

Anglican Diocesan Ministry Support Centre

The ADMSC manages the administration and finances of the Diocese. Its Governance Board (ADMSCGB) provides strategic direction and fulfils statutory reporting obligations. The Board met five times in 2024 and continues to meet twice annually with CPT's Committee of Audit, Risk, and Finance (CARF) to ensure strong inter-organisational communication.

Members in 2024 included Tim Stevenson (Bryndwr) until July 2024; Rev'd Kofe Havea (Cashmere), Rev'd Michael Brantley (Avonhead) until September 2024, Ms Imke Beets (Upper Riccarton) from October 2024, the Rev'd Dr Meg Harvey (Amberley) from November 2024, the Rev'd Jordan Greatbatch (Chch St Michael's) from December 2024, Mrs Lynn Shearing (Upper Riccarton), and Mr David Prosser (Rangiora), serving as Chair. I give thanks to God for the dedication and wisdom that each member contributes to the governance of the ADMSC.

In regular attendance were Mr Edwin Boyce (Diocesan Manager), Mrs Lynda Alexander (Diocesan Finance Manager), and Mr Scott Walters (Minute Taker).

The financial work of the ADMSC is led by Diocesan Finance Manager Lynda Alexander and her team: Paul Dumaguin, Nikki Gin, Jocelyn Kubala, and Celeste Siew Fong Chai. Together, they also manage the Parish Accounting Scheme (PAS), which currently serves approximately 50% of the ministry units. The team also handles annual audits, financial reporting, and ongoing advice for all parishes, whether or not they participate in the PAS.

Kay Wilson continues to manage payroll for over 400 people, assisted fortnightly by Sharon Prebble from City Mission. This includes clergy, Anglican Centre staff, Church Property Trustees staff, and employees of Ministry Units and City Mission. In 2024, a new payroll software system, Datapay, was implemented, and we thank Kay for the significant additional work involved in the system transition.

Jane Teal, our Archivist, maintains the diocesan archives with dedication and expertise. She is supported by volunteers and responds to requests

from researchers, CPT, and parishes regarding historical records, deeds, and trusts.

Scott Walters ensures that IT systems remain secure and functional. He also supports administration by compiling parish statistics and post-AGM data. In 2024, he assisted with implementing the new payroll software system, Datapay, and we thank him for ensuring a smooth and successful transition.

A major project initiated by Lynda Alexander and Edwin Boyce was statute amendments for the Diocesan Ministry Units, ADMSC, Cathedral and Diocesan bodies to ensure that necessary provisions (as required by the Charities Services Act 2023 and the Charities Act 2005) are included within the statutes themselves, meaning that in future, for Ministry Units, individual statutes can be uploaded to the Charities Services website, rather than the entire Diocesan Handbook. The result of this work will be considered by Synod 2025.

Staff wellbeing continues to be a priority with Health and safety overseen by a committee that in 2024 included Edwin Boyce (Diocese), Sarah Dunning (Theology House), and Ross Segar (CPT).

On behalf of the governance board, I give thanks for the dedicated staff of the Anglican Centre who work with commitment and care to support the work of our Diocese. I particularly acknowledge Lynda Alexander, Finance Manager, for her leadership in finance, and extend deep gratitude to Edwin Boyce, who resigned as Diocesan Manager in February 2025. Edwin has led with humility, wisdom, skill, and a steady hand, guiding the ADMSC through significant changes and challenges including two shifts to more permanent premises post the earthquakes, and COVID-19. His contribution to the life and health of the Diocese has been immense, and for his faithful service we are sincerely grateful.

The 2024 year showed a modest operating surplus of \$21k, after allocating an additional \$60k to the Curates Grants Fund. The medium-term

adequacy of this fund is an ongoing concern, as there are more Curates than the fund is currently able to support.

Total ADMSC revenue and expenditure increased sharply from 2023 due to approximately \$2m of special purpose funds being transferred from CPT's into ASMSC's care.

The work of the ADMSC directly serves the clergy, wardens, and treasurers across all our ministry units, but ultimately underpins the mission and ministry of our Diocese as a whole. Thank you all for your faithful service and stewardship.

David Prosser

Chair, Anglican Diocesan Ministry Support Centre Governance Board