

Administrative Staff of St. Philip's Orthodox Church

Jake Kurtz – Pastoral Assistant (jkurtz@st-philip.net, 717-580-6856): Best described as “**chief of staff**” or “**operations manager**” for the church. Jake oversees the ministries of the church and assists Father Noah with the liturgical and administrative operations. **Office hours** are T, Th, 9:00 AM – 2:00 PM and by appointment (works full-time).

When to contact:

- anything surrounding ministries/volunteering
- building/operating needs
- special events
- outreach
- parish council communication & materials



Please include him on emails to Father Noah (exception: personal/pastoral reasons).

Celia-Marie Khouri – Administrative Assistant (celia-marie@st-philip.net, 215-721-4947 (office)): Responsible for performing a variety of administrative functions in the church office under supervision of the priest and pastoral assistant. **Office hours** are M, W, F, 9:00 AM – 3:00 PM.

When to contact:

- Paperwork needs (sacramental certificates, etc.)
- Reimbursements
- Cemetery needs
- Inventory
- Festival information
- General church information



Tim Ricci – Communications and Publications Coordinator (tricci@st-philip.net, 267-992-0918): As his title suggests, anything **communication**-based to the church. Tim prepares the weekly email updates, bulletin, calendar, publications to the greater community (press releases, food festival), flyers, the parish website, preaching schedules, and the parish directory. No set office hours.

When to contact:

- Updating contact information (addresses, phone, email)
- additions to bulletin/weekend updates
- flyers for publicity

