

**HEAD OF PEOPLE**

(HR and Volunteer Support)  
Based at St Edmund House, Bishop Crispian Way, Portsmouth. Full time : 35 hours per week - Salary - £50-55,000 per annum

An exciting opportunity has arisen in the Catholic Diocese of Portsmouth to lead our People team and agenda. We are looking for a Head of People to bring their professional experience to the service of the Church in supporting our parishes across three counties which includes the IOW and the channel Islands. Experience and qualifications required for role:

- Qualification at degree level as a minimum standard professional qualification in their discipline e.g. CIPD (HR) master's level
  - Recent and significant HR management and governance experience, operational and policy development in a complex organisation (private, public or voluntary sector)
  - Highly developed interpersonal skills.
  - Strong recent business acumen and a sound knowledge of good corporate governance, strategic planning, risk and performance management
  - Extensive experience of holding senior individuals and teams to account.
  - Personal resilience and accustomed to being held to a high level of accountability.
  - Commercially and politically astute in particular area of expertise
  - Track record of leading and supporting organisational change.
  - Experience of building effective and lasting working relationships with a range of internal and external stakeholders.
  - Good keyboard skills and proficient in use of IT systems and software programmes such as MS 365 including Excel.
  - Effective team working, Minute taking and effective meeting practice.
  - Clear communicator with excellent writing, data entry and presentation skills.
  - Capable of constructing and delivering clear information / instructions.
  - Ability to work under pressure in a busy work environment and able to multi-task.
  - Able to work on own initiative, organizing and prioritising own and others' workloads to changing and often tight deadlines.
  - To be flexible and to exhibit initiative in resolving problems.
  - Understanding of Data Protection legislation.
  - An ability to maintain high degree of confidentiality and trust.
- Desirable:
- An in depth understanding of the values and teaching of the Roman Catholic Church.
  - Understanding of volunteer support, development and management.

If you would like to join our team please contact: [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk)  
Closing date for applications: 11 October 2023  
Interviews: Week commencing 16 October 2023

**PA TO VICAR**

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](mailto:recruitment@portsmouthdiocese.org.uk) for a job description and details of how to apply  
Closing date for applications: Friday 29 September 2023

# St. Swithun & St. Thomas More

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

<p><b>St. Swithun (SS)</b> Firgrove Road Yateley Hants GU46 6NH <a href="mailto:yateley@portsmouthdiocese.org.uk">yateley@portsmouthdiocese.org.uk</a> <a href="http://www.stswithun-yateley.org.uk">www.stswithun-yateley.org.uk</a></p> 	<p>Catholic Diocese of Portsmouth Registered Charity No. 1199568</p> <p><b>Parish Priest</b> <b>Fr Wojciech Paszko</b></p>	<p><b>St. Thomas More (STM)</b> Mildmay Terrace Mount Pleasant Hartley Wintney RG27 8PN <a href="mailto:info@hartleywintney-catholics.org.uk">info@hartleywintney-catholics.org.uk</a> <a href="http://www.hartleywintney-catholics.org.uk">www.hartleywintney-catholics.org.uk</a></p> 
<p><b>Parish Office &amp; Enquiries at St. Swithun's</b> Tuesday to Friday 10am to 12 Noon <b>Secretary: Mrs Carole Williams</b> 01252 872732 <a href="mailto:yateley@portsmouthdiocese.org.uk">yateley@portsmouthdiocese.org.uk</a></p>	<p><b>26th &amp; 27th</b> <b>Sunday of the Year</b></p> <p><b>1st &amp; 8th October 2023</b></p>	<p><b>Safeguarding Minister for</b> <b>St Swithun &amp; St Thomas More:</b> <a href="mailto:safeguarding.yat@portsmouthdiocese.org.uk">safeguarding.yat@portsmouthdiocese.org.uk</a></p>

**TWO WEEKS LITURGY SCHEDULE**

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

**Sun 1st Oct 26th Sunday of the Year**  
*(Missal 780/781)*

6pm (Sat) Donald Norton RIP  
8.45am(STM) People of the Parish  
10.45am Adam's well being

**Tues 3rd Feria**  
7pm

**Wed 4th St Francis of Assisi**  
9.30am Eileen Ross RIP  
10-12noon Adoration of the Blessed Sacrament  
10am Mothers Prayer Group

**Thu 5th Feria**  
9.30am Ian Williams RIP

**Fri 6th Feria**  
9.30am

**Sun 8th 27th Sunday of the Year**  
*(Missal 784/785)*

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

**Tues 10h Feria**  
7pm

**Wed 11th Feria**  
9.30am David Cox Junior RIP  
10am-12pm Adoration of the Blessed Sacrament  
10am Mothers Prayer Group

**Thu 12th Feria**  
9.30am Ian & Joyce Williams RIP

**Fri 13th Our Lady of Sorrows**  
9.30am

**Sun 15th 28th Sunday of the Year**  
*(Missal 789/790)*

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

**Confessions**  
Saturdays  
5.30pm-5.50pm  
St Swithun, Yateley



**C**onfession allows us to hold ourselves accountable for these sins and seek true forgiveness. The soul needs confession to cleanse itself, allowing us to repair our relationship with Christ. Confession grants us sacramental grace, helping to repair the bonds we break with God when we sin.

# CLOSER TO CHRIST



Thank you so much for your generosity! Two weekends ago we held the final session about the Closer to Christ Campaign in both our churches, which has been a great success for our parishes with almost £60,000 pledged by our two congregations to date. In St. Swithun's, 19 families have pledged almost £40,000 and in St Thomas More, just under £20,000 is promised. I'm delighted to tell you that based on the cards filled out by parishioners at Mass in St Thomas More, our parish stands to receive an additional £1,500!

To allow us to draw a line under the campaign we need to make sure that all pledges have been recorded properly. If you completed a small card at Mass recently, you will have received a pledge form for completion in the post or via email this week. I ask that you return the form at your earliest convenience to either the parish office, to me after Mass or directly through the post. While you may not wish to start your pledge immediately I do ask that you return your form, indicating a start date and method of payment that is convenient to you. Our hope is that parishioners will consider what they can as every pledge counts and all gifts will bring us closer to our shared goal.

I know there are some families out there who are still considering their pledge and I would be delighted to receive your support.

We hope to receive the majority of pledges within the next week so that we can see exactly how much has been raised. I will give you a further update in a few weeks' time.

Thank you for your support and please pray for the continued success of the Closer to Christ Campaign in our parish.

## LECTIO DIVINA

Will take place every Thursdays, 7pm, Parish Centre, Yateley.

## COFFEE MORNINGS

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



## UCM

3/10 & 17/10: meeting  
24/10: Bingo 2pm, P Centre with tea & cakes.  
Mc Millan coffee morning, raised £295. Thank you all for joining us and for your donations



## SECOND COLLECTION

Our Second Collection is on Sunday 8th October.



## CAFOD Family Fast Day

Dr Nasha's mobile medical clinic gets life-saving help to where it's needed most, fast – so when her team arrived in Meera's village in Pakistan after it had been destroyed by flooding, Meera rushed to the clinic to get her children the treatment they needed. Donate to CAFOD today so that more families can get the expert help they need. Use the envelope in church or give online at [cafod.org.uk](http://cafod.org.uk)

## THANK YOU

I have been overwhelmed with your good wishes and prayers for me during my recent illness. Thank you so very much. As many of you know I have been in Frimley Park Hospital, with a visit to Royal Brompton for my TAVI since early August, and am now recovering at home. It was lovely to see your kind comments and wishes on Facebook over the last month or so. They were very lifting during the long sleepless hospital nights. I look forward to being back with you in the very near future. God Bless. Julian



## SALVE REGINA

Will be sung after each Sunday Mass during October.

*Salve, Regina, mater misericordiae:  
Vita, dulcedo, et spes nostra, salve.  
Ad te clamamus, exsules, filii Hevae.  
Ad te suspiramus, gementes et flentes  
in hac lacrimarum valle.  
Eia ergo, Advocata nostra,  
illos tuos misericordes oculos  
ad nos converte.*

*Et lesum, benedictum fructum ventris tui,  
nobis, post hoc exsilium ostende.  
O clemens: O pia: O dulcis  
Virgo Maria.*

## DIVINE MERCY PILGRIMAGE

The Divine Mercy Apostolate, London is hosting a Pilgrimage to the Shrine of Our Lady of Knock, Co Mayo from November 9 to 14 to Pray for the Holy Souls. It will be by the Marian Fathers. Package includes: Return flights by Aer Lingus from Heathrow Airport, half board, 5 nights, accommodation in en suite twin rooms, hand-luggage (10 kgs), all transfers and Airport Development fee. The Retreat will include daily Mass and Hour of Mercy and retreats at Glendalough and Kylemore Abbey. Cost £800. All Welcome. Please call Millie on 07957594646 For more information.



## DIVINE MERCY RETREAT

at St Anthonys RC Church, 5 Garrat Road, Edgware, London HA8 9AN on Saturday 14 October 2023 from 1:30 pm to 4:30 pm. The Retreat will include teachings on the Message of Divine Mercy, Holy Mass, Hour of Mercy with Stations of the Cross, Adoration and Benediction and Veneration of the Image of Merciful Jesus. Please call millie on 07957594646 for more information



## ONLINE SEMINAR

The Diocese in partnership with the Catholic Bishops' Conference of England and Wales is hosting an online seminar on Tuesday 21st November, at 6 pm for Catholics wishing to bring people closer to Christ led by Evangelist Sherry Weddell. Tickets are £10 per person from <https://www.eventbrite.co.uk/e/engaging-the-disengaged-how-to-accompany-non-religious-persons-tickets-646139539757>

## 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:

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:

10/09:SS=£106.90;STM=96.05  
17/09:SS=£107.55;STM=£70.45  
24/09:SS=£82.40;STM=£77.10

## SECOND COLLECTIONS:

Catholic Education raised: SS=£65.50;STM=£48.30  
Home Mission raised: SS=£49.10;STM=£27.00

Many thanks for all your contributions





### QUIZ & CHILLI NIGHT

SATURDAY  
7TH OCTOBER

ST SWITHUN'S PARISH CENTRE  
BAR OPEN

£10 PER PERSON

TICKET FOR SALE AFTER  
EACH WEEKEND MASS