

Huron Church House Staff & Departments

Address: 190 Queens Avenue, London, Ontario, N6A 6H7

Important Numbers:

Reception:	1-519-434-6893	Toll Free in Ontario:	1-800-919-1115
Reception voice mail:	Ext. 221	General email:	huron@huron.anglican.ca
Fax:	1-519-673-4151	Web site:	www@diohuron.org

Office Hours: Monday to Friday 9:00am to 4:30pm

Positions/Emails/Extensions:

Bishop's Office

Bishop Linda Nicholls

Diocesan Bishop

The Ven. Tanya Phibbs

Archdeacon of Huron, Executive Archdeacon & Registrar

email: tphibbs@huron.anglican.ca ext 226

- On Site Liaison to Laity & Clergy for Bishop's Office
- Member of the Bishop's Group, the Executive Staff, and Archdeacons' Residential
- Ex-officio member of Diocesan Synod and Diocesan Council
- Selection Committee Coordinator
- Long Term Episcopal Visit Planning
- Manages Administration for Bishop

Gabrielle Rock

Administrative Assistant, Bishop's Office

email: grock@huron.anglican.ca ext 223

- Coordinates Bishop's Parish Visits
- Congratulatory Greetings from Bishops
- Preparation of documentation and record keeping for Bishop's Office
- Coordinates Receptions, Gatherings and Events for Bishop's Office
- Prepares the Diocesan Chain of Prayer
- Support for Bishop's Office

Jennifer McLaughlin, CHRL

Human Resources Officer

email: jmclaughlin@huron.anglican.ca ext 230

- Recruitment and Selection, Employment Issues
- Benefits, Pension/Retirements, Continuing Education
- Administration for postulancy processes (CPE, PIP, ACPO, etc)
- Health and Safety, Safe Church, Police Record Checks
- Clergy Conference, Retiree BBQ, Orientation Days and Educational Days
- Supports Postulancy Board, Deacons' Board, HR Committee, Pension Trustees, Regional Deans and Lay Co-Chairs, Safe Church, Companion Diocese

Shyla Guy

Resource Assistant 11:30-4:30

email: sguy@huron.anglican.ca ext 235

- Responsible for handling Diocesan database changes and updates
- Prepares Income Tax Receipts and acknowledgments for charitable donations
- Certificate of Election collection and data entry
- Provides administrative support across departments

Meg Walmsley

Receptionist 9:30-1:30

email: reception@huron.anglican.ca ext 221

- Welcome visitors
- Maintain meeting schedules and calendars
- Answer incoming calls
- Sort and distribute incoming mail
- Responsible for ensuring office equipment is functioning well
- Orders office supplies as needed

Davor Milicevic, Ph.D.

Communications Officer

email: dmilicevic@huron.anglican.ca ext 251

- Manages the diocesan website
- Communications leadership and support for diocesan media projects
- Works with the Diocesan Social Media Officer in managing the diocese's social media channels: Facebook, Twitter, YouTube
- Provide advice, training and education on social media

- Editor of the Huron Church News
- Advise parishes and related organizations on improving communications
- Provide liaison for the Diocese on joint projects with other dioceses, the national Church and ecumenical and interfaith partners.

Administration and Finance

Canon Paul Rathbone

Director of Administrative Services and Secretary-Treasurer

email: prathbone@huron.anglican.ca **ext 240**

- Prepares, administers and controls the annual budgeting process of the Diocese and parish apportionment.
- Financial administration and control of Diocesan expenditures.
- Administration of all Diocesan property issues, including insurance.
- Manages and directs the annual financial reporting and audit process
- Oversees the administration and communication of business services to Diocese, including payroll, parish investments, payables and receivables, Synod and Council

Sarah Chase

Administration Coordinator

e-mail: schase@huron.anglican.ca **ext 233**

- Coordinates Synod and Diocesan Council Meetings and correspondence
- Administers and Coordinates administration related office activities
- Liaise with Synod Organizational Committee, Motions Committee, Nominating Committee, Diocesan Sub-Council, Regional Deans

Terri Ellison

Accounting Coordinator

email: accounting@huron.anglican.ca **ext 236**

- Receives and accounts for all Synod cash receipts
- Prepares and accounts for all cash disbursements made by Huron Church House
- Responsible for collecting and reporting apportionments.
- Staff Support for Grants and Loans Sub-Committee
- Administers Diocesan, Pension and Parish Trust Funds
- Responds to inquiries and activities on Parish and Diocesan investments

Hayley James

Payroll Clerk

email: payroll@huron.anglican.ca **ext 234**

- Processes payroll for parish central payroll service and Huron Church House staff
- Administers monthly pre-authorized payment and giving programme

The Verschoyle Phillip Cronyn Memorial Archives

Housed at Huron University College
1349 Western Road, London ON

email: Archives@huron.anglican.ca 519-645-7956

John Lutman

Archivist

- Acquires via transfer documents from Huron Church House and the parishes that are of permanent value and, thus, deemed "archival" as established by canon law
- Acquires in particular the records of closed churches
- Advises Huron Church House and the parishes on what records are deemed archival
- Works with the Communications Officer in submitting notices regarding Archives events, in preparing articles for the Huron Church News and in managing the Archives website
- Reports to the Diocese of Huron Archives Committee on a quarterly basis and prepares a summary report of activities for each meeting
- Provides reference service to Huron Church House and the parishes identifying and researching documents of relevance to the inquiry

Carolyn Lamont

Archivist Assistant

- Provides reference service to Clergy and researchers
- Prepares extracts for Clergy and patrons
- Submits cheques and receipts to the Accounting Coordinator
- Sort donations to the Archives and prepares worksheets for data entry

The Rev'd Canon Gerry Adam

Director, Huron Church Camp <http://www.huronchurchcamp.ca/>

email: huronchurchcamp@gmail.com ext 217

- Huron Church Camp is located on the sunny shore of Lake Huron, just south of Bayfield where children and youth experience worship, play and nature in a safe and caring environment

Ellie Eldridge

Anglican Church Women Secretary

email: acw@huron.anglican.ca ext 237

- The purpose of the ACW in the Diocese of Huron is to seek to unify all Anglican Women in the fellowship of worship, learning and sharing, which will deepen and strengthen their lives and will lead them into deeper Christian service.