



“Great occasions
for serving God
come seldom,
but little ones
surround us daily.”

**ST FRANCIS DE SALES
CHURCH
TOTTENHAM**



STEWARDSHIP OPPORTUNITIES TO SERVE

STEWARDSHIP is a process whereby we return a portion of our **Time and Talent** to God. It is done in the spirit of gratitude to give back to the Lord something that represents a true “Thank You” for all the abundant blessings that God has given to each one of us.

Stewardship helps each of our parishioners to find a meaningful way to express their gratitude to God and at the same time to support our parish community. In Psalm 116, the psalmist asks aloud, “How can I give back to the Lord for all the good he has done for me?”

At the start of the Jubilee Year the late Pope, Francis said, ‘our pilgrimage towards the Jubilee will express and confirm the shared journey that the Church is called to make to be ever more fully a sign and instrument of unity in harmonious diversity. It will be important to foster a renewed awareness of the demands of the universal call to responsible participation, by enhancing the charisms and ministries that the Holy Spirit never ceases to bestow for the building up of the one Church.’

We are asking everyone at St Francis de Sales Parish to take a deeper step into taking responsibility of our call as stewards of the gifts we have received by expressing his or her gratitude to the Lord. We are inviting one another to share in Christ’s ministry to establish the Kingdom of God right here and right now. This is the heart of Stewardship: Giving back in gratitude some of what the Lord has given to us, and at all times blessing the name of the Lord!

From the Parish Team of St. Francis de Sales, Tottenham.

Fr David Lucuy Claros
Parish Priest

Elisabete Veselovska
Administrator

Marcelle Jemide
Catechist Coordinator

Victoria Gowdie
Safeguarding Representative

Angela Alexander
Finance Committee Chair

PARISH FINANCE COMMITTEE (PFC)

The main purpose of this committee is to ensure that all parish property is administered in accordance with Diocesan guide which requires that a) All bank accounts are operated by more than one person b) All property of the charity is under the control of the trustees c) Full and accurate accounting records are kept and d) Accounts are presented to the faithful on an annual basis in accordance with Canon Law.

The members of the Finance Committee may fulfil additional functions, such as fundraising, budgeting, financial planning in relation to property, etc., but their primary function is to assist the parish priest in the administration and control of the goods of the parish.

Parishioners must be registered in the parish for one year and be committed to the principles of parish Stewardship. A background in finance, accounting or business management is preferred. The Council normally meets quarterly. The Parish Priest appoints the members of the Finance Committee. The initial appointment of members is for three years.

Contact: Angela Alexander - *Chair of the Parish Finance Committee*

tottenhamcof@rcdow.org.uk

PARISH EVANGELISATION TEAM (PET)

The Parish Evangelisation Team (PET) is an advisory Team assisting the Parish Priest and staff in achieving the vision and mission of the parish. The Team normally meets on designated Saturdays from 12:30 pm approximately six times a year. Members participate in projects undertaken by the (PET) and other ministries of the parish. Term of office is three years. The members are usually representatives of the existing groups in the Parish and prospective members are chosen by a spiritual discernment process by the Parish Priest in July each year. Parishioners must be registered in the parish for one year and committed to the principles of parish Stewardship.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

PARISH SAFEGUARDING TEAM

Every parish has a responsibility to provide a safe environment which promotes and supports the wellbeing of everyone and protects them from

harm. Our Parish has a team of safeguarding representatives (2 in training) who are particularly involved with the Disclosure and Barring system (DBS) and they defer to the Safeguarding Department of the Diocese. The DBS ensures the safety for those carrying our Church's ministries involving adults and children e.g. Eucharistic Ministers, Catechists of all Sacramental programmes and SVP members, Choir members working with children and overseeing Altar Servers. The Safeguarding representatives may be contacted for any concerns either through the Parish Office or by direct email.

Contact: Vicky Gowdie - *Parish Safeguarding Representative (PSR)*

tottenhamsg2@safeguardrcdow.org.uk

PARISH HEALTH AND SAFETY STEWARD TEAM

The Parish Health & Safety Team's mission's is to manage the Parish and parishioners H&S to eliminate risks where reasonably practical. It aims to ensure that all legislation within the H&S at Work Act, Fire Safety Regulations, Legionella Code of Practise are followed in the life and activities that are carried out in the church and Parish Hall.

This entails carrying out general Risk Assessments for Parish events and outings and recording significant incidents and recording them to act.

Training is required for all members relating to various subjects including: Asbestos management; Accident reporting; Parish risk review; Working at height; Car park safety; Electrical safety; Gas safety. Hygiene regulations, Legionella risks and First Aid are all addressed.

Contact: Parish Office – tottenham@rcdow.org.uk

PARISH FIRE WARDEN STEWARDS TEAM

To ensure Fire Safety in the Church and to safely evacuate people in the event of fire. Training is required for all members. Contact: Parish Office – tottenham@rcdow.org.uk.

PARISH FIRST AIDERS STEWARD TEAM

First aid is the help given to someone who is injured or ill to keep them safe and to cause no further harm. The role of a first aider is to give someone this

help. Training is required for all members. Contact: Parish Office – tottenham@rcdow.org.uk

LITURGICAL TEAM

The Liturgical Team's mission is to acknowledge God's presence in our preparation and celebration of liturgical life. This is accomplished through parish catechesis in liturgy and the sacraments, and theology and formation of liturgical ministers.

- All liturgical ministers are required to participate in training sessions before participation.*
- In addition to the above training, ministers are expected to attend a yearly training session to refresh and update their ministry.*
- Individuals are asked to pray and discern the one liturgical ministry in which they will serve the community. This applies to Altar Server, Extraordinary Minister of Holy Communion during the Liturgy and to the Sick/Housebound, Welcomers & Stewards, Lector, Music Ministry and Steward.*

ALTAR LINEN CARETAKERS

Altar Linen Caretakers wash and iron all linens used during liturgies and baptisms. All linens must be picked up after the last Sunday liturgy and returned by Thursday. Instructions are provided for the proper care of the linens. Caretakers work on their own time. Scheduling depends on the number of caretakers.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

ART & CRAFTS (A&C)

Art & Crafts (A&C) is responsible for enhancing the visual atmosphere of the church during the liturgical year. Including the making and repairing of vestments/linens, floristry and planning and crafting decoration of church for major feasts. Individuals contribute their various talents.

Contact: Parish Office tottenham@rcdow.org.uk.

LITURGY SET-UP (SACRISTAN)

Liturgy Setup prepare all necessary items that are used during the liturgical and sacramental celebrations (e.g., candles, linens, incense, etc.) during the week or weekend liturgy. Duties include periodic care of vestments, organization of liturgical books, and responsibility for the opening and closing of the building for weekend liturgies. Training sessions are required.

Contact: The Parish Priest 02088083554 tottenham@rcdow.org.uk

ALTAR SERVERS

Altar Servers prepare the altar for the celebration of liturgy and assist the presider during the liturgy. Anyone nine years of age or older who has celebrated First Holy Communion is eligible. Males, females, and families are encouraged to participate in the ministry. Training sessions are required. Training sessions take place on designated Saturdays throughout the year after 12noon.

Contact: The Parish Priest 02088083554 tottenham@rcdow.org.uk

EXTRAORDINARY MINISTERS OF HOLY COMMUNION (EMHC)

The Bishop, priest, and deacon are the ordinary ministers of the Eucharist. Extraordinary Ministers of Holy Communion are members of the lay faithful who are recommended by the Parish Priest and appointed by the Bishop to distribute the Body and Blood of Christ to a specific parish community for a period of three years. Ministers must be confirmed Catholics in full communion with the Church. Training sessions are required.

Contact: The Parish Priest 02088083554 tottenham@rcdow.org.uk

DISTRIBUTING COMMUNION AT MASS IN CHURCH

Extraordinary Ministers of Holy Communion during the Liturgy join the Presider in distributing the Body and Blood of Christ during Mass. Training sessions are required. Training Sessions will take place on designated Saturdays after 12noon.

Contact: The Parish Priest 02088083554 tottenham@rcdow.org.uk

TO THE SICK/HOUSEBOUND (EMCSH)

Extraordinary Ministers of Holy Communion to the Sick/Housebound bring the Eucharist, Gospel Message, and “the parish” to the sick and those who are confined to homes or in Care homes on any day of the week and Sunday following the 9am and 11am Mass. Training sessions are required.

Contact: The Parish Priest 02088083554 tottenham@rcdow.org.uk

WELCOMERS & STEWARDS

Welcomers and Stewards provide a warm welcoming presence and hospitality by greeting people entering the church, assisting visitors, providing hymn books and the newsletters. They assist with seating parishioners, make sure the sanctuary space is utilised properly, assist with the collection(s), and facilitate the presentation of the gifts. Families are encouraged to participate in this ministry. Training sessions are required.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

CAR PARK STEWARDS

Car park stewards help to manage the parking spaces on the Church grounds and the School Car Park on Sundays, before the start of Mass and at the end. The school car park opens half an hour before Mass and is closed during Mass and re-opened at the end of Mass for Parishioners to leave.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

REPOSITORY

Open after both Sunday Masses each weekend selling religious books, cards, candles and a selection of devotional items. Contact: The Parish Office via email: tottenham@rcdow.org.uk

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

READERS

Lectors proclaim the Scriptures at all liturgical celebrations in a manner that enables the assembly to understand and appreciate the beauty and rich content of the “Word of God.” The Lectors read the First Reading, the Second Reading, and the General Intercessions. Those seeking to participate must

have received all three sacraments of initiation: Baptism, First Holy Communion and Confirmation. A training session is required.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

PARISH ADULTS AND CHILDREN'S CHOIR

The Parish Adults Choir sings at the 11am Sunday Family Mass throughout the year, except the month of August. Rehearsals takes place after the 11am Sunday Mass. Participation is open to all young people above 18 years old and adults. The Children's Choir sings occasionally at the 11am Sunday Mass and on especial Feast Days or events that is celebrated on a Sunday.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

FAITH FORMATION STEWARDSHIP

The Faith Formation Stewardship's mission is to provide a lifelong intergenerational whole community approach to faith formation that emphasizes parish and home preparation and formation based on events of the liturgical year. This catechetical process aims toward growth in many dimensions of Christian discipleship: knowledge of faith, liturgical life, moral formation, prayer, belonging to community and missionary spirit. It is faithful to Catholic tradition and responsive to the needs and lived experience of people today.

INFANT BAPTISM

Baptism Preparation assists parents in their understanding of the meaning of the baptismal call and prepares them for the responsibility of raising their child/children in the Catholic faith. Time commitment for the following opportunities is normally 2 hours, for two sessions/meetings. Training is provided.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

FIRST RECONCILIATION AND HOLY COMMUNION

The Sacrament of First Reconciliation and Communion prepares children to receive these Sacraments for the first time. This process involves participation in the Children's Faith Formation program, where the parents take active part in their faith formation. The programme runs in two groups: Group 1: Fridays 5.30pm to 6.30pm and Group 2: Saturdays 12noon to 1pm.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

CONFIRMATION

Preparation for the Sacrament of Confirmation stresses that the young person begins to acknowledge a personal commitment to a spiritual journey that will last a lifetime. The catechesis encourages this commitment by deepening each individual's understanding of the sacrament through formation sessions that takes place on Mondays 6pm to 7.30pm, by encouraging personal witness through participation in the parish's liturgical life, and by helping to enrich each candidate's prayer life through retreats and other prayer experiences.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

RITE OF CHRISTIAN INITIATION OF CHILDREN (RCIC)

This programme prepares Children from age 7 to 18 years old who have not been baptised and those who have been baptised in a non-Catholic church. It takes place in the Parish Hall on Brereton Road after 11.00am Sunday starting in October until Easter. Sessions are from 12noon to 1pm.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

ORDER OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Order of Christian Initiation of Adults is the process through which the Catholic Church receives new adult members, and has three phases: **The Pre-Catechumenate** is a process for those interested in exploring Catholic Faith. **The Catechumenate** is a process for **Catechumens** (unbaptized) and **Candidates** (Christian baptized) to delve more deeply into the Catholic Faith and Scripture to accompany them on their faith journeys. These meetings normally take place on Mondays at 7pm in the Pries's House. **Mystagogia** provides a continuation for Catechumens and Candidates to help them become fully integrated into parish life.

Contact: The Parish Office 02088083554

tottenham@rcdow.org.uk

PRE-MARRIAGE COURSE FORMATION

Experienced catholic married couples prepare brides and grooms intending to marry by sharing the catholic teaching about marriage drawing out from their own experiences, including communication skills, openness to life and freedom to marry.

Time commitment of the married couples who facilitates this process is twice a year. The course consists of 5 sessions on Thursdays from 7pm to 8pm. The months of the sessions varies depending on the availability of the married couples. Training is required and all team members are married couples.

PARISH YOUTH GROUP

The Parish Youth Group is a continuation of the Confirmation Group which aims to offer the young people to grow in faith together in a safe environment and enjoying each other company by partaking in games, talks and workshops. The group gathers in the Parish Hall once a month on a Saturday from 4pm to 6.30pm.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

IN REACH STEWARDSHIP

The In reach Stewardship's mission is to develop parish life through community building and fellowship by offering programs and events to enrich and support the lives of the parishioners of St Francis de Sales.

HOSPITALITY TEAM

The Hospitality Team endeavours provide support and organise refreshments regularly after 9.00am and 11.00am Sunday Masses and on other special occasions in the year.

Contact: Marcelle Jemide – *Parish Catechist Coordinator*

tottenhamcatechist@rcdow.org.uk

LEGION OF MARY

The Legion holds a weekly meeting, every Sunday at 12noon in the Parish Hall. Members gather to pray the Rosary, spiritual readings, talks and have a discussion. The Legion of Mary undertakes many forms of Apostolic work directed by the Parish Priest and it is also an extension of God's ministry into the Parish. If you would like to enrol, please contact the Parish Office on 020 8808 3554 or email tottenham@rcdow.org.uk .

THE KNIGHTS OF ST COLUMBA

The Knights of St Columba are the men who gather on the second Thursday of the month to pray and offer practical and material support to the Parish and undertake other charitable activities throughout the calendar year.

Contact: Godwin Galea - Spirituality and Welfare Officer.

godwingalea@hotmail.co.uk Tel. 07535713395

(Council 106 (North London, Province 41))

PRAYER LIFE WORKSHOP (PLW)

The Prayer Life Workshop was initiated by the Capuchin Priest, Fr. Ignacio Larranaga. People learn to establish an intimate relationship with Our Lord Jesus Christ through Bible readings, Doctrinal messages and the practice of 15 Methods of Prayer during a period of 15 weeks with only 2 hours weekly meetings. The Workshop takes place once a year at the start of the term in September. Please contact the Parish Office to find out the next date for this workshop at tottenham@rcdow.org.uk

CIRCLE OF PRAYER

The Circle of Prayer group is the continuation of the PLW (Prayer Life Workshop) and gathers to pray with the Scriptures and practice several methods of prayer. The members gather fortnightly on Tuesday evenings from 7-9pm in the Parish Hall. It is pre-requisite to have completed the Prayer Life Workshop before joining into the group.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

ROSARY GROUP

Parishioners pray the Rosary half an hour before Weekday Masses on Monday, Tuesday Thursday and Saturdays.

OVER 60'S CLUB

The over 60's Club meet to play Bingo and Raffle on Fridays from 2.00pm to 4.00pm. All are welcome.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

OUTREACH STEWARDSHIP

SOCIETY OF ST VINCENT DE PAUL (SVP)

Provides practical & material support and befriending service to the most vulnerable and marginalised people in our community. Members hold regular meetings including prayer and reports of their work on Thursdays twice a month via zoom and in person in the Parish Hall on Brereton Road.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

PARISH MAINTENANCE STEWARDSHIP

The Parish Maintenance Stewardship's mission is to ensure that the parish facilities, grounds, and church are able to serve the needs of the parish community; to be good stewards of the parish property by effectively attending to the maintenance needs of the buildings and grounds.

COLLECTION COUNTERS

Counters tabulate weekly offertory and special Diocesan collections. The counters work in teams of two or more, approximately once a month, normally for two hours on a weekday from 9.30am. Parishioners must be registered in the parish at least six months and contributing their Time and Talent. Confidentiality is required.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

OFFERTORY COLLECTORS TEAM

The members of the team collect the offertory at Sunday Mass and ensure the money is placed safely in the appropriate place. A rota is scheduled every month.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

GARDENING TEAM

Gardening team enhances and maintains the outside grounds of our church property with various annual plants and flowers. Typically, work is done in the mornings during spring, summer and fall.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk

CHURCH CLEANING TEAM

The team's aim is to ensure the church is clean and dignified for the celebration of the liturgies. The team of parishioners gathers to clean the church regularly on Thursday after 10.00am Mass.

Contact: The Parish Office 02088083554 tottenham@rcdow.org.uk