

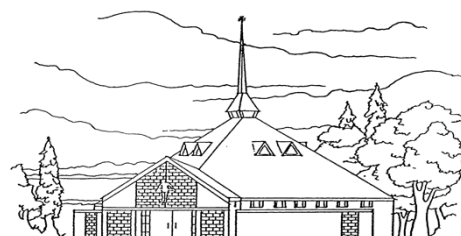
*Updated:
May 2023*



ROMAN CATHOLIC CHURCH OF ST BARTHOLOMEW



St Bartholomew RC Church
47 Vesta Avenue, St Albans, Herts AL1 2PE
01727 850066 | stalbanssouth@rcdow.org.uk



The information given in this Welcome Guide gives you an initial picture of:

ST BART'S PARISH COMMUNITY

You can find out more by:

- Visiting our Parish website where there is detailed information:
<https://parish.rcdow.org.uk/stalbanssouth/>
- Contacting our Parish Office: 01727 850066
- Speaking with our Clergy
- Speaking with our PPC Chairman or Vice Chairman
- Speaking with a Welcomer at our masses
- Or through any of the contacts given for specific activities

OUR PARISH MISSION STATEMENT

Evangelisation is our Parish Mission. It means proclaiming the good news of God's love throughout the world and is the role of all parishioners as we work towards being missionary disciples i.e., listening, following, and sharing our faith. Our parish aims to evangelise by working with the local community in five areas: Building Community, Ecumenism, Social Justice, Spirituality and Youth.

NB: National Concern Restrictions

In the event of a national concern, activities given in this welcome guide may need to be limited or temporarily suspended, in accordance with Government and Diocesan guidelines.

WELCOME MESSAGE FROM FR FRANCIS ANTWI-DARKWAH

You are warmly welcome to **St Albans South Parish**. This is the name given in the Diocesan handbook, but the Church is dedicated to our patron Saint, **St Bartholomew** - one of the Apostles of Jesus Christ. This is a Roman Catholic Church which comes under The Archdiocese of Westminster, with Cardinal Vincent Nichols as the Pastoral head. Our Pastoral Area Bishop is Bishop Paul McAleenan (an Auxiliary Bishop).

I am very privileged and honoured to be the Parish Priest here at St Bart's. The Parish Secretary/Administrator is Dawn Pace. As part of the Christian community, our sole mission is to share and proclaim the good news of God's love, as demonstrated, and handed on to us by His Son, Jesus Christ, with those we encounter in our communities, especially, here in St. Albans and her environs.

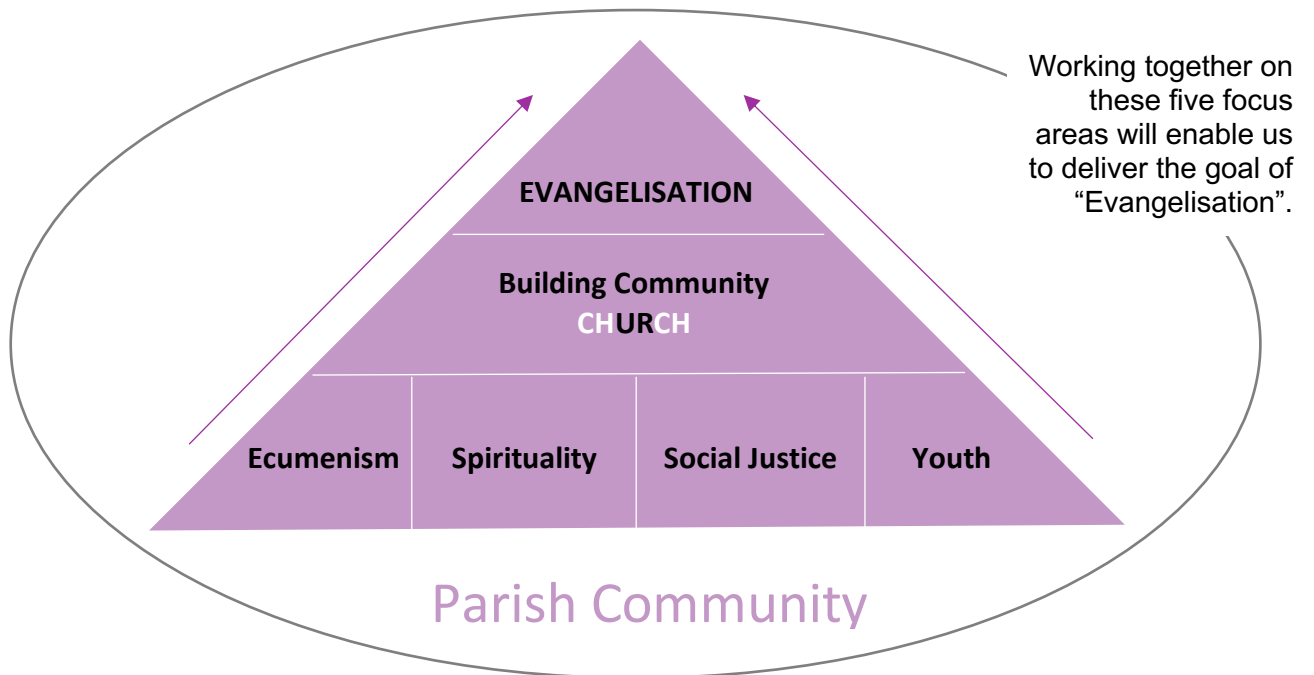
Our parish is truly a very welcoming community and people are cordially invited to participate fully in various aspects of Parish life with their given talents. We offer a broad range of activities including: Collection Counters/Bankers; Collectors; Liturgical Laundry; Maintenance; SVP; CWL; Churches Together/South St. Albans (SSAC); Liturgy; Music and Choir; HCPT; Newman Association; Parish Website; Safeguarding; Knights of St. Columba; Circle of Friends; 2000 Club; Mass Stewards; Mass Welcomers; Justice & Peace, Lectors; Sacristans; Flowers; Eucharistic Ministers; Children's Liturgy and Sacramental Preparation. You are most welcome to join any of our groups. If you have a talent(s) which you feel you could use to serve the Church in a group that is not listed here, we would be delighted if you could share these with us.

Finally, you are most welcome to introduce yourself/talk to us at any convenient time before or after mass. Alternatively, please feel free to telephone the Parish Office (01727 850066) to speak to me, or the Parish Secretary/Administrator Dawn Pace or e mail: stalbansouth@rcdow.org.uk.

Please, don't feel you are a stranger, we are all one united family of Christ.

Fr Francis

EVANGELISATION IN OUR PARISH



HOW OUR PARISH WORKS TOGETHER



WELCOME MESSAGE FROM PPC CHAIR AND VICE CHAIR

Dear New St Barts Parishioner,

Welcome to St Barts! We are delighted that you have come to participate in our worship today and we sincerely wish you a warm and friendly welcome here among us at St Barts.

Our Parish Pastoral Council (PPC) comprises of a team of 12 volunteers nominated by parishioners who work alongside a sizeable number of parishioners. The PPC was established in October 2020. It is a consultative body whose main aim is to support our Parish Priest, Fr Francis, as well as the whole parish community of St Barts, in considering pastoral and other works of interest to our parishioners. In collaboration with all parish groups, we support agreed activities to foster our community spirit and enable the delivery of our Mission, Evangelisation. A key element of the PPC is to consider ways to provide opportunities for our parishioners to discover, or re-discover, the personal and community call to the mission that derives from their baptism and to sustain their efforts to live as Catholics.

The five focus areas for St Barts are: Spirituality, Building Community, Youth, Ecumenism, and Social Justice. We believe that through coming together, socialising, exchanging ideas and learning that we will develop our understanding of our own faith and build confidence in our ability to share the Good News. We have a wide range of parish groups who are working to enhance our parish life as well as external outreach activities. You can read more about them in this Welcome Guide and on our parish website.

As a Parish we welcome involvement, suggestions and feedback from all parishioners. We are continually looking at ways to communicate effectively via our weekly newsletter, St Barts Together (our quarterly communication), our Parish website and noticeboards as well as developing our social media presence on Facebook - please feel free to post.

If you would like to speak to someone about being part of the community here or join a parish group at St Barts, please introduce yourself to Fr Francis, one of our Welcomers who are in the porch before mass or ring our Parish Administrator on 01727 850066. We look forward to getting to know you.

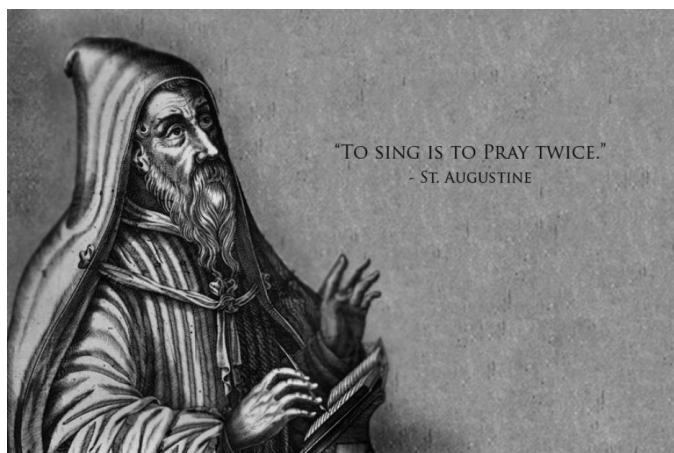
Christine Lambert, Chair & Elizabeth Lizzio Vice-Chair, St Barts Parish Pastoral Council, January 2023

SUPPORTING OUR WORSHIP

Activity	Lead Contact	Contact Details
Liturgical Laundry	Parish Office	stalbanssouth@rcdow.org.uk 01727 850066
Flowers		
Welcomers		
Altar Servers		
Children's Liturgy		
Choir	Peter Godwin	godwin.peter@gmail.com
Instrumental Group	Maureen Kelly	stars2004@btinternet.com
Readers	Maurice Lyon	stalbanssouth@rcdow.org.uk 01727 850066
Eucharistic Ministers	Fr Francis	stalbanssouth@rcdow.org.uk 01727 850066
Collection Counters		
Sacristans		

MUSIC AT ST. BART'S

Come and help us make a joyful sound unto the Lord! Our Church is blessed with a wonderful acoustic, fine electronic organ and keyboard which encourage a variety of music styles. We have a choir loft but we want more people in it to play and lead in singing at our masses and services! We welcome people of all ages and all



instrumentalists from the equivalent of grade 3 skill. We are keen to expand in members. Don't be shy: come and join us. Music provided. No auditions.

For special celebrations music sheets will be provided in advance and one or two group practises beforehand. Do contact us if you are interested in joining our choir or instrumental group.

Peter Godwin and Maureen Kelly

ST BART'S CHILDREN'S LITURGY

All our children up to year 2 (before receiving their First Holy Communion) are invited to join our Sunday Children's Liturgy. Our Liturgy of the Word for children runs during termtime Sunday morning masses at 10.30am. The children are called forward at the start of Mass (those under 5 should be accompanied by a parent or carer). The children walk through the sacristy into the parish hall where the liturgy is held. Activities include prayers; the Gospel reading and activity. The children return to the church during the Offertory, ready for the Liturgy of the Eucharist. Our Diocesan programme and materials for children's liturgy can be found online at <https://rcdow.org.uk/faith/catechesis/childrens-liturgy/>. There are resources to download plus useful links to other sites. CAFOD runs a 30-minute interactive webinar every Sunday for children of all ages which you can join live at 10.00am or watch later - <https://cafod.org.uk/Education/Children-s-liturgy>. Additionally, Emily Pearson's YouTube channel has a weekly 10-minute liturgy recording for young children - <https://www.youtube.com/channel/UCwLxITgMAWvEyVz6OkySxiq>.

Ruth Mansell and Sinead Hughes

OUR SACRAMENTAL PROGRAMMES

Holy Sacrament	Lead Contact	Contact Details
Baptism	Fr Francis,	stalbanssouth@rcdow.org.uk
Sacrament of Reconciliation	Fr Francis	01727 850066
First Holy Communion		
Confirmation	Fr Francis	stalbanssouth@rcdow.org.uk 01727 850066
Holy Matrimony	Fr Francis	stalbanssouth@rcdow.org.uk 01727 850066
Sacrament of the Sick		
Rite of Christian Initiation for Adults	Fr Francis	stalbanssouth@rcdow.org.uk 01727 850066

OUR PARISH ACTIVITIES

Activities	Lead Contact	Contact Details
Catholic Women's League	Maureen Anderson and Peggy Groves	01923 404250/ 07968 171644
Circle of Friends	Maureen Kelly	Stars2004@btinternet.com 07860 283743
Christian Life Community	Judy Makin	(judymakin@ntlworld.com
Finance Committee	Andy Petch	stalbanssouth@rcdow.org.uk
HCPT at St Barts	Phil Ahern	stalbanssouth@rcdow.org.uk 01727 850066
Justice and Peace	Mark James	fpmjames25@gmail.com
Knights of St Columba	Patrick McNulty	stalbanssouth@rcdow.org.uk 01727 850066
Maintenance Team	John Lambert	stalbanssouth@rcdow.org.uk 01727 875418
Newman Association	Anthony Baker	01727 835491 ab@anthonybaker.me.uk.
Parish Safeguarding	Chris Blandford	stalbanssouthsg1@safeguardrcdow.org.uk 01727863979/07990566917
Parish Website	Chris Blandford	stalbanssouth@rcdow.org.uk 01727 850066
St Vincent de Paul	Anne McCarthy	01727 875197
South St Albans Churches/ Churches Together in St Albans	Teresa Clarke	clarkefamily2004@yahoo.co.uk 01727 855026
2000 Club	Parish Office	stalbanssouth@rcdow.org.uk 01727 850066

ST BART'S CATHOLIC WOMEN'S LEAGUE

The Catholic Women's League (CWL) is a National (and International) Organisation which was formed in 1906 to give organised practical support to the Church. When St. Bart's Parish began its life in 1964, the CWL was one of its first Parish Groups to be established. Over the years since, its members were instrumental in organising and supporting various social and spiritual parish activities. Many of the CWL members were involved in most of the Church Ministries as well.

Although the prominence of the practical work has declined, we continue with our spiritual and social activities e.g., House Mass, Pilgrimages or Day of Reflection, Outings, and entertaining social Get-Togethers with neighbouring CWL Groups.

We give caring and supportive friendship to each other, and to others in need of it, especially during the COVID-19 pandemic.

Our Meetings take place in the St Bart's Parish Hall on the second Wednesday of each month, 14.15 for a 14.30 start. They consist of a time of prayer, a time of business and a lot of chat before, during and after a cuppa. Ladies, you are most welcome to drop in to meet us and get to know us (without feeling committed to membership) and join in any of the events on our planned Programme. Should you wish any further information, please contact me.

Maureen Anderson

ST BART'S CIRCLE OF FRIENDS

If you enjoy meeting other parishioners or are feeling a bit isolated, please do come along to our monthly Circle of Friends tea. This applies to all ages. You will find a very friendly group. Some of us like to chat and catch up on the news, others enjoy playing games such as cards and scrabble and we enjoy quizzes and songs together too. Refreshments are always provided where the cost is covered by a small voluntary contribution by those attending.

We have a joint party with the Catholic Women's League and their partners at Christmas and in the summer – these are always great fun! We meet on the last Wednesday of the month between 2 to 4pm in the parish hall. Please come along – we'd love to meet you! Lifts to the tea will be sorted for those who cannot make their

own way. If you would like to become more involved, we would welcome drivers, people to help with serving refreshments and people to put away tables and chairs - this does not need a sign up for every month!

Maureen Kelly

HCPT AT ST BART'S

HCPT, The Pilgrimage Trust, is a national charity offering pilgrimage holidays, to Lourdes in the south of France, for disabled and disadvantaged people from around the UK and further afield. HCPT is a Catholic charity, and its services are open to all. Volunteers and beneficiaries come from all walks of life and from all faiths and none. Every Easter over 1,000 disabled and disadvantaged children enjoy a week in Lourdes, staying in hotels with their volunteer helpers. Each Summer over 1,500 people, many of them disabled adults, enjoy a week at HCPT's Hosanna House in Bartrès near Lourdes.

HCPT Group 149 is our local Parish group serving the needs of children from St Albans and the surrounding areas and is run with the full support of the Parish church of St Bartholomew's. The group consists of c.25 people a mix of helpers and guests. Every year we work to raise sufficient funds to take up to ten local children to Lourdes in France during the week after Easter. The children we take come from all walks of life and have a huge variety of needs, be they social, physical, emotional, economic, or simply a combination of any of these.

The very simple motto of the charity and of our group is that 'no one gets left behind.' Our aim is for the children's travel costs and needs to be covered entirely by the group and as such the fundraising needs of the group year-on-year are significant, the estimated cost of taking a child to Lourdes is around £800. We must raise more than £25,000 a year to make this a reality.

Please take some time to look around our website, easily accessed online from our Parish website and keep yourself posted on what we are all getting up to. There is also a link for donating if you would like to support our group - thank you from all your friends at HCPT Group 149.

Phil Ahern

ST BART'S JUSTICE AND PEACE GROUP

- *Do you want to bring about God's kingdom of justice, peace, and love?*
- *Are you concerned about human rights?*
- *Do you hate war and wish to seek ways of resolving conflicts peacefully?*
- *If so, St Bartholomew's Justice and Peace group is for you.*

Our Parish Justice and Peace group began in the 1990s, meeting monthly in the home of members until a few years ago. More recently, we meet after the Saturday morning Mass in the St Bart's Committee Room. We are inspired by the Gospels and Catholic Social Teaching (some of the Vatican's best kept secrets) to respond to the demands of justice, both in our society and the wider world.

We support each other and local schemes both through prayer and practical actions. In recent years, we have assisted with the launch and running of the *St Albans Food Bank*. Some years before, we played a part in the launch of the local Credit Union. More recently, we have provided support for the *Catholic Worker Farm*.

As a small group with a wide remit, we have to restrict ourselves to a few major concerns each year. However, most years we provide support for *Pax Christi*, through the *Peace Sunday* appeal and for the work of CAFOD through the spring and autumn *Family Fast Days*. However, we are perhaps best known for our annual *Fairtrade lunches*, previously held in the Fairtrade fortnight.

For more information speak with me.

Mark James

ST ALBANS KNIGHTS OF ST. COLUMBA

We are a National organization with the slogan: "*Faith, Family, Fraternity*". Our local "group" is spread across several Parishes. Despite this, we are very supportive and involved in many ways. Locally, we run Christmas and Easter Painting competitions for both Primary and Secondary schools to support the KSC national effort. We also raise funds for a variety of good causes.

We welcome all men over 18 joining us. We meet once a month. An overriding priority is to increase our Membership so we can reach out to more people, families and

organizations and increase our skills base. Our website is www.ksc.org.uk where you will find a lot of information about us.

Patrick McNulty

ST BART'S ST VINCENT DE PAUL (SVP) CONFERENCE

The *St Vincent de Paul Society* is part of an international Christian voluntary network dedicated to tackling poverty, in all its forms by providing practical assistance to people in need. Our 10,000 members, motivated by their faith, visit vulnerable or isolated people across the UK and offer them friendship and practical support. The essence of our work is person-to-person contact and spending time with people is our greatest gift.

The main thrust of our work in this area is with the elderly, but we help others as the need arises. We visit people in their own homes, in residential care and take weekly Holy Communion to those who cannot get to Mass. We do shopping for those who find it difficult and help with transport to Mass, to hospital or doctor's appointments. We also help families that require both practical and financial help.

The St Bart's Conference currently has 8 members who meet twice monthly, and we have several auxiliary members we can call on if we need extra support. If you are interested in finding out more about St Bart's SVP, please contact Fr Francis or myself.

Anne McCarthy

ST BART'S PILGRIMS CHRISTIAN LIFE COMMUNITY

We are currently a group of 10 people, from different Christian denominations who meet twice a month to pray together and support each other in our faith and in our lives.



Our group is part of the international Ignatian Christian Life Community (CLC) which means we are a group of Christians who are committed to gather together to pray and to share where we find God in our lives. Our meetings are based around the gospels,

using Sunday readings or materials produced by the CLC of England and Wales. Every so often we enjoy celebrating in a more social gathering e.g. Christmas.

We are looking to invite new members either to our group, or, if numbers allow, to start a new group. Either way, new members would be supported, both by an experienced guide and by materials which have been produced by the CLC to introduce them to this way of praying. New members will be invited to attend four meetings to see whether this sort of prayer group suits them; after this time they will be formally welcomed.

*The current members of the group find our regular meetings very supportive. If you feel that now is the time to take a deeper look at your own faith and prayer life, whatever your age, please contact **Judy Makin** (judymakin@ntlworld.com) for further information.*

ST. BART'S FOOD PANTRY (SBFP)

At our November 2022 Parish Council meeting it was agreed to set up a food pantry in the church entrance to support parishioners, their family, friends and/or neighbours with free food provisions during this cost-of-living crisis. We are working with our parishioners, our parish group networks and St.



Adrian's Primary School to strengthen our pastoral care in the wider community to make sure no one is left hungry in this age of plenty. Initially we are providing non-perishable food but hope to progress to offering fresh fruit and vegetables in the future. Bags are provided to take the items away and the church opening times are displayed outside the church and on our social media platforms. We are relying equally on generous donations and a big effort from all to share the food and reach those most in need. Our watch words are dignity, respect and community. Any queries or offers of help as the pantry builds, please contact **Jackie Tominey** on **07702 948585** or jackie.tominey@ntlworld.com God bless.

HOW OUR PARISH WORKS

ST BART'S MAINTENANCE COMMITTEE

The Maintenance team's main role is to identify, research, plan and co- ordinate the implementation of works needed across St Bart's buildings and gardens to provide both an attractive location for our worship and also ensure we comply with Health and Safety and Diocesan requirements. The works range from small tasks to major projects. We also get involved in doing small DIY tasks ourselves (to save money) and arranging working parties from among our parishioners, as well as contractors.

We would be pleased to welcome new members to the team. No specific skills required just some energy and ideas and a sense of humour so please contact me for a chat.

John Lambert

ST BART'S FINANCE COMMITTEE

Canon law stipulates that each Parish should have a finance committee to help the Parish Priest in "the administration of the goods of the Parish". The Diocese has determined the role and responsibilities of the committee. The main elements are:

- The oversight and management of all the funds in the Parish.
- The operation of the diocesan accounting package (OPAS).
- The setting of an annual budget and the periodic review of income and expenditure against that budget.
- The operation of the *Gift Aid* scheme and *Planned Giving* campaigns.
- The production of annual accounts for audit.
- Ensuring that Parish property is well maintained and that any relevant health and safety or employment legislation is complied with.

The committee monitors the Parish support of various charities during the year. There are two types of recipients:

- Our main regular ongoing recipients – HCPT and SVP.
- One off contributions to various charities e.g., CCS and Peter's pence.

The committee also has the right to be consulted by the Parish Priest over large items of expenditure and the viability of any proposed Parish projects. The St Bart's Finance Committee comprises:

- Fr Francis
- Andy Petch – Chair
- Angela Gray – OPAS oversight, budget monitoring
- Eamon Rafferty – Property maintenance, PPC liaison
- Anthony Baker – Gift Aid oversight
- Jo Abdul-Rahim

The committee meets between four and six times a year and full minutes are kept of those meetings. Our last published accounts (displayed on the Parish web site) were for the year ending 31st December 2019. The accounts for 2020 and 2021 will be made available shortly as part of an update of our financial communications.

Andy Petch

ST BART'S PARISH WEBSITE

The website for St Barts (St Albans South parish) is <https://parish.rcdow.org.uk/stalbanssouth/> It is updated weekly for the parish newsletter and during the pandemic, for the weekend Mass missalette, so that parishioners can follow the words of liturgy from their homes if they wish. Those items can be found on the Newsletter web page.



The Parish Pastoral Council helps with the review and update of all the website content and is considering other website and social media options. It is provided by the Diocese in the form of a parish microsite, created using a popular website content management system called WordPress. St Bart's Diocese microsite started life in late 2013 managed directly by the Parish Priest. It is now maintained by a small group of parish volunteers. All Parishes in the Diocese may have a microsite. They are uniform in layout and shape and designed to be a simple resource for parishes to use to develop an online presence without a large amount of web knowledge. The microsite has pages directly managed by the parish, some jointly managed with the Diocese, and some managed directly by the Diocese based on data the Diocese has about the

parish. The Parish Priest is the person responsible for the St Barts content on the website and for the people who publish pages or stories on the site. If you think you see something wrong on the website or have suggestions or skills to offer, please contact the Parish Office.

Chris Blandford

ST BART'S SAFEGUARDING

Safeguarding is about keeping you safe from harm. This includes protecting the right of us all to live in safety, free from abuse and neglect.

Our Parish Safeguarding Officer is Chris Blandford. The role of your Parish Safeguarding Officer is to assist in the:

- Safer recruitment of volunteers to Parish roles
- Initiation of DBS procedures where these are a legal requirement for activities with children and adults at risk
- Initial handling of any concerns or allegations
- Promotion of a 'Culture of Safeguarding' in the parish community

If you think you are being abused or neglected here are some things you can do:

- Tell someone you trust, a friend, family member or professional who will understand and help you take action
- Talk about your concerns with a professional e.g. teacher, support worker, doctor, social worker or nurse.
- Contact your Parish Safeguarding Officer or your local Council's Safeguarding team
- Talk to the police or ask someone you trust to help you to speak to the police

You can find out more about the Diocese and Parish safeguarding by going to our website: <https://parish.rcdow.org.uk/stalbanssouth/safeguarding>

Chris Blandford



South St Albans Churches

St Bartholomew's Church is a member of South St Albans Churches with St Stephen's, St Julian's and St Albans URC. Ecumenical Advent and Lent groups take place each year, as well as the Good Friday Walk of Witness.



Churches Together in St Albans



St Bartholomew's Church is also a member of Churches Together in St Albans. We support the Unity at the Cross service in St Albans Cathedral on Good Friday, which is organised by a different Christian church each year. We join with other Christians in St Albans to walk from St Peter's Street to the Cathedral at the Alban Pilgrimage in June. CTSA has Summer and Autumn forums on various topics, and organise a Prayer Walk around St Albans in September, stopping at different churches to pray together

Teresa Clarke

The Newman Association

Members of the Newman Association meet together in local Circles to listen to talks and to discuss and develop their understanding of the Christian faith. The link with St John Henry (Cardinal) Newman is his wish for "a laity who know their religion, who enter into it, who know what they hold and what they do not, who know their creed so well that they can give an account of it"

The Hertfordshire Circle of the Newman Association is one of the most active circles in the country. We arrange regular meetings during the period from September to June each year in a programme of talks and discussions around topical Catholic matters such as the recent exhortations by Pope Francis and various theological and historical issues. Most of the meetings are in parishes in or around St Albans, including St Barts, but we have also had joint events with St Albans Cathedral Study Centre and the University of Hertfordshire. We also have an active social calendar with pub lunches, a musical evening and a garden party. All are welcome to attend our talks.

We now regularly meet in person again (after the Covid restrictions ended), but tend to use Zoom meetings for winter/evening talks

Nationally the Newman Association organises conferences and events, and produces a regular journal: *website* www.newman.org.uk. Periodically a group of members goes on a "pilgrimage", which combines spiritual, cultural and social dimensions. The latest was to Padua in May 2023, after Ravenna in Autumn 2021.

Anthony Baker

LOCAL CATHOLIC SCHOOLS ATTENDED BY OUR CHILDREN

St Adrian's Catholic Primary School and Nursery [State School]

Watling View, St Albans, Herts, AL1 2PB

01727 852687 | <https://stadrians.herts.sch.uk>

St Columba's College [Independent School]

King Harry Lane, St Albans, Herts, AL3 4AW

Primary: 01727 862616 | Secondary: 01727 855185 |

<https://www.stcolumbascollege.org>

St Alban and St Stephen Catholic Primary School and Nursery [State School]

Cecil Road, St Albans, Hertfordshire, AL1 5EG

01727 866668 | <https://www.ssas.herts.sch.uk/contact/>

St Bernadette Catholic Primary School [State School]

Walsingham Way, London Colney, Herts, AL2 1NL

01727 822489 | www.stbernadette.herts.sch.uk

Loreto College [State School]

Hatfield Road, St Albans, Herts AL1 3RQ

01727 856206 | <https://www.loreto.herts.sch.uk>

Nicholas Breakspear Catholic School [State School]

Colney Heath Lane, St Albans, Hertfordshire, AL4 0TT

01727 860079 | <https://nbs.herts.sch.uk/contact-us/>

St Michael's Catholic High School [State School]

High Elms Lane, Watford WD25 0SS

01923 673760 www.stmichaelscatholichighschool.co.uk

St John Fisher Catholic Primary School [Catholic Academy Trust]

28 Hazelmere Road, St Albans AL4 9R

01727 861077 www.sjfisher.herts.sch.uk

PLEASE CUT AND RETURN THIS FORM, ALTERNATIVELY RETURN BY EMAIL

NEW PARISHIONER FORM

St Bartholomew's Catholic Church

Date.....

[Email](#) return preferred.

Adult + Family Information – New Parishioners

This information will be held in strictest confidence for pastoral use only and in accordance with the Data Protection Act. Please fill in your details below.

Family Name	
Address	
Telephone/e-mail	

Name of family member	Relationship	D.O.B	Baptism	R & FHC	Conf

Please tick sacraments received – Baptism, Reconciliation & First Holy Communion, Confirmation

I agree with my details being kept on the Parish database for St Bartholomew's Catholic Church. They will be used by the Parish and its groups to contact me with information about the Parish and activities; they will not be shared with other organisations. I/We understand that I/we can ask to have my details removed at any time if I/we wish.

Signed:

Signed:

PLEASE CUT AND RETURN THIS FORM, ALTERNATIVELY RETURN BY EMAIL

GIFT AID

If you would like to complete a standing order Gift Aid form online, you can find it on our [Parish website](#).

Alternatively, a quick and easy way to sign up to Gift Aid online is to email giftaid@rcdow.org.uk with the following information:

- Your Parish name
- Your title, first name and surname
- Your address and postcode
- The date of your gift, or start date of Standing Order
- The amount
- Please add the line: 'Please Gift Aid my donations'

The Diocese Gift Aid office will add your declaration immediately, on behalf of your parish, and email you a confirmation.

1 My Details: [PLEASE USE BLOCK CAPITALS]

Title First Name: Surname:

Address:
.....Postcode

Tel:

By giving you my telephone number, I consent to being contacted via this method.

Email:

By giving you my email, I consent to being contacted via this method.

2 ☐ I would like to Gift Aid my donation. [PLEASE TICK ✓]

I would like the Diocese of Westminster to treat all qualifying donations I have made since the 6th April 20.....*, and all donations I will make in the future until I notify you otherwise, as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Signed: Date:

*We can back-claim Gift Aid for up to the last 4 years, so please insert year as applicable.

Please notify the parish if your name or address changes, or if you no longer pay sufficient income tax or capital gains tax.

For official use only Parish Code: STALS GAD:

3 Protecting your privacy

As a member of this parish, you are part of the Diocese of Westminster (registered charity number 233699), and as such your personal details and donations will be stored securely on the Diocese of Westminster's database. We comply with data protection regulation and the Fundraising Regulator's code of practice. We will never sell your data to third parties. We (your parish office and the Diocese) will use your details to administer your gifts, occasionally send you news on the work of the Church, and give you the opportunity to support appeals. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy. To update your contact preferences, email supportercare@rcdow.org.uk or call 020 7798 9025.

4 I would like to make my contribution by: [PLEASE TICK ✓]

☐ Standing Order - £..... per week / month (circle)

Please complete the form on the next page and return to your parish

☐ Weekly donation envelopes - £..... per week / month (circle)

☐ Please send me more information about leaving a gift in my Will to my church.

- 5 ☐ I am setting up a NEW Standing Order
☐ I am CHANGING my EXISTING Standing Order

☐ I have done this myself, using the bank details in Section C below
quoting my surname and first name:

6 Standing Order Instruction

A. To the Manager of Bank / Building Society

Please set up the following Standing Order and debit my/our account accordingly

B. Account details

Name of account holder:

Sort code: Account Number:

C. Payee details

Please pay the HSBC Bank plc. Account Number: 81308440 Sort Code: 40-05-20

For the credit of WRCDT St Albans South Reference: Surname and Initials

D. About the payment

Payments to be made: Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

1st Payment (please allow 30 working days): Date: Amount: £.....

Thereafter make payments on the day until further notice
(payments will be made until you cancel this instruction)

E. Confirmation

Title First Name: Surname:

Address:
.....Postcode

Customer Signature: Date:

NOTE TO THE BANK:

This Standing Order is to REPLACE any existing Standing Order to the above bank account.
Please print DONOR'S SURNAME AND INITIALS on the bank statement.

← Please complete & return this form to your parish, even if you are setting up a Standing Order yourself, for parish records & Gift Aid. End. June.2020