



*Sacred Heart Presbytery  
208 Worcester Road  
Droitwich Spa  
Worcestershire  
WR9 8AZ  
Tel: 01905 773258*

### Parish Secretary

Effective Monday 23<sup>rd</sup> March due to school closures and shielding for vulnerable people, the following measures will be put in place:

The Parish Secretary will mainly work remotely. Days and hours will not be the same as current working hours. The Diocese has recently introduced a new email/ cloud storage system that allows remote working whilst complying with GDPR regulations and keeping computer files secure. Remote work will include work on the newsletter, most finance administration, hall and other general enquiries, safeguarding and updating the website. Please note, when working remotely the Parish Secretary will only be available for contact via email at [sacredheartdroitwich@hotmail.co.uk](mailto:sacredheartdroitwich@hotmail.co.uk). Phone messages can be left with Fr. George or Brother Patrick and passed on or written notes can be left as usual and will be collected.

One day a week the Parish Secretary will be in the office to complete key tasks that cannot be completed at home. This will include a small number of finance tasks, newsletter printing and any other tasks that involve hard copies of personal data (for example Mass Intentions and Register enquiries). The day and hours the Parish Secretary will be in the office each week will be published in the newsletter but will most likely be a Saturday or Sunday. Please only contact the Parish Secretary on this day if your enquiry is **urgent**. If possible please do not visit in person unless there is **no alternative**.

Please be patient with any expenses submitted. At the moment, these are generally reimbursed on receipt of the claim. Whilst working remotely, this will likely be changed to once every week/ten days.

No new hall bookings or church tours will be accepted. Current bookings will stand unless prohibited by government regulations.

In the event that myself or a member of my family become unwell with COVID-19 or show any of the symptoms we will follow government guidelines on self-isolation and will therefore not be able to come to the office. In these circumstances please contact Fr. George with anything urgent as per the procedure in place whilst I am on annual leave.

With my best wishes and prayers for all parishioners and their families at this time.

Kate Dagleish  
Parish Secretary  
Sacred Heart Church

