**To licensed clergy, clergy with PTO, licensed readers, readers with PTO, churchwardens, PCC secretaries and treasurers, deanery treasurers, secretaries and lay chairs, parish safeguarding officers and child protection officers**

Following the Prime Minister’s address to the nation last night, I am sure it will come as no surprise to hear that we have closed Church House. We were fortunate to have made that decision yesterday, and were therefore able to close in an orderly manner yesterday afternoon.

Our home working plans have been working well and the majority of our services still continue. As before, the best way to contact staff will therefore be by email and this is now even more the case, as the switchboard has now been diverted to a mobile phone. This means that calls cannot be transferred to other staff, although our receptionist will be able to give you the direct dial number of the person you are trying to reach, or other advice, or pass on a message. You can also find direct dial telephone numbers and email addresses for all members of Church House staff on the diocesan website [here](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.chichester.anglican.org%2Fwhos-who%2F&data=02%7C01%7CLisa.Williamson%40Chichester.Anglican.Org%7Cd4fe3ee11b4a4587bbcd08d7cfe7d2d3%7C46c16f751b724c0ca9eac6e2d6aa8b81%7C0%7C0%7C637206466885898554&sdata=5AxwgCzWu1ctJVVl0inhcMls6Ljuar6mk2AasrgE%2F0E%3D&reserved=0). As direct dial numbers are in many cases being diverted to employees’ personal phones, we would ask for your understanding in calling only during normal working hours, and respecting any requests to call back another time.

On the assumption that post continues to be delivered, two people will come into Church House twice a week to open post, which will therefore continue to be scanned and emailed to the appropriate member of staff where practical. If the volume of post decreases as expected, we will look to reduce this to once a week. As before, we do ask that wherever possible, communications are sent by email or other electronic method, and you should be aware that if conditions worsen, it may not be possible for us to receive post at all.

A member of the finance team will also attend on an occasional basis to collect cheques for banking, when notified by the post handlers that there are sufficient cheques to justify attendance at Church House as necessary, but payments made by direct bank credit would be much appreciated wherever that is possible.

We would continue to ask that non-essential matters are not sent at the present time as we all adjust to these new circumstances. Meanwhile, the best contact email for general enquiries is [adminhelpdesk@chichester.anglican.org](mailto:adminhelpdesk@chichester.anglican.org), which multiple staff have access to. Please do be aware that we are, like so many of you, receiving a high volume of enquiries, and it is not possible to deal with all as speedily as we would like.

Thank you for all the messages of support we have received. As you continue to serve your communities in these strange times, we will continue to serve you.

Gabrielle Higgins

Diocesan Secretary