

Staff Duties

October 2010

Bishop's Executive Assistant

Liz Crawley

Bishop's Calendar [paper & electronic] management
Schedule meetings and appointments
Mange travel arrangements and prepare itinerary
Triage mail, phone and other communications and coordinate responses
Maintain diocesan clergy records
Point of contact for the bishop for clergy and laity of diocese
Assist with planning certain annual gatherings of clergy in diocese
Maintain records of bishop's Official Acts, Visitations, Letters Dimissory,
Letters of Good Standing
Ordination Officer to the Church Pension Group
Secretary of Diocesan Council
Secretary of Executive Committee of Diocesan Council
Gather and collate Journals of Convention
Schedule official visitations
Maintain records and produces Licenses for Clergy and Laity of diocese
Assist Commission on Ministry with administrative duties.
Convention planning
Convocation planning