

## How can the Registry Office help you?

The main role of the Registry Office and staff is to work in partnership with our parishes and clergy to resource and support the mission and ministry of the Anglican Church across the diocese.

The Registry provides administrative support to the Bishop, Ministry Development Officer, coordinates the Diocesan Synod along with assistance for the Bishop-in-Council, the Bendigo Diocesan Trust Corporation, Bendigo Anglican Diocesan Corporation, Bencourt Care, New Horizons Welfare Services and Eddington Cottage.

The small and dedicated team deliver on an enormous volume of work related to insurance and property issues; clergy moves, stipends and leave; copyright and legal issues; financial management and Trust administration; safe ministry checks and licencing for clergy and lay leaders; and diocesan-wide publications.

Our reception receives many calls each year from enquirers wanting to be directed to a parish for baptisms, weddings, funerals and pastoral assistance, as well as hundreds of calls from parish officers and clergy seeking answers to questions and assistance.

The staff assist in the co-ordination and administration of diocesan programs such as clergy professional development events, the Board of Ministry, Synod, Diocesan Conventions, Safe Church Workshops, Parish Leaders Workshops and other special events.

The Registry Office acts as the communications hub for all of us, and is able to convey information that staff receive to all clergy and parishes or to specific people and groups. The Spirit and Diocesan Updates are produced in-house as well.

The Office also runs the diocesan website and is developing this to focus on providing resources for parishes and information for the wider community.

In keeping with our future focus, projects are undertaken to update and streamline processes wherever possible. A three year Information Communications Technology plan commenced in late 2016 and, when the new Strategic Plan is adopted by the Bishop-in-Council in 2017, we will work to support and deliver on that also. We continuously strive to provide greater efficiency while responding to the increasingly complex needs of the diocese.

The Registry Office is a great example of what is good about being a diocesan family as very few individual congregations could bring together the resources to do all that is needed on their own. The Registry does a huge amount of work behind the scenes to help and support the mission and ministry of the Church in the Anglican Diocese of Bendigo.