



**Diocesan House
Resource Directory**

(Who to contact about what)

Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration... (1 Corinthians 12:27-28 NIV)

Within this brief directory you will find those people who are able to serve the Church of God in Canterbury Diocese through the use of their gifts of administration. It is my hope that you will find help you need as you go about the service of Christ in your parishes.

Julian Hills (Diocesan Secretary)

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Reception & Hospitality

Unless otherwise stated, all staff can be contacted via the Diocesan House Switchboard on **01227 459401**

Operations Officer

Responsible for the hospitality and office management of Diocesan House and the diocesan offices at the Old Palace

Cordelia

Sain-Ley-Berry-Gray

Hospitality Coordinator

Wendy Hudson

Operations Coordinator and Events & Training Administrator **Pip Tanton**

Chris Anthony

Senior Team

Diocesan Secretary

Has line responsibility for all members of diocesan staff but specifically provides synodical and diocesan governance and leadership of the financial, property, HR and communications function.

Julian Hills

PA to the Diocesan Secretary

Victoria Greatorex

Changed Lives – Changing Lives Strategy

Strategic Programme Manager
Colin Evans

Project Manager (part-time 1 day per week)
Simon Marsh

Human Resources (HR)

HR Director (part time)
Sarah Marsden

HR Adviser (part-time)
Kefi Culkin

Finance & Gift Aid

Director of Finance

Heads up the Diocesan Finance Department in providing information and advice to the Boards of Finance and Education, other Diocesan bodies and to deaneries and parishes.

Doug Gibb

Financial Controller
Jennifer Mulrooney

Assistant Accountant (Financial Analyst) Part time
Clare Larter

Assistant Accountant (Management) Part time
Sara Endicott-Clarke

Gift Aid Assistant
Alexis Stuart-Young

Finance Team Administrator (Part-time)
Louise Mills

Finance Team Administrator (Part-time)
Vicky Alford

Communications & IT

Director of Communications

Provides advice to parishes for working with the media and acts as Press Officer for the Bishop and Diocese. Editor of Outlook magazine and Ebulletin. Manages website content.

Anna Drew

Communications Officer

Nadine Miller

Communications Assistant

Assists Anna in her role. Updates online directory, manages Calendar of Intercessions, updates Diocesan website.

Marilyn Shrimpton

Safeguarding

Safeguarding Administrator
Karen Carolan-Evans

Safeguarding Trainer

Safeguarding Advisors
Fiona Coombs
Paul Brightwell

Property Services

Strategic Property Director
Sarah London

Property Administrator (part time)
Kelly Burnell

Canterbury Diocesan Enterprises (CDE)
Care of churches, church buildings, parsonages & Benefice property.
Kevin Tucker

Local Church Development

Mission & Growth Adviser

Works with deaneries to develop mission action plans. Provides 'Mission Shaped Ministry' training and organises biannual Creative Mission Forums.

Steve Coneys

Pastoral Secretary (Part-time)

Supports the Diocesan Mission and Ministry team in fulfilling its legal obligations with regard to Pastoral reorganisation matters.

Nigel Collins

LCD Administrator

Sarah Lucas

Stewardship & Funding Adviser

Provides advice and support for parishes in stewardship and giving programmes, capital fundraising, legacy fundraising, Friends' groups, digital giving and gift days, and anything relating to stewardship, giving and funding. Also the first point of contact for any queries relating to Mission Resource Grants.

Liz Mullins

Licensed Ministries

Director of Mission and Ministry and Ministry Development Officer

Organises clergy ministry development reviews. Provides training for Clergy and Readers (sometimes open to others) and administers the Continuing Ministerial Development Fund (CMD).

Neville Emslie

Warden of Readers (part-time)

Nigel Collins

Local Ministries & Growth Adviser

Resources local churches, supports local, ministry training, convenes the Discipleship and Spirituality Resource Group and works with deaneries to develop mission action plans.

Peter Ingrams

Development, Training & Events Coordinator (LMF & LCD)

Marianne Hambrook

Administrative Assistant

Lynne Preston

Ordinands (DDO) & Vocations Officer

Responsible for the discernment of vocations generally with specific remit for encouraging and supporting those considering ordination.

Position Vacant

PA to the DDO

Jac Town

Communities & Partnerships

Director of Communities & Partnerships & Rural Life Adviser
Revd. Dr Jonathan
Arnold

Executive PA to the Director of Communities and
Partnerships & Framework Administrator
Kathryn Janman

Partnership Development Officer, Communities and
Partnerships (part time)
Karen Adams

Kent Refugee Project Officer
Domenica Pecoraro

Rural Business Chaplain
Revd. Chris Hodgkins

Care of Churches Officer
Repair works or alterations to church buildings.
Edmund Harris

Admin Assistant to Property and Care of Churches
Charles Josefson

Children, Schools & Young People

Director of Education

Ensures that statutory duties of the Diocesan Board of Education (DBE) are carried out and responsible for leading its strategic work with children, young people and schools (CSY).

Quentin Roper

Faith & Nurture Adviser (part-time)

Ronni Lamont

School's Officer (Assets, Projects & Legal)

Responsible for church school organisation initiatives including academy conversion policy and processes, as well as buildings and capital projects.

Robyn Ford

Deputy Director of Education, School Effectiveness

Support / advice to schools regarding distinctive leadership, learning, policy and behaviour.

Niki Paterson

School's Officer (Christian Character)

Rebecca Swansbury

Diocesan Children & Young People's Adviser

Guidance and resources to help the development of a vision and strategy for ministry amongst children and young people.

Position is Vacant

Education Executive Assistant

Financial administration for the activities of the DBE and associated companies. Manages administrative support and event organisation within the CSY team.

Rosemary Fletcher

CSY Administrator (part-time)

Administrative support to the CSY team particularly governance and admissions.

Eunice Thorpe

Children & Young People's Ministry Administrator

Administrative support to the CSY team particularly the Children and Young Peoples Adviser.

Kira Hedley-Smith

Children's Missioner (Not based at Diocesan House)

Works with Children and young people in schools, at Messy Church, and at special events including residential and camps.

Graham Nunn (Church Army)

Youth Hubs Project Leader, Sittingbourne

Design, development and leading of the pilot Youth Hub, based in Sittingbourne, reaching local young people.

Louisa Ley



Diocese of Canterbury
CHANGED LIVES ⇌ CHANGING LIVES

**Diocesan House, Lady Wootton's Green,
Canterbury, Kent CT1 1NQ**