



St Edward & St Mark
Catholic Windsor

The Parish Handbook

Contact : 01753 865163

www.catholicwindsor.org

E-mail : parishoffice@catholicwindsor.org

Updated:- November 2023

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.org.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 in St Brigid's room in the Parish Centre.
Please phone or email first if you need help with anything.
Ph: 01753 865163 E-mail: parishoffice@catholicwindsor.org*

Canon David: canondavid@catholicwindsor.org

PARISH LEADERSHIP TEAM

Canon David Hopgood 01753 865163
Parish Priest

Deacon George 01753 865163

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. If you would like the newsletter emailed to you, please contact the parish office.

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, Diary of Events due in the week ahead.

The latest Parish Newsletter is also published each week on the Website. If you wish to receive a digital copy, please email office@catholicwindsor.org
 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	18:00	Vigil Mass	St Edward's
Sunday	09:30		St Mark's
	11:00		St Edward's
Monday	10:00		St Edward's
Tuesday	18:30		St Edward's
Wednesday	10:00		St Edward's
Thursday	10:00		St Mark's
Friday	12:00		St Edward's

Morning and Evening Prayer

Tuesdays	18:00	St Edward's
Wednesday	10:00	St Edward's

Monthly Devotions / Themes

Each month of the year is dedicated to a particular devotion within the Catholic faith; the dedication of each month is based on historical events or a particular aspect of the liturgical calendar, or a combination of the two.

These monthly Catholic devotions do not line up exactly with the time frame of the liturgical calendar since they are fixed to standard calendar months rather than the Church seasons. Some countries and areas have developed monthly dedications to devotions more specific to their area. It is a traditional Catholic custom to sanctify each month of the year with special devotional practices. And the following are the common, widespread Catholic devotions for each month throughout the year.

www.immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions

January - The Holy Name of Jesus

<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/january/>

February - The Holy Family

<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/february/>

March - St. Joseph

<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/march/>

April - The Blessed Sacrament / Holy Eucharist

<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/april/>

May - The Blessed Virgin Mary

<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/may/>

June - The Sacred Heart of Jesus

<https://immanugrace.jimdofree.com/prayers/prayers-to-the-most-sacred-heart-of-jesus/>

July - The Precious Blood of Jesus

<https://immanugrace.jimdofree.com/prayers/montwww.>

immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/monthly-dedications-and-devotions/july/

August - The Immaculate Heart of Mary <https://immanugrace.jimdofree.com/info-for-the-end-times/immaculate-heart-of-mary/consecration-to-immaculate-heart-of-mary/>

September - The Seven Dolors of Mary / The Sorrowful Mother
<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/september/>

October - The Holy Rosary
<https://immanugrace.jimdofree.com/prayers/holy-rosary/>

November - The Holy Souls in Purgatory
<https://immanugrace.jimdofree.com/prayers/pray-for-the-poor-souls-in-purgatory/>

December - The Immaculate Conception
<https://immanugrace.jimdofree.com/prayers/monthly-dedications-and-devotions/december/>

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 10:00 – 16:00 St Edward's

To book a place on the Baptism Preparation Course, please email Deacon George Young: revgeorgeyoung@hotmail.com

To book a date for the Baptism please contact Fr David:

canondavid@catholicwindsor.org

To book a date for your child's baptism, please download the application form on our website. When completed, email it to Canon David and you will then be contacted to arrange a time to meet.

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: fhc@catholicwindsor.org

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 16:00, usually twice a month. 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 Preparation

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 readings.

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

Choir

The parish has one choir with singers who help enhance the liturgy and sing at Mass at St Edward's and St Mark's each weekend; we always welcome new members! Rehearsals take place on the last Tuesday of the month after the 18:30 Mass. If you would more information or to be a Cantor please contact Stephen Patterson: 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

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.

Mohan and Maureen Chandramohan (01753 621307)

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)

Richard Flisher

Liam Byrne

Paul Lock

Vic Mullan
Hugh Salter
John Wall

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 if 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 St Brigid's Room at St Edward's weekly on Thursdays at 18:30.

To experience this yourselves please join them. Refreshments provided.

Contact: Mohan and Maureen Chandramohan (01753 621307)

YOUTH

Mini Vinnies / Youth SVP

The Mini Vinnies are literally Mini St. Vincent de Paul's. Mini Vinnies are for young people in school Year 4 or above.

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

This is for young people over 11. It runs along with Mini Vinnies and the older youth mentoring/supporting/leading the younger ones. We also encourage the older ones who are undertaking the Duke of Edinburgh to come along and volunteer with us as part of the DofE award.

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

Youth Committee

The Youth Committee is a newly established group (September 2023), the aim is to support the parish youth, families and the Parish Youth Co-ordinator. This includes clubs, trips, ministries for the children, youth and families etc.

This Committee will also be made up of members from St Francis, Ascot. They will meet once a term in the Parish Centre. Contact: Sharon Cole-Blows, email: youthcoordinator@catholicwindor.org

Junior Leadership Team

This is a new group that was created at the request of the newly confirmed young people from the 2022 Confirmation Group.

They meet termly and have been supporting parish projects, helping with youth activities such as Mini Vinnies, Good Friday Stations of the Cross, singing at the Parish Party. They arranged for a group to go the Flame event, and all took on the challenge to attend and fundraise for World Youth Day 2023 in Lisbon. They have lots of exciting ideas so please keep reading the newsletter.

Faith in Action Award

The CYMFed Faith in Action Award, rewards young people's active service in helping to build the Kingdom of God on Earth. Many young people are doing so much to follow Jesus' example in serving others in their schools and parishes. The Faith in Action Award encourages young people to take that service into their wider community and accept greater responsibility for their faith in action.

The programme facilitates an exploration of scripture and church teaching, with an emphasis on translating this into action. It encourages young people to shine the light of faith upon their experience of service, through guided and personal reflection and a short monthly session. There are four levels of award:

Pin, Bronze, Silver and Gold. Participants accrue credits of service in their parish/school and wider community. (Spring 2024). Contact: Sharon Cole email: youthcoordinator@catholicwindsor.org

Youth Catechists

We are looking for people to join a bank of Catechists. We want people with a wide range of gifts and talents to join our Youth Catechist team. We don't want you to feel tied to one ministry and appreciate that it isn't always possible or realistic to be able to come to every session of a course as a helper.

We have created the 'Youth Catechist Bank' to give us and you the opportunity to help as much or little as you are able to, working across all Youth Ministries. This includes First Holy Communion, Confirmation, Mini Vinnies, Faith in Action PJII Award, Youth outings and other ad hoc events.

For further information or to request a DBS pack contact: Sharon Cole
email: youthcoordinator@catholicwindsor.org

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

Windsor Christian Action

Although WCA was founded as a Charitable Incorporated Organisation (charity number 1154308) in 2013 to provide assistance and ongoing support to the vulnerable of Windsor, it began its life in 2008 when the concept of a Homeless Project came under discussion. A year later action was taken by Churches Together in Windsor, and earlier than anticipated, in response to the death of a local man. Patrick O'Leary was found suffering from hypothermia on a bench outside Holy Trinity Church and sadly died shortly afterwards in hospital. He had died from cold and lack of care. As a community, there was a strong sense that this should never be allowed to happen again and out of this was born the Windsor Homeless Project (WHP), which is now one of the 4 Projects that fall within the WCA umbrella.

Homeless Project

Initially, the Homeless Project was run by Churches Together in Windsor ("CTW"), an unincorporated organisation which drew on the energy and commitment of the various church congregations within the town, together with strong support from the local community.

The Homeless Project supports the homeless and vulnerable by offering a safe space 4 days per week through a local day centre currently based in Holy

Trinity Garrison Church in Windsor. Hot meals, a shower, laundry facilities, clothing, a phone/access to the internet are all provided together with access to healthcare, professional and housing/tenancy advice with the aim not only of addressing immediate needs but also providing a good starting place for life-rebuilding skills.

Foodshare

As the Homeless Project grew and began to have an increasing impact towards helping the homeless in Windsor, it became obvious that the homeless were not the only vulnerable people on our doorstep. At about the time that a decision was taken to obtain charitable status for the work being carried out by CTW, they were approached by Maidenhead Foodshare. They reported that they had begun to receive referrals for people in food poverty in the Windsor area and suggested that CTW might consider setting up a foodbank scheme for the Windsor area. By October 2013, **Windsor Foodshare** had opened and has been run from Dedworth Green Baptist Church ever since. It came under the WCA umbrella in late 2016 and is currently providing food for approximately 150 people per week, mainly referred to them by agencies such as the local authority, community wardens, church leaders.

Street Angels

At more or less the same time that Windsor Foodshare started, Windsor Street Angels came into being. There was a growing awareness of the need to provide support and help to anyone on the streets of Windsor at nighttime. Although the focus has been to help teenagers and young adults when they

emerged from the pubs and clubs at the weekend and were vulnerable due to intoxication, the Street Angels have helped anyone in need who they come across in their patrols which take place every Friday and Saturday night from 9.30 pm to 4.00 am. Since the first shift in 2012, Windsor Street Angels have helped over 75,000 people. We also now have a Safety Hub in operation under WSA with the support of Thames Valley Police.

Alma Road Building

WCA have, for a long time, felt that it would be able to have greater visibility and impact in the community if it had its own premises. Last year, it was able to secure a building at 73A Alma Road, that will become its new home and bring many of its services all under one roof. Although Foodshare and Street Angels will continue to operate principally from Dedworth Green Baptist Church and Windsor Baptist Church respectively, the new premises will provide additional storage facilities for both those Projects, a training venue etc and will also give them wider visibility in central Windsor.

Contacts

WCA: Geoff Hudson (Chair) geoff@windsorchristianaction.org

Project Managers:

Homeless Project: Nick Roberts nick@windsorhomelessproject.org.uk

Foodshare: Sarah Kember manager@windsorfoodshare.org.uk

Street Angels: David Bullock David.bullock@thamesvalleypolice.uk

WCA website: <https://windsorchristianaction.org>

GROUPS

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 32 members drawn mainly from St Edwards and St Marks parishes.

It meets at 19:15 for 19:30 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: Don Alphonso: donalphi@talktalk.net

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 are a charity that take disabled and disadvantaged children on a pilgrimage holiday to Lourdes at Easter. Group 128 are one of the family groups based in St Edward's Parish . Helpers pay their own fares, and the group fundraises to pay the children's fares. Children from the parish have travelled with HCPT a number of times. If you would like more information or would be interested in becoming a helper , please contact Pat Burke (Group leader) through the Parish office or by email group128@hcpt.org.uk

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

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