



9/7/21

To: Parishioners of St. John's Episcopal Church of Lancaster
From: Webb Cook, Senior Warden
Re: Update on Parish Administrator Position

I hope everyone is well and safe. I wanted to follow up on our discussion at both services on Sunday, August 29th, where I discussed the resignation of Equilla Curry, our Parish Administrator. Due to family reasons, Equilla had to resign from her position at St. John's. Amanda met with Equilla last week to collect keys, passwords, etc.

In the short term, the Executive Committee and Personnel Committee have decided the best course of action is to retain John Knouse for the next 8 weeks to act as our interim Parish Administrator. John has the background and skills to handle the work that is needed for the efficient operation of the Parish office. His duties will include the following:

1. Create bulletins for Sunday Services
2. Work on the Messenger (especially October)
3. Handle email correspondence
4. Basic publicity (social media and blog posts)
5. Oversee the work related to phone system and server upgrades, and ACS to the cloud
6. Creation of username/password document, with regular updated copies to be sent to the Rector and Senior Warden
7. Be a welcoming presence at the Church Office
8. Ensure inventory is stocked (paper, stamps, etc.)
9. Create a Parish Administrator Manual

John's hours will be 9 am to 3 pm Mondays through Thursdays, and 9 am to 12 noon on Fridays. We will still need volunteers to cover the office on Wednesday afternoons during Eagle's Nest (as John is in charge of that).

Amanda and Matt have already worked up the new job description for the Parish Administrator's position. The next step is to get this posted on various job sites so Personnel Committee can work up a candidate pool and schedule interviews. The goal is to have a new employee hired for this position in the next 8-12 weeks.

I ask that everyone pray for Equilla Curry and her family. Your Vestry and Personnel Committee will work diligently to find our new Parish Administrator in the coming months. Please let me know if you have any questions regarding this matter. You can email me at webb.cook@yahoo.com or call me on my cell at 717-917-1790.

Webb Cook
Senior Warden

GROW IN GOD, ACT IN SERVICE, WITNESS IN LOVE

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