



Huron Church House Staff

190 Queens Avenue, London, Ontario, N6A 6H7
Office Hours: Monday to Friday 9:00am to 4:30pm
519-434-6893

The Rt. Rev'd Todd Townshend

Diocesan Bishop

The Ven. Tanya Phibbs, Archdeacon of Huron, Executive Archdeacon, Secretary Treasurer & Registrar tphibbs@huron.anglican.ca

- Oversight for Diocesan Synod and Diocesan Council
- Selection Committee Coordinator, works with Bishop in deployment of clergy
- Governance and Planning

Jeff Malone, Director of Finance jmalone@huron.anglican.ca

- Prepares, administers and controls the annual budgeting process of the Diocese and parish apportionment.
- Financial administration and control of Diocesan expenditures.
- Manages and directs the annual financial reporting and audit process
- Oversees the administration and communication of business services to Diocese

Jennifer McLaughlin, CHRL, Human Resources Officer jmclaughlin@huron.anglican.ca ext 230

- Recruitment and Selection, Employment Issues
- Benefits, Pension/Retirements, Continuing Education, Clergy Conference, Orientation
- Health and Safety, Safe Church, Police Record Checks

Helen Booth, Project Management Officer hbooth@huron.anglican.ca ext 222

- Oversee the development of projects and ensure that team members are carrying out their tasks efficiently
- Evaluate and document project creation, development, and execution as well as the project's scope, budget, and justification
- Manages Diocesan property concerns and supports the development of Property Strategy

Gabrielle Rock, Administrative Assistant, Bishop's Office grock@huron.anglican.ca ext 223

Contact for appointments and enquiries for Bishop Townshend and Archdeacon Phibbs

- Administrative Assistant to Executive Archdeacon and Bishop
- Coordinates Bishop's Parish Visits
- Preparation of documentation and record keeping for Bishop's Office

Sarah Chase, Synod Coordinator schase@huron.anglican.ca ext 233

- Coordinates Synod and Diocesan Council Meetings and correspondence
- Prepares clergy and lay reader licenses and general permits
- Supports Executive Archdeacon and Bishop

Kyle Gascho, Technology & Resource Assistant kgascho@huron.anglican.ca ext 228

- Responsible for handling Diocesan database and email changes and updates
- Prepares Income Tax Receipts and acknowledgments for charitable donations
- Provides oversight to the technology for the diocesan learning network and churches with Tithe.ly

Steph Monaghan, Receptionist 9:00-1:30 reception@huron.anglican.ca ext 221

- Maintain meeting schedules and calendars
- Handles incoming calls and welcomes visitors
- Sort and distribute incoming mail

Davor Milicevic, Ph.D., Communications Officer dmilicevic@huron.anglican.ca ext 251

- Manages the diocesan website
- Communications leadership and support for diocesan media projects
- Editor of the Huron Church News
- Advise parishes and related organizations on improving communications

Doreen Kyomugisha, Accounting Clerk - Trusts financial@huron.anglican.ca ext 241

- Staff Support for Administration & Finance and Grants and Loans Sub-Committee
- Administers Diocesan, Pension and Parish Trust Funds
- Responds to inquiries and activities on Parish and Diocesan investments

Natalie Robinson, Accounting Clerk – Accounts Receivable nrobinson@huron.anglican.ca ext 234

- Responsible for collecting and reporting apportionments
- Prepares monthly parish payroll invoicing
- Administers monthly pre-authorized payment and giving programme

Patti Piccinin, Accounting Clerk – Accounts Payable ppiccinin@huron.anglican.ca ext 235

- Receives and accounts for all Synod cash receipts
- Prepares and accounts for all cash disbursements made by Huron Church House

The Rev'd Canon Gerry Adam, Director, Camp Huron gadam@huron.anglican.ca 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

Archives Housed at Huron University College, 1349 Western Road, London ON

Dez Nacario, Archivist Archives@huron.anglican.ca 519-645-7956

- Advises on what records are deemed archival
- Provides reference service to Huron Church House and the parishes identifying and researching documents of relevance to the inquiry