



Diocese of Canterbury Resource Directory

(Whom 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.

The Venerable Stephen Taylor, Diocesan Secretary

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Reception & Hospitality (Operations)

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

Information Systems Programme Manager

Updates the online directory and databases, Parish Returns System.
Cordelia Sain-Ley-Berry-Gray

Operations and Facilities Officer

Coordinate all things connected to the smooth running of DH. Health and Safety, fabric and maintenance, office equipment and set-ups, IT. Responsible for visitors and staff welfare while on site.

Responsible for all admin related to the setting up and organising of events and training provided by all departments in DH. Cover on reception as and when needed.
Pip Tanton

Operations and Hospitality Officer

Responsible for all aspects of the Reception and Switchboard role including the organisation of Room Bookings and hospitality requirements for meetings held externally or at Diocesan House.

Wendy Hudson

The Episcopal Team

The Archbishop of Canterbury

The Archbishop of Canterbury is the Bishop of the Diocese of Canterbury, the Senior Bishop of the Province of Canterbury (29 Dioceses), the Primate of All England (senior Bishop) and the senior Bishop of the global Anglican Communion (AC). The ABC is also the senior non-Royal in England and the senior person in Parliament.

With their large responsibilities, much of their work in the Diocese of Canterbury is undertaken on their behalf by the **Bishop of Dover & Bishop in Canterbury**.

Most Reverend Justin Welby

The Bishop of Dover & Bishop in Canterbury

The Bishop of Dover & Bishop in Canterbury has oversight for Canterbury Diocese which stretches from Maidstone southwards and includes the Weald, Romney Marsh, Ashford, Dover, Thanet, Faversham, Sittingbourne and the Isle of Sheppey.

Rt Reverend Rose Hudson-Wilkin

The Bishop's Chaplain

The Chaplain assists and advises the Bishop in her episcopal function whilst also providing spiritual support to the Bishop through prayer and encouragement. As a senior member of the Bishop's Office the chaplain manages and supports the Bishops' support staff and act as a conduit from the Bishop's Office to the Diocese

Rev'd Richard Braddy

Executive Assistant (Operations and Finance)

The Executive Assistant (Operations & Finance) to the Bishop of Dover is a senior administrative post directly responsible for managing much of the day-to-day work of the office of the Bishop of Dover ensuring smooth running and effectiveness of the work that passes through the Office.

Fiona Medieros

Executive Assistant (Diary and Events)

The Executive Assistant (Diary and Events) works closely with the Bishop's Episcopal team to ensuring that the Bishops commitments are well managed and organised in a way that enables The Bishop to undertake their roles and wider ministry in the most sustainable way whilst meeting the missional needs to our clergy and parishes.

Helen Hardwick

Old Palace Facilities Coordinator & Team Administrator

Provides team administrative support to enable the planning and co-ordinating of all team activities whilst also to providing general facilities and practical assistance to the Old Palace

Tommy Geddes

The Archdeacons

The Diocese is split into three Archdeaconries - Canterbury, Ashford and Maidstone - and each Archdeaconry comprises five deaneries. Archdeacons are senior clergy who take particular responsibility for the welfare of clergy and their families, for church buildings and for the growth of our mission and ministry within their archdeaconries.

Archdeacon Will Adam (The Archdeacon of Canterbury)

Archdeacon Darren Miller (The Archdeacon of Ashford)

Archdeacon Andrew Sewell (The Archdeacon of Ashford)

The PAs to the Archdeacons

The PAs to the Archdeacon provide support at a senior level to ensure the smooth running of the work of their respective Archdeacon's Office.

Caroline Hemington (PA to the Archdeacon of Canterbury)

Louise Mills (PA to the Archdeacon of Ashford)

Samantha Mann (PA to the Archdeacon of Ashford)

Senior Team

Diocesan Secretary

The most senior 'lay' employee in the Diocese the Diocesan Secretary as Chief Operating Officer with responsibility for all members of staff but specifically provides synodical and diocesan governance and operational leadership of the Diocese.

The Venerable Stephen Taylor

Executive Assistant to the Diocesan Secretary

Supporting the Diocesan Secretary as head of the Diocesan Administrative Function ensuring effective resourcing, compliance, management and Synodical function.

Jo Manser

Changed Lives – Changing Lives Strategy

Strategic Programme Manager

Responsible for overseeing the ongoing development and delivery of the Diocesan "Changed Lives → Changing Lives" Strategy.

Colin Evans

Ignite Project Manager (part time 1 day a week)

Part time post that focuses on ensuring the Ignite project runs smoothly from the Diocesan House perspective.

Simon Marsh

People Services

Head of People Services & Operations

Support with people management matters relating to employees and clergy. Covering the whole employment life cycle from recruitment to retirement and everything in-between!

Michael Keeler-Walker

Finance & Giving

Finance Director

Leads the finance department and provides advice to the Boards of Finance and Education, other diocesan bodies, parishes and deaneries.

Marleen Townend (Interim until March 2024) & Natalia Olszewska (from January 2024)

Head of Finance

The Head of Finance supports the Diocesan Finance Director and responsible for Diocesan financial reporting and the day to day running of the Finance Department

Sara Endicott-Clarke

Assistant Accountant

First point of contact for parish share, parochial fees, investments and payments to the Diocese.

Heike Botha

Assistant Accountant (Management) Part time

Responsibilities include the financial reporting of Social Justice Network, ensuring the completeness of stipend and payroll information, overseeing the smooth running of the Purchase and Sales ledgers – including reimbursement of claims for church services, consolidated PCC accounts reporting.

Shoween Muir

Team Administrator (Part Time)

Provides team administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Louise Mills

Team Administrator & Fundraising Apprentice

Provides team administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Vicky Alford

Finance Team Assistant & Apprentice

Louis Wolfe

Finance Team Assistant & Apprentice

Mattie Hunt

Generous Giving Adviser

Supports parishes in encouraging generosity and giving and fundraising.

Lindsay Yates

Media and Engagement

Head of Media and Engagement

The Head of Media and Engagement is an influential role at the Diocese, who oversees the development and implementation of the Diocesan Engagement Strategy and supports parishes in using a wide range of media and communications to share their mission.

Orla Garratt

Senior Communications and Engagement Officer

Reports to the Head of Media and Engagement, to help promote the strategic work, life and mission of the Diocese and its churches by capturing and sharing stories and information in traditional and creative ways, including video, digital media, printed publications, graphic design and other activities and initiatives.

Charlie Gurr

Communications Officer (Part Time)

Assists the work of the team.

Designs Calendar of Prayer; updates the Diocesan website.

Marilyn Shrimpton

Safeguarding

Safeguarding Advisors

The DSA is to advise the diocese and from October 2020, the Cathedral, on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team, other dioceses and key role holders within the diocese.

Fiona Coombs

Paul Brightwell

Team Administrator

Provides confidential administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Michelle Grice

Safeguarding Trainer

Katy Harper

Property Services

Property Director

Deals with all issues concerning property management, development, and sales.

Provides information and advice to Diocese and parishes.

Sarah London

Property Administrator (Part time)

Coordinates the vacant Diocese properties and organises lettings through local agents.

Is at the heart of the property team dealing with a plethora of tasks relating to the properties and provides a supporting role to the Property Director.

Kelly Burnell

Property Services Co-Ordinator

Dale Mummery

Property Services Senior Surveyor

Alan McDonald

Team Administrator for Property Services

Provides administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Frazer Edwards

DAC

DAC Secretary

Oversight of church buildings, advice on their maintenance and alteration, contact point for faculty applications, Secretary to Diocesan Advisory Committee

Kevin Tucker

Church Buildings Support Officer

Supporting our parishes through advice on their regular maintenance and community, contact point for Quinquennial queries, Assists the work of the DAC.

Samuel Barrett

Mission and Ministry

Director of Mission and Ministry

Oversees the discernment, training and formation of lay and ordained ministers; development of mission and the local church; discipleship and learning; prayer and spirituality; and stewardship advice.

Canon Dr Neville Emslie

Mission and Growth Advisor

Helps the diocese engage in the mission of God, especially through Missional Learning Communities.

Canon Steve Coneys

Warden of Readers (2.5 days)

Provides advice and guidance on all matters relating to licensed lay ministry (in particular to the office of Reader).

Nigel Collins

PA to the Director of Mission and Ministry and Senior Team Administrator

Administrative, diary and project support to the Director of Mission and Ministry; leads on the administrative support to the wider Mission and Ministry team.

Marianne Hambrook

Head of Vocations and Director of Ordinands

Responsible for the discernment of vocations generally with specific remit for encouraging and supporting those considering ordination. Supports curates after ordination through the second phase of their training.

The Revd. Jon Marlow

PA to the DDO

Providing personal secretarial support to the DDO/administrative support for ADDOs - ensuring requirements of the ordination discernment process are fulfilled.

Jac Town

Pastoral Secretary (2.5 days)

Provides advice and guidance on matters relating to pastoral reorganisation on behalf of the Diocesan Mission and Ministry Committee.

Nigel Collins

Team Administrator

Provides team administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Sarah Lucas

Administrative Assistant

Administrative support to the Mission & Ministry team

Lynne Preston

Social Justice Network**Executive Director of the Social Justice Network**

Leads the network in community engagement and social justice, working with senior staff, parishes and deaneries, and building partnerships with non-church organisations.

The Revd. Jonathan Arnold

SJN Network Officer (part time)

Project, event and funding specialist for SJN working closely with partners to develop new audiences for future engagement.

Rachel Target

Kent Refugees Programmes Manager

Domenica Pecoraro

Children, Schools & Young People**Director of Education**

Leads strategic work with children, young people and schools. Board Member of the MAT and Senior Executive for the Umbrella Trust (DCACL)

Canon Dr Quentin Roper

Deputy Director of Education, School Effectiveness

School improvement, governance, guidance on developing Christian character and leadership.

Rebecca Swansbury

School's Officer (Legal and Estates)

Provides support and guidance to all Church schools on issues relating to school buildings, expansion, new schools, sustainability property issues, finance and capital funding.

Andrew Collie

Schools Officer (Christian Character)

Focussing on SIAMS, Collective Worship and RE this role provides high-quality support and advice to leaders, governors and staff as they seek to promote and exemplify distinctively Christian communities of learning.

Natalie Ralph

Lead Officer for Children & Young People

The Lead Officer - Children and Young People's Ministry is an important strategic role at the Diocese who influences and supports the development of strategic priorities which contribute to, align with, and fully integrate into the Diocesan Strategy, part of which is to double our number of children and young disciples by 2030.

Jen Tobin

Youth Enabler

Georgina Hedley-Smith

Team Administrator

Provides team administrative support to enable the planning and co-ordinating of all team activities, in order to serve our member schools, churches and children and young people effectively.

Sarah Buchan



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