



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 csain-ley-berry-gray@diocant.org

Sain-Ley-Berry-Gray Ext: 276

Office Assistant drandall@diocant.org

Daniel Randall Ext. 276

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

Strategy Adviser (part-time 1 variable day per week)

Tessa Metcalfe tmetcalfe@diocant.org
Ext 272

Human Resources

Human Resources Manager (part time)

Sarah Marsden smarsden@diocant.org
Ext. 272

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

Assistant Accountant (Income) Part time

Parish Share and Parochial Fees collection.

Clare Larter clarter@diocant.org
Ext. 292

Assistant Accountant (Expenditure)

Payments out, Stipends and Parish Worker Payroll.

Debbie Parks dparks@diocant.org

Ext. 291

Management Accountant

Gift Aid reclaim and advice

Jeff Green jgreen@diocant.org

Ext. 293

Finance Assistants (Part-time)

Sally Baker sbaker@diocant.org

Ext. 294

Sara Clarke sclarke@diocant.org

Ext. 295

Alexis Stuart-Young astuart-young@diocant.org

Ext. 296

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

IT Projects and Support Manager

Manages and maintains diocesan databases and statistics. Ensures smooth running of IT provision for Diocesan House, outlying officers and organises IT training.

Martin Knight mknight@diocant.org

Ext.274

IT & Communications Assistant

Assists Martin and Anna in their roles. Updates online directory, manages Calendar of Intercessions, updates Diocesan website.

Marilyn Shrimpton mshrimpton@diocant.org
Ext. 275

Safeguarding

Lead Safeguarding Administrator (Part-time)

Sheila Rooke srooke@diocant.org
Ext. 278

Safeguarding Administrator (Part-time)

Karen Carolan-Evans Kcarolan-evans@diocant.org
Ext 279

Safeguarding Adviser

Elaine Rose 07831860218
erose@diocant.org

Safeguarding Adviser

Paul Brightwell 07398009951
pbrightwell@diocant.org

Safeguarding Trainer (Part-time)

Sarah-Jane Martin smartin@diocant.org
Ext. 279

Property Services

Strategic Property Director

Christopher Robinson crobinson@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

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

Revd. 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

Assistant Stewardship & Funding Adviser – Part Time

Works with parishes in stewardship and 'giving programmes' and provides support for capital fundraising projects.

Charlotte McCaulay

cmccaulay@diocant.org

Ext 236

Communities & Partnerships

Director of Communities & Partnerships & Rural Life Adviser

Rev. Canon Caroline Pinchbeck

cpinchbeck@diocant.org

Ext. 260

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

Kathryn Janman

kjanman@diocant.org

Ext. 261

Events Project Officer, Communities and Partnerships (part time)

Karen Adams

kadams@diocant.org

Ext. 262

Communications Officer (C&P)

VACANT

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

Assistant Care of Churches Officer (part time)

Chloe Ewen cewen@diocant.org
Ext. 266

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)

Selection, training, licensing and ongoing training of Readers.

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

pigrams@diocant.org

Ext. 230

Development, Training & Events Coordinator (LMF & LCD)

Marianne Hambrook

mhambrook@diocant.org

Ext. 243

LMF Administrative Assistant

Alice Carolan-Evans

Acarolan-evans@diocant.org

Ext.231

Diocesan Director of Ordinands (DDO) & Vocations Officer

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

The Revd. Joss

jwalker@diocant.org

Walker

Ext. 240

PA to the DDO

Jac Town

jtown@diocant.org

Ext. 241

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

qlroper@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.

Murray Wilkinson

mwilkinson@diocant.org

Ext. 253

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.

Sarah Wilson

swilson@diocant.org

Ext. 255

Children's Missioner (Not based at Diocesan House)

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

Graham Nunn (Church Army)

gnunn@diocant.org

Please use this space to make notes of other useful numbers.



Diocese of Canterbury

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