

ABCs of the Diocesan Office

Cathedral Place: 905-527-1316

A

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| Accounts Payable | Nancy Kapusin |
| Accounts Receivable | Nancy Kapusin |
| Adult Education | Christyn Perkons |
| Anglican Church Ministries Foundation, Niagara | Jody Beck |
| Annual Reporting – Financial | Jody Beck |
| Annual Reporting – Officers/Ministry | Jane Wyse |
| Annuities | Jody Beck |
| Application for Ordination | Terry DeForest/Jane Wyse |
| Appointments with Bishop | Alison D’Atri |
| Assessments (Parishes) | Kim Waltmann |
| Archdeacons/Regional Deans | Alison D’Atri |
| Archives | John Rathbone |

B

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|---------------------------------|---------------------|
| Baptism Guidelines | Bishop Bell |
| Banking and Extension Loans | Jody Beck |
| Bequests | Jody Beck |
| Benefits | Trish Foden |
| Bill 168 Officer | Bill Mous |
| Bishop, Appointments with | Alison D’Atri |
| Bishop’s Diploma Course (BDC) | Jane Wyse |
| Bishop’s Company | Mary Anne Grant |
| Bishop’s Company Endowment Fund | Kim Waltmann |
| Budgets | Jody Beck |
| Building Projects (large) | Bill Mous/Jody Beck |

C

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|----------------------------------------------|---------------------------|
| Camp Canterbury Hills | 905-648-2712 |
| Camp Canterbury Hills Donations | Debbie Young |
| Camp Canterbury Hills Registrar | 905-648-2712 |
| Canonic Issues | Bill Mous/Mary Anne Grant |
| Canterbury Hills, Diocesan Board of Director | Jody Beck/Sarah Bird |
| Cathedral Place Bookings | Derek Smith |
| Cemeteries | Bill Mous |
| Charitable Receipts | Debbie Young |
| Children & Family Ministry | Sarah Bird |
| Christ’s Church Cathedral | T. DeForest/A. Meredith |
| Churchwardens | Alison D’Atri |
| Clergy Placements | Terry DeForest |
| Clergy Vacation | Terry DeForest |
| Clergy & Lay Workers Conference | Terry DeForest/Jane Wyse |
| Coat of Arms | Alison D’Atri |
| Communications | Bill Mous/Jane Wyse |
| Community Partnerships | Deirdre Pike/C. Perkons |
| Compensation | Alison D’Atri |
| Confirmation Dates - Calendar | Alison D’Atri |
| Conflict Management | Christyn Perkons |
| Congregational Dev. & Support | Christyn Perkons |
| Continuing Education Plan | Trish Foden |
| Continuing Education Opportunities | Terry DeForest |

D

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| Decennial Inspections | Mary Anne Grant |
| Diocesan Servers Guild | Alison Meredith |
| Divinity Students | Terry DeForest/Jane Wyse |
| Disability Benefit | Trish Foden |

E

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|------------------------------|----------------------------|
| E.A.P. | Trish Foden/Terry DeForest |
| Education for Ministry (EFM) | Peter Davison |
| Employment Benefits | Trish Foden/Terry DeForest |
| Employment Insurance | Trish Foden/Terry DeForest |
| Employment Opportunities | Alison D’Atri |
| Episcopal Permissions | Alison D’Atri |
| Evangelism | Christyn Perkons |

F

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|----------------------------------------|-------------------------|
| Faith Formation (Training & Resources) | Dawn Davis |
| Family Ministry | Sarah Bird |
| Financial Advisory Committee | J. Beck/N. Kapusin |
| Financial Questions | Jody Beck |
| Fresh Start | Christyn Perkons |
| Fund Development | Gillian Doucet Campbell |
| Fundraising Activities | Bill Mous/Bishop Bell |

G

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|---------------------------------|-------------------------------|
| Gambling | Bill Mous |
| General Synod/National Church | B. Mous/MA. Grant |
| Governance | Bill Mous |
| Grants | Gillian Doucet Campbell |
| Grants – Leadership Development | Christyn Perkons |
| Grants – Outreach | Deirdre Pike |
| Grants – Parish | Jody Beck |
| Grants – WOW | G. Doucet Campbell/C. Perkons |
| Group Life Insurance | Trish Foden |

H

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| Habitat for Humanity | Bill Mous |
| Health and Safety | T. DeForest/J. Beck/Trish Foden |
| Heritage Designation | Alison D’Atri |
| Honorary Assistants | Alison D’Atri |
| Housing Allowance | Terry DeForest/Alison D’Atri |
| Human Resources | Terry DeForest/Alison D’Atri |

I

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| Insurance (Liability and Property) | Kim Waltmann |
| Interims | Terry DeForest/Alison D’Atri |
| Investments (Units and Dividends) | Jody Beck |
| Invoicing | Nancy Kapusin |

J

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| Junior Youth Connections | Sarah Bird |
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L
 Lay Delegates to Synod Bill Mous/Mary Anne Grant
 Lay Readers Alison D'Atri
 Legacy Giving Gillian Doucet Campbell
 Legal Support Bill Mous
 Lending Library C. Perkons/S. Bird/J. Wyse
 Licensed Lay Workers Terry DeForest/Alison D'Atri
 Liturgical Officer Bishop Bell

M
 Mailings (Parish) Alison D'Atri
 Media Relations Bill Mous
 Medical/Dental Plan Trish Foden
 Memorial Gifts Jody Beck
 Mileage Nancy Kapusin
 Ministry Covenants Terry DeForest
 Mission to Seafarers David Anderson, 905-522-0602
 Motions to Synod Bill Mous/Mary Anne Grant
 Motions to Youth Synod Sarah Bird

N
 Narrative Budgets Gillian Doucet Campbell
 Natural Church Development Christyn Perkons
 Niagara Anglican (Address Changes) Parish Administrators
 Niagara Anglican, Publishers
 Advisory Board, Diocesan Member Bill Mous
 Niagara Anglican, Editor Rob Towler
 Niagara in Action (NIA) Deirdre Pike/Sarah Bird
 Niagara Continuing Education (NCE) Terry DeForest
 Niagara Youth Conference (NYC) Sarah Bird

O
 Order of Niagara Alison D'Atri
 Ordination Dates – Calendar Alison D'Atri
 Outreach Deirdre Pike

P
 P.W.R.D.F. Doris M'Timkulu
 Parish Assessment Kim Waltmann
 Parish Councils Bill Mous
 Parish Loans Jody Beck
 Parish Planning/Visioning Christyn Perkons
 Parish Trusts Jody Beck
 Parishes in Transition Alison D'Atri
 Partnership Dioceses Bill Mous
 Partners in Mission Bill Mous
 Payroll Trish Foden
 Pensions Trish Foden
 Planned Giving Gillian Doucet Campbell
 Police Records Checks Jane Wyse
 Pre-Authorized Payment (PAP) Kim Waltmann
 Provincial Synod Bill Mous/Alison D'Atri
 Diocesan (Parish) Property Issues Bill Mous

R
 Receptionist Lorna Shaw
 Rectory Loans Jody Beck
 Refugees Scott McLeod
 Regional Youth Ministry Sarah Bird
 Registrar (Diocese) Paul Whitehouse
 Reserved Sacrament Bishop Bell
 Resources, Lending Library C. Perkons/S. Bird/J. Wyse
 Retired Clergy Alison D'Atri
 Revive Dawn Davis

S
 Sabbaticals & Leaves Bishop Bell/Alison D'Atri
 Safe Church Bill Mous
 Screening Terry DeForest/Jane Wyse
 Secretaries Workshop (SNAP) Alison D'Atri/Jane Wyse
 Sexual Assault, Harassment and Abuse
 Bishop Bell/Bill Mous
 Share Donations Jody Beck/Debbie Young
 Social Justice Deirdre Pike
 Social Media Bill Mous
 Special Vestry Meetings Bill Mous
 St. Matthew's House 905-523-5546
 Starting Well Paul Walker/Susan Wilson
 Stewardship Gillian Doucet Campbell
 Strategic Planning (Parish) Christyn Perkons
 Synod Bill Mous/Mary Anne Grant
 Synod Council Bill Mous/Mary Anne Grant
 Synod – Youth Orientation Sarah Bird

T
 Tax Forms Trish Foden
 Theological Students' Process
 Terry DeForest/Jane Wyse
 The Gathering, Regional Worship/Coffee House Sarah Bird
 The Table Sarah Bird

U
 University Chaplaincies Sarah Bird

V
 Vestries Bill Mous
 Vocational Deacons Terry DeForest/Jane Wyse
 Vocational Discernment Terry DeForest/Jane Wyse
 Volunteer Facilitators Christyn Perkons/Terry DeForest
 Volunteer Management & Screening
 Jane Wyse
 Volunteer Recruitment Christyn Perkons

W
 Website Jane Wyse
 Workplace Safety and Insurance Board Trish Foden

Y
 Youth Leadership Training Program (YLTP) Sarah Bird
 Youth Ministry Sarah Bird
 Youth Ministry Sunday Sarah Bird