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 the Catholic Church; entry and presentation skills.
- · Capable of constructing and delivering clear information / instructions.
- 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: September 2023 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

- Experience of working independently in a busy environment with many competing demands on time.
- Experienced PΑ 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
- Self-motivated and flexible, with ability to work on own initiative and judgement without · Ability to work under pressure in a busy work 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 29

St. Swithun & St. Thomas More

St. Swithun (SS) Firgrove Road **Yateley Hants** GU46 6NH

www.stswithunsyateley.org.uk



Catholic Diocese of Portsmouth Registered Charity No. 1199568

> Parish Priest Fr Wojciech Paszko

St. Thomas More (STM) Mildmay Terrace Mount Pleasant Hartley Wintney RG27 8PN info@hartleywintney-catholics.org.uk www.hartleywintney-catholics.org.uk

Parish Office & Enquiries at St. Swithun's Tuesday to Friday 10am to 12 Noon Secretary: Mrs Carole Williams 01252 872732

yateley@portsmouthdiocese.org.uk

26th & 27th Sunday of the Year

1st & 8th October 2023

Safeguarding Minister for St Swithun & St Thomas More: safeguarding.yat@portsmouthdiocese.org.uk

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 Adam's well being 10.45am

Tues 3rd Feria

7pm

St Francis of Assisi Wed 4th Eileen Ross RIP 9.30am

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)

8.45am (STM) People of the Parish 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

Ian & Joyce Williams RIP 9.30am

Fri 13th **Our Lady of Sorrows**

9.30am

Sun 15th 28th Sunday of the Year

(Missal 789/790)

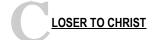
6pm (Sat) Anne Lambkin RIP 8.45am(STM) People of the Parish 10.45am

Confessions

Saturdays 5.30pm-5.50pm St Swithun, Yateley



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.





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. 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. Yatelev.

COFFEE MORNINGS

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



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 lifesaving 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

THANK YOU

I have been overwhelmed with your good wishes and prayers for



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

DIVINE MERCY PILGRIMAGE

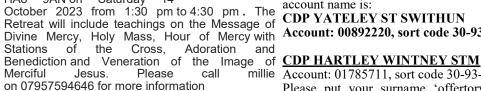
Divine Mercy Apostolate, London is hosting a Pilgrimage to the Shrine of Our Lady of Knock,



Co Mayo from November 9 to 14 to Pray for the Holy Souls. It will by the Marian Fathers. Package includes: Return flights by Aer Lingus from Bank Transfer. Heathrow Airport, half board, 5 nights, accommodation in en suite twin rooms, handluggage (10 kgs), all transfers and Airport Please note that following the incorporation of 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



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 available in the porch or the Parish Office. 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

QUIZ & CHILLI NIGHT

SATURDAY 7TH OCTOBER

ST SWITHUN'S PARISH CENTRE **BAR OPEN**

£10 PER PERSON

TICKET FOR SALE AFTER EACH WEEKEND MASS

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

PARISH BANK ACCOUNT NAME

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

millie 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

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



Virgo Maria.