

The Parish Handbook

St Edward's RC Church
44 Alma Road
Windsor
SL4 3HJ

St Mark's RC Church
Dedworth Road
Windsor
SL4 4JS

Contact: 01753 865163
E-mail: parishoffice@catholicwindsor.org

Updated February 2016

INTRODUCTION

This booklet is designed to give information about the prayer life of the Parish and of the organisations within it.

If you are a new parishioner we hope that it will help you to become one of the family.

We hope that all parishioners, whether new or long established will take this booklet home for reference.

If you are able to offer your time and talents, please don't wait to be asked. Group organisers will be glad to hear from you now.

Your involvement in the parish community is eagerly awaited

Walsingham Pilgrimage

Since the 1980's the Parish has visited England's Shrine to Our Lady at Walsingham, Norfolk. The Parish annual Pilgrimage generally takes place in May and lasts 4 days/3 nights and includes full board accommodation and transport. The Pilgrims have the opportunity to join in morning prayer and daily mass, and there is also time for personal prayer and reflection. For further information contact the secretary; Linda Mullan on 01753 867029.

Mother and Toddler Group

10.00am - 11.30am. St Mark's Church Hall, Dedworth Road, Windsor.
Age: up to 4years. Admission: £1.50; extra child 50p.
Monday and Thursday.
Contact Beryl O'Riordan on 01753 856766.

GROUPS

Catenians

The Catenian Association is an organisation for like-minded Catholic businessmen to meet together for mutual friendship in a relaxed atmosphere. The Association was founded in Manchester in 1908 and today has approximately 11,000 members worldwide. Windsor Circle, which was formed in 1984, currently has 32 members drawn mainly from St Edwards and St Marks parishes. It meets at 7.15 for 7.30pm on the second Monday of each month at the Royal Adelaide Hotel, Kings Road Windsor. This consists of a short meeting (usually about 30 minutes) followed by a dinner. We also have quarterly ladies evenings when wives are invited and regular social and family events. New members are always welcome.

Contact: Graham Young, Secretary:- g.young55@btinternet.com

Union of Catholic Mothers - U.C.M

Meetings take place on alternate Tuesdays and are advertised in the Church Newsletter, a copy of which is posted on St Mark's Church door. The venue is St Mark's Church Hall unless otherwise indicated. Meetings are serious, spiritual, light-hearted-often engaging a speaker.

Fund raising supports causes such as:-

- H.C.P.T. (Handicapped Children's Pilgrimage Trust)
- The Hospice
- K.S.C. (Knights of St. Columba)
- Walsingham Association
- Corrymeela

For more information contact: Teresa King: - 01753 867799s

HISTORY OF ST EDWARD'S

This Roman Catholic Church is dedicated to St. Edward and it was opened on St Edward's Day, 13 October 1868, in the presence of Archbishop, later Cardinal Henry Edward Manning. The Church designed by Charles Alban Buckler.

It is constructed of Kentish ragstone in the Early English style with chancel, nave, aisles and chantry. The chapel features pictures by Murillo and Carlo Dolci, a reredos and a 14th century statue of the Virgin Mary. The windows are all stained glass. The Church will seat about 600 persons. St Edward's Presbytery next door dates from 1883.

HISTORY OF ST MARK'S

As the increasing numbers of Catholics grew in the Dedworth area a Church needed to be built. Canon Timothy Dwyer who was the parish Priest at that time employed the Architects Alexander E Mathew and Frances E Allen.

The Church was opened and dedicated on the 12th October 1968 by Bishop Derek Warlock who was the Bishop at that time.

PARISH PEOPLE

Canon David Hopgood 01753 865163
Parish Priest

Deacon George Young 01753 865163
Permanent Deacon

Sr Teresina 01753 865163
Parish Sister

Isobel Young 01753 865163
Catechetical Co-ordinator and local Safeguarding Rep

Patricia Brown 01753 865163
Parish Secretary

Hire of Halls

St Edward's - e-mail: parishoffice@catholicwindsor.org

St Mark's - Mr T Sheeran - 07895 176432

Churches Together in Windsor / continued

Foodshare

This began operation in October 2013 and is based at Dedworth Green Baptist Church, Smith Lane. This project is being run in partnership with all the Windsor churches to provide support for people urgently in need of food. Those in need will be referred by agencies such as the local authority, community wardens, church leaders, and others.

Parish Contact: Hilary Richie - e-mail:- hilliritchie@hotmail.com

Visit the website: www.windsorfoodshare.org.uk or contact the Co-ordinator, Sarah Howard on 077800 8575155 or by email: onlyonesarahhoward@hotmail.com

Street Angels

Since February 2012, volunteer Street Angels have been patrolling Windsor town centre between 10.30pm and 3am on Friday nights, offering care and a calming, non-threatening presence, helping to keep vulnerable people safe late at night.

The scheme was been set up under the umbrella of Churches Together in Windsor with support from a number of organisations, as well as from individual donors. Now, responsibility for Street Angels has been passed to a new organisation called Windsor Christian Action (WCA), registered as a charity in October 2013.

Parish Contact: Yvonne Conroy - e-mail: - ymconroy@aol.com

For more information, see the WCA website:-
www.windsorchristianaction.wordpress.com.

If you feel called to become a Street Angel, or Support Angel, please contact PCSO David Bullock, either by telephone on 07816 848231, or by email: david.bullock@thamesvalley.pnn.police.uk

The Catholic Windsor Bereavement Group

The objectives of this group are to pray for the deceased, support and care for the mourners and be around to help organise the funeral mass. The members are mostly parishioners who have suffered bereavements themselves. If you are interested please do speak to Canon David.

A booklet is available which explains the aims of the Group.

For more information please e-mail:

bereavement@catholicwindsor.org or phone 01753 865163

Churches Together in Windsor

The CTW Homeless Project came into being in 2009 after a rough sleeper died one winter's night outside Holy Trinity Church. It is a response to a local perceived need. Its purpose is:-

- to offer practical and emotional support and companionship to homeless and unsupported adults of Windsor, so that they shall feel cared for and be enabled to develop or re-discover a sense of self-worth;
- to preserve life.

Homeless

Currently the project offers a simple snack lunch to the homeless (registered via the police locally) on Mondays and Wednesdays at Windsor Baptist Church. It is staffed by volunteers from all the churches and none. Shower facilities are available and second-hand clothing.

PARISH PASTORAL COUNCIL

Canon David Hopgood 01753 865163
Parish Priest

Sister Teresina 01753 865163

Deacon George 01753 865163

Maureen Smith

Sharon Westby

Philip Reynolds

Sinead O'Carroll

Francine Lyons

Mary Wolstenholme

Stephen Patterson

Julian Tisi

Phil Armorgie

Louise Wilson

LITURGY AND PRAYER

Mass Times

Saturday	6.00 pm	Vigil Mass	St Edward's
Sunday	09.30am		St Mark's
	11.00am		St Edward's
Monday	10.00am		St Edward's
	<i>Service of the Word with Holy Communion</i>		
Tuesday	10.00am		St Mark's
Wednesday	10.00am		St Edward's
Thursday	10.00am		St Mark's
Friday	12 noon		St Edward's

Holy Days of Obligation

Masses at St Edward's 12 noon — St Mark's 7.30pm

Mass Intentions

If you wish to arrange for a Mass Intention please give the details to the Priest or the Parish Office. Alternatively, use the envelopes that are provided in the Church.

Foundation Masses

An annual Mass for the donors' intention will be offered in the diocese for a period of 25 years for an offering of £100.00 or more to the Portsmouth Roman Catholic Diocesan Trustees (PRCDTR). For more details contact the parish office.

Exposition of the Blessed Sacrament

Friday 9am—8pm St Edward's

Overseas Missions APF (Association for the Propagation of the Faith)

The APF and Mill Hill missionaries support the work of spreading the Gospel throughout the world. It is Britain's own missionary society of Priest, Brother and associates.

Please support this work by prayer, devotions and by having APF red box in your home. For further information please contact Bunty Lavender:- 01753 854663

St Vincent de Paul - S.V.P.

The objective of the SVP is to try and combat the poverty of loneliness and isolation prevalent among the elderly, particularly in this day and age when many families have moved great distances from their parents. Spending an hour or so chatting with someone, taking them shopping getting them to the clinic, doctor's or dentist's, are often ways we can help.

Please consider whether you could offer some time and effort to be part of this –e-mail: jockandhazel@virginmedia.com, or phone: 01753 867752, Mobile: 077 6157 1869.

Keep In Touch - KIT Group

Catholic Windsor KIT Group have the specific objective of welcoming and supporting Catholics who have been away for a long time and feel they have lost touch with the Church. From the St Edward's parish KIT (Keeping in Touch) group.

Perhaps if you have been away from the Church for a while, you may feel a little 'out of touch'? You are warmly invited to attend a short series of lay led small group meetings where Non-churchgoing Catholics can ask questions, deal with difficulties and take a fresh look at their faith again in a welcoming, relaxed and non-judgemental atmosphere.

For more information please contact Valerie Lock at:- keepingintouch@btinternet.com

OUTREACH

Catholic Schools

Primary:

St Edward's First School
Parsonage Lane, Windsor, Berkshire. SL4 5EN
Tel: 01753 860607 **Fax:** 01753 869107
Email: St Edward's First School (office@secfs.org.uk)
Website: www.stedwardscatholicfirstschool.co.uk

Middle School:

St Edward's Royal Free Ecumenical Middle School
Parsonage Lane, Windsor, Berkshire. SL4 5EN
Tel: 01753 867809 **Fax:** 01753 869001
Email: st-edwardsroyalfree@rbwm.org
Website: www.stedwardsroyalfree.rbwm.org

Independents Schools

Primary and Secondary:

Brigidine School Windsor
King's Road, Windsor, Berkshire. SL4 2AX
Tel: 01753 863779 **Fax:** 01753 850278
Email: www.brigidine.org.uk

Family Mass

The first Sunday of the month:- 11.00am St Edward's

The third Sunday of the month: 09.30am St Mark's

Reconciliation

Confessions are heard:

Saturday 11.00am - 12.00noon

Or please contact the Parish Priest if you wish to have an appointment at another time.

The Priest visit the sick and housebound during the course of the year so that they may avail themselves of this sacrament. If you are in hospital please contact the Hospital Chaplain.

Baptism

Baptism is the first Sacrament we receive, when we become a member of God's Christian family. There is Baptism Preparation on one Wednesday evening, each month, at 7.30 pm, with Isobel and Deacon George, which will last for just over an hour. The Sunday before the Baptism, your child will be anointed during the 11.00 am Mass at St Edward's, then on the following Sunday, the Baptism will take place. The first step is to contact the Parish Priest, Canon David to arrange a visit.

First Holy Communion

First Holy Communion is parish based, and we use the 'I Belong' Preparation Programme. Children should be in Year 3, when they start preparation, and preparation takes place on Saturday mornings between 10.00am and 12 noon. The programme begins in September and First Holy Communion takes place in May.

For further details please contact Isobel Young - Catechetical Co-ordinator at: isobelyoung@catholicwindsor.org

Confirmation

Confirmation completes the Sacraments of Initiation and takes place when the candidates are in year 9. Preparation takes place on Saturday mornings, using the Programme 'Called to Life', once a month, and there will be a joint Gathering Day and later on a Retreat Weekend for the candidates with other parishes in the Pastoral Area.

Confirmation takes place in the Cathedral in Portsmouth.

For further details please contact Isobel Young-Catechetical

Co-ordinator at: isobelyoung@catholicwindsor.org

Marriage

All couples deciding to get married should be aware that there are various Civil and Church Requirements that need to be fulfilled before a marriage can take place. The very first thing that you should do, is contact the Parish Priest to arrange a date for your wedding. Couples getting married in the Parish are required to attend Marriage Preparation before their Wedding Day.

Parish Marriage Preparation courses are organised regularly throughout the year.

Please contact Kathy Arundale on: kathyarundale@hotmail.com

There are also two very useful booklets that give details of the various statutory requirements and suggestions for appropriate music and readings for the service. These can be downloaded from our website.

Altar Servers

Altar servers are encouraged to assist at the Altar during Mass. We welcome both girls and boys after they have made their First Communion. Required is a sense of commitment to serve God and his Church. Training is provided for potential candidates.

Contact:-

St Mark's - Vincent O'Horo - vincent.ohoro@co.uk

St Edward's- Andrew Mullan - andrewmullan@yahoo.co.uk

Hospitality Group

To offer hospitality is a strong message contained in the gospels. Our hospitality group of men and women, ensures that on occasions during the year good hospitality and welcome is ensured after masses or for parish celebrations. Linda Mullan is the coordinator of this team.

And can be contacted on : 01753 867029

Liturgy Group

This group embraces many of areas involved to create a good Liturgy for Mass or services in both our Churches such as the leaders of: Choir, Children's Liturgy, Alter Servers, Flowers.

The group meets about 4 times a year and plans the liturgical seasons. The coordinator is Canon David.

Spirituality Group

This group attempts to provide opportunities in the parish for private or group prayer so that members of the parish have the opportunity to deepen their relationship with Christ.

The coordinator of the group is Fran Lyons: fjlyons@aol.com

Church Cleaning

This is one of the less public ministries of the Church. We are noticed mainly by our absence. Nevertheless we provide a valuable service.

We have a good band of helpers who diligently keep our Church clean and welcoming to visitors. For further information please contact the co-ordinator:-

Carol Shepherd (01753—860110) - St Edward's—Cleaning takes place on Wednesday after 10am Mass.

Bunty Lavender (01753-854663) - St Mark's - Cleaning takes place on a Wednesday every 2/3 weeks.

Flower Arranging

This ministry also takes place behind the scenes, but would be even more noticeable by its absence.

The flowers that are arranged reflect the liturgical year, they enhance worship and prayer and bring joy to the liturgy of our Church.

If you would like to volunteer, please contact:-

Monica Mayhew (St Edward's) 01753 864781

Sue Furney (St Mark's) 01753 852249

After Mass Refreshments

Teas and coffees are served after the 11am Sunday Mass at St Edward's in the Parish Centre.

Teas and coffees are served after the 9.30am Family Mass (third Sunday of the month)

RCIA (Rite of Christian Initiation of Adults)

The RCIA is an exploration of faith and used to be called the Explorers Group in this parish. It is a time for those who are wishing to convert to the Catholic Faith, to come and explore the faith in a friendly and informal atmosphere, with the catechists and the Deacon. We welcome those who have never been baptised and those who have been baptised into another strand of the Christian Faith. The meetings begin in September and are fortnightly until Pentecost. Candidates are then received into full communion with the Catholic Church at the Easter Vigil.

For further details please contact Isobel Young-Catechetical Co-ordinator at: isobelyoung@catholicwindsor.org

Eucharistic Ministers

Ministers are commissioned to share in the distribution of Communion at parish Masses and to take Communion to the sick and housebound.

If you know anyone who would welcome Communion at home, please contact Sr Teresina on 01753 865163 or the Parish Office on: parishoffice@catholicwindsor.org

Choirs

Both St Edward's and St Mark's Church have their own choirs, to help enhance the liturgy and would always welcome new members! Practises take place on a fortnightly basis, please see the newsletter for timings. If you would like to join the choir, for St Mark's please contact Angela Murphy on 01753 863846 or for St Edward's-Isobel Young 01753 865163. The two choirs come together to sing at the Easter Vigil and at weddings/ funerals, when required.

St Edward's also has a thriving Young People's Choir! Ages range from 8-14 and any young person who loves singing can join. The YPC sing at the Family Mass on the first Sunday of the month and practice every Thursday during term time from 6 -7 pm in St Edward's.

Celebrating the Liturgy of the Word with Children

During the 9.30am and 11.00am children aged five years and over are invited to share in their own liturgy of the Word. A Simplified version of the Gospel is read and children are encouraged to reflect on its main theme in a variety of ways relating to their own lives and experience.

Younger children are welcome if accompanied by an adult and all parents are welcome to join us. New leaders and helpers are always needed.

If you are interested in find out about this important ministry, the Co-ordinator for St Edwards is Alexandra Barnett (01753- 830570) and St Mark's - Mandy McGovern (017523- 850953).

Child Protection

A small group of parishioners ensures that we as a parish comply with all diocesan and national norms concerning the protection of our young people in the life of the community.

Co-ordinator: Isobel Young—01753 865163

Meditation Group

Every Saturday at 17.00hrs in the Lady Chapel of St Edward's Church, a group meets for 30 minutes of silent meditation, based on the Christian meditation (silently repeating the word Maranatha). Perhaps come and try this form of prayer.

Rosary

The Rosary is recited every Friday following the 12.00 Mass in St Edward's Church. Why not try this devotion to Our Lady that focuses on the mysteries of Our Lord.

CHURCH ENVIRONMENT

Finance

There is a Parish finance Committee, which meets regularly to monitor income and expenditure and to prioritise future spending plans.

The Members are:

Mike Street (Chairman)
Pamela Bailey
Liam Byrne
Paul Lock
Vic Mullan
Vincent O'Horo
Hugh Salter
Louise Wilson
Canon David Hopgood

Gift Aid

If you pay income tax we can claim this back (25 pence for every £1.00 you contribute) All you need to do is fill in and sign a Gift Aid Declaration form, which only includes your name and address. We do not know and do not need to know anything about your income or tax.

Contributions are either in weekly envelopes or by Standing Order.

For forms or envelopes please contact Vic Mullan (01753-867029).