**Secretaries Day**

**St Bede’s, Popley Way, Basingstoke RG24 9DX**

**Wednesday 1st July 2015**

**Question & Answer Session – Points Raised**

**African Priests**

* Being aware of the etiquette and common courtesies when they come to the UK.
* Training re social requirements when they arrive (AMcG said that this was being taken care of with Clergy Days organised for overseas priests).
* Suggested to request feedback from all those in Parishes that have issues to raise.
* It would be helpful to know the expectation of the Parish Secretaries/Administrators and that of the African priests as well.
* When the African priests have guests it would also be useful for them to know the rules/regulations in connection to having guests stay and who can be invited back.
* Protocol/awareness of the boundaries and the knowledge of our culture here (AMcG said these issues are also being addressed in her training sessions).
* Issues around touch/personal space/relevant behaviour. Having an induction. All to flag-up any concerns before they become a problem/serious issue.
* The African priests are the office staff’s bosses and so it is important that they know the boundaries/requirements here.

**Finance Issues & PAMIS**

* Employing someone to take on specific finance roles
* PAMIS – 50% present seem to have PAMIS in their Parish office. It will be rolled-out across the whole of the Diocese.
* PAMIS – Could the system be made to tie-in a lot of the year end stats/information i.e. Pastoral statistics (Baptism figures etc.) and whether the system could generate automatic reports.

**Other Duties (Not on Job Descriptions)**

* If Parish Secretaries/Administrators are also assisting with domestic duties which are not on their job descriptions (i.e. the washing/chores etc) it is because they have volunteered to do this. A further issue is if their working time actually allows for this! If it is not in their job description then it is up to the individual to decide if they assist or not. It is about staff feeling empowered to undertake these duties and saying ‘No’ to these requests if they want to.
* Dog Walking – Another similar issue as above. One PP went on a three month sabbatical and the Parish Secretary was expected to walk the dog in his absence.