

## **DIRECTOR OF ADMINISTRATION AND ARCHDEACON**

I began my work as Director of Administration on August 1, 2014. Bishop McConnell charged me with the following areas of responsibility:

- a) oversee the day-to-day functions of the diocesan office;
- b) review the communications infrastructure and organizational design of the diocese to bring our structures more fully into alignment with our mission;
- c) assist the Rev. Canon Dr. Cathy Brall and the Rev. Canon Dr. Jay Geisler with the duties of the Canon to the Ordinary; and
- d) assist the Bishop and the Canons with clergy deployment.

As I write this report in mid-August, I am in the process of meeting with staff and discovering and documenting the details of these functions. I welcome your questions and input. I am working on a half-time basis and the best way to reach me is via email at [jchess@episcopalpgh.org](mailto:jchess@episcopalpgh.org).

I look forward to sharing a report of findings and planned next steps with you in the future.

The Ven. Jean Chess, Archdeacon  
Director of Administration