

# How Can Diocesan Office Help You?

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The primary task of the office and its staff, in Bishop Housden Hall on King Street in Newcastle, is to resource and support the mission and ministry of the Anglican Church across the Diocese.

The staff provide administrative assistance to the Bishop and his Ministry Team, support the work of the Diocesan Synod and its Boards and Committees, the Diocesan Council, and the Trustees of Church Property.

Staff resource the enormous amount of work related to insurance and property issues; clergy moves, stipends and leave; copyright and legal issues; financial management and Trust administration; safe ministry checks and licencing for clergy and lay leaders; and diocesan-wide publications.

The Diocesan Office reception receives hundreds of calls each year from enquirers wanting to be directed to a parish for baptisms, weddings, funerals and pastoral assistance, as well as thousands of calls from parish officers and clergy seeking answers to questions and assistance.

The Anglican Savings and Development Fund is based in the office and the finance staff are available to deal with account enquiries.

The staff assist in the co-ordination and administration of diocesan programs such as clergy professional development events, the Newcastle School of Theology for Ministry, Synod, the Diocesan Convention and other special events and study programs.

The Diocesan Office acts as the communications hub for all of us, and is able to convey information that staff receive to all clergy and parishes or to specific people and groups.

The Office also runs the Diocesan website and seeks to ensure a co-ordinated response to issues of interest to the media and wider community.

Over the last few years a number of new projects have been implemented to update the computer systems, and the ways that information is held and used within the office. The aim of these developments has been to provide greater efficiency and to be able to respond to the increasingly complex needs of the Diocese.

Staff meet together on Monday mornings to begin the working week with prayer.

The Diocesan Office is a great example of what is good about being a Diocesan family. Very few individual congregations could bring together the resources to do all that is needed on their own. The Diocesan Office does a huge amount of work behind the scenes to help and support the mission and ministry of the Church.