

## **Who to Contact in the District Office: Understanding Our Updated Roles**

With recent transitions in the District's office staff, you may be unsure whom to contact for specific information or support. To help clarify, we've provided an overview of the responsibilities of each staff member who serves as a primary point of connection for our congregations, committees, and leadership teams.

### Kelly Bernstein – Office Administrator

**Email:** [kbernstein@ane-cob.org](mailto:kbernstein@ane-cob.org)

As Office Administrator, Kelly Bernstein oversees the overall flow and organizational operations of the District Office. She works closely with the District Executive, providing administrative support for the District Board, Executive Committee, District Ministry Commission. Kelly also collaborates regularly with the Director of Finance, Treasurer and the Stewardship Commission. Her responsibilities in this area include handling congregational giving, processing donations, managing bill and invoice payments, and coordinating event-related expenses.



In addition to her administrative leadership, Kelly continues to serve as the District Conference Coordinator. In this role, she works in partnership with the Program and Arrangements Committee to ensure a well-organized and meaningful annual gathering.

### Marianne Fitzkee – Communications & Event Specialist

**Email:** [mfitzkee@ane-cob.org](mailto:mfitzkee@ane-cob.org)

Marianne Fitzkee has settled beautifully into her role as Communications and Event Specialist, and her contributions have already led to several positive developments across our district communication channels. Marianne is the primary contact for all matters related to events, publications, social media, and website.



She works closely with the Director of Discipleship Ministries to support Nurture and Youth events throughout the year. Marianne also supports the Gifts Discernment Team by helping coordinate efforts to fill open leadership positions, and she serves as the liaison for the Historical Committee.

## **Working Together to Support You**

While Kelly and Marianne each bring their own unique gifts to different areas of district life, both are committed to providing assistance wherever it is needed. Whether you have questions about events, administrative processes, publications, committee support, or general district functions, they are ready and willing to help.

If you're ever unsure whom to contact, feel free to reach out to either one—they will ensure you are connected with the right person!