

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 Very Rev'd Lawrence Kimberley had been Chair of the Board until his resignation in March. I give thanks for Lawrence's wise counsel during his time on the Board.

The ADMSCGB met five times in 2023. The membership consists of three members of Standing Committee; myself as the Chair, the Rev'd Michael Brantley, the Rev'd Kofe Havea, who joined the Board in May, Mr David Prosser and two co-opted members: Mrs Lynn Shearing, and Mr Tim Stevenson. 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.

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.

The Board's responsibilities can be divided into three main areas: the finances of ADMSC, and the operation of the ADMSC, and the wellbeing of the staff working in the Anglican Centre.

The budget for the ADMSC is prepared for approval by the board by the Diocesan Manager, Edwin Boyce and the Diocesan Finance Manager Lynda Alexander. This year saw the ADMSC move to tier two in the accounting standards and with this came the need for a different and more complex form of reporting that Lynda competently handled. However, this is a reminder of the ongoing increase in compliance, and associated costs, that we see constantly, and are not immune to, in the running of the operations of the ADMSC.

The operation of the ADMSC is focused mainly around financial activities that includes the Parish Account Service (PAS) and managing the payrolls of Anglican Care and the various Diocesan ministry units. Additionally, ADMSC is responsible for archives, the IT infrastructure and the maintenance of the Anglican Centre building.

The PAS continues to provide an excellent job managing the accounts of 50% of our parishes, 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. The team continues to work at full capacity on the PAS and requests from other parishes to join the PAS have had to be

declined. However, such parishes have been advised of an alternative accounting services provider.

In addition to the PAS, the team also performs all of the other tasks of an account's 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.

Kay Wilson, our Payroll Officer, assisted one day per week by Anglican Care's Sharon Prebble, ensures that our nearly 400 staff are paid correctly and on time. The payrolls consist of clergy who are paid monthly, and the staff of the Anglican Centre, Anglican Care, City Mission, and our ministry units., who are paid fortnightly. In addition to the payroll the payment of PAYE, Kiwi Saver, ACC levies, pensions and routine reporting all have to be managed.

Our payroll software has been in use for over 20 years and has been showing signs of coming to an end of its useful life. Consequently, a search for a new payroll system was initiated in April in conjunction with Anglican Care, who also wanted to introduce a Human Resource Management System (HRMS). A Request for Proposal (RFP) was prepared by the Diocesan Manager and issued to a number of providers. By the end of the year there were two possible providers under consideration.

Jane Teal, our archivist continues her excellent job maintaining the archives of the Diocese. Jane has a team of volunteers who have been assisting in transcribing parish registers from paper to digital form making them easier to search. There are now regular requests from researchers seeking access to the archives 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, our 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 which is a growing area of risk. Scott works closely with our IT provider to ensure that we have the best security for our network that we can afford. Scott's other role is Diocesan Administration Support. In this role he manages the gathering of the annual statistics and post parish AGM information, and the weekly production of *e-life* pending the appointment of a Communication and Media Advisor.

The wellbeing of all those who work in the Anglican Centre is the responsibility of ADMSCG. 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 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.

At a more social level the staff participate in the daily Press newspaper quiz during the morning tea break, which tests the general knowledge of all involved. The staff also hold shared staff lunches that involves everyone bringing something along that can be shared.

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.

Within the whole ADMSC administrative staff team I thank Edwin Boyce, our Diocesan Manager, for his superb and always comprehensive work on management of all things ADMSC, and, especially in this past year, for Edwin's work on securing a new payroll software system. I also thank Lynda Alexander for her also superb and always comprehensive work on management of all things financial for both ADMSC and the Diocese.

Finally, the work of ADMSC is focused on serving the ministry units of the Diocese of Christchurch and I thank all clergy, wardens, and treasurers for their work on finances and compliance within their ministry units.

+Peter Carrell, Bishop of Christchurch and Chair of ADMSC GB