An Update on Office Staff Changes From Gavi Miller, Executive Director

In our continuing efforts to provide the best staff support and communications for the congregation, the following changes are now in place:

Emily Berton is handling all issues regarding calendar, food ordering and kitchen management, including all internal events for our schools, constituent groups and lay leaders, and all private individual and outside organization rentals, including Mitzvahs and Extended Kiddushes.

In addition to the duties above, Emily will be handling administrative membership details for our congregants, such as births, yahrzeits, address/phone number/email changes, new members, dues adjustments, and other issues relating to membership.

If you need to speak with Emily about planning an event or updating your membership information, please contact her at <u>eberton@harziontemple.org</u> or call 610-667-5000, ext. 109.

Last August, we hired Judy Guzman on a temporary basis to help fill voids in the staff. Judy did an excellent job of assisting in Emily's training, and has been helpful in a variety of other office roles as well. Her temporary position came to an end last week, and we owe her our gratitude for all her efforts over the last seven months. Please join me in thanking Judy for all her service to Har Zion.

As always, if you have suggestions for how Har Zion can serve you better, please don't hesitate to contact me. We're here to serve the community.

Thanks.

Gavi Miller Executive Director