Anglican Church of Australia
Missionary Diocese of Tasmania

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FOR DISTRIBUTION TO CLERGY, CHURCHWARDENS, PARISH SECRETARIES AND PARISH TREASURERS

ADMINISTRATIVE CIRCULAR 01/11

February 2011

TO WHOM SHOULD I DIRECT MY ENQUIRY?

If ringing the Diocesan Office, please feel free to dial direct to an individual, depending on the nature of your enquiry:

6220 2020	Reception/Arianne Woolley - general enquiries
6220 2015	Anna Fabian/Bishop John Harrower - all Bishop-related enquiries
6220 2019	Lesley Metcalfe/Russell Morton - registry, insurance, payroll, property, Christ College Trust, Anglican Health & Welfare, employment matters
6220 2015	Anna Fabian/Paul Cavanough - Ministry Council
6220 2016	Kate Boughton (9.00 am to 3.00 pm Tuesdays to Fridays) – Ministry Council, Children's and Families' ministries, Anglican Camping
6220 2013	Ray Phillips (Wednesdays-Fridays) - investments with the Trustees, Anglican Development Fund
6220 2027	Max Andrews (Mondays-Thursdays) - parish accounts, receivable and payable
6220 2025	Annette Simms, Director of Professional Standards & Margaret Savage, Safe Church Communities Coordinator – both flexible part-time

DIOCESAN DIRECTORY

The Diocesan Directory, which can be found on the website in the *Contact Us* section was updated in January. The link to the printable version (pdf) of the Directory is http://www.anglicantas.org.au/index.php?item=file&target=diocesan_directory. You might like to save it to your computer for easy reference. Please send Lesley details of corrections, updates, errors and omissions.

PRIVACY AND CONFIDENTIALITY

When gathering personal data such as phone numbers, addresses, etc, from parishioners or other persons, please refer to the diocesan policy on *Privacy and Confidentiality* which can be found on the diocesan website at
http://www.anglicantas.org.au/index.php?item=file&target=policy_privacyconfidentiality

This policy is to be read in conjunction with the National Privacy Principles (NPP) which themselves take precedence if there is a real or apparent discrepancy between them and the diocesan policy.

In particular, persons from whom information is to be collected are made aware of the purpose to which the data will be put, and the data is not used for any other purpose without the permission of the person who contributed it.

SYNOD 2011

Just to keep you in the picture, the second ordinary session of the 51st Synod will be held at Launceston Church Grammar School from Friday evening 3 June to noon on Sunday 5 June.

Delegates will be summoned by mail, scheduled for dispatch on *25 February* or thereabouts.

Business items will be required by *28 March* and written reports by *11 April*.

All of this will be fully detailed in the mailout of 25 February, which will also include a booking form for the inexpensive accommodation in the Grammar boarding house.

ENQUIRIES ABOUT FAMILY HISTORY

We often get enquiries forwarded on from parishes from folk looking for information about past family members' baptisms, marriages etc. The Diocesan office doesn't keep any parish registers. Parishes are encouraged to send old and/or full registers to the State Archives office as that body has the facilities to store these important records in optimum conditions.

Please refer enquirers straight to the State Archives office if the enquiry relates to a register which is no longer in the possession of the parish. The telephone number is 6230 6111 and the link to search on line is http://www.naa.gov.au/collection/recordsearch/index.aspx.

PARISH OFFICE HOLDERS

Attached please find a list of Wardens and Synod delegates for your parish, gleaned from the Essential Parish Information returns for 2010. Would you please check your parish's details and notify Lesley of any changes, particularly if your parish has not yet submitted its return.

MEETING DATES – DIOCESAN COUNCIL AND PROPERTY BOARD

The Property Board meets on the first Thursday of each month. Submissions for consideration by the Board need to reach my office as early as possible but no later than a week before the meeting date to give time to circulate papers.

Dates for Diocesan Council this year are Friday 18 March, Friday 24 June, Friday 23 September and Friday 2 December. For inclusion in the agenda, submissions need to reach me not less than sixteen days prior to the date of the meeting.

INSURANCES

The *mailed* copy of this edition of *Administrative Circular* includes a print-out showing the insured values of each of your buildings and contents for the current year. Please check:

1. that all your buildings and contents are recorded; and

2. that each is insured for the value expected/required.

Insured values for buildings have again been increased by a modest percentage which reflects increased building costs but there has been a further small decrease in the premium payable per $1,000 of insured value, with the result that there is little change in the actual premiums payable.

If any one building is not insured for its full and reasonable reinstatement value, you are required to inform my office that you wish to insure that building 'First Loss' to keep faith with the Insurer.

Please contact us immediately if you believe there is an error or if you need another copy of the explanation for 'First Loss'.

Insured values may be changed at any time by simply notifying this office.

Once again, the premium, which my office has already paid in full for 2011, will be recovered from parishes over eleven months, December being planned at this stage as an 'insurance holiday'.

DIOCESAN REMUNERATION COMMISSION (DRC) MEETING

The six-monthly meeting of the DRC will be held in March on a date to be advised. If you wish to make a submission to the DRC, please send it to me by Friday 26 February to be passed on, or write directly to the Chair of the Commission:

The Chair, Diocesan Remuneration Commission
Mr David Llewellyn
11 Corinth Street
Howrah TAS 7018

LENTEN STUDIES

Bishop Reg Piper from Wollongong has prepared Lenten Studies entitled *Ephesus and the New Humanity - A call to reignite the churches' passion for Christ.* The cost is $9.95 per copy.

More information may be obtained from Christian Education Publications . Contact details are:

- Phone: (02) 8268 3344
- Fax: (02) 8268 3357
- Email: Sales@YouthWorks.Net

VAUGHAN PARK ANGLICAN RETREAT CENTRE, NEW ZEALAND

Are you interested in taking a quiet holiday in NZ? Information about Vaughan Park's retreats for 2011 can be found on http://www.vaughanpark.org.nz/

A REQUEST FROM THE PARISH OF LINDISFARNE

The Parish of Lindisfarne is seeking a harmony edition of *The Australian Hymn Book with Catholic Supplement* published by Collins Publishers Pty Ltd, which is understood to be out of print. If any parish has a music copy no longer needed, the parish would be happy to purchase it. Please contact Chris Maddison at johchri@keypoint.com.au

PRAYER DIARIES

The Prayer Diary was updated on 12 January. It is available on the website at the following link http://www.anglicantas.org.au/index.php?item=file&target=prayer_diary.

Following are the changes since December, if you would like to update your May 2010 version.

- Day 3 – Remove John Graham-Freeman (wife Bronwyn) from the City of Devonport entry.
- Day 3 – Add Bill Knuckey (wife Margaret) to the Deloraine entry.
- Day 4 - Remove John Graham-Freeman (wife Bronwyn) from the Sheffield entry.
- Day 6 – Remove the Tom Wallace (Educational Adviser to the Bishop).
- Day 7 – Add Arthur Tanner (wife Jane) to the Furneaux entry.
- Day 9 – Add James Oakley to the Riverlinks entry. James has been appointed to develop children and youth ministry
- Day 18 - Remove John Graham-Freeman from the Network Chaplain entry.
- Day 27 – Replace Ken Morgan in Church Army in Australia entry with Revd Martin Morgan, National Director.

Following are the changes since the January update.

- Day 14 – Delete James Collins (wife Helen) from the Moonah entry
- Day 14 – Add Jill Martin (husband Allister) to the Moonah entry
- Day 16 – Add Pang Shing Chee to the Wellspring entry (wife Lena)
- Day 19 – Delete James Collins (wife Helen) from the Brighton entry

Every blessing,

Russell Morton
REGISTRAR
17 February 2011

PARISH WARDENS AND LAY SYNOD REPRESENTATIVES

Parish	*Wardens* *(R) = Rector's Warden*	*Lay Synod Reps*
All Saints South Hobart	Jennie Mitchell (R) Gwen Dumigan Peter Tullgren	Nicholas Bester Peter Tullgren
Bellerive	Charles Spanjer (R) Merle Park Mark Leonard	Jan Allan Lesley Gillie Anita Booker
Break O'Day	Martyn Holland (R) Alan Telford Kaye Jestrimski	Carmen Kohl Hugh Jestrimski
Brighton	Ross Mitchelmore (R) Rick Giddings David Norman	Shirley Roberts Ross Mitchelmore
Bruny Island Sp Ministry District		
Buckland	Jane Forbes (R) Peter Hyland Ann Taylor	Beverley Butterworth Yvonne Crawford
Burnie	Jonathan Adamczewski (R) Joan Harvey Brian Heazlewood	Jonathan Adamczewski Joan Harvey
Channel/Cygnet	Paul Martin (R) Marj Gordon Joan Rodrigues	Lynnette Lakin Tracey Salmon
Circular Head	Graeme Crole (R) Leighton Poke Ian House	Jennifer Poke Karen Pyke

Parish	*Wardens* *(R) = Rector's Warden*	*Lay Synod Reps*
City of Devonport (under review)	Council of Management	John Arthur Shirley Gillam
Claremont & Chigwell (Edge Anglican)	Malcolm McGinn (R) Elaine Wiggins Darren De Lacey	Malcolm McGinn Moira Davidson
Cressy	Ronald Gibson (R) Valerie Murfett Beryl Dutton	Yvonne Waddington Valerie Murfett
Deloraine	Tony Bowman (R) Ron Irwin Carrol Flower	Roy Axelsen Julius Kearon
Dorset	Trevor Banfield (R) Lesley Partridge Claire Lester	Claire Lester Julie Wheatley
Evandale/The Nile	Alistair Cameron (R) Tony Gardner Linda Bradford	Gillian Waddle Shirley Willows
Franklin/Esperance	Vicki Roney John Sangster	Harry Grimsey John Sangster
Furneaux Islands	Colleen Patterson (R) Gwen Bailey	
Glenorchy	Barry Eyles (R) Tony Purdon Heather Martin	Tony Purdon Cheryl Turner
Hamilton	Philip Pitt Ronald Sonners	TBA
Holy Trinity Launceston	Lorraine Andrews (R) Colin Potter Grahame Foster	Colin Potter Grahame Foster
Howrah	Andrew Cuthbertson (R) Brian Wright Dawn Morris	James Fraser Graham Wolfe
King Island	Rhonda Nievaart (R) Chris Porter Shona Perry	Duncan Porter Julie Porter
Kingston	Wayne Amos (R) Graham McGowen Andrew Zimmerman	David Hann Pauline Hann Graham McGowen
Latrobe	Elaine Walters (R) Richard Thomas Grant Atkins	Dawn Burk Dot Tuck
Launceston North	Alice Cordwell	Noreen Bolton Jamie Hampton
Launceston South	Julian Wise (R) Shanlie Dean Chris Bucknell	Kieron Cornwell Julian Wise
Lindisfarne	Lesley Grano (R) Colleen Fleming Brian Aspinall	Leone Paget John Wilcox
Longford/Perth	Christine Pullin (R) Peter Hoyle Ted Catmur	Gordon Millar Peter Hoyle
Moonah	Kristin Rees (R) Ralph Cruickshank Marilyn King	Kristin Rees John Anderson

Parish	*Wardens* *(R) = Rector's Warden*	*Lay Synod Reps*
New Norfolk	David Howell (R) Ann Whittle	Ellen Sweet Nicole Mackenzie
Northern Midlands	Margaret Crisp (R) Tony Freeman Jean Hendy	Margaret Crisp Marian Kitchin
Penguin	Douglas Bright (R) Peter Sheppard	Daphne Holland Dyanne Turner
Quamby	Heather Stewart (R) Henry Kirk Robert Menzie	Robert Lowe Shirley Hancox
Riverlinks	Mark Ford (R) Tom Nixon David Sutton	Ross Gregory Kaye Gregory
Sandford	Barry Davidson (R) Eric Arnold Ken Swan	Andrew Koerbin Kaye Stansfield
Sandy Bay & Taroona	Richard Verrall (R) Michael Clennett Patricia Hefter	Rosemary Kellaway Jill Finch
Sheffield	John Elliott (R) Valerie Urmacher Robert Simmons	Valerie Urmacher Lexie Charles
Sorell Richmond & Tasman	Margaret Mead (R) Edward Burger Kate Sainsbury	John Davis Robert Hues
Southern Midlands	Council of Management	Dorothy Evans Jennifer Mitchell
St David's Cathedral	Chapter	Amanda McAully Suzie Edwards
St George's Battery Point	Arthur Wherrett (R) Anne Brown John van Moort	Anne Brown John van Moort
St James' New Town & St Andrew's Lenah Valley	Ruth Wilson (R) David Thomas Graeme Shorter	Leigh Southam Ruth Wilson
St John's Launceston	Robert Wallace (R) Gail Gill Craig Owens	Marlene Johnston Valerie Murgatroyd Peter Freak
St John's New Town	Denice Featherstone (R) Margaret Andrews Fay Ibbott	Marjorie Hall Sue Sanderson
St Leonards	Brian Beardwood (R) Richard Rees Don George	Brian Bearwood Richard Rees
Swansea	Dorothy Lord (R) Mary Arnol Gloria Willis	Dorothy Lord Gloria Willis
Ulverstone	John Hinchliffe (R) Ian Bates Geoff Herbert	Michael Walsh Geoff Herbert
Wellspring	John Phillips (R) Michael Sims Graham Sargent	Richard Lord Derek Walter Noeleen Wilson
West Coast	Kaio Witana David Harper Desmond Becker	Kaio Witana David Harper

Parish	*Wardens* *(R) = Rector's Warden*	*Lay Synod Reps*
West Tamar	Michael Perkins (R) Wes James Michael Lees	
Wynyard	Mark Nisbet (R) David Smith Cynthia Wong	Kathryn Anderson David Smith