

ST LUKE'S PINNER

*An Invitation
to share your Gifts*

**A TIME AND TALENT HANDBOOK
AUTUMN 2022**

**"God has created me
for some definite service"
St Cardinal John Henry Newman**

Dear Parishioners,

Our loving God has very generously blessed each one of us with particular gifts to build up the Church. Today, I am asking each member of St. Luke's parish to put your gifts into action.

At the heart of being Catholic is following Christ and sharing in his mission to build his kingdom here on earth. Just as Christ invites us into his family of families, the Church, we invite you to prayerfully consider the gifts that you have received and how you might share them with your fellow parishioners at St. Luke's.

This booklet, very kindly prepared by parishioners Kate Brooker and Melinda Whitehead on behalf of the Parish Council, outlines the opportunities for sharing your gifts here in our parish at the moment. Each leader has described their ministry and the time commitment it requires. New initiatives are always welcome.

I invite you to read through this booklet to consider your gifts (hospitality, administration, service to mention but a few) you have received and to ask yourself how God is calling you to build his kingdom. Be assured full training will be given where needed.



For some roles, a Disclosure and Barring Service (DBS) check is needed. Eithne Atterbury, St Luke's Safeguarding Representative, oversees this process. Eithne has provided details of what this check entails.

Ministry leaders and I look forward to meeting you after the three Masses on the weekend of 10/11 September where together, we can explore the roles further, and answer any questions you might have.

Yours in Christ,

Fr Vincent
September 2022

A NOTE FROM THE CHAIR

In this booklet you will see there are many ministries in St Luke's parish which contribute to the beauty of the parish and are required to keep it going faithfully, financially, and socially. In my view, these ministries are foundational for St Luke's because the parish must be both beautiful and in good order to enable us to grow as a community of faith, turning our hearts and minds to the Lord.

Therefore, we all owe a debt of gratitude to those parishioners who lead and participate in the various ministries and work tirelessly 'behind the scenes to contribute to parish life. I would especially like to thank Kate Brooker and Melinda Whitehead for their tremendous effort in compiling the information in this booklet.

I would also like to encourage parishioners to consider serving your parish on the Parish Council, in whatever way you can. Your gifts are needed to suggest and lead new initiatives that help Father Vincent carry out the Church's mission in St Luke's. Every Spring there is the opportunity to put your name forward to join the Parish Council team.

As well, I always welcome your thoughts, comments and suggestions.

God Bless,
Bryan Wickware
Chair, Parish Council

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ALTAR SERVERS / MASTER OF CEREMONIES

Monsignor Vincent Brady – vincentbrady@rcdow.org.uk

- To help recruit and train new Altar Servers alongside the Parish Priest.
- To hold regular practices as and when necessary, particularly for Holy Week and Easter.
- To assist and coordinate the Serving Team as needed.
- To ensure that the Servers know not just what to do but why they are doing it. A background as a Server would help, but if not, working alongside the Parish Priest provides any necessary training.
- To prepare the requisites for ceremonies and to help in the sacristy as necessary.
- Where necessary, to distribute jobs and prepare rotas.
- To keep an eye on the cassocks and albs, that they are sized correctly.
- To encourage a team spirit among the Servers and, when possible, restart some social events.
- To have the correct and necessary Safeguarding and Disclosure and Barring Service (DBS) approvals and clearances.

Days and Time

As above

CATECHETICS

Norah O'Hare: norahohare@rcdow.org.uk

Pope Francis once said, "Being a catechist is not a title; it is an attitude of abiding with Him and it lasts a lifetime! It means abiding in the Lord's presence and letting ourselves be led by Him." I am blessed to be supported by a wonderful team of loyal catechists and helpers, some have been a constant since my arrival over 11 years ago and others have come along since then. I invite you to help in this important ministry.

To help with the sacramental preparation classes, volunteers need:

- Wisdom, courage and grace to be a witness of the Gospel.
- A Disclosure and Barring Service check

Training courses are available through the Diocese and there is a wealth of experience to be caught from the other team members. I prepare the lesson plans, which are sent by email to catechists and helpers by Tuesday evening for the forthcoming weekend. It is necessary that catechists and helpers need to stay 15 minutes before and after each class for organisation. All dates are published and circulated at the beginning of each programme.

Days and Time

FIRST RECONCILIATION AND FIRST HOLY COMMUNION (FHC)

Saturdays, term time only, September - June, 10.00am to 11.00 am

SACRAMENT OF CONFIRMATION

Mondays, term time only, January - May/June, 7.30pm to 9.00pm

Plus four Saturdays when additional activities are undertaken

OLDER CHILDREN FHC

For children in years 4 and above who have missed the Sacraments of Initiation, classes are given at a mutually agreed date and time

BAPTISM PREPARATION

Given to parents bringing their children for Baptism, Saturdays, 12pm-2pm

RITE OF CHRISTIAN INITIATION OF ADULTS. (RCIA)

Monday or Tuesday evenings, 7.30pm to 9.00pm from October to Pentecost.

Children's Liturgy of the Word (CLOW)

Second Sunday of the month during Sunday 9.00am Mass – term time only

CHURCH CLEANING

Bryan Wickware: brwickware@icloud.com

The mission of the Cleaning Team is to ensure that parishioners can experience the beauty of the Mass in a clean and orderly church.

We have a close-knit team who are responsible for sweeping and mopping the floors in the church, wiping the pews, ensuring the hand sanitiser dispensers are full, polishing the brass handles of the front doors and cleaning the glass doors, emptying bins, hoovering mats at the doors and dusting surfaces.

Days and Time

Every Wednesday at 9.00 a.m., however, we certainly welcome volunteers who cannot make it every Wednesday. It is also no problem if, for whatever reason, a volunteer is unable to arrive until say, 9.30 a.m. - they can still join in on the fun!

Assuming a team of five volunteers, the work can be completed in an hour and 15 minutes (the more people we have, the less time is needed). Currently, we have four regular volunteers and we also have two additional volunteers who are able to help some weeks. Ideally we would like to have a rota of volunteers but this is dependent on recruiting several individuals.

EVENTS' COORDINATOR

Bryan Wickware: brwickware@icloud.com

Providing hospitality that builds community is an important aspect of the Church's mission, as well as Parish life at St Luke's.

We are looking for an Events' Coordinator and team members to work as a team to organise and set up social events for the Parish. While new ideas are welcome, possible events may include:

St Patrick's Day - an evening with food, Irish music and dancing

Plant and Books' Sale - usually in the Spring (May)

Pimm's and Strawberries Garden Party - July

Hog Roast – a Sunday in September

Christmas Fayre - Saturday before Advent

Christmas Raffle – the month leading up to the Christmas Fayre.

Specifically, the Events' Coordinator will organise the team members to:

- Book the venue - Parish Hall, Parish Centre or Parish grounds
- Make provision for food and drinks
- Arrange for any stalls at the Plant and Books' Sale / Christmas Fayre
- Set-up prior to the event and clear-up after the event
- Arrange for notices to announce the event to be posted, including on the Parish website and newsletter.

The ability of the Events' Coordinator to plan in advance, organise a team and take the initiative when required are important aspects of the role, however, no prior experience is required.

COUNTING

John Whitehead: jgwhitehead51@gmail.com

The Counting Team is responsible for counting the Sunday offertory, candle money, Mass offerings and other sundry receipts, and preparing these for banking. Counters work in teams of two, usually with the same partner, but with flexibility to work with others in the team as needed to cover holidays, swaps, etc.

We are looking for people who are “financially numerate”. Some of us have a background in accountancy, banking or cash handling in a retail environment but this is by no means essential so long as you are reasonably good working with figures and comfortable handling notes and coins.

We will pair new counters with experienced counters so that there will be appropriate support. Under Diocesan guidelines, family members are not allowed to count together.

Days and Time

We have a counting rota. On average, you would expect to be on the rota once every six to eight weeks, but this is dependent on us recruiting several new counters to boost our numbers.

We count on Sunday mornings in the Parish Centre, starting after the 9.00 a.m. Mass and would normally expect to be finished by 12.30 p.m., but this could take a little longer for the first few times or, for example, where there is a second collection to count.

FINANCE COMMITTEE

John Wiseman: john4wiseman@gmail.com

The role of the Finance Committee is to assist the Parish Priest with the financial running of the Parish. The Parish Priest is the decision maker, and, according to Canon Law, the Finance Committee is there to advise him. Volunteering for the Finance Committee should be seen as a commitment to the Parish and to the Church, and it is an essential element in the efficient long-term running of the Parish.

Members of the Finance Committee become the reference point for the Parish Priest on topics of administration and the linking of central services, as needs arise. The Diocese provides training, where necessary. Committee members need to be financially aware and computer literate.

Days and Time

The Finance Committee meets formally a minimum of four times per year, and individual responsibilities do require further time commitment.

FOLK GROUP

Gail Hovey: gailhovey@hotmail.com

The Folk Group leads the singing at the 9.00 a.m. Sunday Masses and at additional Masses over Easter, Christmas and First Holy Communion celebrations.

We compile a rota for singers and musicians, which is very flexible, to fit in with family and other commitments. We are a very friendly and inclusive group. If you know you can sing or can play an instrument to a good standard and would like to join, please contact me.

Days and Time

As above.

There are no rehearsal commitments. Those on the rota just turn up at Church at 8:30 a.m. on Sundays to set up and have a quick practice before Mass

FLOWER ARRANGING

Mary Bardsley: 020 8868 4579

This ministry revolves around the creation and maintenance (keeping flowers watered and looking fresh) of flower arrangements inside the Church. The role is suitable for ANYONE who enjoys flowers and arranging them. This can be in any style that they like.

Days and Time

The time investment depends on what is being created. Easter and especially Christmas are the big occasions where many hands in any capacity can make light work for all.

GARDENING

Mary Bardsley: 020 8868 4579

Rita Maestranzi: maestranzi@btinternet.com

A small group keeps the grounds around the Church, Parish Centre and Presbytery tidy and in good order. A knowledge of plants is needed. Tasks involve mowing lawns, weeding, planting, pruning and watering plants.

Days and Time

We usually work after Mass on Tuesdays and Fridays, for a couple of hours each session. However, we sometimes meet at other times, on different days, or not at all, depending on weather, time of year, or other commitments.

LAY READERS AT MASS

Patricia Solomon: patricia.a.solomon@gmail.com

The ministry of lay reader is a privileged one, as we are asked to stand up and proclaim the Word of the Lord. The role consists of introducing the Mass, delivering three Readings (Old Testament, Responsorial Psalm and New Testament), as well as the Prayers of the Faithful. These Readings are divided between two readers at each Mass.

We are happy to welcome all new readers, including children, to join the rota of readers and have spaces available at all three Masses.

Days and Time

At weekend Masses, where there is a readers' rota so that each person has the opportunity to read every five to six weeks. You may specify at which of the three Masses you would like to read. If you are unable to read on the day when you are scheduled, it is usually very easy to find another reader to take your place.

A training session is given for all new readers. Going forward, the time commitment amounts to no more than attendance at Mass when you are scheduled to read. We do, however, strongly encourage all readers to read over and practise their readings at home in advance.

PASTORAL OUTREACH

Mariola Griffiths: mariolagriffiths@rcdow.org

Together with the parish priest, we are involved in the pastoral care of our elderly, sick and housebound parishioners.

Volunteers will be assigned to a parishioner who is elderly, sick or housebound, for social visits and / or to take Holy Communion to the assigned parishioner, weekly, fortnightly or monthly. With more parishioners taking up this ministry, we will be able to maintain up to date information on our elderly and housebound parishioners.

Through regular visits, the housebound parishioners are kept abreast of parish life ensuring they feel part of the wider parish community and importantly, all their sacramental needs, (ie. Holy Communion, Confession, Anointing) are communicated to the priest.

As well, help is appreciated in organising the Mass for the Sick in the Autumn. This includes preparing and serving refreshments to all after the Mass, and providing transport to some parishioners. It is imperative that they check with their car insurance provider that they are covered to act as a volunteer driver.

Volunteers are required to complete the DBS.

Days and Time

To be arranged between the volunteer and the assigned parishioner. Arrangements can be face to face visits or telephone calls, weekly, fortnightly or monthly, whichever suits both parties.

PARENT AND TODDLER GROUP

Elise Fabris: elisefabris@gmail.com

As the leader, I arrive before the Playgroup members meet in the Parish Centre. I arrange the toys, books, puzzles, play space, and set up tea / coffee / biscuits for the parents / carers to enjoy.

Any child attending must be in the care of their parent / carer. At the close of the Playgroup, the parents / carers tend to help to tidy up and sweep the floor, which makes it all go very smoothly and swiftly! This is my last year as leader so I welcome the opportunity to work with a volunteer who could be willing to lead the Group from September 2023.

Days and Time

We meet on Wednesdays during term time, between 9:30am-11:30am. You will need to factor in setting up and tidying away time.

STARS OF ABRAHAM

Chiara Ferrario: chiara.ferrario@gmail.com

This is a place where children can get to know each other, play and have fun together, while discovering that the most fun comes from discovering the Presence of God in everything they do. Children from Years 4, 5 and 6 are welcome to join. Adult leaders and children discuss a faith related theme, play games and pray together.

We would welcome volunteers who have the energy and enthusiasm to interact with older children and share their faith.

Volunteers are required to complete the DBS.

Days and Time

We meet once a month, usually on the third Saturday, from 1:30 pm to 3:30 pm

PINNER ASSOCIATION OF CHURCHES (PAC)

Christians in Pinner Working Together

Kate Brooker and Raj Jayaraj

Representatives for St Luke's: kimbrooker@btconnect.com

St Luke's is a member of the five Churches in Pinner that work together in common witness to Christ, worship and service to the local community. The other Churches are Cannon Lane Methodist Church, Pinner Methodist Church, Pinner Baptist Church and St John the Baptist Church of England. The Executive Committee, made up of members of the Clergy and lay representatives of each Church, meets four times a year to plan and review the PAC's activities (three planning meetings and one AGM).

We need more volunteers to:

- Help with PAC event catering at St Luke's, including ordering food, serving, setting up / clearing of event location for the Good Friday Silent Walk of Witness and the AGM.
- Volunteer as general helpers / volunteer drivers for the Welcome Lunches, held six times a year during the school holidays, at Pinner Methodist Church Hall, Love Lane, Pinner.
- Join the team of volunteers who put on the Christmas Day Lunch at St John the Baptist Parish Church, Church Lane, Pinner.
- Join the PAC Executive to represent St Luke's Church in its events / activities.

Days and Time

Please refer to the PAC website for the full calendar of events.

www.pinnerchurches.org.uk

PINNER ASSOCIATION OF CHURCHES (PAC)

FRIDAY COFFEE MORNING

Ann-Marie Brownsell: mrsbrownsell@hotmail.com

We are looking for volunteers to help with the Friday Coffee Morning, under the auspices of the PAC. It involves setting up the tables in the Parish Centre, preparing for teas / coffees and plating up biscuits / cakes. As the leader, I usually arrive around 9.30 a.m. to set up before Mass. After Mass, I open the venue around 10.30 a.m. to 12.00 p.m., or until the last customers have left. We then clear away, tidy and wash up (dishwasher available). Volunteers not attending Mass would arrive at 10.00 a.m. to set up and open.

Days and Time

Friday mornings as above. Ideally, we would like to establish a rota where a commitment would be once a month or less.

REPOSITORY AND BOOK STALL

Imelda Hehir: Imelda.hehir@btinternet.com

Located in the Parish Centre, the Repository sells various cards for religious occasions, prayer cards, prayer books, Order of the Mass, Bibles, statues, Rosary Beads, Crucifixes, Holy Water bottles, etc. I am responsible for keeping a healthy inventory of items, keeping the display clean and tidy, and accounting for the sales. I liaise with Pat on ordering and deposit of sales proceeds.

Help in creating a more appealing presentation of the stock, promoting sales and generating more interest from the parishioners would be greatly appreciated. Also, another volunteer can help keep the repository open.

Days and Time

The repository is open after the 9am and 11am Masses. I normally come at 9:45 am to accommodate those who attended the 9am Mass. I open it again after the 11am Mass and stay on until 1pm. Once a month, I clean and tidy the display.

WELCOME MINISTRY

Bryan Wickware: brwickware@icloud.com

We would like someone to organise the rota for our welcomers who greet parishioners coming into Mass with a warm smile and acknowledgement. Their duties include: distributing Missals , hymn books and children's Missals; taking the offertory collection; ushering parishioners who wish to receive Holy Communion; receiving retiring collection and taking these baskets to the Sacristy for safekeeping; ordering the missal shelves after each Mass.

Some welcomers are required to undertake the role of Fire Wardens, taking the lead in ensuring everyone is evacuated safely in the event of a fire. Training is available for this role.

Days and Time

Welcomers are needed at the 6pm Vigil Mass, 9am and 11am Masses on Sunday. They normally come 15-20 minutes before each Mass and stay on as described above.

TEA AND COFFEE AFTER 9am MASS

Bryan Wickware: brwickware@icloud.com

Encouraging parishioners to gather together and meet others after Mass over a coffee or tea helps to build the parish community.

We would like volunteers and a team leader to provide refreshments (tea / coffee / biscuits) after the 9.00 a.m. Sunday Mass. It involves setting up in the Parish Centre before Mass begins, serving the refreshments and clearing away and washing up (dishwasher available) afterwards. We leave the Parish Centre ready for those volunteers who cater after the 11.00 a.m. Mass.

Days and Time

Sundays after the 9:00 am Mass

The time commitment is no more than one hour after Mass. We would like sufficient volunteers to operate on a rota system.

UNIFORMED GROUP: 3RD PINNER SCOUT GROUP

Sue Girvan: girvan279@btinternet.com

Will Bartholomew,

Group Scout Leader: gsl3rdpinner@gmail.com

Our Scout Group was founded in November 1940, and help is needed NOW to keep it going for the next 80 years! No experience is needed as all training / help etc., is provided by the Scout Association and the current Leaders; no one is left 'in the lurch! All that is needed is plenty of energy, a sense of fun and the ability to be able to communicate with a great bunch of young people. Volunteers undergo the DBS under the Scout Association.

We urgently need leaders for the following groups:

Scout Troop, children aged 10-14 years old: A Scout Leader and assistants.

Cub Scout Pack, children aged 8-10 years old: An Assistant Cub Leader.

Beaver Colony, children aged 6-8 years old: Assistant leaders and assistants.

Days and Time

There are two weekend Camps a year at a registered Scout Camp Site not too far away, as well as a night hike and various outdoor activities. The District organises annual competitions including a camping competition, football, swimming gala.

Two Church Parades are held at the 9.00 a.m. Mass - Harvest Festival (October) and Palm Sunday (March or April) when every member is encouraged to attend.

St. George's Day (April) and Remembrance Sunday (November) are celebrated in Pinner High Street, and Scouting is well represented at these events.

An AGM and Open / Presentation Evening is held in May to which our Parish Priest, parents, friends, members of the Parish and the Scout County Team are invited.

SAFEGUARDING IN OUR PARISH

Safeguarding refers to the measures we put in place, compliant with legislation and Church guidance, to create a safer environment for our children, young people and adults at risk, to ensure they stay safe from harm, abuse or neglect. It helps us mitigate risk, to protect our most vulnerable and the life of the Parish.

The Church follows Safer Recruitment guidelines with all staff, paid and voluntary. Working with children, young people and vulnerable adults means all volunteers will be required to complete the Diocese of Westminster's Volunteer's Application pack, have references taken up, and the online enhanced Disclosure and Barring Service (DBS) completed.

The Enhanced Disclosure and Barring Service is the higher tier criminal background clearance. All persons with convictions, cautions, warnings or reprimands are legally barred from working or volunteering with vulnerable groups. Consequently, the application will not proceed.

Aside from the paid parish leads, i.e., Norah O'Hare, Catechist and Mariola Griffiths, Pastoral Outreach, our Parish relies on the good will of volunteers in order to carry out its many functions. In order to safeguard volunteers, it is important therefore that you are clear on what is expected of you, how much time you can, realistically, give to volunteering so that it does not take you away from other personal commitments.

The Parish Ministry Leaders are able to give you a job description for the voluntary role and discuss with you what is required. After this, they refer you to me as Parish Safeguarding Representative and we can begin the application and DBS clearance process.

Volunteers are also required to undertake Safeguarding training and details will be sent to you once a clear DBS has been received and before you begin your role. Ever appreciative of your generosity, it is important that all our volunteers are supported and feel valued.

Please feel free to contact me on pinnerg@safeguardrcdow.org.uk if you have any questions about the application and DBS process.

Eithne Atterbury
Parish Safeguarding Representative, St Luke's Church

The parish is the presence of the Church ... an environment for hearing God's word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration. Its joy in communicating Jesus Christ is expressed both by a concern to preach him to areas in greater need and in constantly going forth to the outskirts.. Wherever the need for the light and the life of the Risen Christ is greatest, it will want to be there.

Evangelii Gaudium 28, 30



Let everyone admire how you care for one another, and how you encourage and accompany one another: “By this everyone will know that you are my disciples, if you have love for one another (Jn 13:35). This was Jesus’ heartfelt prayer to the Father: “That they may all be one... in us... so that the world may believe”

(Jn 17:21)

Evangelii Gaudium 99