

**Bishop's Senior Staff Report to the 181st Convention of the
Episcopal Diocese of Missouri
Building Congregations and Administration**

The Reverend Canon Doris Westfall was named Canon to the Ordinary in July of 2020. Canon Westfall, Desiree Brattin, Canon for Finance and Administration, and the Reverend Canon Whitney Rice, Canon for Evangelism and Discipleship Development, make up the Senior Staff in the Offices of the Bishop and work together in overseeing the business, legal, property, formation, and other matters pertaining to the Diocese of Missouri.

Ms. Brattin works very closely with the Treasurer of the Diocese in creating a yearly budget, preparing and presenting the draft budget of the Diocesan Council. Other responsibilities include preparing for the yearly outside audit, administering diocesan grants and loans, working on trust and endowment issues as well as administration of health and benefit plans. She also supports the functioning of Diocesan Council and the Diocesan Investment Trust. She serves on the Diocesan Endowment Committee and as a Vice President of COEDMO as well as assists with convention planning. In honor of her long years of dedicated service to the diocese, she was named Canon for Administration and Finance on July 1, 2020 and installed as a Canon on October 24th, 2020.

Canon to the Ordinary, the Rev. Doris Westfall, assists the bishop in supporting the clergy and congregations of the diocese. She accompanies the bishop on visitations and on virtual town hall meetings. She works with clergy and congregations that are in transition and mentors the vestries and discernment teams in the transition and call process. Currently Canon Westfall is working with the congregations of Advent-Crestwood, Calvary-Columbia, Christ Church-Rolla, Emmanuel-Webster Groves, St. John's-Tower Grove, St. Stephen's-Ferguson, St. Timothy's-Creve Coeur, Trinity-St. James, and Holy Cross-Poplar Bluff. St. Peter's-Ladue is in transition as well and is using a search consultant for its work. Canon Westfall assists interim clergy in shepherding the congregations through the transitional time. She works with other canons to the ordinary and transition ministers across the country and plans clergy conferences and retreats as well as educational offerings for the diocesan clergy. She also assists the bishop in the pastoral care of the clergy. She is a Vice President of COEDMO.

Canon For Evangelism and Discipleship Development, the Rev. Whitney Rice joined the Bishop's staff on July 1, 2020. She oversees the ordination process, diocesan-wide evangelism efforts and training, as well education for life-long discipleship development. Canon Rice chairs the Re-imagining the Church Task Force, Fresh Start-a program for clergy in new cures, and is heading up the work to redesign the ordination process. She also oversees experimental ministries and missional communities and is the diocesan liaison for youth and young adult ministries.

Ms. Jillian Smith is Executive Assistant to the bishop and canon to the ordinary. Her responsibilities include but are not limited to: appointments with the bishop, lay licensing, remarriage petitions and authorizations, setting up virtual meetings for staff and churches, renewal of ministry planning and scheduling, letters dimissory, diocesan convention, and clergy conference assistance.

Janis Greenbaum is responsible for communicating the bishop's message and vision to the diocese and beyond, and is the primary contact for parish event promotion, social media and website development. She currently covers major diocesan events as well as designs Clergy Connections, a new weekly email for the clergy of the diocese. She has led the rebranding of the Offices of the Bishop as well as redesign of the diocesan website. She is responsible for the content and quarterly publication of Seek, the diocesan magazine, as well as the weekly i-Seek. She plans diocesan-wide communications conferences and oversees a diocesan communications board.

Ms. Tracy Grigsby serves the Offices of the Bishop as Receptionist and Administrative Assistant. Ms. Grigsby provides both internal support to staff as well as external support to those who have questions or are looking for information about the diocese. She works with Diocesan Council, Standing Committee, convocations, Diocesan Convention, Fresh Start and the different diocesan commissions. Ms. Grigsby is also responsible for the updating and oversight of the diocesan database.

Ms. Rita Benson works with the Canon for Finance and Administration and supports all areas of finance, benefits, and insurance. She is the primary contact for any changes in benefits or insurance plans, pension fund matters, employee status, background checks, UTO grants, parochial reports, and Flexible Spending Accounts. She is responsible for payroll and accounts payable and receivables in the diocesan office. She has also overseen the transition of cellular service for the office phones.

This is a dynamic, compassionate, and deeply committed team. It is a privilege to work with them as they serve the people and parishes of the Diocese of Missouri.

Submitted by the Rev. Canon Doris Westfall