

DIOCESAN VACANCY

CATHOLIC DIOCESE OF PORTSMOUTH
PA to Vicar for Clergy and Administrator
for Clergy Support Team



PARISH OF ST SWITHUN CLEANER NEEDED

Hours of work: 18 hours per week (3 days)
Based at: Windsor 2 days per week and
Sandhurst 1 day per week
Salary – around £14.00 per hour

A vacancy has arisen for a PA to work for
18 hours per week for the Vicar for Clergy
and Clergy Support Team. The role will be
based at Windsor (2 days per week) and
Sandhurst (1 day per week). In this role
you will provide a full confidential
administrative and secretarial service to
the Vicar for Clergy and a sympathetic and
efficient focal point for enquiries and
assistance to the Clergy Support Team.
Experience and qualifications required for
role:

- Experience of working independently in a busy environment with many competing demands on time.

- Experienced PA with excellent administrative, time management and prioritisation skills
- Able to deal sensitively and confidentially with difficult situations.

- Computer literate, with experience of Office 365 including excel and outlook, and experience of using the internet and intranet.

- Knowledge and understanding of GDPR requirements.

- Excellent communication skills.

Personal attributes:

- Sympathetic to the ministry and mission of the Catholic Church;

- Self-motivated and flexible, with ability to work on own initiative and judgement without supervision or support from colleagues or team, able to cope with change and work under pressure;

- Diplomatic, discreet, with a sympathetic nature and emotional resilience;

- Able to handle confidential and personal information in an appropriate way.

If you would like to join our busy team please contact:

recruitment@portsmouthdiocese.org.uk
for a job description and details of how to apply

Closing date for applications: Friday 15 September 2023

We have a vacancy for a part-time position of Cleaner at St Swithun parish, Yateley

Hours of work: Part time 6 hours per week (2 hours on Monday, Wednesday and Friday) plus occasional weekend cleaning

Type of Contract: Permanent

Experience and Qualifications required for the role:

- Experience of cleaning to a high and consistent standard

- Must be able to work, with some flexibility, under own supervision, with care and to prioritise work that needs doing and to report any problems requiring attention

Personal Attributes:

- Honest and discreet

- Hard working

- Well organised

- Attention to detail

For more details and an application form please contact the parish office via email: yateley@portsmouthdiocese.org.uk or

Tel: 01252 872732

HART FOODBANK

Toilet Rolls
Rice Pudding
Custard
Jam
Tinned Pudding
Instant Mash
Tinned Potatoes



St. Swithun & St. Thomas More

A Parish in the North East Hampshire Pastoral Area of the Catholic Diocese of Portsmouth

<p>St. Swithun (SS) Fingrove Road Yateley Hants GU46 6NH yateley@portsmouthdiocese.org.uk www.stswithunhants.org.uk</p>	<p>Catholic Diocese of Portsmouth Registered Charity No. 1199568</p> <p>Parish Priest Fr Wojciech Paszko</p>	<p>St. Thomas More (STM) Mildmay Terrace Mount Pleasant Hartley Wintney RG27 8PN info@hartleywintney-catholics.org.uk www.hartleywintney-catholics.org.uk</p>
<p>Parish Office & Enquiries at St. Swithun's Tuesday to Friday 10am to 12 Noon Secretary: Mrs Carole Williams 01252 872732 yateley@portsmouthdiocese.org.uk</p>	<p>22nd & 23rd <i>Sunday of the Year</i></p> <p>3rd & 10th September 2023</p>	<p>Safeguarding Minister for St Swithun & St Thomas More: safeguarding.yat@portsmouthdiocese.org.uk</p>

TWO WEEKS LITURGY SCHEDULE

(All services at St. Swithun's except for those marked (STM) held at St. Thomas More, Hartley Wintney)

Sun 3rd 22nd Sunday of the Year
(Missal 766/767)

11am(Sat) Baptism Benjamin Marshall
Reed

6pm (Sat) Andy O'Neil RIP
8.45am(STM) People of the Parish
10.45am Val Pearce's 80th Birthday

Tues 5th Feria
NO MASS

Wed 6th Feria
NO MASS
10am Mothers Prayer Group

Thu 7th Feria
NO MASS

Fri 8th Feria
NO MASS

Sun 10th 23rd Sunday of the Year
(Missal 769/770)

6pm (Sat)
8.45am (STM) People of the Parish
10.45am Special Intention

Tues 12th The Most Holy Name of Mary

7pm

Wed 13th St. John Chrysostom
9.30am
10am Mothers Prayer Group
10am-12pm Adoration of the Blessed Sacrament

Thu 14th The Exaltation of the Holy Cross

9.30am

Fri 15th Our Lady of Sorrow
9.30am

Sun 17th 24th Sunday of the Year
(Missal 773/774)

6pm (Sat)
8.45am(STM) People of the Parish
10.45am

THOUGHT OF THE WEEK

“Mary experienced the tenderness of God as a daughter, full of grace, in order to share this tenderness as a mother through her union with the mission of her Son.” *(Pope Francis)*

Confessions
Saturdays
5.30pm-5.50pm
St Swithun, Yateley





The Closer to Christ initiative continues in both our churches with great support shown by our parishioners. St Thomas More has succeeded in raising 99% of its goal of £20,000, with £19,700 pledged there by 7 families. If the church manages to exceed this goal, everything raised over the target will be split 50:50 between the clergy needs and the parish, meaning that more money will return to the parish overall. Meanwhile in St Swithun's, £31,125 has been pledged by 14 families. We need 17 more households to pledge £1 per day for 3 years to reach our target of £50,000. Could you be one of those households? As you may know by now, the aims of this endeavour are to:

1. Support our priests at all stages of their ministry from formation through to retirement
2. Rejuvenate our parishes, making them more missionary
3. Help us realise our vision of bringing people closer to Jesus Christ through His Church

We will continue to share the priorities of this important project with you through our extra newsletter inserts and ask for your prayers to ensure our success.

SECOND COLLECTION

There will be a second collection on the weekend of the 10th September for Catholic Education.

CRAFT-GAMES & NATTER CLUB

Join our club, free of charge; bring your own crafts, games or just come for a "natter". We will be meeting on the **9th September** at 10.30am for 2 hours at St Swithun's Parish Centre. Everyone is welcome. Coffee and tea available, may be even some cake...



MOTHERS PRAYER GROUP

The next group meeting will be on Wed 6th Sept 2023, 10am.

LECTIO DIVINA

Will resume on Thursday 14th September, 7pm, Parish Centre.

BAPTISM

Saturday 2nd Sept, infant Benjamin Marshall Reed will be baptised at St. Swithun's. We welcome him into the family of the Church.



COFFEE MORNINGS

Every Sunday after 10.45am Mass at St Swithun's. Please join us.



FUNERAL

The cremation of Eileen Ross will be held at Easthampstead crematorium Park Wokingham on 14th September at 10.30am. Every one welcome.



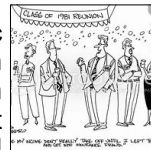
YOU ARE INVITED

Dr Denise Clare Oliver and Dr Christina Pal from the new Apostolate, [Life in Truth](#) invite you to join them for this FREE evening online, as we prepare to celebrate the Birthday of the Blessed Virgin Mary in this Year of the Holy Spirit. With Dr Denise Clare Oliver and Dr Christina Pal, the session will consider together Mary's essential role in the New Evangelisation. **Contemplating Mary - Star of the New Evangelisation** **Wednesday 6th September, 7:00 - 9:00pm**

For more information and to register for this FREE event, please [click here](#) or email info@lifeintruth.org.

SCHOOL REUNION

St. Bernard's Catholic Grammar School in Slough is holding a reunion on Saturday September 2nd at 6:30pm for all alumni and



staff. Check their Facebook page Alumni of St. Bernard's Catholic Grammar - previously Convent School or register at Eventbrite: 2023 St. Bernard's Catholic Grammar School Alumni Reunion for more details.

CAFOD

Come and find out about CAFOD's work on Saturday 9th September at St Bedes Church hall, Popley Way, Basingstoke RG24 9DX, from 10:30am to 12:30pm. Portsmouth is hosting a meeting so that volunteers and supporters can find out more about our work. At this meeting Philippe Mougou CAFOD's Emergency Response Leader will talk about our work in Pakistan after last year's floods. Please book your place so that we have an idea of numbers by emailing Jo at jlewry@cafod.org.uk

EUCCHARISTIC MINISTERS DAY

A spiritual day for special ministers of the Eucharist will be held on Sat 16th Sept. It is the spiritual day for special ministers of the Holy Communion. The invitation is for the former ones and also for people who want to be a special minister of the Holy Communion. 10am Mass - The Eucharistic - The Bible and theology. Practice session-question and answers and drills. Promoting special Ministers at Church. Followed by Tea & Coffee. The session will be finished by 1pm.



QUIZ & CHILLI NIGHT
SATURDAY 7TH OCTOBER
ST SWITHUN'S PARISH CENTRE
BAR OPEN

£10 PER PERSON

TICKET FOR SALE AFTER EACH WEEKEND MASSES

EVERYONE WELCOME

YOUR OFFERTORY MONEY

Your Offering to the Parish is very important to us, and we thank everyone who are supporting the parish. We ask you to consider setting up a Standing Order, or do an online Bank Transfer.

PARISH BANK ACCOUNT NAME

Please note that following the incorporation of the diocese from 1st January 2023, our account name has changed "Portsmouth Roman Catholic Diocese Trust (PRCDT)" TO Catholic Diocese of Portsmouth (CDP), therefore all cheques written to the Church, will need to be written to CDP from now on; this will also be the case if you wish to donate via bank transfer in the future. Our New account name is:

CDP YATELEY ST SWITHUN

Account: 00892220, sort code 30-93-04

CDP HARTLEY WINTNEY STM

Account: 01785711, sort code 30-93-04

Please put your surname 'offertory' in the transaction reference text so we can identify the purpose of the donation.

If you are a UK taxpayer please consider joining our Gift Aid Scheme. Forms are available in the porch or the Parish Office.

ST. SWITHUN'S 100 CLUB

Names of winners are displayed in the porch. If you would like to become a member contact the parish. office or speak to Graham Massey.

PRAYERS FOR THE SICK:

Donald Norton, Julian Round, Peggy Fennel, Jean Warner, John Harris, Bob Fernandez.



FAITHFUL DEPARTED

May their souls and the souls of all the Faithful Departed through the mercy of God rest in peace.



FIRST COLLECTION:

20/08:SS=£137.30STM=£62
27/08:SS=£106.55;STM=£84.50

SECOND COLLECTIONS:

10/09: Catholic Education
Many thanks for all your contributions