

ST HUGH OF LINCOLN
ROMAN CATHOLIC CHURCH
KNAPHILL
WOKING
SURREY

PARISH HANDBOOK
FOR VOLUNTEERS

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D R A F T

St Hugh of Lincoln, Knaphill

PARISH HANDBOOK FOR VOLUNTEERS

Background

In 2004, Bishop Kieran decided that, with an eye to the future when there would be fewer priests, it would be a good idea to subscribe to an advanced course in Volunteer Management offered by Lantra, an examining body who awarded a Higher Certificate in the subject to Charities. In the knowledge that the Diocese of Arundel and Brighton was a charity, his Diocese was accepted as a proper organisation to undertake this award, with the benefit of enriching and making more professional the administration of the various parishes. In the "guinea pig" year of 2005, the designated year of the volunteer in England and Wales, eight people signed up to undertake the course, run by the then Diocesan Team Coordinator, Barbara Wallace, of DABCEC. Two of the eight course members were from St Hugh of Lincoln's parish, Knaphill. The course took place on 8 successive Saturdays in 2005, culminating in a continuous assessment course study paper, which was submitted to Lantra in September 2005. The papers were marked and awards made in October/November 2005. The Diocese of Arundel and Brighton was the first in England and Wales to undertake such a project in the UK, but the Church in North America has been there before us. Wheels which are re-invented from scratch tend not to run true, so the introduction and framework are borrowed from those who have travelled somewhat further down the same road.

Introduction

Anyone who is a volunteer in the parish, which is practically everyone, carries out his/her duties willingly for the greater glory of God. This short handbook is intended to give volunteers the opportunity to learn more about the parish's vision, mission and values and how their work as volunteers helps the parish move towards its objectives. It also lets volunteers know that their important work is taken seriously. The service descriptions (set out in detail in later pages) for various ministries and duties are designed both to be comprehensive and to set the same standard for all undertaking a particular ministry or activity. They are not immutable tablets of stone, but rather a guide to the proper performance of an activity. There will be regular opportunities to review service descriptions in full consultation with volunteers and other parishioners, so that the document is a living representation of the activity it describes.

Short History of the Parish of St Hugh of Lincoln

The earliest records of the presence of the Catholic Faith in what is now the parish of St Hugh of Lincoln go back to the time of King Henry III. On what is now the Hermitage Estate there stood a 13th century hermitage owned by the Dominican Friary at Guildford.

The Lady Margaret, Countess of Richmond and mother of King Henry VII, often resided at the Royal Manor in Woking. St John Fisher, the martyred Bishop of Rochester, was her confessor from 1497 until her death in 1509. He is thought to have resided at Fisher's Farm, Old Woking, and may well have had a retreat house at St John's Lye End, near the Hermitage. There was a bargee's beer house there in late Victorian times known as Fisher's Retreat.

On his grandmother's death, the Royal Manor passed into the hands of Henry VIII. Here Wolsey received the Cardinal's hat. St Thomas More - later, like Fisher, to die for the faith - wrote some of his letters from there. It is reasonable to assume that More as well as Fisher would have visited the Hermitage in the middle of "Brooke-wood".

The territory of our present parish embraces some of the medieval boundaries of six ancient Parishes whose pre-Reformation Churches still stand - Woking, Horsell, Chobham, Bisley, Worplesdon and Pirbright. St Hugh of Lincoln now covers Knaphill, Brookwood, Pirbright, Bisley, West End, Chobham, St Johns and parts of Goldsworth Park and Horsell.

The presence of the faith in Knaphill began in the early 1900s when Mass was celebrated in Inkerman Barracks Chapel.

1906 - 1912 In 1908 St Hugh's Church and Presbytery were built by **Fr Henry Drage, who** was Knaphill's first resident priest.

1912 -1922 His successor was **Fr Stanley Mason**, who from 1914 to 1922 was Army Chaplain attached to Inkerman Barracks.

1923 - 1946 With the departure of Fr Mason, St Hugh's was closed and let to a non-Catholic family. Mass was supplied from St Oswald's, Blackdown and offered at Inkerman Barracks.

1946 - 1956 Knaphill remained part of St Dunstan's parish in Woking, whose parish priests successively were **Frs John Peall, Edward McGuiness and H Plummer**. **Fr** (later Canon) **O'Connor** succeeded Fr Plummer in 1953.

1956 - 1961 **Fr Edward Dilger** RIP (our Father Ted), Fr Plummer's assistant, took up residence in the Old Presbytery as Rector of St Hugh's and, as the church was too small for the growing congregation, Sunday Masses were offered in the Barracks and later in the British Legion Hall. In 1958 Fr Dilger opened the

The new parish hall which served as the Mass Centre, and, looking to the future, purchased the land on which the St Hugh of Lincoln church was built, nearly 20 years later.

1961 -1968 In 1961, **Fr Henry Minter RIP** was put in charge at Knaphill and in 1967 was appointed Parish Priest when St Hugh's was made a separate Parish. The land on which the car park now stands was bought by Fr Minter and he would have undoubtedly seen the building of the new St Hugh's church had it not been for his untimely death in 1968 at the age of 59.

1968 - 1979 After a short stay by **Fr Clement Lyons, Fr (now Canon) Brendan MacCarthy** was appointed Parish Priest. It was during his time that the new church and St Hugh's First School were built. The school was opened by Bishop Cormac in September 1977 and the church was consecrated by Bishop Cormac in 1978.

1980 - 1983 **Fr Charles Jeffries**

1984 -1988 **Fr Terence McLean Wilson**

1989 - 1993 **Fr Lawrence Quin-Morris**

1993 - 1996 **Fr Martin Jakubas**

1996 - 1998 **Fr Patrick Emmanuel RIP**

1998 - 2000 **Fr Paul Turner**

2000 - 2005 **Fr Richard Blythen, who left to become a Chaplain in the Royal Navy**

Sept 2005 **Mgr Canon Jeffrey Scott.**

Short History of St Hugh of Lincoln Catholic Primary School

The St Hugh of Lincoln Roman Catholic First School opened on 6 September 1977, with 26 boys and 23 girls. The age range was from five to nine years. The formal opening was conducted by the Right Reverend Bishop Cormac Murphy O'Connor together with the Surrey County Council Area Education Officer on 23 May 1978. The land had been bought some years before by Fr Minter; the money required to cover the land and 15% of the cost of the buildings was raised by the parishioners.

When the school was opened, Fr MacCarthy was the Parish Priest and the Headteacher was Mrs E Latter. In 1984, Roman Catholic schools came into line with county schools and St Hugh's became an age 5 to 8 First School. Mrs J Long became the second Headteacher in April 1990 and remained with the school until her death in June 1993.

In September 1993, the school became an "all-through" Primary School with Mrs J Wales as Headteacher. Three new classrooms were added in September 1994, together with extensive internal alterations, bringing the pupil capacity of the school to 210.

Mrs Breeda Walsh became the Headteacher in September 1998. In the same year the old and new buildings were linked by a corridor, which included a prayer corner with a stained glass window in memory of Russell Bessey, a parent of a child at the school, who was tragically killed in an aircraft accident.

The second phase of linking the old and the new buildings was completed in September 1999. This provided additional cloakroom space and a separate entrance for Key Stage 2 pupils.

To celebrate the Millennium, a statue of St Hugh was commissioned from the sculptor David Cope. A time capsule is buried under the statue containing items and artefacts, selected by the children, relating to the current life of the school. The statue was dedicated on 20 July 2000 by Fr Richard Blythen, Parish Priest at the time.

During summer 2001, building work was carried out to provide the Reception class with a covered area for outdoor play and additional space within the classroom for sand and water play. At the same time, a large storage room was converted into an IT suite enabling a class to use the facilities at any one time.

In 2002/3 the school celebrated its Silver Jubilee. The occasion was marked by a "Fun Day", to which past and present staff, pupils, parents, clergy and governors were invited. The Right Rev Bishop Kieran Conry, the present Bishop of Arundel and Brighton Diocese, attended the celebrations and opened the Adventure Trail to commemorate the Jubilee.

In autumn term 2005 building work was undertaken to provide much needed improvement to existing and cramped staff facilities

The school has enjoyed much success in academic and sporting achievements in recent years and is a "feeder" school to St. John the Baptist Catholic Comprehensive in Old Woking

Parish Vision

Our parish vision is to be a beacon of Christian faith, ethos and example to our own parish members, to Churches Together Around Knaphill and Brookwood and to the surrounding communities in the Deanery and the Diocese.

Mission Statement

To further the objectives set out in the written constitution of the PPC (reproduced at pages 8 and 9) by building and maintaining a greater sense of community within the parish (church and school), by outreach to Christian and other communities within the parish area, to Catholic communities within the deanery and the Diocese of Arundel and Brighton and to the community of deprived and special needs children at a school in Clodomira, Northern Argentina administered by the sister of one of our parishioners..

Values

The values we seek to impart are those of the gospel teachings, eg the sanctity of life, especially family life, respect for others of all nationalities and creeds, to uphold the laws of our country and of the church, to instil in our children the ethos of a Catholic upbringing, good citizenship, respect, honesty, integrity and pride in our country.

Expectations

Our expectations are to progress our vision and mission by practising love in action through prayer and example and by embracing all age groups taking as a main theme Christian values and teachings in the Bible and the ethos of Catholic life.

Health & Safety Issues

In recent times, health and safety has assumed a very much higher profile than in times past. The inclusion of this section is to enable parishioners to have statements of essential knowledge of the who,what, where, how, why and when attaching to these matters. A document entitled "Health and Safety in the Diocese of Arundel and Brighton" was issued in 2006. It was produced by the Nicola Worley Consultancy which has been appointed as the Diocese's health and safety advisers and inspectors. The document can be viewed at "www.nwconsultancy.co.uk/dabnet.htm". A full copy of the Diocese's Health and Safety Policy can be found in Section 13 of the Parish Administration Manual.

Effectively, the Bishop and Trustees have delegated their responsibility for health and safety management to the Parish Priest, who is responsible for carrying out risk assessments and reporting back to the Diocese by means of regular returns. He is assisted in this by members of the Finance Committee. Each weekend Mass has a coordinator, welcomers, readers, Eucharistic ministers and a number of other assistants who effectively operate as a team and between them need to have a corporate knowledge of where the first-aid kit is situated, the location of the accident book, who is present in the congregation with first-aid or medical or nursing knowledge to assist if needed. Doorways and emergency exits should be kept clear, fire extinguishers left unobstructed, aisles in the church made accessible to enable easy passage for those feeling unwell or to enable swift progress to exits in an emergency such as a fire, alternative sources of light made readily available in case of a power failure, especially during the hours of darkness, the location of toilets pointed out to visitors who attend in

numbers during the year for baptisms, First Holy Communion, marriages, wedding anniversaries, disabled masses, penitential services, etc, etc

Parish Pastoral Council - constitution - membership - length of service - responsibilities - reporting lines and job descriptions. The PPC was a concept requested by parishioners during a consultation period in Advent 2002. A Steering Group was formed to draw up guidelines and a written constitution was produced in September 2003 and instituted by the Bishop in November 2003. The number of parishioners on the Council was set at 12 (the same as the number of apostles), with the Parish Priest and the Chair of the Finance Committee as ex officio members. A ballot of parishioners was held in early 2004. The first meeting took place at the end of March 2004 at which a Chair and a Secretary were elected by the members of the Council. An AGM usually takes place in May. The full constitution is reproduced on pages 8-9. Bulletins are produced from time to time to make the parish aware of developments, announcements are made from the lectern during Masses, eg the Planned Giving appeal or the need for new volunteers for the PPC to replace those standing down. Occasionally, special meetings are arranged to include any parishioner who could assist in determining what the parish vision and mission should be, how we should respond to this and how we need to adapt to a situation in the future when there are likely to be fewer priests.

PPC Sub-groups - titles - composition - responsibilities - reporting lines. PPC members have a coordinating role for one or more sub-groups, which were set up to bring in as many parishioners as possible to help regulate the life of the parish. The sub-groups are for care, liturgy, social activities, divorced/separated/ bereaved

Parish Ministries - altar servers - Extraordinary ministers of the eucharist, welcomers, sacristan, flowers and decorations, church and hall cleaning, refreshments after Mass, hospitality, luncheon club, care group, lifts to church and other functions, liturgy group, music group. All activities within and around the church and parish have been given a service description. These are set out in the pages at the end of this handbook. The descriptions are by no means "set". They can be revised and refined as time goes by; but they are there to provide a conception of what goes on in the parish of St Hugh's and to attract new volunteers for whatever ministry or activity whenever the need arises. Apart from the parish secretary and hall and church cleaner, the remainder of these activities are carried out exclusively by volunteers. They are by no means "jobs for life". Most should have a three year tenure to bring in fresh blood and give those undertaking duties a break. The maximum tenure has been set at six years with a break of two.

Confidentiality guidelines

A policy exists in the parish of respect for the privacy of the individual and non-disclosure of confidences received in any ministerial capacity from anyone seeking assistance.

Equal opportunities policy

The parish operates an equal opportunities policy for all ministries and positions.

Induction, training and development

This will be provided to any volunteer who is part of a ministerial team, either to a newcomer on taking up a position, or to those already in positions which require periodic re-training courses. Courses are provided on a Deanery basis, wherever possible, using Diocesan resources, or by experienced members of the parish.

Appraisal, supervision and support.

Members of the PPC and other appointed leaders of groups will oversee all ministerial duties and will conduct annual appraisals and more frequent support interviews with all volunteers to ensure that all are content with their duties, do not feel neglected, or "left for life" in a post and are happy to continue or wish to pass on the activity to others.

**CONSTITUTION FOR THE PARISH PASTORAL COUNCIL OF THE
PARISH OF ST HUGH OF LINCOLN ROMAN CATHOLIC CHURCH
VICTORIA ROAD, KNAPHILL, WOKING, SURREY**

Aim

To foster the spiritual, pastoral and social activities of the parish community so that Christ's light is seen as a beacon in the locality.

Objectives

In active collaboration with the Parish Priest, to guide the spiritual, pastoral and liturgical life of the Parish, with particular reference to:

- Strengthening our commitment to being Christ in the world through active witness to God's love
- Developing the sacramental life of the Parish and the ministry of the laity
- Maintaining the relationships within the Diocese and other communities
- Facilitating and maintaining effective communication and building a greater sense of community within the Parish.

Membership

Composition

The PPC will consist of twelve parishioners with the Parish Priest and the Chair of the Finance Committee as ex-officio members, making a total of fourteen. Other parishioners with skills or experience in a particular area may be co-opted to assist with specific activities for a limited duration. A Chair and Secretary will be elected by the members.

Tenure of Office

Members will be elected by a secret ballot of the whole Parish for a period of three years initially. Thereafter, one-third of the members will stand down each year. A member may stand for re-election. However, after a continuous period of six years service on the PPC, a member must stand down for a period of at least two years..

Elections and Eligibility

Elections will be held annually after the first three years. One-third of the membership, that is four members, will then stand down each year. The members of the PPC represent the whole Parish. Many of those elected to the PPC may also be members of particular parish groups, but they will not be elected just to represent those groups. However, it is important that some of the elected members represent each of the communities attending the three weekend Masses.

All practising Catholics who regularly attend St Hugh's are eligible to stand for the PPC and to vote. Nominations will be invited in Autumn 2003 (the agreement of the person nominated must be obtained in advance), candidates will be asked to provide a brief outline of their reasons for wishing to serve on the Council and elections will take place in a secret written ballot at all Masses over two designated weekends.

Meetings

- The PPC will meet at least four times per annum including an AGM
- A quorum shall be five members
- Minutes of the meetings will be available to the Parish
- The PPC will present to the Parish a review of its work and developments at an Annual General Meeting
- The constitution will be reviewed annually and if necessary amended.

Instituted by Bishop Kieran Conry on the Celebration of the Feast of St Hugh of Lincoln 2003

