

Meet Our New Office Staff Member

We are continually improving our Holy Cross Parish Office to better serve the needs of our growing parish. This week, we welcomed a new **Parish Receptionist**. She is bilingual, which will be a great support for our Hispanic community. She currently works on Mondays and Tuesdays in the front office, and eventually will begin working Monday through Friday by this fall.



Carolina DuPont is a bilingual educator and ministry leader with experience in K-12 instruction, youth formation, and family support services. She graduated from the University of Florida with a Bachelor of Arts in English and Spanish. Carolina previously served as a teacher, youth director, and Gabriel Project Co-Director at the Basilica of St. Mary Star of the Sea in Key West, Florida. In 2017, she moved to Tennessee with her husband, Rory, and began homeschooling their three children. She enjoys spending time with family and friends, traveling, cooking, and painting. She values hospitality, discipleship, and helping parish communities flourish through faithful service.

*At the beginning of this year, Carolina graciously agreed to be the Holy Cross wedding coordinator. Since then, the opportunity to serve in a greater capacity has become possible, and we are happy to welcome her as the **Holy Cross Parish Receptionist**. As receptionist, she welcomes visitors and parishioners to the parish office, answers general questions about the parish, and schedules Mass intentions. She answers phones and emails, and directs messages to the appropriate staff. She maintains parish and sacramental records, and coordinates and attends weddings and funerals. We are happy to welcome her onboard.*

Given the addition of a Parish Receptionist, the Holy Cross Parish Office has been restructured to accommodate the new position.



Rebekah Snyder is now the Holy Cross **Administrative Assistant**. As Admin Assist, her position provides secretarial, administrative and related office services for the Pastor, clergy, parish ministry staff, committees and councils. She prepares bulletins, programs, letters and correspondence, parish communications, and the parish website. She maintains the parish calendar and schedules all appointments, meetings, facilities use, sacraments and liturgies. She assists in the planning and the preparation of weddings, funerals, baptisms, and other liturgies. She purchases and displays Gift Shop items, and she performs receptionist duties as needed when Carolina is away. Rebekah's office is in the old Third Grade classroom. We are happy to welcome Rebekah into her new role.



Michael Landree remains the Holy Cross **Resource Manager**, and serves to organize maintenance, security, volunteers, financial bookkeeping, including the Gift Shop. He handles purchasing materials and supplies, invoices, contracts, reimbursements, CMG Connect Safe Environment, and insurance paperwork. His hours are 6:30pm-8:30pm on Tuesdays and Thursdays, and occasional weekends. We are grateful for his work to maintain Holy Cross in tip-top shape.

The Chancery of the Diocese of Knoxville has been very helpful and supportive in the restructuring of our parish office to hire and equip the most qualified candidates to serve Holy Cross Catholic Church.

Thank you for your service as humble coworkers in the vineyard of Christ!