

Anglican Diocesan Ministry Support Centre

The Anglican Diocesan Ministry Support Centre (ADMSC) manages the general administration and finances of the Diocese. Its Governance Board (ADMSCGB) provides strategic direction on the management of the Anglican Diocesan Ministry Support Centre and fulfils the statutory reporting obligations.

The ADMSCGB meets no fewer than six times a year. The membership consists of three members of Standing Committee; the Very Rev'd Lawrence Kimberley, who is the Chair, the Rev'd Michael Brantley, who replaced the Rev'd Tony Kippax at the end of 2022, Mr David Prosser and two co-opted members: Mrs Lynn Shearing, and Mr Tim Stevenson. Bishop Peter attends in his capacity as Bishop and Mr Edwin Boyce, the Diocesan Manager, is an ex officio member. The Diocesan Finance Manager, Mrs Lynda Alexander, also attends all the meetings and Mr Scott Walters records the minutes. I am thankful to God for having everyone on this board who give of their time and expertise. I give thanks to the Rev'd Tony Kippax for his contribution to the Governance Board and wish him well for his new ministry in the Manawatu area.

The Governance Board also has the opportunity of meeting twice a year with CPTs Committee of Audit, Risk and Finance (CARF) to discuss shared matters of significance. Such meetings ensure that there is clear communication between the two entities.

There was a focus this year on the wellbeing of the staff of the Anglican Centre. An audit was undertaken of the workload of the staff in the ADMSC finance staff by BDO, our auditors. Recommendations coming from that audit have been considered and where appropriate changes have already been made or are planning to be made. Additionally, a wellbeing survey was conducted with all the staff in the building, CPT, the ministry team, Archives, and Theology House. The outcome of the survey showed areas where improvements in wellbeing could take place and management are actively working to make these improvements.

Health and safety is part of the well-being of staff and a small health and safety committee consisting of the Edwin Boyce, Cherie Dirkze and Ross Segar ensure that health and safety matters and issues are dealt with in a timely manner. This includes fire drills, hazard identification and rectification. Flu injections were organised on site with the assistance of other staff members, Veronica Cross, and Jocelyn Kubala. If required, staff can seek three counselling session with Workplace Support. Staff also encouraged to work from home one day a week and this help reduce our carbon footprint.

The Parish Accounting Scheme (PAS) continues to provide an excellent job managing the accounts of 50% of our parishes support, and I give thanks to Lynda Alexander and her team of Paul Dumaguin, Nikki Gin, Jocelyn Kubala, and Celeste Siew Fong Chai, for their work in this area. Unfortunately, this team is working at full capacity on the PAS and requests

from other parishes to join the PAS have to be declined. However, work has been undertaken with an external provider for a comparable account service and parishes wishing to use this service will be advised.

In addition to the PAS, the team also performs all of the other tasks of an accounts office, including dealing with the annual financial audits, and providing advice and support to all of the parishes on accounting matters regardless of whether or not they are on the PAS. Compliance is an ongoing issue in many areas and this year the accounting regulations require the ADMSC to report at Tier 2 instead of Tier 3. This results in more work for the already very busy Finance Manager.

Kay Wilson, our Payroll Officer, assisted one day per week by Sharon Prebble, ensures that our clergy are paid monthly and that the staff of the Anglican Centre, Anglican Care, City Mission, and our parishes are paid fortnightly, and that all the other payroll requirements, PAYE, Kiwi Saver, ACC levies, are paid the COVID subsidy payments are currently administered. Kay and the Diocesan Manager, Edwin Boyce, have been asked to source a timesheet management and Human Resource Management System (HRMS) specifically for City Mission. The timesheet system, when implemented will improve the payroll administration of City Mission and may also be of use to parishes where staff timesheets are used.

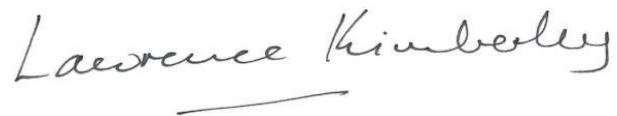
Over the last two years the Kay and the Diocesan Manager, Edwin Boyce, have been involved the holiday pay remediation process and I am pleased to report that payments have been made to several hundred people. Money owing to those who could not be contacted will be transferred to Inland Revenue in accordance with the Unclaimed Money Act.

Edwin also conducted a training needs analysis for parish wardens with the intention of provided short online training sessions. One has already taken place and others are planned on alternate months throughout 2023 and beyond.

Jane Teal continues her excellent job maintaining the archives of the Diocese. Researchers are now seeking access to the archives again and Jane manages this among all the other requests that she has on matters relating to deeds and trusts for CPT and for parishes.

Scott Walters, the IT Support person is kept busy making sure that the staff have all the right IT equipment and programs to do their work. In the background Scott monitors the security of our network and works closely with our IT provider to ensure that we have the best security for our network that we can afford.

I thank God for the excellent and diligent staff in the Anglican Centre who work hard and often well beyond normal working hours to support our parishes in the wider diocese in their ministry.

A handwritten signature in cursive script that reads "Lawrence Kimberley". The signature is written in dark ink and is positioned above a short horizontal line.

The Very Rev'd Lawrence Kimberley
ADMSCGB Chair

20 April 2023