 a.m.

Orthros, Divine Liturgy

Monday

August 26, 2024

7:00 - Vespers Agios Fanourios (St. Fanourios Church)

Tuesday

August 27, 2024

Phanourios the Great Martyr

(click here)

9:00 a.m. Orthros, Divine Liturgy

Thursday

August 29, 2024

Beheading of John the Baptist

(click here)

9:00 a.m. Orthros, Divine Liturgy

Friday

August 30, 2024

Alexander, John & Paul, New Patriarchs of Const.

(click here)

9:00 a.m. Orthros, Divine Liturgy

Saturday

August 31, 2024

Honorable Sash of Theotokos (click here)

9:00 a.m. Orthros, Divine Liturgy

Sunday

September 1st, 2024

Ecclesiastical New Year (click here)
Symeon the Stylite

(click here)

8:30 a.m.-11:30 a.m., Orthros, Divine Liturgy

> <u>Κυριακή</u> 4 Αυγούστου, 2024

Στ' Ματθαίου

(click here)

8:30 π .μ. – 11:30 π.μ. Όρθρος, Θ. Λειτουργία 7:00 μ.μ. - 8:00 μ.μ. Παράκλησις (click here)

<u>Δευτέρα</u>
5 Αυγούστου, 2024
7:00 μ.μ. Εσπερινός

Τρίτη

6 Αυγούστου, 2024

Η Μεταμόρφωσις του

Κυρίου Ημών Ιησού Χριστού

(click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

7:00 μ.μ. - 8:00 μ.μ. Παράκλησις

Τετάρτη

7 Αυγούστου, 2024 7:00 μ.μ. - 8:00 μ.μ. Παράκλησις

Πέμπτη

8 Αυγούστου, 2024 7:00 μ.μ. - 8:00 μ.μ.

Παράκλησις

<u>Παρασκευή</u>

9 Αυγούστου, 2024

7:00 μ.μ. - 8:00 μ.μ.

Παράκλησις

<u>Σάββατο</u>

<u>10 Αυγούστου, 2024</u>

Λαυρέντιος, Ξύστος

(click here)

9:00 π.μ. Όρθρος Θεία Λειτουργία

Κυριακή

11 Αυγούστου, 2024 Ζ΄ Ματθαῖου (click here)

8:30 π .μ. – 11:30 π.μ. Όρθρος, Θ. Λειτουργία 7:00 μ.μ. - 8:00 μ.μ. Παράκλησις

<u>Δευτέρα</u>
12 Αυγούστου, 2024
7:00 μ.μ. - 8:00 μ.μ.
Παράκλησις

<u>Τρίτη</u>
13 Αυγούστου, 2024
7:00 μ.μ. - 8:00 μ.μ.
Παράκλησις

<u>Τετάρτη</u> 14 Αυγούστου, 2024 7:00 μ.μ. - 9:00 μ.μ. Εσπερινός

Πέμπτη
15 Αυγούστου, 2024
Κοίμησις της
Υπεραγίας Θεοτόκου
(click here)
9:00 π.μ. Όρθρος,
Θεία Λειτουργία

Παρασκευή
16 Αυγούστου, 2024
Αγιον Μανδήλιον
(click here)
Αγιος Γεράσιμος
(click here)
9:00 π.μ. Όρθρος,
Θεία Λειτουργία

<u>Κυριακή</u>
18 Αυγούστου, 2024
Η' Ματθαΐου
(click here)
8:30 π .μ. – 11:30 π.μ.
Όρθρος, Θεία Λειτουργία

<u>Πέμπτη</u>
22 Αυγούστου, 2024
7:00 - 9:00 μ.μ.
Εσπερινός της Παναγίας

<u>Παρασκευή</u> 23 Αυγούστου, 2024

Απόδοσις Κοιμήσεως Θεοτόκου (click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

Σάββατο

24 Αυγούστου, 2024

Κοσμάς ο Αιτωλός (click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

Κυριακή

25 Αυγούστου, 2024

Θ' Ματθαΐου

(click here)

8:30 π .μ. - 11:30 π.μ. Όρθρος, Θεία Λειτουργία

<u>Δευτέρα</u>

26 Αυγούστου, 2024

7:00 μ.μ. Εσπερινός Αγ. Φανουρίου (Ναός Αγ. Φανουρίου)

Τρίτη

27 Αυγούστου, 2024

Φανούριος Μεγαλομάρτυς (click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

Πέμπτη

29 Αυγούστου, 2024

Αποτομή

Κεφαλής Προδρόμου

(click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

Παρασκευή

30 Αυγούστου, 2024

Αλέξανδρος, Παύλος,

Ιωάννης Πατριαρχες Κωνστ.

(click here)

9:00 π.μ. Όρθρος, Θεία Λειτουργία

Σάββατο

31 Αυγούστου, 2024 Κατάθεσις Ζώνης Θεοτόκου (click here) 9:00 π.μ. Όρθρος, Θεία Λειτουργία

<u>Κυριακή</u>
1η Σεπτεμβρίου, 2024
Αρχή Ινδίκτου
(click here)
Συμεών Στυλίτης
(click here)
8:30 π .μ. – 11:30 π.μ.
Όρθρος, Θεία Λειτουργία

LIVE STREAM click here

DONATE to the ASCENSION CHURCH click here

LIGHT a CANDLE and SAY a PRAYER click here

MEMORIAL SERVICES SUNDAY August 4, 2024

40 days: Angela Donas

40 days: Marina Rizas

40 days: Efthymios Kateris

Coffee is offered by the Kateris Family that has the Memorial Service

SATURDAY
August 10, 2024
1 year:
Antonios Manglaras

SUNDAY

August 11, 2024 2 years: Barry Lazarus Critides

Coffee is offered by the Critides Family that has the Memorial Service

<u>MNHMΟΣΥΝΑ</u> <u>KYPIAKH</u> 4 Αυγούστου, 2024

40 μέρες: Αγγελική Δόνα

40 μέρες: Μαρίνα Ριζάς

40 μέρες: Ευθύμιος Κατέρης

Ο καφές προσφέρεται από την οικογένεια Κατέρη που τελεί το μνημόσυνο εις μνήμη του κεκοιμημένου

ΣΑΒΒΑΤΟ

10 Αυγούστου,2024 1 χρόνος: Αντώνιος Μανγκλάρας

ΚΥΡΙΑΚΗ 11 Αυγούστου,2024 2 χρόνια: Βαρύτιμος Λάζαρος Κριτίδης

Ο καφές προσφέρεται από την οικογένεια Κριτίδη που τελεί το μνημόσυνο εις μνήμη του κεκοιμημένου

Sacraments - Μυστήρια

Weddings - Γάμοι

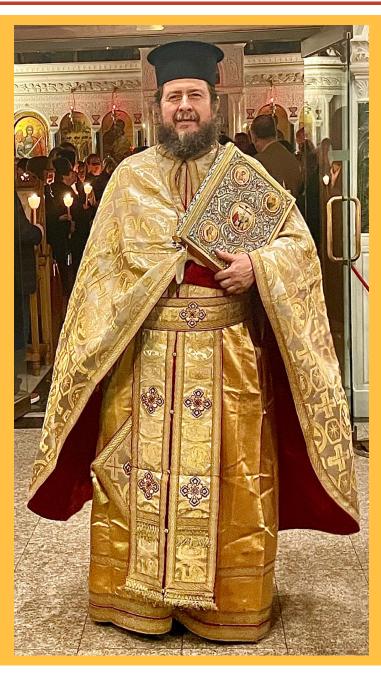
3:30 p.m. Friday,

<u>August 16, 2024</u>

Gregorgy V. Anastassatos & Kamila (Kalliopi) Ferreira Godinho

> 2:00 p.m. Sunday August 25, 2024

Luke Ryan Yarter &
Christina Marie Ramirez



Rev. Christos L. Pappas Protopresbyter

office: 201-945-6448 cell: 201-707-4737 fatherchristos@yahoo.com Anastasia Perdikos Office Administrator office: 201-945-6448 Office hours: Monday, Wednesday 9:30 a.m. - 5:00 p.m. Tuesday, Thursday, Friday 9:30 a.m. - 3:00 p.m. info@ascensionfairview.org ANNOUNCEMENTS

ΠΑΝΑΓΙΑ ΠΡΟΥΣΙΩΤΙΣΣΑ

Κάνουμε γνωστό σε όλους τους ομογενείς, σε όλους τους Ευουτάνες, Αιτωλοακαρνάνες και Ναυπάκτιους ότι, θα τελεσθεί Πανηγυρικός Εσπερινός την Πέμπτη 22 Αυγούστου, 2024 και ώρα 7:00 μ.μ. και την Παρασκευή 23 Αυγούστου 2024, 9:00 π.μ. – 11:30 π.μ. Όρθρος και Θεία Λειτουργία, στον Ιερό Ναό Θείας Αναλήψεως, Fairview, New Jersey, επί τη εορτή της Αποδόσεως της Κοιμήσεως της Υπεραγίας Θεοτόκου, και επί τη εορτή της Θαυματουργικής Εικόνος της Παναγίας της Προυσιώτισσας. Γίνεται γνωστό ότι στον Ιερό Ναό βρίσκεται προσκυνητάρι με αντίγραφο της Θαυματουργικής εικόνος.

Παρακαλούνται οι πιστοί να τιμήσουν την Εορτή της Παναγίας προσερχόμενοι εις τις Ιερές Ακολουθίες. Μετά τον Εσπερινό και Θεία Λειτουργία θα προσφερθούν γλυκά και καφές.



Metropolis of New Jersey Annual Holy Cross Celebration

Celebrated by His Eminence, Metropolitan Apostolos of New Jersey

Sunday, September 15, 2024

- 8:00 AM Orthros and Hierarchical Divine Liturgy:
 St. George Greek Orthodox Church 1033 W. Park Avenue Ocean, NJ
- Blessing of the Waters and Youth Dive for the Cross following the Divine Liturgy: Deal Beach - 111 Ocean Ave., Deal, NJ
- Fellowship Picnic to follow for all at St. George Church in Ocean, NJ



UPCOMINGEVENTS

September 13, 2024

Greek School First Day & Agiasmos

September 15, 2024

Annual Metropolis of New Jersey Holy Cross Celebration

September 22, 2024

Catechism School

First Day & Agiasmos

October 22, 2024

Philoptochos Fashion Show

PHILOPTOCHOS

ASCENSION GREEK ORTHODOX CHURCH 101 ANDERSON AVENUE FAIRVIEW, NEW JERSEY 07022 IS HOLDING THEIR



AUGUST WEEKENDS

2nd, 3rd,4th 9th, 10th, 11th 16th, 17th, 18th 23rd, 24th, 25th 30th, 31st

FRIDAY & SATURDAY 10 a.m. to 5 p.m. SUNDAY 12 noon to 5 p.m.

THOSE INDIVIDUALS WISHING TO DONATE GOODS
KINDLY CONTACT THE CHURCH OFFICE (201-945-6448)
TO MAKE SURE SOMEONE IS ONSITE TO ACCEPT THESE DONATIONS.

PLEASE COME AND HELP SUPPORT THIS FUNDRAISER.
PROCEEDS WILL BE USED TO HELP UPGRADE THE CHURCH KITCHEN

GREEK SCHOOL



Wednesday & Friday 4:30-6:30 PreK - 6th grade

Friday 5:00-6:30 7, 8, and 9 grade

School opens on Friday, September 13 with Agiasmos by Fr. Christos







One of the best schools in NJ

Excellent Program
with a rich curriculum
with emphasis on
speaking skills,
reading, writing, and
conversation

We are using the immersion method with music, theater, dancing, plays and field trips

Register your children in our safe and pleasant Greek School.

Registration is in progress.
Please call the Church office.

201 -945 6448

Good News from our Greek School!

We are announcing the opening of the Pre K3 Program in our Greek School!

We urge all our parishioners to call the church office at: 201 945 6448 for information about registration.

The class will meet every Wednesday and Friday from: 4:30 – 6:30 p.m. Our teacher will be Miss Elizabeth Baltzis.

Now we have a complete program for Pre K3, Pre K4 and Kindergarten in a secure and educationally excellent environment.



Καλά νέα από το Ελληνικό Σχολείο!

Ενημερώνουμε όλους τους ομογενείς ότι το Ελληνικό Σχολείο αρχίζει και νέο πρόγραμμα για τα παιδιά ηλικίας 3 ετών! Έτσι η Κοινότητά μας τώρα έχει ολοκληρωμένο πρόγραμμα για τα παιδιά 3 ετών, 4 ετών και 5 ετών.

Το πρόγραμμα λειτουργεί κάθε Τετάρτη και Παρασκευή από τις 4:30 -6:30 μ.μ. Το σχολείο ανοίγει την Παρασκευή 13 Σεπτεμβρίου, 2024.

Information and Procedures for Registration in our Greek School Program for 2024-2025

Dear Parents of our Greek School:

We pray that this communication will find all of you in good health and spirit!

Our Greek School will open on *Friday, September 13, 2024, at 4:30 p.m. with Agiasmos*, for all students PreK 3- 9.

All students are to be registered by Wednesday, September 11, 2024. We need to know how many students will register, so that we

can plan the school program and the number of Teachers to be hired. Therefore, we are sending you now the Registration Form and other documents by email so that you can print them, fill them out and submit them on time prior to September 13, 2024.

Registration in person takes place in the church office at the following times:

Monday & Wednesday: 10:00 a.m. - 4:30 p.m. & Tuesday/Thursday/Friday: 10:00 a.m. - 2:30 p.m.

Our Greek School is a program of the Ascension Church Community. Please note that under the regulations of the Archdiocese of the United States, parents of students attending the Greek School program must be current members of the parish. Please be reminded that the parish membership is on a calendar year, not on the school year. If you have not paid your 2024 parish obligation yet, payment will be required at registration together with the school tuition fees.

We are looking forward to receiving your registration early and welcoming all our students with love and respect on Friday, September 13, 2024.

We wish you all a healthy and joyful summer. We urge you to spend time with your children and to talk to them in Greek once in a while!

We wish you a healthy and successful new school year 2024-2025!

Peter A. Frangiskou Parish Council President Rev. Christos L. Pappas Protopresbyter

Demosthenes Triantafillou School Principal



ASCENSION GREEK ORTHODOX CHURCH ΕΛΛΗΝΙΚΗ ΟΡΘΟΔΟΞΟΣ ΕΚΚΛΗΣΙΑ ΤΗΣ ΘΕΙΑΣ ΑΝΑΛΗΨΕΩΣ



REV. CHRISTOS L. PAPPAS PROTOPRESBYTER

GREEK AFTERNOON SCHOOL REGISTRATION FORM 2024-2025 REQUIREMENT: TO BE REGISTERED YOU HAVE TO BE A PAID MEMBER OF THE CHURCH

Student's Additional Information Date of Birth American School Grade (as of 9/24) Greek School Grade (as of 9/24) Address (Street Name, Number and Apt. Number) City State Zip Code Father's Name (First and Last) Mother's Name (First and Last) Parents' Contact Information Father's Home Phone Father's Business Phone Mother's Cell Phone Mother's Home Phone Mother's Email Address Principal's Approval (Required for Grades Pre-K3, k4, K and 1st) Signature Date FOR OFFICE USE ONLY Application Received By: Print Name \$ Signature \$	Student's Name in Engli	ish (as it appears on birth certificate)			
Student's Name in Greek (as given at baptism) Last Name First Name Student's Additional Information Date of Birth American School Grade (as of 9/24) Greek School Grade (as of 9/24) Address (Street Name, Number and Apt. Number) City State Zip Code Father's Name (First and Last) Mother's Name (First and Last) Parents' Contact Information Father's Home Phone Father's Business Phone Father's Cell Phone Mother's Home Phone Mother's Business Phone Mother's Cell Phone Father's Email Address Principal's Approval (Required for Grades Pre-K3, k4, K and 1st) Signature Date FOR OFFICE USE ONLY Application Received By: Print Name \$ Signature \$					
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Mother's Name (First and Last) Parents' Contact Information Father's Home Phone Father's Business Phone Father's Cell Phone Mother's Home Phone Mother's Business Phone Mother's Cell Phone Father's Email Address Mother's Email Address Principal's Approval (Required for Grades Pre-K3, k4, K and 1st) Signature Date FOR OFFICE USE ONLY Application Received By: Print Name Signature \$ Signature	Address (Street Name, Number	er and Apt. Number)	City	State	Zip Code
Parents' Contact Information Father's Home Phone Father's Business Phone Father's Cell Phone Mother's Home Phone Mother's Business Phone Mother's Cell Phone Father's Email Address Mother's Email Address Principal's Approval (Required for Grades Pre-K3, k4, K and 1st) Signature Date FOR OFFICE USE ONLY Application Received By: Print Name Signature \$ \$	Father's Name (First and La	st)			
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Principal's Approval (Required for Grades Pre-K3, k4, K and 1st) Signature Date FOR OFFICE USE ONLY Application Received By: Print Name Signature \$	Mother's Home Phone	Mother's Business Phone		Mother's Cell Phone	
Signature Date FOR OFFICE USE ONLY Application Received By: Print Name Signature \$	Father's Email Address		Mother's Email	Address	
FOR OFFICE USE ONLY Application Received By: Print Name Signature \$	Principal's Approval (R	equired for Grades Pre-K3, k4, K and 1s	t)		
Application Received By: Print Name Signature \$	Signature		Date		-
<u> </u>	FOR OFFICE USE ON	LY			
Date Application Received Parish Membership Paid Tuition Paid	Application Received By: P		Signature	\$	
	Date Application Received	Parish Members	hip Paid	Tuition Pa	id

101 Andersen Avenue, Fairview New Jersey 07022 Tel.: (201)945-6448 Web: www.ascensionfairview.org E-Mail: info@ascensionfairview.org



ASCENSION GREEK ORTHODOX CHURCH ΕΛΛΗΝΙΚΗ ΟΡΘΟΔΟΞΟΣ ΕΚΚΛΗΣΙΑ ΤΗΣ ΘΕΙΑΣ ΑΝΑΛΗΨΕΩΣ

REV. CHRISTOS L. PAPPAS
PROTOPRESBYTER

EST. 195

GREEK AFTERNOON SCHOOL HEALTH HISTORY FORM YEAR 2024-2025

Child's Name:					
Please state any disease, allergies and/or recurring illnesses the child may have:					
Does this child requir	e any medication:				
Date of last Tetanus s	hot:				
and itym will be	Emergency 7	Treatment Authorization Fo	rm		
opinion of the attending	dian of by a qualified and licens physician, may endange	ed Medical Doctor in the event of a er my child's life, cause disfigurement only after a reasonable effort has be	nt, physical impairment or undue		
Name of Parent/Guard					
Address:					
Daytime Phone #:		Evening Phone #:			
Cell Phone/Pager #:		Hospital Preference:			
Family Physician:		Physician Phone #:			
Dates during which re	lease is granted:	September 2024	2025		
Please indicate specific medical personnal sho		nic illnesses or other medical con-	ditions coaches, counselors and		
Other person to contac	t in case of emergency:	1972			
Person's relationship to	child:				
Daytime Phone #:		Evening Phone #:			
	l and signed of my own f s in my absence.	free will for the sole purpose of auth	norizing medical treatment under		
smergency circumstance					

101 Andersen Avenue, Fairview New Jersey 07022 Tel.: (201)945-6448 Web: www.ascensionfairview.org E-Mail: info@ascensionfairview.org



ASCENSION GREEK ORTHODOX CHURCH

Ελληνική Ορθοδόξος Εκκλησία της Θείας Αναλήψεως



REV. CHRISTOS L. PAPPAS PROTOPREBYTER

Greek School Bell Schedule/Church Membership Fee/Tuition

GRADE	DAYS	TIME	
<u>Pre K – 6</u>	Wednesday	4:30 – 6:15 p.m.	
<u>Pre K – 6</u>	Friday	4:30 – 6:30 p.m.	
Grade 7 Mrs. D. Baltzis	Wednesday	4:45 – 6:30 p.m.	
Grade 9 Group B1 – Ellinomatheia History/Literature Mrs. D. Baltzis	Friday	4:45 – 6:30 p.m.	
Grade 9 Group B2 – Ellinomatheia History/Literature Mrs. V. Tjionas	Friday	4:45 – 6:30 p.m.	

PARISH MEMBERSHIP FEES \$450: Please be reminded that the parish membership is on a calendar year, not on the school year. If you have not paid your 2024 parish obligation yet, payment will be required at registration together with the school tuition fees.

2024-2025 Greek School Tuition

Pre K3, K4, K - Grade 6

First Child: \$450 Second Child: \$400 Third Child: \$350

Grades 7, 8 & 9 \$400 per child

Tel: 201-945-6448 · Fax: 201-945-6463 · 101 Anderson Avenue, Fairview, New Jersey 07022 www.ascensionfairview.org · info@ascensionfairview.org

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT POSITION AT ASCENSION GREEK ORTHODOX CHURCH IN FAIRVIEW, NJ

The Parish Council of the Ascension Greek Orthodox Church in Fairview, NJ is seeking applications to fill the position of Administrative Assistant (Secretary) in the church office. The position will be filled effective October 1, 2024 and entails in-person work five days a week. The hours are 9:30 a.m. to 3:30 p.m. for three days and 9:30 a.m. to 5 p.m. for two days (preferably Wednesdays and Fridays). The holder of the position works closely with the parish priest and the leaders of the various parish organizations; and reports

to the Parish Council.

The successful candidate will have excellent verbal and written communication skills in both Greek and English. They will be able to accurately translate passages from English to Greek and vice versa. Applicants should be proficient in Microsoft Office, more specifically in Word, PowerPoint, and Excel. They will be fluent in keeping electronic archives of the various ministries of the community, including the Greek Afternoon School. Some knowledge of the use of social media is preferred. An enthusiastic, cooperative spirit is a must. Prior experience in similar positions is a plus.

Interested applicants should send their resume and a cover letter explaining their interest in the position and qualifications for it at the following address:

Personnel Committee
Greek Orthodox Church of the Ascension
101 Anderson Avenue
Fairview, NJ 07022
Phone# 201 945 6448
email: info@ascensionfairview.org

VISIT our WEBSITE



Ascension Greek Orthodox Church | 101 Anderson Avenue | Fairview, NJ 07022 US

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