



Anglican Diocese of Canberra and Goulburn Diocesan Services E-News June 2010

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Welcome

Welcome to our June edition of E-News.

If you have any feedback for our Diocesan E-News please let Julia know by contacting her via email; julia.golding@anglicancg.org.au

SharePoint

The Diocesan Office has upgraded its SharePoint site to Microsoft Office SharePoint Server (MOSS). This means that our previous SharePoint site, <http://www.anglicancgsharepoint.org.au/> will be superseded shortly. We have upgraded to MOSS as it will increase the efficiency of our file storage processes; it will be quicker and hold more documentation.

To access the new SharePoint site you will need to now use the following URL address:

<http://sharepoint.anglicancg.org.au/publib/default.aspx>

Please save this to your favourites and ensure that you do not use the old address.

An email was sent out last week with individual login details. This email also included two documents; a Quick Reference Guide to SharePoint and a SharePoint Q&A.

If you have not received any communication from the Diocesan office regarding SharePoint please contact Julia Golding via email julia.golding@anglicancg.org.au to be issued with a new username and password.

We encourage you to visit the SharePoint site and review its structure and content. Your feedback would be most appreciated, please contact us if you require any further assistance.

News Alerts

• Parish Returns:

Parish Returns were due on **21 May 2010**. If you have not already sent your Parish Return to Julia Golding at the Diocesan Office please do so as soon as possible.

The Return information is extremely important as this is necessary for the development of the Diocesan budget and to update parish contact information.

Julia will be following up all parishes who have not submitted their returns by the due date.

• Synod 2010:

Synod will be held in Queanbeyan on 10 – 12 September, 2010 in the Auditorium of the Queanbeyan Conference Centre. The Conference Centre is located at 253 Crawford Street, Queanbeyan.

Synod members have received their first letter in regard to Synod arrangements and a second letter will be sent in the next couple of weeks. If you are a Synod member and did not receive the first letter please contact Julia Golding on 02 6248 0811.

Property

Australian Religious Response to Climate Change Organisation (ARRCC)

In April this year the Diocese was nominated for a Eco Award sponsored by the ARRCC organisation.

The invitation to nominate was directed to all faith communities and covered the following categories;

- Five Leaf Eco Award
- Spirituality and Ecology Award
- Community Connection Award
- Eco Champion Award for Young People
- Eco Champion Award for Individual
- ARRCC Climate Change Award for Excellence in taking action and encouraging others

On Saturday 5th June 2010 at a dinner held at St Mark's Parish Church Hall in South Hurstville. It was announced that the Diocese of Canberra and Goulburn won the category award "for excellence in taking action and encouraging others" and received the ARRCC Climate Change Award.

The Award criteria was made up of achieving seven steps towards sustainability;

- Start a sustainability team
- Raise awareness about climate change in your faith communities
- Switch your place of worship to renewable energy and reduce energy consumption.
- Actively encourage your faith community to undertake step 3
- Campaign for public policies that address climate change
- Spread the word
- Be creative and implement initiatives suited to your goals and policies

The award was received on behalf of the Diocese by Property, Insurance and Environmental Manager Peter Masters.

Finance News

Trust Statements

Beneficiary Trust Statements for the first quarter of 2010 have been distributed. We apologise for the delay and this was due to work being undertaken through the annual audit process

Please contact Pam or Gaylene if you have any questions regarding your Trust Accounts.

For general account enquiries please contact us on accounts@anglicancg.org.au.

Information and Forms for Payroll, Trusts and Other Finance Issues

The Diocesan website is a good source of information and clarification of issues relating to payroll and other finance matters. Forms and paperwork can be found in the finance area under the Registry tab.

The Administrative Matters 2010 handbook found at <http://sharepoint.anglicancg.org.au/Publib/Documents/Admin/Publications/Admin%20Matters/Administrative%20Circular%202010.pdf> does cover most of the questions that are regularly asked.

Email Addresses for Payslips

From July we now have the ability to email pay slips. If you are on central payroll and would like your payslip emailed please notify Pam at accounts@anglicancg.org.au.

Employment Opportunity

Finance and Administrative Assistant

We are seeking to appoint a Finance and Administrative Assistant to work with the Diocesan Office team.

The role is designed to achieve the following major objectives:

Provide data entry and processing work for debtors and creditors functions of the Finance section of the Diocese

As part of Finance Team provide support to Parish with accounting queries.

As part of the Registry Team provide support to the Bishop, Registrar and other team members.

The Finance & Administration Assistant will be a flexible, self-starter with a commitment to the ethos and values of the Anglican Church. The person will have proven judgement skills and experience in the use of financial.

The role will require a high degree of interaction with various diocesan bodies and well developed written and verbal communication skills will be required. The person will need to be a team player with a commitment to customer service.

The Selection Criteria includes; Possess sound knowledge of Microsoft Office & MYOB, have excellent verbal and written communication skills, be well presented and approachable, have experience in finance, have the ability to work within a team.

*Further details about the role can be found on the Diocesan Website under **Employment Opportunities**.*