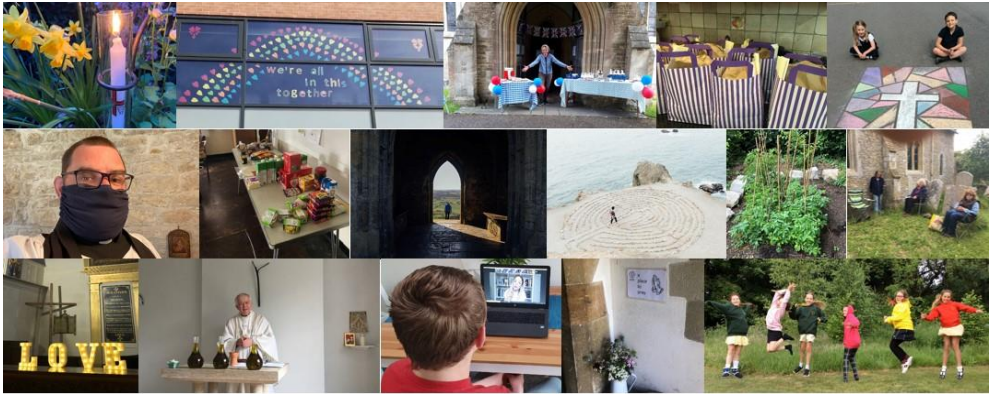


# Can we help you?

## Church House Staff Bishops' Offices



 THE CHURCH  
OF ENGLAND  
DIOCESE OF SALISBURY

Renewing **HOPE**  
Pray • Serve • Grow

## Contacts Guide

Updated 22 March 22

# Welcome

We are all called to love and serve God and our neighbours.

We know that local churches are best placed to understand and respond to God's calling to serve in their place and context. Therefore, the Church House staff and Bishops' Offices seek to serve our churches, enabling clergy, licensed ministers and many other volunteers to focus their energy for mission and ministry in their communities.

This guide aims to make it easy for churches to access the resources available and contact the relevant staff for information and support. Alternatively, please visit our Diocesan website: [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

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Please contact us on **01722 411922** or email us at  
[parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)

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## David Pain



### *Diocesan Secretary and Chief Executive Officer (CEO) of the DBF*

David provides overall leadership in the delivery of the Diocesan vision and strategy. Working with the leadership team, he seeks to ensure the DBF is adapting and learning to respond to the changing context of the Diocese.

Mobile: **07500 709068**

Email: [david.pain@salisbury.anglican.org](mailto:david.pain@salisbury.anglican.org)

**Joanne Sandall-Ball** is the Administrative Support to David:

Telephone: **07500 662424**

Email: [joanne.sandall-ball@salisbury.anglican.org](mailto:joanne.sandall-ball@salisbury.anglican.org)

# Quick links – frequently asked questions

**General enquiries or not sure who to speak to, please call**

**01722 411922 or email us at [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)**

Click on the relevant link – this will take you to the appropriate person or team to contact

## ***Safeguarding***



- Report a (potential) case or seek advice
- Training enquiries and help with booking on courses
- [DBS enquiries](#)
- [Safeguarding Microsite - technical support](#)

## ***Parish Support, Governance & Administration***



- [Church buildings faculty applications, List Bs, OFS support](#)
- [Mission and Finance Returns enquiries, passwords and logins](#)
- [Church Representation Rules, APCMs, GDPR](#)
- [Human Resources - clergy, staff and advice for parishes](#)

## ***Mission, Ministry & Communications***



- [General ministry enquiries, CMD, LWL and LPA support](#)
- [Vocation enquiries, Curates, Ordinands, LLM support](#)
- [Chaplains and Mission enquiries and small grants](#)
- [Grapevine, Diocesan Press Office, media enquiries](#)

## ***Finance & Asset Management***



- [Fairer Share enquiries](#)
- [Stipendiary and clergy grants arrangements or enquiries](#)
- [Parish Giving Scheme - registration, forms and tokens](#)
- [Clergy homes - maintenance and repairs support](#)
- [Giving and stewardship advice to parishes](#)

## Quick links

Safeguarding .....	5
Parish Support, Governance & Administration .....	7
Church Buildings (DAC) .....	8
Governance & Pastoral Planning .....	9
General Administration and Support .....	10
IT support and training for staff .....	11
Mission, Ministry and Communications.....	12
Ministry Formation .....	13
Lay Ministry, Discipleship and Mission .....	15
Spirituality .....	16
Communications .....	16
Rural Hope .....	17
Finance and Asset Management.....	19
Finance .....	19
Clergy Property and Glebe Management .....	21
Giving .....	24
SDBF Building Consultancy.....	25
The South Canonry Office .....	27
Ramsbury Office.....	28
Sherborne Office .....	29
Bishops, Archdeacons and Bishop’s Chaplain .....	30

# Safeguarding

We are committed to making churches and schools a safe and welcoming place for all.

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*Victims and Survivors are at the heart of our safeguarding work.*

*For Safeguarding training enquiries and DBS checks, please email us at [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org) or call us on **01722 411 922***

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Call **'thirtyone:eight'** from Friday 5pm until Monday 8am on **0303 0031111** to raise or report safeguarding concerns.

## Suzy Futcher



### *Team Leader & Diocesan Safeguarding Advisor*

Suzy works closely with the police, local authorities and other bodies, undertakes safeguarding casework on behalf of the Diocese and providing advice and support to clergy, lay staff and parishes.

Mobile: **07500 664800** (part-time Mon-Thu)

Email: [suzy.futcher@salisbury.anglican.org](mailto:suzy.futcher@salisbury.anglican.org)

## Jem Carter



### *Diocesan Safeguarding Advisor*

Jem works closely with the police, local authorities and other bodies, undertaking safeguarding casework on behalf of the Diocese and Salisbury Cathedral. Jem provides advice and support to the Bishop, clergy, lay staff, and parishes.

Mobile: **07469 857888** (part-time Tue-Fri)

Email: [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org)

## Jonathan Whiter



### *Safeguarding Trainer*

Jonathan is responsible for developing and implementing the safeguarding training plan that meets the needs of the Diocese and requirements of the National Safeguarding Framework.

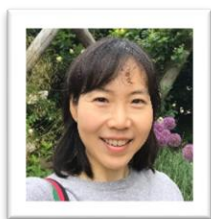
Mobile: **07881 092850** (part-time Mon-Thu)

Email: [jonathan.whiter@salisbury.anglican.org](mailto:jonathan.whiter@salisbury.anglican.org)

Contact **Jennifer Bollands** for safeguarding training enquiries and help with booking courses:

Email: [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)

## Christine Robinson-Yu



### *Safeguarding Support Officer*

Christine supports the administrative function of the safeguarding team including processing Disclosure and Barring Service (DBS) checks, Microsite troubleshooting, assisting Parish Safeguarding Officers, and administering governance meetings.

Mobile: **07881 244288**

Email: [christine.robinson-yu@salisbury.anglican.org](mailto:christine.robinson-yu@salisbury.anglican.org)

For DBS & Microsite enquiries:

[safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)

## Nina Tanner



### *Independent Sexual Violence Advisor (ISVA)*

Nina is an Independent Sexual Violence Advisor (ISVA) working for Splitz, a Domestic Abuse charity in Wiltshire. She is commissioned by Salisbury Diocese for one day a week to support victims and survivors of any form of abuse, with a particular focus on church related abuse.

Mobile: **07825 741751 (part-time)**

Email: [nina.tanner@salisbury.anglican.org](mailto:nina.tanner@salisbury.anglican.org)

# Parish Support, Governance & Administration

The team aims to provide a first point of contact and act as a resource and information hub that serves the needs of our churches and communities. The team is also responsible for governance and pastoral planning at every level of the Diocesan structure, human resources and assisting parishes in their care for church buildings and churchyards.

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*Do you have a general enquiry or not sure who to contact?  
Please call our main line number on **01722 411922** or email  
[\*\*parishsupport@salisbury.anglican.org\*\*](mailto:parishsupport@salisbury.anglican.org)*

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## Elizabeth Harvey



### ***Director of Parish Support, Governance & Administration***

Elizabeth leads and manages the Parish Support team. Working with parishes, she seeks to ensure the team are adapting and learning to respond to the changing context and needs of those we seek to serve.

Telephone: **07921 780617**

Email: [Elizabeth.harvey@salisbury.anglican.org](mailto:Elizabeth.harvey@salisbury.anglican.org)

**Joanne Sandall-Ball** is the Administrative Support to Elizabeth:

Telephone: **07500 662424**

Email: [joanne.sandall-ball@salisbury.anglican.org](mailto:joanne.sandall-ball@salisbury.anglican.org)

## Church Buildings (DAC)

The team supports the work of the Diocesan Advisory Committee (DAC) in advising the Chancellor and assisting parishes in their care for church buildings and churchyards, recognising that these are places of worship that balance mission, worship and wider community use with care and conservation.

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*For faculty applications, the Online Faculty System (OFS) and List Bs call **07703 186693**, email [DAC@salisbury.anglican.org](mailto:DAC@salisbury.anglican.org)*

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### Dan Crooke



#### ***Secretary to the Diocesan Advisory Committee (DAC) and Team Leader***

Lead and administer the Care of Churches Measure, the Faculty Jurisdiction Rules (FJR), List A and List B rules, the faculty, and church buildings quinquennial inspections in the Diocese.

Mobile: **07703 186693**

Email: [dac@salisbury.anglican.org](mailto:dac@salisbury.anglican.org)

### Alex Weedon



#### ***Church Buildings Assistant Officer***

Alex assists parishes with general enquiries relating to the care of church buildings and churchyards and works alongside parishes on faculty applications using the OFS.

Mobile: **07469 855525** (Mon-Thu)

Email: [dac@salisbury.anglican.org](mailto:dac@salisbury.anglican.org)

### Harry Gooch



#### ***Church Buildings Intern***

Harry assists the team with general enquiries to the Church Buildings team.

Email: [dac@salisbury.anglican.org](mailto:dac@salisbury.anglican.org)



## Governance & Pastoral Planning

We support, resource and enable good management and compliance at every level of the Diocesan structure in order to create a strong foundation to live out our Diocesan vision of Renewing Hope: Pray, Serve, Grow.

### Miriam Longfoot



#### *Governance and Pastoral Planning Manager*

Miriam assists parishes with Church Representation Rules (including electoral roll, elections and APCMs), general governance queries, data protection and GDPR. Miriam has managerial responsibility for the Church Buildings team.

Telephone: **Mainline 01722 411922**

Email: [miriam.longfoot@salisbury.anglican.org](mailto:miriam.longfoot@salisbury.anglican.org)

### Anne Jensen



#### *Governance Support Officer*

Anne provides administrative support on governance activities, including the service of the Diocesan Missional and Pastoral Committee and sub-committees, pastoral consultation processes and support Diocesan risk management.

Telephone: **07775 022462**

Email: [anne.jensen@salisbury.anglican.org](mailto:anne.jensen@salisbury.anglican.org)

## General Administration and Support

The team provides a 'first point of contact' for enquiries and is responsible for reception duties at Church House. The team supports parishes with the annual Mission and Finance Statistic returns, including the setup of log-in details, or reset of passwords. We are currently recruiting for an Administrator/Receptionist and have temporary cover in this role:

- **Juliette Fletcher:** Church House receptionist and provides support to parishes with enquiries

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Do you have a **general enquiry** or not sure who to contact?

Please call our main line number on **01722 411922** or email

[parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)

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### Lucy Norbury



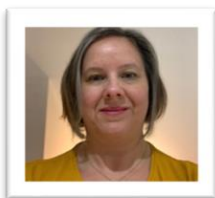
#### ***Parish Services Manager***

Lucy manages the administration and IT team that provides a broad range of outward-facing services that support mission, ministry and learning across the Diocese. Oversee IT and develop data gathering to enable 'insight' on changing trends in the work of the Diocese to increase understanding and awareness.

Telephone: **Mainline 01722 411922**

Email: [lucy.norbury@salisbury.anglican.org](mailto:lucy.norbury@salisbury.anglican.org)

### Joanne Sandall-Ball



#### ***Parish Services Senior Administrative Support***

Joanne provides secretarial and administrative support to the Diocesan Secretary (CEO) of the Diocesan Board of Finance (DBF) and the Leadership Team including diary coordination and planning, correspondence, and servicing meetings. Joanne also assists with the servicing of key governance meetings like Diocesan Synod and Bishop's Council.

Telephone: **07500 662424**

Email: [joanne.sandall-ball@salisbury.anglican.org](mailto:joanne.sandall-ball@salisbury.anglican.org)

## Jennifer Bollands



### *Parish Services Administrator Lead for Learning*

Jennie supports administration for CMD and Safeguarding courses. She is also responsible for supporting key events such as Clergy Day.

Telephone: **01722 411922**

Email: [jennifer.bollands@salisbury.anglican.org](mailto:jennifer.bollands@salisbury.anglican.org)

## IT support and training for staff

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Staff can contact *The Silvercloud Business* for IT support on **01722 411999** or [helpdesk@thesilvercloudbusiness.com](mailto:helpdesk@thesilvercloudbusiness.com)

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## Richard Peacock



### *IT Support Officer*

Richard is responsible for the Diocesan IT network and software operations, ensuring that the DBF and staff fully utilise the benefits of it. The role has particular administrator responsibilities for Microsoft SharePoint and bespoke contact management databases, CMS and SalDims.

Telephone: **Mainline 01722 411922**

Email: [richard.peacock@salisbury.anglican.org](mailto:richard.peacock@salisbury.anglican.org)

# Mission, Ministry and Communications

We encourage mission and ministry across our communities and parishes to be locally led and centrally supported, in line with the Diocesan priorities for growth. This includes fostering a culture of vocation (lay and ordained), investing in ministerial formation, supporting a genuine localised strategy for mission (including discipleship and social justice), and developing the potential of our digital engagement.

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*The team seeks to support, resource and enable clergy and laity to flourish in their discipleship, ministry and mission.*

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## Jonathan Triffitt



### ***Director of Mission, Ministry and Communication (MMC) and Deputy Diocesan Secretary***

Jonathan leads and manages the team in supporting and serving the vocation of the local church in three key areas: discipleship, leadership and community transformation. The team supports and resources local churches in partnership with the Diocesan Board of Education (DBE) and recognises that work must be grounded in the gifts of the places we serve.

Mobile: **07955 246940**

Email: [Jonathan.triffitt@salisbury.anglican.org](mailto:Jonathan.triffitt@salisbury.anglican.org)

**Joanne Sandall-Ball** is the Administrative Support to Jonathan:

Telephone: **07500 662424**

Email: [joanne.sandall-ball@salisbury.anglican.org](mailto:joanne.sandall-ball@salisbury.anglican.org)

# Ministry Formation

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*Learning ministry by doing ministry.*

*What is God's plan for you?*

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## Nigel Done



### ***Team Leader and Diocesan Director of Ordinands***

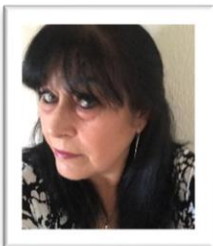
As **Ministry Formation team leader**, Nigel supports and resources the needs of those exploring a vocation and those discerned for authorised and commissioned ministries (lay and ordained).

As the **Diocesan Director of Ordinands (DDO)**, Nigel is responsible for guiding the Diocese's candidates for ordained ministry through the processes of discernment and the pre-ordination phase of their training until first appointment.

Mobile: **07976 418920**

Email: [nigel.done@salisbury.anglican.org](mailto:nigel.done@salisbury.anglican.org)

## Andrea Dredge



### ***Ministerial Formation Resource Administrator***

Andrea provides administrative support to the Ministry Formation team that include initial vocation enquiries; supporting the work of discernment by handling candidates for ordained ministry through the Church of England selections process until the point of licensing to a first post; supporting the work of providing ongoing learning and development of curates in title posts within the Diocese; supporting the work of discernment and training of Licensed Lay Ministers (LLMs), pre and post admission. Andrea is Nigel's personal assistant.

Telephone: **07917 912267**

Email: [andrea.dredge@salisbury.anglican.org](mailto:andrea.dredge@salisbury.anglican.org)

## Louise Ellis



### *Lead Vocations Coordinator (10h p/wk)*

Louise is the Vicar of the Church of the Holy Angels in Lilliput, Poole and acts as the lead Diocesan Vocations Coordinator, fostering a culture of talking about vocations for everyone, including young people. Louise oversees the recruitment, training and resourcing of a team of Vocation Mentors who work with individuals alongside their vicar in developing their understanding of calling. Through Vocation Enquiry events, we aim to offer a clear entry point of discerning a vocational pathway to lay and ordained roles. Louise Ellis is supported by **Claire Horton** as part time **Assistant Diocesan Vocations Co-ordinators**.

Mobile: **07469 853376**

Email: [louise.ellis@salisbury.anglican.org](mailto:louise.ellis@salisbury.anglican.org)

Email for Claire Horton: [claire.horton@salisbury.anglican.org](mailto:claire.horton@salisbury.anglican.org)

## Sue Chandler



### *Initial Ministerial Education (IME) Resource Officer*

Sue works alongside Nigel Done to resource all aspects of curacy training, ensuring all curates grow in their own formation and learning. Sue leads on the Assessment in Curacy process (the formal programme through which curates are signed off for future ministry) and on arranging the Core Training Programme.

Sue volunteers the remainder of her time as the **Continuing Ministerial Development (CMD) Resource Officer** working with those in licensed and commissioned ministries with a particular focus on and as a member of the Diocesan Wellbeing Group.

Telephone: **07554 425971** (part-time)

Email: [sue.chandler@salisbury.anglican.org](mailto:sue.chandler@salisbury.anglican.org)

## Lay Ministry, Discipleship and Mission

The Diocese of Salisbury seeks to encompass all aspects of mission in a way which best reflects the Glory of God and proactively engages with the Fifth Mark of Mission – ‘To strive to safeguard the integrity of creation and sustain and renew the life of the earth’.

### Karen Hutchinson



#### *Lay Ministry Development Officer*

Working collaboratively across areas of the MMC team, DBE and local churches, Karen supports, enables and resources the growth and development of lay ministry across the diocese.

Mobile: **07917 912179**

Email: [karen.hutchinson@salisbury.anglican.org](mailto:karen.hutchinson@salisbury.anglican.org)

### Steve Inglis



#### *Mission Coordinator*

Steve supports, enables and resources discipleship, mission and social justice in the local context and is the contact for chaplains.

Steve works collaboratively with local church and school leaders, building missional opportunities that respond to community needs across all ages and supports the development of Community Hubs as a vehicle for local discipleship and mission.

Mobile: **07464 546040**

Email: [steve.inglis@salisbury.anglican.org](mailto:steve.inglis@salisbury.anglican.org)

## Spirituality

Spiritual accompaniment is a confidential and prayerful relationship of trust between two people in which one listens to the other, enabled by the Holy Spirit, to help them discern the place and work of God in their life and to deepen that relationship.

It has been part of the practice of the Church since early times. It is available for those who want to grow in faith and spiritual practice and for those who are spiritually searching. Should you require information or support, please contact:

**Director of Mission, Ministry and Communication (MMC) and Deputy Diocesan Secretary, Jonathan Triffitt**

Mobile: **07955 246940**

Email: [Jonathan.triffitt@salisbury.anglican.org](mailto:Jonathan.triffitt@salisbury.anglican.org)

## Communications

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*The big story is known through our little*

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Sharing our vision, the stories and the history that makes us the Diocese of Salisbury.

Our role is to communicate our faith and activities, all lived out in our parishes, schools and communities through the weekly Grapevine and social media. stories

Our Communications team is in transition. We have secured experienced diocesan communications officers **Amber Jackson** and **Grace McSharry**, to support us with the production of our publications (e.g. Grapevine, Working Together), assist with the diocesan website and cover social media. For enquiries or to share your stories please email [comms@salisbury.anglican.org](mailto:comms@salisbury.anglican.org)

Should you require information, please contact:

**Director of Mission, Ministry and Communication (MMC) and Deputy Diocesan Secretary**

Mobile: **07955 246940**

Email: [Jonathan.triffitt@salisbury.anglican.org](mailto:Jonathan.triffitt@salisbury.anglican.org)



## Rural Hope

Our churches play an important role at the heart of their communities in our largely rural Diocese. Changing lifestyles mean that we need to respond to the spiritual needs of rural populations in new and exciting ways.

Our Diocesan Rural Hope programme supports the development of collaborative ministry and mission in the rural parts of the Diocese, working closely with rural church leaders.

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*In this Diocese, 90% of parishes and 50% of the population are rural*

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### Sarah Keen



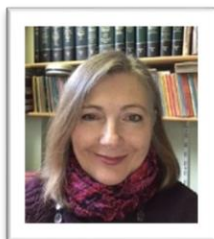
#### ***Rural Hope Programme Manager***

Sarah leads and manages all stages of the programme and ensures that Rural Hope supports the Diocesan vision for ministry and mission in rural areas. Sarah has specific responsibility for coordinating the Rural Ministry Experience Scheme.

Mobile: **07931 535534**

Email: [sarah.keen@salisbury.anglican.org](mailto:sarah.keen@salisbury.anglican.org)

### Clare Phillips



#### ***Rural Hope Resource Officer***

Clare has responsibility for implementing a range of learning, training, developmental and networking opportunities for clergy and lay people who are, or may in future be, involved in rural ministry.

Email: [clare.phillips@salisbury.anglican.org](mailto:clare.phillips@salisbury.anglican.org)

The Rural Hope Field Officers (RFOs) are able practitioners, passionate about the rural church, with energy and skills to work alongside others to enable new initiatives to spring up in our rural areas and share good practice.

### Margaret Preuss-Higham



***Rural Hope Field Officer – Sherborne***

Telephone: **01305 873978**

Email: [RFOSherborne@salisbury.anglican.org](mailto:RFOSherborne@salisbury.anglican.org)

### Richard Hancock



***Rural Hope Field Officer – Dorset***

Telephone: **01725 552182**

Email: [RFODorset@salisbury.anglican.org](mailto:RFODorset@salisbury.anglican.org)

### Claire Horton



***Rural Hope Field Officer – Sarum and  
Assistant Diocesan Vocations Co-ordinator***

Email: [RFOSarum@salisbury.anglican.org](mailto:RFOSarum@salisbury.anglican.org)

### Rhona Floate



***Rural Hope Field Officer – Wiltshire***

Telephone: **01672 540523**

Email: [RFOWilts@salisbury.anglican.org](mailto:RFOWilts@salisbury.anglican.org)

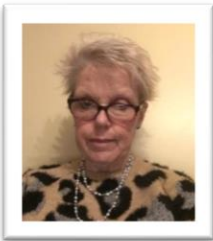
The Rural Hope programme also funds the work of:

- Janet Smith ([plumsmith18@gmail.com](mailto:plumsmith18@gmail.com)) – Energising Local Ministry (ELM) Coordinator
- Dr Jill Hopkinson ([jhopkinson@sarum.ac.uk](mailto:jhopkinson@sarum.ac.uk)) – responsible for the Rural Ministry Training Pathway at Sarum College

# Finance and Asset Management

The team manages the assets and finances of the Diocesan Board of Finance (DBF), provides services to the local church and clergy in finance, stewardship and property, and builds new income through fundraising innovation, glebe development and profit generation from the SDBF Building Consultancy Ltd.

## Liz Ashmead



### *Director of Finance & Asset Management*

Liz leads the team and is responsible for the management, safeguarding and growth of DBF assets and finances in accordance with ecclesiastical, charity and company laws.

Telephone: **07803 827457**

Email: [liz.ashmead@salisbury.anglican.org](mailto:liz.ashmead@salisbury.anglican.org)

**Joanne Sandall-Ball** is the Personal Assistant to Liz:

Telephone: **07500 662424**

Email: [joanne.sandall-ball@salisbury.angican.org](mailto:joanne.sandall-ball@salisbury.angican.org)

## Finance

The team provides a wide range of support, including statutory accounting duties; administering the Diocesan 'Fairer Share' scheme, parochial fees enquiries and collection; stipend administration and the Parish Giving Scheme.

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*Can we help you today? Please contact us on **01722 411955** or email us at [\*\*accounts@salisbury.anglican.org\*\*](mailto:accounts@salisbury.anglican.org)*

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## Olivia Otieno



### *Management Accountant*

Olivia supports Liz in the preparation of the DBF management accounts, the annual statutory accounts and preparation work for the auditors. Olivia is also responsible for the SDBF BC Ltd accounts, assisting parishes with parochial fee enquiries and the calculation and management of ordinand maintenance grants for those in full-time theological study.

Telephone: **01722 411955** or **07917 912199**

Email: [accounts@salisbury.anglican.org](mailto:accounts@salisbury.anglican.org)  
[olivia.otieno@salisbury.anglican.org](mailto:olivia.otieno@salisbury.anglican.org)

## Pete Reynolds

### *Systems Accountant*

Pete is responsible for the development of the accounting system, processes and regular financial report production. Pete supports the team with a variety of accounting activities including banking, fairer share, and accounting analysis.

Telephone: **01722 411955** or **07917 912199**

Email: [accounts@salisbury.anglican.org](mailto:accounts@salisbury.anglican.org)  
[Pete.reynolds@salisbury.anglican.org](mailto:Pete.reynolds@salisbury.anglican.org)

## Carolyn Cropp



### *Accounts Administrator & Stipends Secretary*

Carolyn is responsible for overseeing the financial arrangements for clergy moving to or within the Diocese and for ongoing stipendiary and clergy grants arrangements or enquiries. Carolyn can assist with the payment of supplier invoices, clergy and staff expenses and DBF staff payroll enquiries.

Carolyn administers the Parish Giving Scheme and assists with registration, general enquiries, donor forms, leaflets and tokens.

Telephone: **01722 411955** or **07917 912199** (Part-time Tue-Fri)

Email: [accounts@salisbury.anglican.org](mailto:accounts@salisbury.anglican.org)  
[carolyn.cropp@salisbury.anglican.org](mailto:carolyn.cropp@salisbury.anglican.org)

## Clergy Property and Glebe Management

The team is responsible for the care and maintenance of 235 clergy properties, the Diocesan glebe portfolio, and our beautiful 15th century Church House in Salisbury.

Every year the team assist around 20 clergy and curates to move into or out of our properties and arrange for building works and maintenance to meet the needs of clergy and their families. When properties are vacant, the team aims to generate income for the Diocese by renting out the properties.

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*We treat your house like our home.*

Please contact us on **01722 411933** or email  
[property.dept@salisbury.anglican.org](mailto:property.dept@salisbury.anglican.org)

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### Shawn Donnelly



#### *Head of Property & Diocesan Surveyor*

As **Head of Property**, Shawn oversees the construction, maintenance and repairs of clergy housing and other properties within the Diocese. He carries out the quinquennial surveys and manages the ingoing works to housing when new clergy arrive. Shawn is also responsible for the Diocesan glebe portfolio.

As **Manager of SDBF BC Ltd**, Shawn leads the team and works with over 70 Voluntary Aided Schools and Academies generating revenue by administering fee charging property services.

Mobile: **07500 660956**

Email: [shawn.donnelly@salisbury.anglican.org](mailto:shawn.donnelly@salisbury.anglican.org)

### Simon Ferris

#### *Procurement & Property Asset Manager*

Simon is responsible for the delivery of the DBF procurement framework and sources the suppliers and contractors who help us with emergency and general repairs and maintenance across the Diocesan property portfolio and other key service contracts.



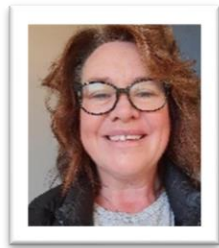
Simon oversees the buying and selling of properties and associated conveyancing with Wilsons Solicitors, manages the relationship with Strutt and Parker on glebe development and appoints agents on the letting of rental properties.

Simon arranges the insurance, upkeep, and disposal of Redundant Churches in collaboration with the National Church.

Mobile: **07500 494744**

Email: [simon.ferris@salisbury.anglican.org](mailto:simon.ferris@salisbury.anglican.org)

## Tracy Bowes



### *Repairs Coordinator & Site Manager*

Tracy helps clergy with property issues, be it emergency, moving in/out, general repairs and maintenance or building works.

Tracy liaises with the contractors and suppliers and manages council tax and water rates across all the Diocesan properties. She is responsible for Church House facility management.

Mobile: **07917 912195**

Email: [property.dept@salisbury.anglican.org](mailto:property.dept@salisbury.anglican.org)  
[tracy.bowes@salisbury.anglican.org](mailto:tracy.bowes@salisbury.anglican.org)

## Eileen Spalding



### *Finance & Asset Management Administrator*

Eileen, together with Tracy Bowes, supports clergy, suppliers and contractors with enquiries relating to clergy properties. This includes arranging emergency and regular repairs or maintenance on behalf of clergy, coordinating quinquennial reports and works and helping with the arrangements when clergy are due to occupy or vacate a property.

Telephone: **01722 411933** (Part-time Thursday only)

Email: [property.dept@salisbury.anglican.org](mailto:property.dept@salisbury.anglican.org)  
[eileen.spalding@salisbury.anglican.org](mailto:eileen.spalding@salisbury.anglican.org)

## Hilary Abbott



### *Finance & Asset Management Administrator*

Hilary, together with Tracy Bowes, supports clergy, suppliers and contractors with enquiries relating to clergy properties. This includes arranging emergency and regular repairs or maintenance on behalf of clergy, coordinating quinquennial reports and works and helping with the arrangements when clergy are due to occupy or vacate a property.

Telephone: **01722 411933** (Part-time Mon-Thurs)

Email: [property.dept@salisbury.anglican.org](mailto:property.dept@salisbury.anglican.org)  
[hilary.abbott@salisbury.anglican.org](mailto:hilary.abbott@salisbury.anglican.org)

## Elizabeth Wallis



### *Trust & Property Registration Officer*

Liz offers advice and assistance to the DBF, clergy, churchwardens and parochial officers in their role as administrative trustees of ecclesiastical trusts vested in the DBF.

Liz provides administrative support to the Diocesan Review Group for the Erskine Muton Trust Fund (grants to Dorset parishes), liaises with Dorset Historic Churches Trust and other Grant Making Bodies and seeks to increase PCC awareness of grant opportunities. She also ensures that clergy properties are registered with the correct legal bodies.

Telephone: **07917 912169** (Part-time)

Email: [elizabeth.wallis@salisbury.anglican.org](mailto:elizabeth.wallis@salisbury.anglican.org)

## Giving

We worship a generous God who has blessed us with abundance. Giving and generosity is part of living out our faith as disciples of Jesus.

We want to inspire and equip churches to encourage giving across the Diocese of Salisbury.

### Anna Hardy



#### *Giving Advisor*

Anna supports our churches across the Diocese to raise the funds we need for ministry and mission, and to preserve our church buildings, for future generations.

Telephone: 07500 831566

Email: [anna.hardy@salisbury.anglican.org](mailto:anna.hardy@salisbury.anglican.org)



# SDBF Building Consultancy

An independent multi-disciplinary practice that offers a wide range of professional building surveying and architectural design services. The company is a subsidiary of the Diocese of Salisbury and profits are gifted back to the Diocese to help fund its mission and ministry.

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Please contact us on **01722 438666** or email

[info@sdbfbuildingconsultancy.co.uk](mailto:info@sdbfbuildingconsultancy.co.uk)

Website: [www.sdbfbuildingconsultancy.co.uk](http://www.sdbfbuildingconsultancy.co.uk)

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## Duygu Riley



### *Architectural Designer & Business Development Manager*

Duygu is a qualified Interior Architect, working alongside Shawn Donnelly (SDBFBC manager), assists with the day to day running of the company and provides a wide range of architectural services, from conception to completion for residential, education and commercial clients with all sizes of projects.

Mobile: **07918 678533**

Email: [duygu.riley@sdbfbuildingconsultancy.co.uk](mailto:duygu.riley@sdbfbuildingconsultancy.co.uk)

## Mark White



### *Senior Buildings Surveyor*

Mark is a qualified Building Surveyor and provides surveying and repair management service to Voluntary Aided Church Schools and Academies, assists with grant applications to both the Department for Education and LEAs, designs, specifies, tenders and administers to completion on capital works on schools. Mark also carries out inspections and interim works to clergy houses and other DBF properties.

Mobile: **07741 303369**

Email: [mark.white@sdbfbuildingconsultancy.co.uk](mailto:mark.white@sdbfbuildingconsultancy.co.uk)

## Matthew Lofthouse



### *Assistant Buildings Surveyor*

As a Chartered Building Surveyor, Matthew provides building surveying and architectural services to residential and commercial clients and potentially to other dioceses.

Mobile: **07500 338368**

Email: [matthew.lofthouse@sdbfbuildingconsultancy.co.uk](mailto:matthew.lofthouse@sdbfbuildingconsultancy.co.uk)

## James Pass



### *Chartered Architectural Technologist*

James is a Chartered Architectural Technologist providing a full range of architectural services from conception to completion for a variety of projects of all sizes

Telephone: **07718 099712**

Email: [james.pass@sdbfbuildingconsultancy.co.uk](mailto:james.pass@sdbfbuildingconsultancy.co.uk)

## Fiona Pretorias



### *Administrator and financial controller*

Fiona provides secretarial and administrative support to the team and is responsible for contract instructions, certificates of payment, invoices and monitoring fee income.

Telephone: **07917 912192** (temporary full time)

Email:

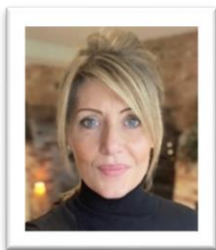
## The South Canonry Office

The office is at The South Canonry, 71 The Close, Salisbury SP1 2ER. The Bishop of Salisbury has oversight of the whole of the Diocese of Salisbury and shares this oversight with the Bishops of Ramsbury and Sherborne and with the licensed clergy of the Diocese. We are delighted to be welcoming Bishop Designate, the Very Revd Stephen Lake who will be enthroned in June. The Acting Bishop of Salisbury, The Rt Revd Karen Gorham, Bishop of Sherborne will remain until this time.

The office serves the needs of the Bishop and collaborates on a range of topics. The Bishop's Chaplain – The Revd Canon Tony Monds – supports and facilitates the ministry of the Bishop.

For more information on the Bishop Designate, visit: [Bishop Designate Stephen Lake elected by Salisbury Cathedral College of Canons — Diocese of Salisbury \(anglican.org\)](https://www.anglican.org.uk/bishop-designate-stephen-lake)

### Melanie Davies



#### *PA to the Bishop of Salisbury*

Mel is responsible for the day-to-day running of the South Canonry Office, the Bishop's diary, emails and correspondence along with the facilities of the See House and Bishopric finance. Mel is a pivotal point of contact for the Bishop's Communications Adviser, Parliamentary Assistant and national working groups.

Telephone: **01722 334031** or **07980 273438**

Email: [bishop.salisbury@salisbury.anglican.org](mailto:bishop.salisbury@salisbury.anglican.org)

### Sally Ruffer



#### *The Bishop's Administration Secretary*

Sally is responsible for many aspects of work relating to clergy, including the clergy review scheme, clergy blue files, Diocesan Cycle of Prayer, Diocesan Confirmations, many aspects of ordinations, appointments, events, and assisting with the update and transfer of data between new and developing databases both locally and nationally.

Telephone: **01722 424840** or **07719 435361**

Email: [bishop.admin@salisbury.anglican.org](mailto:bishop.admin@salisbury.anglican.org)

# Ramsbury Office

The office is at Church House, 99 Crane St, Salisbury SP1 2QB and serves the needs of the Bishop of Ramsbury and the Archdeacons of Sarum and Wilts in their ministry throughout the Ramsbury area. The office deals with the daily administration for the Bishop and the Archdeacons. This includes being the first line of advice for all churchwardens and clergy on anything regarding churches, faculties, pastoral re-organisation. The office undertakes the administration for all the appointments of clergy in the Ramsbury area, associated licensing and the Permission to Officiate (PTOs) for retired clergy moving into the area. It also manages parochial vacancies, issues Statements of Particulars, ensures pastoral support for clergy and their families, and coordinates ministry reviews.

For more information on the Bishop and the Archdeacons, visit:

<https://www.salisbury.anglican.org/whos-who/bishops/the-bishop-of-ramsbury>

<https://www.salisbury.anglican.org/whos-who/contacts/archdeacons>

## Lynne Archer



### *PA to the Bishop of Ramsbury*

Lynne is responsible for the day-to-day running of the Ramsbury Office, the Bishop's administration, administration of clergy vacancies in the area, and Permission to Officiate (PtO) requests.

Telephone: **07917 912185**

Email: [lynne.archer@salisbury.anglican.org](mailto:lynne.archer@salisbury.anglican.org)

## Anna Wilde



### *PA to the Archdeacons of Sarum and Wilts*

Anna assists in the day-to-day running of the Ramsbury Office, coordinating Churchwardens and Triennial Visitations, as well as the diaries for the Archdeacons of Sarum and Wilts.

Telephone: **07917 912185**

Email: [ramsbury.office@salisbury.anglican.org](mailto:ramsbury.office@salisbury.anglican.org)

## Sherborne Office

The office is at Ash Farm Courtyard, Stourpaine, Dorset DT11 8PW. The office serves the needs of the Bishop of Sherborne and the Archdeacons of Sherborne and Dorset in their ministry throughout the Sherborne area. The office deals with the daily administration for the Bishop and Archdeacons, including being the first line of advice for churchwardens and clergy on anything regarding churches, faculties, or pastoral re-organisation. It undertakes the administration for all the appointments of clergy in the Sherborne area, associated licensing and the Permission to Officiate (PTOs) for retired clergy moving into the area. It manages parochial vacancies, issues Statements of Particulars, ensures pastoral support for clergy and their families, and coordinates ministry reviews. The Bishop has responsibility in the Diocese for lay ministry and Chaplains and her Secretary assists with this work.

For more information on the Bishop of Sherborne and the Archdeacons, visit:

<https://www.salisbury.anglican.org/whos-who/bishops/the-bishop-of-sherborne>

<https://www.salisbury.anglican.org/whos-who/contacts/archdeacons>

### Vicky James



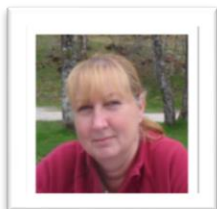
#### *Senior Administrative Secretary to the Bishop of Sherborne*

Vicky is responsible for the day-to-day running of the Sherborne Office, the Bishop's administration, administration of clergy vacancies in the area and Permission to Officiate (PtO) requests, and acts as secretary to the Dorset Mission Oversight Group.

Telephone: **01258 444521**

Email: [Sherborne.pa@salisbury.anglican.org](mailto:Sherborne.pa@salisbury.anglican.org)

### Lyn Booth



#### *PA to the Archdeacons of Dorset and Sherborne*

Lyn assists in the day-to-day running of the Sherborne Office, coordinating Churchwardens and Triennial Visitations, as well as the diaries for the Archdeacons of Dorset and Sherborne. Lyn acts as secretary to both the Sherborne and Dorset Stewardship Groups and the Milton Abbey standing committee.

Telephone: **01258 444521** or **07917 912187**

Email: [sherborne.office@salisbury.anglican.org](mailto:sherborne.office@salisbury.anglican.org)

# Bishops, Archdeacons and Bishop's Chaplain

## Bishop of Salisbury

*Bishop Designate The Very Revd Stephen Lake*

Telephone: **01722 334031**

Email: [bishop.salisbury@salisbury.anglican.org](mailto:bishop.salisbury@salisbury.anglican.org)

## Acting Bishop of Salisbury and Bishop of Sherborne



*The Rt Revd Karen Gorham*

Telephone: **01258 444521**

Email: [bishop.sherborne@salisbury.anglican.org](mailto:bishop.sherborne@salisbury.anglican.org)

## Bishop of Ramsbury



*The Rt Revd Dr Andrew Rumsey*

Telephone: **01722 438662**

Email: [bishop.ramsbury@salisbury.anglican.org](mailto:bishop.ramsbury@salisbury.anglican.org)

- Bishop's Chaplain

**Canon Tony Monds**

Telephone: **01722 420942** or **07808 614597**

Email: [bishops.chaplain@salisbury.anglican.org](mailto:bishops.chaplain@salisbury.anglican.org)

- Archdeacon of Dorset

**The Ven Antony MacRow-Wood**

Telephone: **01258 444521**

Email: [ad Dorset@salisbury.anglican.org](mailto:ad Dorset@salisbury.anglican.org)

- Archdeacon of Sherborne

**The Ven Penny Sayer**

Telephone: **01258 444521**

Email: [adsherborne@salisbury.anglican.org](mailto:adsherborne@salisbury.anglican.org)

- Archdeacon of Sarum

**The Ven Alan Jeans**

Telephone: **01722 438662**

Email: [adsarum@salisbury.anglican.org](mailto:adsarum@salisbury.anglican.org)

- Archdeacon of Wilts

**The Ven Sue Groom**

Telephone: **01722 438662**

Email: [adwilts@salisbury.anglican.org](mailto:adwilts@salisbury.anglican.org)