

Coronavirus - Diocesan Events & Staffing

At present there is no guidance or directive to suggest that we should re-open the Diocesan Office. We have taken steps to keep our staff safe, so the following is how we have proceeded, to maintain as much diocesan work as we can, but to keep everyone safe.

STAFFING THE OFFICE



At present, the office is closed until further notice. One designated member of staff is attending periodically in order to check post and carry out other basic duties. The telephones are not being answered in the office, but a Cloud-based system should be in place very soon to enable staff to use the telephone system from their homes.

All officers and staff are working from home so email is the best form of contacting us. Here is the link to the contacts page:

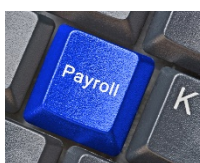
<https://edinburgh.anglican.org/diocesan-staff/staff-based-at-the-diocesan-office/>

EVENTS & MEETINGS



ALL committee and other meetings in the office are **CANCELLED** until further notice. Instead, online meetings are setup. This will also be the case for Diocesan Synod.

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.