

Who to Contact

Archives	Mark Picco, Archivist
Bishop's Office Administration	
Archdeacons	Archdeacons
Bishop's Calendar/ Appointments	Tonia Wright, Executive Assistant (Bishop's Office)
Episcopal Permissions	Tonia Wright, Executive Assistant (Bishop's Office)
Marriage Certificates	Tonia Wright, Executive Assistant (Bishop's Office)
Ministry Licensing	Tonia Wright, Executive Assistant (Bishop's Office)
Parish Openings	Tonia Wright, Executive Assistant (Bishop's Office)
Permission to Officiate	Tonia Wright, Executive Assistant (Bishop's Office)
Protocol	Tonia Wright, Executive Assistant (Bishop's Office)
Rector Appointments (Canon 25)	Tonia Wright, Executive Assistant (Bishop's Office)
Sabbaticals	Tonia Wright, Executive Assistant (Bishop's Office)
Sunday Supply	Mike MacKenzie, Director for Parish Relations
Communications	
Diocesan Times	Jennifer Anandanayagam, Editor
Media Requests	Mike MacKenzie, Director for Parish Relations
Net News	Tonia Wright, Executive Assistant
Employment & Benefits	
Continued Education	Tammy Cummins, Payroll & Benefits Administrator
Pension	Tammy Cummins, Payroll & Benefits Administrator
Fitness/Wellness Grants	Jana Gauthier, Manager of Operations
Leaves of Absence	Tammy Cummins, Payroll & Benefits Administrator
Employee Assistance Program	Tammy Cummins, Payroll & Benefits Administrator
Medical/Dental	Tammy Cummins, Payroll & Benefits Administrator
Payroll	Tammy Cummins, Payroll & Benefits Administrator
Clergy Moves	Tammy Cummins, Payroll & Benefits Administrator
Finance	
Accounts Payable/ Receivable	Narisha Mohammed-Bejai, Accounting Assistant
Allotment & Allotment Exemptions	Lawrence Roche, Financial Controller
Anglican Foundation Grants	Rev'd Julia Ford, Executive Secretary of Synod
Annuities & Bequests	Lawrence Roche, Financial Controller
Bank Deposits	Narisha Mohammed-Bejai, Accounting Assistant
Budget	Lawrence Roche, Financial Controller

Charitable Donation Receipts	Lawrence Roche, Financial Controller
Consolidated Trust Funds	Lawrence Roche, Financial Controller
Endowments	Lawrence Roche, Financial Controller
Financial Statements	Narisha Mohammed-Bejai, Accounting Assistant
Fundraising Guidelines	Lawrence Roche, Financial Controller
Funds - Mortgages, Loans, Renewable Energy Project	Lawrence Roche, Financial Controller
Grants	Mike MacKenzie, Director for Parish Relations
Growth for Ministry Fund	Tonia Wright, Executive Assistant
Housing Allowance	Tammy Cummins, Payroll & Benefits Administrator
HST Rebates	Lawrence Roche, Financial Controller
Insurance	Peter Flemming, Insurance Advisor
Investments	Lawrence Roche, Financial Controller
Memorials	Lawrence Roche, Financial Controller
PAR	Tammy Cummins, Payroll & Benefits Administrator
Pension	Tammy Cummins, Payroll & Benefits Administrator
Travel Expense and Mileage Claims	Narisha Mohammed-Bejai, Accounting Assistant
Mission and Ministry	
Adult Education	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Community Partnerships	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Congregational Development & Support Parish Vitality	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Connectors, The	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Way Finders VSST	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Discipleship	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Guiding Light - Funerals	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Healthy Congregations	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Laity Training	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Missional Learning Opportunities	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Missional Projects	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Mission Outreach	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Parish Planning / visioning	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Worship Resources	Rev'd Canon Lisa Vaughn, Director for Mission & Ministry Development
Parish Relations	
Annual General Meetings	Mike MacKenzie, Director for Parish Relations
Budget	Lawrence Roche, Financial Controller
Canon 35 By-Laws (Inquires)	Regional Deans
Canons	Mike MacKenzie, Director for Parish Relations
Cemeteries	Mike MacKenzie, Director for Parish Relations
Cemetery Funds & Reporting	Lawrence Roche, Financial Controller

Charitable Donation Receipts	Lawrence Roche, Financial Controller
Engage Program	Mike MacKenzie, Director for Parish Relations
Grants	Mike MacKenzie, Director for Parish Relations
Insurance	Peter Flemming, Insurance Advisor
Parish Councils	Mike MacKenzie, Director for Parish Relations
Parish Loans	Lawrence Roche, Financial Controller
Parish Mailboxes	Jana Gauthier, Manager of Operations
Parishes in Transition	Mike MacKenzie, Director for Parish Relations
Policies - Bishop's, Human Resources, Administration	Mike MacKenzie, Director for Parish Relations
Property (Building, Sale, Renovations)	Jana Gauthier, Manager of Operations
Regional Councils	Mike MacKenzie, Director for Parish Relations
Sunday Supply	Mike MacKenzie, Director for Parish Relations
Refugee Sponsorship Program	Sarah Cooper, Refugee Sponsorship Coordinator
Registrar	Tonia Wright, Registrar
Resource Center	Jonni Turner
Safer Church	
Abuse Prevention and Risk Management Training	Leah Marshall, SafeR Church Coordinator
Insurance	Peter Flemming, Insurance Advisor
Parish Safer Church Plan	Leah Marshall, SafeR Church Coordinator
Screening Requirements - Clergy and Lay	Leah Marshall, SafeR Church Coordinator
Sexual Misconduct Complaint & Policy	The Rev'd John Newton, SafeR Church Navigator
Synod	Rev'd Julia Ford, Executive Secretary of Synod
Vocations & Formation	
Discernment for Ministry	Rev'd Carl Fraser, Vocations Coordinator
Divinity Students	Rev'd Carl Fraser, Vocations Coordinator
Formation	Rev'd Dr. Dawn Davis, Architect for Emerging Leadership
Postulants	Rev'd Carl Fraser, Vocations Coordinator
Vocational Deacons	Rev'd Carl Fraser, Vocations Coordinator
Youth and Family Ministry	
Community Roots Day Camp Program	Allie Colp, Youth and Family Ministry Coordinator
Diocesan Youth Camp	Allie Colp, Youth and Family Ministry Coordinator
Family Ministry	Allie Colp, Youth and Family Ministry Coordinator

Godly Play	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Messy Church	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Practicing Faith at Home	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Sunday School Curriculums	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Welcoming Families in Worship	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Youth and Family Resources	<u>Allie Colp, Youth and Family Ministry Coordinator</u>
Youth at Synod	<u>Allie Colp, Youth and Family Ministry Coordinator</u>

(This is a living document and will be updated as needed. If you have ideas, suggestions, or updates to share, please don't hesitate to contact the Synod Office.)