



Coronavirus - Diocesan Events & Staffing

At present there is no guidance or directive to suggest that we should close the Diocesan Office. However, we need to take steps to keep safe, so the following is how we want to proceed, to maintain as much diocesan work as we can, but to keep everyone safe.

STAFFING THE OFFICE



We want to ensure there is at least one person 'covering' the physical office each working day, at least between 10am-4pm. We will answer the phone, when the office is staffed, but we will **NOT** be answering the front door to visitors, and all appointments are being cleared from our diaries.

Some officers and staff will be working from home to a greater or lesser degree. Therefore, email is the best form of contacting us. Here is the link to the contacts page:

<https://edinburgh.anglican.org/diocesan-staff/staff-based-at-the-diocesan-office/>

We are investigating how to remotely access our voicemail on our individual phones, so that any remote working can include checking for voice messages.

EVENTS & MEETINGS



ALL committee and other meetings in the office are **CANCELLED** until the end of June, when the position will be reviewed. In addition, there are diocesan-led events which are cancelled as well. The full list is:

- 30 March Buildings Committee
- 6 April Chrism Mass, St Mary's Cathedral
- 28 April Personnel Committee
- 28 April Service of Institution for Revd Nick Wills (St Peter's, Lutton Place)
- 2 May Safeguarding Training
- 4 May Buildings Committee
- 5 May Service of Institution for Revd Andrew Taylor-Cook (Peebles & Innerleithen)

- 6 May CMD Day at St Mark's, Portobello
- 7 May Finance & Management Committee
- 13 May Monthly clergy meeting
- 14 May Standing Committee

- 1 June Buildings Committee
- 1 June Pre-Synod Dinner, The Good Shepherd
- 10 June Monthly clergy meeting
- 11-13 June General Synod
- 16 June Mission & Ministry Committee
- 30 June Finance & Management Committee

PAYROLL



Employees of all those charges which are part of the diocesan payroll service will be paid as normal, and there are backup plans in case Simon Filsell is unable to do the processing. Please make sure that you have backup plans in place to pay your clergy and employees if you are not part of this service.

SEC CORONAVIRUS ADVICE



Most of you should have seen the advice from the SEC, compiled and agreed by the College of Bishops but, in case you have not, this advice is included elsewhere in this edition of *The Communicant*. The advice covers church services, funeral arrangements, clergy & lay reader practice, online worship and financial issues.

We hope we can return to a more normal service to you before too long, but thank you for your forbearance during this extraordinary time.