

Temple Micah Staff

Who Does What in the Front Office?

You can reach the Administration and Building Team at info@templemicah.org.

Sarah Brown – Director of Communications and Strategic Initiatives

- Manages all communications and strategy, including emails, website content, and social media
- Leads Temple initiatives that help articulate the Temple’s values and objectives, including helping to bring the Roadmap to life and publishing the VINE
- Manages registration forms, data storage, Zoom accounts, and calendar



Nilson Guevara – Custodian

- Provides custodial services, including set ups for activities and building maintenance



Katharine Livingston – Office Coordinator

- Manages all aspects of the office, including greeting visitors, coordinating with vendors and service providers, overseeing event calendars, and staff support
- Supports the B’nai Mitzvah program and serves as the primary point of contact for families and tutors



Glenn Mays – Bookkeeper/Finance Manager

- Manages finances, including accounts payable, payroll, and financial review and reporting
- Manages employee benefits



Santos Miguel – Building Coordinator/Custodian

- Manages day-to-day operation of our building, including coordinating service vendors
- Provides custodial services, including set ups for activities and building maintenance



Sara Pettingill – Finance and Administrative Assistant

- Manages accounts receivables, including donation and pledge acknowledgments and tributes
- Provides additional administrative support, including for the Board meeting materials



Sarah Sussman – Membership Manager

- Manages prospective and new members and membership data; supports lay-led groups and member engagement activities; and liaises with members
- Provides support for worship and ritual, including preparing service sheets and coordinating around life cycle events



Beth Werlin – Executive Director

- Supervises office and building staff
- Oversees administration and building operations including facilities management, budget and finance, development, human resources, and membership
- Partners with senior staff, board, and committees to execute the Temple's strategic direction

