

Carolyn Joy Patterson is the Assistant to Bishop Audrey Scanlan and the Human Resources Administrator. She is responsible for:

- Maintaining the Bishop's calendar and travel, including: in-office appointments, as well as schedules for visitations and other parish visits, regional confirmations, and Clergy Council meetings.
- Managing the Bishop's correspondence, including: general correspondence; clergy applications to conduct marriages of divorced persons; applications to conduct marriages by out of diocese clergy; consents and notices from other dioceses and the Presiding Bishop.
- Supervision of Front Desk staff.
- Liaising with the Commission on Ministry Chair and Secretary with regard to paperwork, and setting up meetings, as needed.
- Maintaining all official clergy and parish files; insurance and benefit files; and diocesan office vendor files.
- Updating Clergy and Parochial Directory.
- Responsible for notifying CPG of clergy ordinations, moves into or out of canonical residency in the diocese, and deaths.
- Administration of diocesan benefits programs, including health, pensions and life insurance. Responsible for: enrolling new employees and the open enrollment process and fielding questions re: benefits from parish offices and clergy.
- Oversight of hiring process of diocesan staff, including posting notices, arranging interviews and assisting in all aspects of the hiring.

Carolyn Joy has lived in the United States for over 20 years. She spent her early years with her parents on the mission field in South Asia and moved to Harrisburg with her husband from Canada. She holds a BA in Sociology from York University, Toronto and a Law Clerk Certificate from Centennial College, Toronto. She has worked extensively in insurance, law offices, church administration and non-profits. She and her husband live in Uptown Harrisburg with their two sons and are parishioners at St. Paul's, Harrisburg.