



St Edward & St Mark
Catholic Windsor

The Parish Handbook

Contact: 01753 865163

www.catholicwindsor.org

E-mail: office@catholicwindsor.org

Updated:- July 2022

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.

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 was 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 550 persons. St Edward's Presbytery next door dates from 1883.

The parish website contains a comprehensive History and tour of St Edward's.

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
Parish Priest

Deacon George Young
Permanent Deacon
georgeyoung@hotmail.com

Sr Teresina
Parish Sister - 01753 859529

Patricia Brown office@catholicwindsor.org
Parish Secretary

Richard Flisher parishfinancewindsor@portsmouthdiocese.or.uk
Finance Manager - 07443 044720

Sharon Cole-Blows youthcoordinator@catholicwindsor.org
Youth Coordinator

Pat Burke safeguarding.winde@portsmouthdiocese.org.uk
Safeguarding Rep

*The parish office is situated in the St Brigid's Room in the Parish Centre.
Please phone or email first if you need help with anything.*

Ph: 01753 865163 E-mail: office@catholicwindsor.org

Canon David: canondavid@catholicwindsor.org

PARISH LEADERSHIP TEAM

Canon David Hopgood 01753 865163
Parish Priest

Deacon George 01753 865163

Richard Flisher - Stephen Patterson - Sharon Cole - Brigid Dent – Kim Greig

PARISH COMMUNICATIONS TEAM

The Parish Communications Team is responsible for the circulation of the Parish Newsletter, the Parish Website and the Live Streaming of Mass from St Edwards.

The Team consists of:

Canon David, Michael Brooks, Anne Dowling (co-ordinator)
Becky Flisher, Richard Flisher, Steve Ward, Mike Wyld, Becky Young

The Parish Newsletter

The Parish Newsletter is produced weekly by the Parish Office and is the principal source of information to all parishioners. It is distributed via email, at each weekend Mass and is also published on the Parish Website. It contains details of all current activities taking place in the Parish.

St Edwards and St Marks Parish Website

The objective of the Parish Website is to provide users with up-to-date information about the many activities that take place throughout the Parish of St Edwards and St Marks.

It is targeted at both providing prayers and news to regular long-standing parishioners and also to providing parish information to new parishioners moving into the area and people interested in finding out more about the Catholic Church.

The Website is usually updated weekly on each Friday, particularly with details of the weekend Masses and readings, Canon David's Thought for the Week and Diary of Events due in the week ahead.

The latest Parish Newsletter is also published each week on the Website.

Copies of the Newsletters for the past six months are retained and available.

The Website contains links for Baptisms, Weddings and Funerals plus the many active groups in the Parish.

To access the Website, go to www.catholicwindsor.org

Mass Live Streaming from St Edwards Church

Masses, Funerals and Weddings from St Edwards have been live streamed on YouTube.

The camera is normally switched on about 15 minutes before the start of each service.

The link to the Live Streamed Mass is available as the first item on the Parish Website.

Normally streamed copies of each Mass are retained for about three months.

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
Tuesday	6.30pm		St Edward's
Wednesday	10.00am		St Edward's
Thursday	10.00am		St Edward's
Friday	12.00 noon		St Edward's

Holy Days of Obligation

Masses at St Edward's 12 noon - St Edward's 6.30pm

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.

Exposition of the Blessed Sacrament

Friday	10am—4pm	St Edward's
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Family Mass

The first Sunday of the month:	09.30am	St Mark's
	11.00am	St Edward's

Reconciliation

Confessions are heard:

Saturday	11.00am - 11.30am	St Edward's
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Or please contact the Parish Priest if you wish to have an appointment at another time. The Priest visits 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 the first Sunday of most months at 12.15pm, with Isobel Young and Deacon George Young, which will last for 45 minutes. 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 at 12.15pm. 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 'Growing Up Catholic' preparation. Children should be in Year 3, when they start preparation, and preparation takes place on Saturday mornings begin at 10:00am. The programme begins in September and First Holy Communion takes place in May.

Contact: fhcwindsor@gmail.com

Confirmation

Confirmation completes the Sacraments of Initiation and takes place when the candidates are in year 9. Preparation, with a team of Catechists takes place on Saturday afternoons, at 4.30 pm, weekly. Confirmation takes place at the Cathedral in Portsmouth, as part of the Pastoral Area, once every two years. For further details please contact: Sharon Cole Co-ordinator

Email: youthcoordinator@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

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 Fr David on 01753 865163 or Sr Teresina on 01753 859529 or the Parish Office on: office@catholicwindsor.org

Choirs

Both St Edward's and St Mark's Church have their own choirs and Cantor, to help enhance the liturgy and would always welcome new members! Practises take place on a fortnightly basis, please see the newsletter for timings. Stephen Patterson coordinates the rota for cantors:email: sjp0563@gmail.com

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 Triona Chakrabortty - 07733 148648

St Mark's is Mandy McGovern - 01753 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.

Coordinator: Pat Burke—01753 865163

Email: safeguarding.winde@portsmouthdiocese.org.uk

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

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 Sunday Mass at **St Mark's** on the first Sunday of the month.

Alpha

Alpha is an 11-week course that creates a space where people are excited to bring their friends for a conversation about faith, life and God. Each week includes hospitality, a short talk and small group discussion.

The Alpha talks are designed to engage people from all walks of life and inspire conversation. They explore the big issues of life and faith and unpack the basics of Christian belief, addressing questions like “Who is Jesus?”, “Why and how do I pray?” and “How does God guide us?”

The same Alpha content is run all over the world, by Christians of all traditions, and provides a common expression of proclamation, service and witness.

Millions of people have experienced Alpha in over 100 countries and over 100 languages around the globe.

For more information email alphawindsor316@gmail.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:-

St Edward’s—Cleaning takes place on Wednesday after 10am Mass.

St Mark’s - Cleaning takes place on a Wednesday every 2/3 weeks.

Maggie Waddington (01753 852791)

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)
Liam Byrne
Vic Mullan
Hugh Salter
John Wall

Richard Flisher
Paul Lock
Vincent O'Horo
Louise Wilson
Canon David Hopgood

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:-

Margaret Vickers (St Edward's) 01753 861187

Kathleen Sumner (St Mark's) 01753 859665

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).

Guild of St Edward

This newly established Guild, embraces Stewards who welcome people to Mass and ensure their safety and comfort. Members of the Guild normally follow a rota, so that all the Sunday and weekday Masses have a Guild member present. Members of the Guild can also be asked to open and lock the church as well as being present for other services and functions that happen during the course of the year.

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, Altar Servers, Flowers. The group meets about 3 times a year and plans the liturgical seasons. The coordinator is: Mary Wolstenholme
Email: marywolstenholme@aol.com

Mass Readings Explained

A group from two parishes have benefited from listening to forthcoming Sunday 'Mass Readings Explained' by Dr Brant Pitre followed by an open discussion. Scripture came alive during these sessions and the Mass experiences on the Sundays have reached new depths. The group has moved the sessions to the Parish Centre weekly on Thursdays from 1.00pm to 2:30 pm. To experience this yourselves please join them. Refreshments provided.

Mini Vinnies / Youth SVP

The Mini Vinnies are literally Mini St. Vincent de Paul's. Mini Vinnies are for young people aged over 7 years.

Mini Vinnies meet to pray, discuss and support by doing whatever they can to help make a difference in our communities.

They work on the slogan See, **Think & Do!**

SEE: The young people look to see where action is needed in the community.

THINK: They then come together to talk about what they can do to help in the area they have identified.

DO: They then work together to do what they have planned to help in the identified area.

Youth SVP is for young people over 11 and was due to start in spring 2020, sadly this has been delayed due to the Covid-19 situation.

Mini Vinnies.

Contact: Sharon Cole-Blows,
email: youthcoordinator@catholicwindor.org

Mustard Seed

This group meets weekly. If anyone would like to join the Scripture Group you would be very welcome. They always end with coffee/tea and some of Katie's cakes! If you would like to then please contact Isobel at :-

isobelyoung@icloud.com

Walking with Scripture

They meet once a month at 7.30pm in Parish Centre, the session usually lasts between an hour to an hour and a half. In recent years they have covered a lot of Scripture! Their meetings are friendly and informal, starting with coffee and biscuits. If you would like to know more, please email Isobel at isobelyoung@icloud.com. They look for-ward to welcoming you!

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

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 :-

Vic Mullan 01753 867029

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, doctors or dentists, are often ways we can help. Please consider whether you could offer some time and effort to be part of this. Contact: Barry Thompson - 07547 514467

Keeping 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. 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

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.

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 by email: sarah@windsorfoodshare.org.uk

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 has 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

GROUPS

Visiting Group

A Visiting Group has been set up in the parish with the aim of keeping in touch with all those listed on our Parish Registers. It will include not only those we see regularly at Mass, but also the wider parish community including those who have little contact with the parish or be non-churchgoing. It is hoped that parish visiting will offer the Visited and the Visitors, the opportunity to share and strengthen their faith with fellow parishioners and offer the hand of friendship to fellow Catholics. Shortly before a visit is due to be made, parishioners will receive a letter from Canon David giving them the opportunity to refuse a visit. For more information or to volunteer as a Visitor, please contact Paul and Valerie Lock on:-
keepingintouch@btinternet.com.

Catenians

The Catenian Association is an organisation for Catholic men to meet together for mutual friendship in a relaxed atmosphere. The Association was founded in Manchester in 1908 and today has approximately 10,000 members worldwide. Windsor Circle, which was formed in 1984, currently has 21 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 Parish Centre Dorset Road, Windsor SL4 3BA. 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: Philip Reynolds, President :- Philipreynolds0606@gmail.com or phone 07831365908

Union of Catholic Mothers - U.C.M

Meetings take place on alternate Tuesdays and are advertised in the Church Newsletter. The venue is in St Edward's Parish Centre unless otherwise indicated. Meetings are serious, spiritual, light-hearted-often engaging a speaker.

Fund raising supports causes such as:-

H.C.P.T. (Hosanna house Children's Pilgrimage Trust)

The Hospice

K.S.C. (Knights of St. Columba)

Walsingham Association

Corrymeela

For more information contact: Teresa King: - 01753 867788

HCPT (Hosanna house & Children's Pilgrimage Trust) HCPT Group 128

Hosanna House and Children's Pilgrimage Trust are a charity that take disabled and disadvantaged children on a pilgrimage holiday to Lourdes. Group 128 are

based in the Parish with volunteer helpers from Windsor, Ascot and Slough. Helpers pay their own fares and the group fundraises to pay the children's fares. Children from the Parish have travelled with HCPT in the past.

If you would like more information, can help with fundraising or would be interested in becoming a helper, please contact: Pat Burke on 01753 865163

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

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