

Diocese of Ontario

STAFF PROFILES

It is recommended that, in addition to this resource, congregational leaders read *Canon 7: On the Officers of the Synod and Solicitors, Registrar, and Archivist* where a number of very detailed job descriptions are set out, including those activities of the Diocesan Executive Officer, currently Alex Pierson (Pro Tem). This resource has been designed to highlight some of the day-to-day activities and programmatic functions of The Diocesan Centre Staff so that you may better understand who has been equipped to assist you and how.

PAUL BANFIELD **Diocesan Archivist**

Having difficulty understanding what the Anglican Diocese of Ontario Archives (ADOA) is really all about; what is in its storage vaults; and what are the duties and responsibilities of its staff? Need clarification on what the policies and procedures of the ADOA are? Need someone to speak to your Vestry or congregation on the importance of ensuring your records of enduring value are acquired, preserved, and made available for present and future generations? Do not know the difference between a *fonds* and a collection? Seek no further than the Diocesan Archivist!

The Diocesan Archivist can assist in clarifying the functions and activities of a professionally run archival facility; as well as enunciating the various policies and procedures in place to ensure the preservation of the documentary record of parish and Diocese alike. In addition, he welcomes the opportunity to not only dispel the commonly held notion that an archives and archivists are all about basements and dust, but he can also demystify the difference between a *fonds* and a collection! When not fulfilling the honorary role of Diocesan Archivist, sitting on the ADOA Advisory Committee in an *ex-officio* capacity, and assisting Lisa Russell as best he can, Paul is the University Archivist at Queen's University.

RUTH CASWELL **Accounting Assistant**

Do you have a question about a parish payroll matter? Is your parish interested in participating in the Pre-Authorized Giving program but you are unsure of how it works? Are you wondering how to interpret your parish account with Synod? Your Diocesan Accounting Assistant, Ruth Caswell, can provide assistance in these situations and many other financial matters for which your parish may need consultation and/or advice.

In this role, Ruth works closely with the Diocesan Financial Officer to provide a multitude of financial services to our parishes. She provides the necessary support in maintaining the monthly, centralized payroll system, coordinating the many financial relationships between parishes and the diocese, and satisfying the requirements of the many vendors involved in the successful delivery of our diocesan programs

CAROL FITZPATRICK
Camp Manager

Looking for information regarding Camp Hyanto? Wondering how you can help and/or volunteer? Wondering what camps are available and the ages for campers? Wishing to sponsor a child to go to camp or make a donation to assist with this ministry? Have young people in your parish/communities looking for camping opportunities, leadership training or possibly a staff position at the camp? Interested in the progress of our Ministry/Business Plan? Need ideas or assistance regarding a fundraiser you are planning for the camp? Would like someone to speak about the camp to your group? Then contact Carol with any or all of these questions.

The Camp Manager is a new position, which began on a trial basis in May 2012. This position became a full-time position in January 2013 following through on one of the components in the Ministry/Business Plan of Synod, Fall 2012. This position is constantly evolving; however, anything related to the general operation of Camp Hyanto is Carol's responsibility. The Ven. Bill Clarke is the chair of the Camp Hyanto Committee of which Carol is a member.

New to the camp in 2013 is **Family Camp**. This program was run on a trial basis in 2012 and has now become one of the programs offered over the course of the summer. Registration and staffing will be Carol's responsibility; however, the programming for Family Camp will be the responsibility of Rev. John VanStone. The "Adopt-A-Cabin" program will be re-introduced over the course of 2013, which is an opportunity for a parish to assist with the general maintenance/upkeep of the many building. Feel free to give her a call (see Section 3.2) to speak about this or any other topics related to Camp Hyanto.

MARK HAUSER
Communications Officer

Do you have a news item you'd like to circulate within the Diocese? Are you looking for a resource on the Diocesan web site? Would your parish like assistance related to communications planning—newsletters, email distribution lists, web sites? Print or electronic media? Do you have a parish news story or event that you'd like to market to media outlets? Your Diocesan Communications Officer, Mark Hauser, can provide assistance in these and other areas related to communications in which your parish may need consultation and/or advice.

In this role, Mark works closely with staff at the Diocesan centre, as well as other stakeholders across the diocese, to ensure the effectiveness of all communications platforms. Mark is the webmaster for the Diocesan website (www.ontario.anglican.ca), maintains the Diocesan email list, circulates the E-news Weekly Updates and serves as Managing Editor of *Dialogue*—the diocesan newspaper which is printed on a quarterly basis.

PHILIP MALONEY
Manager, The Church Bookroom

Please see Section (1.5) for details on the products and services offered by The Church Bookroom.

DAVID SMITH
Screening in Faith Coordinator

In greeting the church in Philippi, St. Paul begins by rejoicing in his partnership with them: “I always pray for you, and I make my requests with a heart full of joy because you have been my partners in spreading the Good News about Christ from the first time you heard it until now.” Phil. 1:4-5

David enjoys partnering with parishes to make the Anglican Church in our diocese a healthy and safe place for all to worship, work and serve our Lord. Faith flourishes when all people know that church leaders, ordained and lay, can be trusted.

The Screening in Faith policy is the means by which the Diocese of Ontario responds to our call to offer our best to those we serve. It is necessary, therefore, that we discern gifts and determine a person’s suitability to a ministry position. David will assist parishes in ensuring that the people placed in positions of power and trust are carefully selected, then trained and supported in their ministry, so that their ministry may be life-giving.

All adults engaged in ministry to vulnerable persons in our Diocese are expected to attend Screening in Faith training. There is no fee to attend. Parish leadership should specify who is required to attend Screening in Faith training from each parish.

David’s role in this important ministry enables parishes to do all that they can to make their communities safe for children, other vulnerable people and, for that matter, every member of the parish.

David can also help parishes as a Natural Church Development coach, where together you assess the health of your parish and make action plans to bring greater vitality and strength to your congregation.

WENDY PIERSON
Executive Secretary to the Bishop and the Diocesan Executive Officer & Diocesan Registrar

Want to speak to the Bishop personally? Want to apply for a bursary as a lay or ordained person for a ministry program you are taking? Want to know the dates of upcoming diocesan meetings, conferences or events? Need electronic copies of Diocesan documents? The Bishop’s secretary can help you.

The Executive Secretary can book an appointment for you to meet with the Bishop, send an application electronically to you so you may apply for a bursary for ministry courses, or inform you of meetings/events happening in the diocese. Wendy is also staff and secretarial support to the Training and Development Committee and looks after set-up and distribution of minutes and materials for Synod Council.

LISA RUSSELL
Diocesan Archival Technician & Receptionist

Are you thinking of writing a parish history or planning for a parish anniversary? Wondering where all those non-current records at the parish should go? Does someone require a certificate of baptism, confirmation, marriage or burial? Looking for old architectural plans or a deed of land? Is someone at the parish interested in genealogical research? The Diocesan Archival Technician and Receptionist can assist you with these and other queries.

The Diocesan Archival Technician is also available to give tours of the Anglican Diocese of Ontario Archives (ADOA), and will directly assist with any archival research that people wish to accomplish.

Lisa is the staff support person for the Diocesan Archives Advisory Committee and works in conjunction with Paul Banfield, the Diocesan Archivist (also head of Queen's University Archives). Lisa writes a column for Dialogue based on information found in the Archives, and is a member of the Archives Association of Ontario and the Association of Canadian Archivists.

JOHN SECKER
Diocesan Financial Officer

Have you ever wondered how your parish contribution to Common Ministry and Mission is used to sustain the work of the wider Church? Or how it is calculated? Has your congregation experienced an insurance related incident and you need to make a claim against our insurance policy? Are you interested in finding out how parish funds are invested within the Diocesan Consolidated Investment Fund? Would you like assistance completing your annual Charity Information Return (T3010) to Canada Revenue Agency? Do you need advice on how to establish and sustain sound internal control procedures within your congregation's financial activities? Your Diocesan Financial Officer, John Secker, can provide assistance in these situations and any other financial matter for which your parish may need consultation and/or advice.

In this role, John will work directly with congregations on any and all matters related to financial management and annual financial reporting. John is an ex-officio member of Synod Council, the Stewardship and Financial Development Committee, and acts as treasurer for the Diocese of Ontario Foundation. John is a member of St. Luke's, Kingston.