



Diocese of Edinburgh
Scottish Episcopal Church

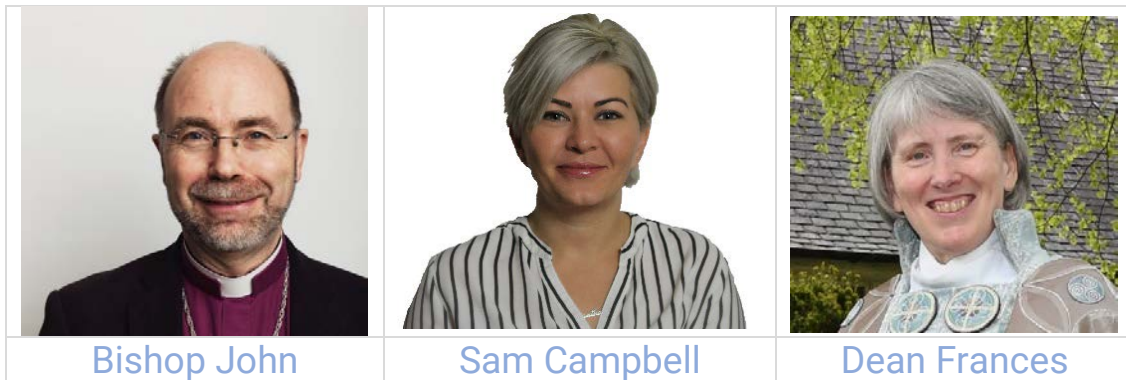
The Diocesan Office – what can we do for you?

*A guide for those new to the diocese, new
to the vestry or simply curious!*

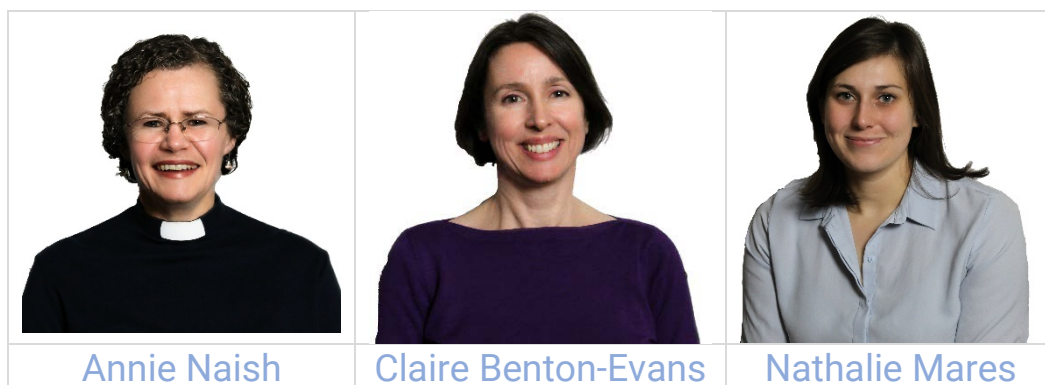


Who works at the Diocesan Office?

The starting point is that this is where the **Bishop** (*The Right Reverend Dr John Armes*) has his office. He is assisted, principally, by two other people who work here, the **Dean** (*The Very Reverend Frances Burberry*) and **Bishop John's P.A.** (*Sam Campbell*).



Three others based at the office are directly involved in our mission and ministry. They are the **Bishop's Enabler of Mission** (*The Reverend Annie Naish*) the **Youth & Children Officer** (*Claire Benton-Evans*) and the **Administrative Assistant/Dean's P.A.** (*Nathalie Mares*).



On the administrative and governance side (nevertheless, supporting our mission and ministry), there are four people. The **Diocesan Secretary** (*Godfrey Robson*), the **Diocesan Administrator** (*Simon Filsell*), another **Administrative Assistant** (*Ann Rae*) and our **Communications Coordinator** (*James Parsons*).



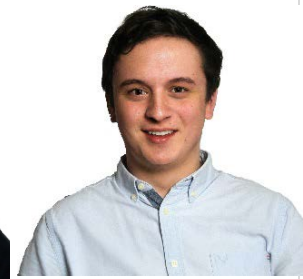
Godfrey
Robson



Simon Filsell



Ann Rae



James Parsons

Not everyone is in the office all of the time, and it is best to make an appointment if you are wanting to meet with a specific person. However, the office is normally open 9-5 Monday to Friday – but do ring ahead and check if you are making a special journey.

What else is there, at the office?

Apart from the individual offices for the people mentioned above, there is a **Meetings Room**. This is where all our central committee meetings take place, as well as other periodic meetings and events.



We are also very fortunate to have a very capable office printer. Whilst this produces almost all our office printing, we offer a very economic **printing service to vestries** and other diocesan bodies. Last year, we produced around 300,000 prints for our churches – ranging from orders of service & magazines to posters & banners. If you want to know more about this service and the prices, just get in touch with us, and we can tell you how we can help.



What other resources do you offer?

We are here to be able to offer advice on almost all aspects of church and clergy matters, but we try to find opportunities to offer seminars or training for specific needs. Past and future events include help for people such as:

- **Treasurers**
- **Magazine & web editors**
- **Church administrators**
- **Youth and children's workers**



We also get involved in the Province Office's **Safeguarding** Training. In addition, we operate a **Payroll Service**, mainly to help those vestries which do not have a treasurer with the time or experience to take on this somewhat complex process. Our Youth & Children Officer has access to some books and practical resources, including the wonderful '**Play Church**' (*above*) but, along with the Bishop's Enabler of Mission, has extensive knowledge of where resources might be shared, from around the diocese. Just ask.

Are there any online resources?



Yes - plenty! We have produced a page on the diocesan website, which has all sorts of forms, guidance, links and many other documents to help you administer your church. There are also quite a few resources on the Province website, and there are links to that on our page:

<https://edinburgh.anglican.org/resources-diocesan-office/>

If there is anything you can't find or would like to see there, let us know.

So who do we contact about what?

Check the website (above) first, as you may well find the answer there. If you still need to speak to us, here is a list – not exhaustible – of the areas we cover, and who can help:

- Accounts & Finance** – Diocesan Treasurer (via the Diocesan Administrator)
- Buildings** (churches & rectories) – Diocesan Administrator
- Canons of the SEC** – Diocesan Registrar (via the Diocesan Administrator)
- The Communicant publication** - Administrative Assistant (F&M)
- Clergy matters (incl. Licences etc.)** – Bishop's PA
- Constitutions**
 - Legal matters: Diocesan Registrar (via the Diocesan Administrator)
 - Process to renew etc.: Diocesan Administrator & Administrative Assistant (F&M)
- PVG checks (clergy)** – Bishop's PA
- Safeguarding** – Diocesan Administrator
- Synod (Diocesan)** – Diocesan Administrator
- Websites** – Communications Coordinator

- ❑ **Wedding procedures** – Bishop's PA
- ❑ **Youth work and resources** – Youth & Children Officer

What committees oversee all this?

DIOCESAN SYNOD – the overall governing body of the diocese, and the legal charity. Most of the diocesan clergy are automatically members, but each congregation elects a Lay Representative as well.

STANDING COMMITTEE – this is the 'standing' committee of the Diocesan Synod. The members are elected by Synod, and they are all formal trustees of the charity.

MISSION & MINISTRY COMMITTEE – this reports directly to the Standing Committee, on all matters of pastoral ministry and mission work.

FINANCE & MANAGEMENT COMMITTEE - this also reports directly to the Standing Committee, on financial matters and the practical/formal management of the operation of the diocese.

BUILDINGS COMMITTEE – Responsible for all properties owned by the diocese – including churches & rectories, which are legally owned by the Diocesan Property Trustees (*Bishop, Dean, Registrar and Chancellor*). Oversees the Canon XXXV process, for the alteration and adaption of church buildings. It reports directly to the Finance & Management Committee.

INFORMATION & COMMUNICATIONS COMMITTEE – Handles all matters of communication, such as social media, the diocesan website, publications and press matters (in conjunction with the Provincial Director of Communications). It reports directly to the Finance & Management Committee.

PERSONNEL COMMITTEE – Provides advice on all matters of Human Resources for lay staff, both diocesan and vestry employees. Oversight of recruitment HR policies and pay scales. It reports directly to the Finance & Management Committee.

CONTACTS DIRECTORY

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