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

Reception & Hospitality Manager
Responsible for the hospitality and office management of Diocesan House and the diocesan offices at the Old Palace
Cordelia Sain-Ley-Berry-Gray csain-ley-berry-gray@diocant.org
Ext: 276

Receptionist & Office Assistant
Wendy Hudson whudson@diocant.org

Events and Training Coordinator
Pip Tanton ptanton@diocant.org
Ext.277

Chris Anthony canthony@diocant.org
Ext. 275

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 jhills@diocant.org
Ext. 271 (Victoria Greatorex)

PA to the Diocesan Secretary
Victoria Greatorex vgreatorex@diocant.org
Ext. 271
**Changed Lives – Changing Lives Strategy**

**Strategic Programme Manager**
Colin Evans  
cevans@diocant.org  
Ext 282

**Project Manager (part-time 1 day per week)**
Simon Marsh  
smarsh@diocant.org  
Ext. 233

**Human Resources (HR)**

**HR Advisor (1 day per week)**
Tessa Metcalfe  
csain-ley-berry-gray@diocant.org  
Ext: 276

**HR Assistant (part-time)**
Kefi Culkin  
kculkin@diocant.org

**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  
dgibb@diocant.org  
Ext 290

**Financial Controller**
Daniel Proctor  
dproctor@diocant.org  
Ext. 293
Assistant Accountant (Financial Analyst) Part time
Clare Larter  clarter@diocant.org  Ext. 292

Assistant Accountant (Management) Part time
Sara Clarke  sclarke@diocant.org  Ext. 295

Gift Aid Assistant
Alexis Stuart-Young  astuart-young@diocant.org  Ext. 296

Finance Team Administrator (Part-time)
Louise Mills  lmills@diocant.org  Ext.

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  adrew@diocant.org  Ext. 273

Communications Officer
Nadine Miller  nmiller@diocant.org  Ext 283

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

Ext. 275
Safeguarding

Safeguarding Administrator
Karen Carolan-Evans  kcarolan-evans@diocant.org
Ext. 278

Safeguarding Trainer (Part-time)
SJ Martin  smartin@diocant.org
Ext. 279

Safeguarding Advisors
Fiona Coombs  07548232395
fcoombs@diocant.org
Paul Brightwell  07398009951
pbrightwell@diocant.org

Property Services

Strategic Property Director
Sarah London  slondon@diocant.org
Ext 280

Property Administrator (part time)
Kelly Burnell  kburnell@diocant.org
Ext 281

Canterbury Diocesan Enterprises (CDE)
Care of churches, church buildings, parsonages & Benefice property.
Kevin Tucker  01795 892238
ktucker@diocant.org
Local Church Development

Mission & Growth Adviser
Steve Coneys  
sconeys@diocant.org  
Ext. 234

Pastoral Secretary (Part-time)
Supports the Diocesan Mission and Ministry team in fulfilling its legal obligations with regard to Pastoral reorganisation matters.
Nigel Collins  
ncollins@diocant.org  
Ext. 233

LCD Administrator
Sarah Lucas  
slucas@diocant.org  
Ext. 232

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  
lmullins@diocant.org  
Ext. 235
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  nemslie@diocant.org
Ext. 242

Warden of Readers (part-time)
Nigel Collins  ncollins@diocant.org
Ext. 244

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  pingrams@diocant.org
Ext. 230

Development, Training & Events Coordinator (LMF & LCD)
Marianne Hambrook  mhambrook@diocant.org
Ext. 243

Administrative Assistant
Lynne Preston  lpreston@diocant.org
Ext. 236
Diocesan Director of Ordinands (DDO) & Vocations Officer
Responsible for the discernment of vocations generally with specific remit for encouraging and supporting those considering ordination.
Joss Walker  jwalker@diocant.org
Ext. 240
PA to the DDO
Jac Town  jtown@diocant.org
Ext. 241

Communities & Partnerships

Director of Communities & Partnerships & Rural Life Adviser
Jonathan Arnold  jarnold@diocant.org
Ext. 260

Executive PA to the Director of Communities and Partnerships & Framework Administrator
Kathryn Janman  kjanman@diocant.org
Ext. 261

Partnership Development Officer, Communities and Partnerships (part time)
Karen Adams  kadams@diocant.org
Ext. 262

Kent Refugee Project Officer
Domenica Pecoraro  dpecoraro@diocant.org
Ext. 264

Together Canterbury Development Worker
Keith Berry  kberry@diocant.org
Mobile: 07834573668
Rural Business Chaplain
Revd. Chris Hodgkins  chodgkins@diocant.org
Mobile: 07801898218

Care of Churches Officer
*Repair works or alterations to church buildings.*
Edmund Harris  eharris@diocant.org
Ext. 265

Admin Assistant to Property and Care of Churches
Charles Josefson  cjosefson@diocant.org
Ext. 263

**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  qroper@diocant.org
Ext. 250

Faith & Nurture Adviser (part-time)
Ronni Lamont  rlamont@diocant.org
Ext. 258

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  rford@diocant.org
Ext. 254
Deputy Director of Education, School Effectiveness
Support / advice to schools regarding distinctive leadership, learning, policy and behaviour.
Niki Paterson  npaterson@diocant.org
Ext 252

School’s Officer (Christian Character)
Rebecca Swansbury  rswansbury@diocant.org
Ext. 256

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 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  rfletcher@diocant.org
Ext. 251

CSY Administrator (part-time)
Administrative support to the CSY team particularly governance and admissions.
Eunice Thorpe  ethorpe@diocant.org
Ext. 257

Children & Young People’s Ministry Administrator
Administrative support to the CSY team particularly the Children and Young Peoples Adviser.
Vacant
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)  gnunn@diocant.org

Youth Hubs Project Leader, Sittingbourne
Design, development and leading of the pilot Youth Hub, based in Sittingbourne, reaching local young people.
Louisa Ley  lley@diocant.org