

Dear Warden,

Congratulations on your recent appointment as a Warden and thank you for your service. As part of the Anglican Diocese of Sydney, you have access to a great deal of administrative support that can assist you in your new role. So I am writing to ensure you are aware of the range of resources available.

The [So now you're a warden.....](#) brochure has been prepared to provide you with a brief overview of the role and responsibilities of a warden.

While many of the organisations that provide support to parishes are located in St Andrew's House, Sydney, most of the resources you will need are available online. For example, information relevant to the day-to-day administration of your parish, including a searchable database of circulars and other documents, is hosted on the [Sydney Diocesan Services website](#) (sds.asn.au). So you may find it helpful to spend a few moments familiarising yourself with the range of content available there.

Below I provide a brief overview of the services available, along with the diocesan organisations which provide them. There is also information about how you can access additional secure resources on the SDS website and your Parish Portal. A link to each organisation's website is also included for your convenience.

### *Webinars*

SDS also hosts interactive webinars for parish office holders on a range of topics throughout the year. These are designed to keep you up-to-date with the latest information relevant to your role, enable you to ask questions of SDS staff members, and allow you to hear from others in similar roles around the Diocese. We will be in touch with upcoming dates as they arise.

## **Sources of administrative support**

### *Property Services*

The [SDS Parish Property Services](#) team is your day-to-day partner for property matters such as leasing, building works, insurance etc.

The [Anglican Church Growth Corporation](#) provides strategic direction on how to maximise the gospel effectiveness of the Diocese's property holdings, development plans and initiatives. This includes assisting parishes on proposed property initiatives, as well as advising on overall property strategy and fundraising.

### *Media relations*

[Anglican Media](#) is available to provide professional advice on any media issues you may have.

### *Safe Ministry, external professional counselling and support*

The [Professional Standards Unit](#) provides resources and oversees all matters in the Diocese regarding Safe Ministry in our parishes, including training.

[Anglicare](#) provides a counselling support service for parish clergy and their spouses known as the [Clergy Assistance Program](#).

Anglicare also has a 'Family Violence Adviser and Educator' available to provide advice and referral options to members of ministry teams who are responding to abuse situations. Anglicare's Advisor is also able to assist churches in developing a local implementation of the Sydney Anglican Policy on Responding to Domestic Abuse. (Contact details are available once signed in to the [SDS Contact](#) page – see below.)

#### *Recruitment, training and professional development of clergy*

[Ministry Training & Development](#) serves in the recruitment, selection, training and development of Anglican ministers for the Diocese of Sydney. While the [Centre for Ministry Development](#) (based at Moore Theological College) provides theologically informed programs and services, as well as consulting and support for ministers and churches.

#### *Licensing and parish statistics*

The [Registry](#) is responsible for the licensing of all clergy and authorised lay persons, the administration of Synod representatives and receipt of parish statistics.

#### *Parish administration and finance*

The [Parish HR partner](#) provides advice and resources to equip parish Rectors and Wardens with the knowledge and resources they need to appropriately manage clergy and other parish staff.

The [SDS Parish Finance and Operations](#) team is able to assist and guide in all matters related to parish finances, cost recoveries payments, financial reporting, clergy payments and long service leave.

SDS also arranges the provision of legal services to parishes through its law practice [SDS Legal](#).

#### *Other Services*

A range of other professional services including guidance on parish administration, Synod-related matters, risk management, parish loans, the roles and responsibilities of parish officers, and ordinances are provided by [Sydney Diocesan Services](#) (SDS).

### **Secure information and the Parish Portal**

You also have access to additional secure information once [signed in](#) to the SDS website (you will have received an email from SDS with your sign in credentials).

This includes additional content on the resource pages of the website, as well as access to the Parish Portal where information specific to your parish is available (once signed in, simply click on your parish tile that will appear on the SDS homepage).

This access provides additional information and guidance on issues such as Parish Risk Management, Employment Relations, Insurance Statements and Parish Cost Recovery charges. The Parish Portal is also used to establish your communication preferences with SDS.

If you are having trouble signing in, you can reset your password or contact either your office administrator or Jason Ferguson, Manager Parish Operations, on 9265 1594 or at [jaf@sydney.anglican.asn.au](mailto:jaf@sydney.anglican.asn.au).

*Direct contact details*

Once you are logged in, you also have access to direct contact details for relevant staff members in various diocesan organisations through the [Contact](#) page (follow the link to “more detailed contact information”). It is our hope that making this contact information available ensures that parish officers such as yourself receive the highest and most efficient level of service possible. As such, we ask that these contact details are not shared with others.

I trust this information proves helpful in administering your parish. If you would like further information or require assistance at any time, please don't hesitate to contact SDS on (02) 9265 1555 or visit our [website](#).

Congratulations again on your recent appointment. We look forward to supporting you and pray that your new role will be a blessing to you and those you serve in your parish and beyond.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Wicks', with a long, sweeping flourish extending upwards and to the right.

ROBERT WICKS  
Chief Executive Officer  
Sydney Diocesan Services