

# Our Leadership and Their Roles

Mother Pilar Parnell-Rector  
rector@stjameskan.org

Laura Posecznick-Operations & Communications Director  
communications@stjameskan.org

Nicole Bova-Parish Administrator and Parish Accountant  
parishadministrator@stjameskan.org

Nick Kilkenny-Director of Music & Technology  
music@stjameskan.org

Sarah Jones-Director of Children, Youth & Families  
youthandfamily@stjameskan.org

Robbie Padilla-Organist  
organist@stjameskan.org

Nancy Graham-Lay Minister for Pastoral Care  
nancymgraham4@gmail.com

Vestry and Wardens

*\* All St. James' Emails route to personal emails. Sometimes emails go to spam or junk. Personal emails are listed below and can be used.*

## Who Do I Contact?

Please contact us during office hours. Monday -Thursday 9am-3pm

Do not call personal cell phones, unless it is an emergency. Emails are also answered during office hours.

## Rector/Mother Pilar Parnell

- Inquiries about baptism, confirmation, joining the parish in an official capacity, blessings, confession, theological questions, and questions about the Episcopal Church.
- Liturgy
- Pastoral Visitations
- Concerns about the life of the parish/complaints
- Working with the vestry to maintain financial and pastoral life of the parish.
- Being trained for lay ministries and as worship participants
- All other duties as assigned or required.

## Parish Administrator/Accountant-Nicole Bova

- Worship Schedule
- Order of Service/Lector's Readings
- Parish Hall Rental
- Schedule a Funeral/Wedding
- Financial & Giving Questions
- General Parish Questions

## Director of Operations/Communications-Laura Posecznick

- If you need to communicate an event, program, worship, donations or volunteer opportunity to the parish or community.
- Questions regarding: website, Facebook/instagram, weekly doings, ministry minutes, spirit newsletter, press releases, sponsorships, signage-all advertising areas.
- E-blast communications and directory
- Add someone to the weekly written prayer list
- Something wrong with the building, operations or church facility (except bats!)
- Logistics or "How things work" at St. James'

**Director of Children, Youth, & Families-Sarah Jones**

- You have children who want to attend youth programming and you or they have questions
- Children Acolyting and assisting in worship
- Questions about curriculum and/or youth group
- You have topics you are interested in learning more about
- Meet and talk about family and church life or to get to know Sarah better
- Need spiritual support at home as families (Mtr. Pilar assists with this)-i.e. prayer practices at home

**Director of Music & Technology-Nick Kilkenny**

- Join Choir
- Join Praise Band
- Volunteer to Assist with Technology
- Use AV Equipment in the Parish Hall
- In need of live streaming for events
- All technology questions such as sound, slides, online streaming, sermon podcasts, YouTube content, etc.

**Organist-Robbie Padilla**

- All organ related questions-no one is to touch the organ without Robbie's permission.

**Lay Minister for Pastoral Care-Nancy Graham**

- When you are sick, hospitalized (You can always call Mtr. Pilar and Nancy will always let her know.)
- Prayer List (Contact Laura to add to weekly list)
- Pastoral Care Training
- Eucharistic Visitor Training
- You or someone you know are in need of meals
- Prayer Shawls
- Visitations
- Joining the Pastoral Care Team
- Help from our parish nurses and/or rides to appointments

**Vestry & Wardens**

- This is the leadership group who make decisions regarding funding of the church.