

MASS TIMES & INTENTIONS

All Masses are Livestreamed

Saturday 9th October 2021 – National Feast of St John Henry Newman

9.20am Mass and Rosary (*open to the public*) Danny Curtis Ints
10.30am – 11.30am Confessions

6.00pm Vigil Mass – First Mass of Sunday (*open to the public*) Charles Hurley RIP

Sunday 10th October 2021 – TWENTY-EIGHTH SUNDAY IN ORDINARY TIME (B) (Week of prayer for prisoners and their dependants)

9.00am Mass (*open to the public*) Gabrielle Wisken RIP

11.00am Mass (*open to the public*) People of the Parish

5.15pm Holy Hour with Rosary and Benediction (*open to the public*)

Tuesday 12th October 2021 – Ss Ethelburga, Hildelithe & Cuthberga

7.00pm Novena to St Anthony of Padua (*open to the public*)
7.30pm Mass (*open to the public*) Anthony Ekeh, Lawrence Ekeh, Gertrude Ekeh and
Augustina Onyia RIP

Wednesday 13th October 2021 – Feria

9.20am Mass and Rosary (*open to the public*) Barbara Vincenti RIP

Thursday 14th October 2021 – Feria

9.20am Mass and Rosary (*open to the public*) Patrick Thomas RIP

Friday 15th October 2021 – St Teresa of Jesus (Avila)

9.20am Mass and Rosary (*open to the public*) Anthony Ekeh, Gertrude Ekeh & Lawrence
Ekeh RIP
4pm – 5pm Holy Hour with Divine Mercy chaplet and Benediction (*open to the public*)

Saturday 16th October 2021 – In honour of the Blessed Virgin Mary

9.20am Mass and Rosary (*open to the public*) Rose Kudirka RIP
10.30am – 11.30am Confessions

6.00pm Vigil Mass – First Mass of Sunday (*open to the public*) Joseph & Elizabeth
Savona RIP

Sunday 17th October 2021 – TWENTY-NINTH SUNDAY IN ORDINARY TIME (B)

9.00am Mass (*open to the public*) People of the Parish

11.00am Mass (*open to the public*) Sara Clayton RIP

5.00pm Holy Hour with Rosary and Benediction (*open to the public*)



OUR LADY OF GOOD COUNSEL



Parish Priest: Fr Mark Reilly

61 London Road, Wickford, Essex SS12 0AW - Tel 01268 733219

Website: www.wickfordcatholic.com - Email: wickford@dioceseofbrentwood.org

TWENTY-EIGHT SUNDAY IN ORDINARY TIME (B)

10th October 2021

Gospel: Mark 10:17-30

Jesus was setting out on a journey when a man ran up, knelt before him and put this question to him, 'Good master, what must I do to inherit eternal life?' Jesus said to him, 'Why do you call me good? No one is good but God alone. You know the commandments: You must not kill; You must not commit adultery; You must not steal; You must not bring false witness; You must not defraud; Honour your father and mother.' And he said to him, 'Master, I have kept all these from my earliest days.' Jesus looked steadily at him and loved him, and he said, 'There is one thing you lack. Go and sell everything you own and give the money to the poor, and you will have treasure in heaven; then come, follow me.' But his face fell at these words, and he went away sad, for he was a man of great wealth.

Jesus looked round and said to his disciples, 'How hard it is for those who have riches to enter the kingdom of God!' The disciples were astounded by these words, but Jesus insisted, 'My children,' he said to them 'how hard it is to enter the kingdom of God! It is easier for a camel to pass through the eye of a needle than for a rich man to enter the kingdom of God.' They were more astonished than ever. 'In that case' they said to one another 'who can be saved?' Jesus gazed at them. 'For men' he said 'it is impossible, but not for God: because everything is possible for God.

'Peter took this up. 'What about us?' he asked him. 'We have left everything and followed you.' Jesus said, 'I tell you solemnly, there is no one who has left house, brothers, sisters, father, children or land for my sake and for the sake of the Gospel who will not be repaid a hundred times over, houses, brothers, sisters, mothers, children and land – not without persecutions – now in this present time and, in the world to come, eternal life.'

Prisoners' Sunday. This Sunday is Prisoners' Sunday when we direct our thoughts to the needs of prisoners, their families and their children, to pray for them and to think of ways of supporting them.

Pope Francis' Angelus on Sunday 3rd October:

Reflecting on the day's liturgy, as he addressed the faithful gathered in St Peter's Square for the Sunday Angelus, Pope Francis noted that Jesus is unusually indignant in the Gospel reading. What is most surprising about His indignation, continued the Pope, is that it "is not caused by the Pharisees who test Him with questions about the legality of divorce, but by His disciples who, in order to protect Him from the crowd of people, scold some children who are brought to Jesus". The Pope asked, Why does the Lord gets angry with those who take the children away from Him rather than with those who argue with Him?

The little are in need

The Pope recalled that Jesus teaches that "it is precisely the little ones, that is, those who depend on others, who are in need and cannot give back, who are to be served first". Those who seek God find Him there, in the little ones, in those in need, explained the Pope.

Today the Lord takes up this teaching and completes it, adding "whoever does not receive the kingdom of God as a child receives it will not enter it" (Mk 10:15). The Pope explained that the novelty lies here: "The disciple must not only serve the little ones, but recognise himself as a little one". Knowing oneself to be small is indispensable for welcoming the Lord, added the Pope.

The Pope went on to say that it is in recognising oneself as small that we then become big. Not so much in success, he continued, "but above all in moments of struggle and fragility". The mask of superficiality is falling and our radical fragility is re-emerging, continued Pope Francis, describing it as "our treasure" because "with God fragility is not an obstacle, but an opportunity".

Fragility means care

In fact, it is precisely in fragility that we discover how much God cares for us, continued the Pope. "Contradictions, situations that reveal our fragility are privileged occasions to experience his love", said the Pope, adding that "those who pray with perseverance know it well: in moments of darkness or loneliness, God's tenderness towards us becomes - so to speak - even more present". It gives us peace, added the Pope, bringing his discourse to an end. "It makes us grow", he said. Finally, Pope Francis stressed that in prayer, "the Lord holds us close to Himself, like a father with his child", and this, he concluded, "is how we become great".

Brentwood Catholic Children's Society -BCCS Autumn Newsletter:

https://www.bccs.org.uk/application/files/3516/3214/3696/bccs_Newsletter_Autumn_2021_single.pdf

Summary of Pope Francis General Audience – 6th October 2021:

Dear Brothers and Sisters: In our continuing catechesis on Saint Paul's Letter to the Galatians, we now consider the Apostle's teaching on Christian freedom. For Paul, that freedom is a gift, the fruit of our new life in Christ. Through baptism, we have been freed *from* our bondage to sin and freed *for* a life of generous love in obedience to the Gospel. Jesus tells us, "If you continue in my word... you will know the truth, and the truth will make you free" (Jn 8:31-32). Christian freedom is thus grounded in the unmerited gift of God's grace and the truth of Christ. Through his passion, death and resurrection, Christ reveals the depth of God's love, and teaches us that the total gift of ourselves in service of others, even to the point of death, is the mark of supreme freedom. The truth that Christ brings is in fact truthfulness about ourselves. Our journey along the path of Christian freedom is not easy, but guided and sustained by the love of the Crucified Lord, and by his liberating truth, we will find our ultimate fulfilment in accordance with God's saving plan.

THE THRESHOLDS OF HOPE QUESTIONS are a series of talks for adults who want to grow in understanding and confidence when questioned or speaking about their Catholic Faith. The talks and discussion take place on Zoom from 4.00 - 5.00 p.m. on a Sunday afternoon.

The next talks will be on the **3rd and 10th October** and the question being explored is "*What does it mean to talk about God?*" Fr Mark Reilly, parish priest of Our Lady of Good Counsel, Wickford, will consider this question. If you would like to join this discussion, please forward a contact email to adultformationvicariate@dioceseofbrentwood.org For more information about *The Thresholds of Hope Questions* go to www.thresholdsofhope.co.uk

Certificates of Practice for Schools

Fr Mark will be signing certificates for Secondary school applications in mid-October and for Primary Schools at the beginning of January 2022. With this in mind, please ensure that you are attending Mass regularly with your children so that Fr Mark will be able to sign them.

Food Bank Donations – The Gateway Project:

40 bags of food are currently being given out each week at the Foodbank. If you can help with Food Bank Donations, please leave any of the following items in the box in the front porch of the church: ***long life milk, tins of soup, tinned fruit, rice, custard, tinned fish, tinned potatoes, tinned peas, tinned carrots, pasta, pasta sauces or biscuits.***

All donations will be gratefully received.

Women's World Day of Prayer 4th March 2022

Wickford Churches Appeal: For any parishioners able to represent our parish at the initial planning meeting at St Catherine's church this month. Please contact Ann Kobayashi 01268 767138 - thank you.

MARRIAGE AND FAMILY LIFE.

Marriage is not just a relationship but a vocation and a means of holiness. Please pray for married couples, those preparing for marriage (especially those who have had to defer weddings), and those who have been widowed especially in the past year. The Brentwood Marriage and Family Life Facebook page (BrentwoodMandFL) will include interviews with couples from around the diocese. If you are experiencing difficulties in your marriage or would like to deepen your understanding of this vocation and each other, a number of organisations are able to help remotely during the lockdown, such as Retrouvaille, Marriage Care and Smart Loving.

Rediscover Your Marriage:

Retrouvaille simply means 'rediscovery' and is a programme that offers you the chance to rediscover yourself, your spouse, and a loving relationship in your marriage. Tens of thousands of couples having difficulties in the marriage and even heading for divorce have successfully saved their marriages by attending and using the tools provided. There is no group therapy or group work. For confidential information about 'Retrouvaille' or to register for the programme commencing with a 'Virtual' weekend on 21st -24th October 2021... Call or text +44 788 7296983 or +44 797 3380443 - or Email retrouvailleukinfo@gmail.com or visit www.retrouvaille.org.uk

The Catenian Association:

The Catenian Association is a voluntary catholic men's organisation with members all over the world. It was founded in Manchester in 1908 to help catholic men meet socially to help one another in work and daily life. Today their motto is Faith, Family and Friendship. Our groups, known as circles, meet once a month. Our meetings include a meal, and we build friendship through shared faith and values. We have good times and share the bad with practical and spiritual support. We organise a variety of events and have a varied programme of local activities which are also enjoyed by our Wives and Family (whether catholic or not). The Catenian association supports the youth in schools and other events and activities. If you would like to know more information about the Catenian Association and other members in the parish, please contact Neil Auker on 01268 761627 or 07952013956.

Reparational Mass/Healing the Trauma of abortion:

7pm Rosary. Mass 7.30pm

Our lady English Martyrs, Long Road, Canvey Island - Friday 5th November

Pilgrimage of Reparation & Prayer for the Sanctity of Life:

Saturday 23rd October, Walsingham, led by Bishop Mark Davies, Fr Jeremy Davies, Fr David Donaghue, Franciscan Friars of the Renewal.

Commencing at the 12 o'clock Pilgrim Mass in the Chapel of Reconciliation.

Theme – 'The Courage to Proclaim the Gospel of Life in Post-Pandemic Britain'

For travel information & more details call 01858 571242

or visit www.prolifepilgrimage.org

view online at <https://www.walsingham.org.uk/live-stream/>

NHS Track & Trace and Face Coverings:

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving Our Lady of Good Counsel. For those that wish to check in using the app, please scan one of the NHS QR Codes displayed in the entrance to church which automatically register your visit here. In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else. The requirement to wear face coverings in law has been lifted. However, the Government expects and recommends that people wear face coverings in crowded areas. Therefore, in order to keep you and others safe, please do continue to wear a face covering if you are able to and are not exempt.

Thank you for your understanding.

THE BIBLE TIMELINE COURSE

Understand the Bible from start to finish, the Old and New Testament, with this FREE OF CHARGE, worldwide-famous course delivered online LIVE by Mauro Iannicelli.

Starts Wed 29th September 2021. Eight Wednesday sessions (7pm-8:40pm).

Info & Registration: www.comeandsee.org

Sacramental Preparation for members of the Gypsy, Roma and Traveller Communities:

We are looking for volunteers who would be interested in helping children from GRT communities prepare for the sacraments of First Holy Communion and Confirmation.

If you would like to find out more about this work we will be running two training sessions in the Canon Roche Pastoral Centre behind the Most Holy Redeemer Church in Billericay, 21 Laindon Road, CM129LL

The two training sessions will be on Thursday, 14th October and Thursday, 21st October from 7.30pm to 8.30pm.

If you would like more information, please phone the Billericay Parish Office on 01277 624891 or email the Parish Office at: billericay@dioceseofbrentwood.org. Please note that as this involves working with children, it will be necessary to have a DBS certificate issued by the diocese.

BCYS Autumn Youth Gather:

Saturday 23rd October, Walsingham House at Abbotswick.

Open to any young people in Year 9 and above, this one day event will be held at our beautiful retreat house just outside Brentwood. You will be inspired to think about how you can change your future after a talk from John Pridmore, former East End Gangster, motivated to take action against the Climate Crisis with workshops from Leila Bousbaa and challenged physically on the climbing wall, bungee run and assault course! Book online at www.bcys.net now for just £20 for the whole day! If you are a catechist or youth leader and would like to bring a group, please email gabriellafusi@dioceseofbrentwood.org

The Catholic Certificate in Religious Studies (CCRS) provides parish leaders with knowledge and understanding of theology and the Catholic faith. "CCRS gave me such understanding and confidence about my faith for my parish work." The Catholic Certificate in Religious Studies (CCRS) provides parish leaders with knowledge and understanding of theology and the Catholic faith. 88% participants recommend the course to others.

You can learn the course in person, by distance learning or online - details below:

Centres (in person learning)

<http://brs-ccrs.org.uk/index.php/course-centres>

Life-Light Home Study Courses (distance learning)

info@studylifelight.com

01844 351 514

CCRS Online (online learning)

ccrsonline@hope.ac.uk

0151 291 3055

For more information visit brs-ccrs.org.uk

CATECHIST TRAINING AND RESOURCES DAY:

Saturday 6th November, Sacred Heart of Mary School, Upminster

This training and resources day is open to all First Holy Communion and Confirmation Catechists, as well as those who look after the children's liturgy in the Diocese of Brentwood.

It will be an opportunity to hear about fresh resources, as well as receiving input to assist you in your First Holy Communion and Confirmation programmes. There will be keynote speakers and updates from the BCYS in the morning, with a variety of inspiring and exciting workshops for you to choose from in the afternoon. We would particularly like to welcome any young catechists or young people in your parish (16+) who may be interested in working as or with catechists and wish to develop their faith further post-confirmation.

Knights of St. Columba young Peoples Competitions 2021 / 2022

Building on the Foundations for our Future

We are pleased to announce the following competitions:

NATIONAL ESSAY WRITING COMPETITION, NATIONAL PRAYER COMPOSITION COMPETITION SECONDARY AND SENIOR GRADES, NATIONAL PRAYER COMPOSITION COMPETITION JUNIOR GRADES, NATIONAL EASTER SEASON PAINTING COMPETITION SECONDARY AND SENIOR GRADES, NATIONAL EASTER SEASON PAINTING COMPETITION JUNIOR'S GRADES, NATIVITY SCENE PAINTING COMPETITION.

All the details can be found on the parish website: <https://wickfordcatholic.com>

Rest and Reflection Weekend Retreat for adults at Walsingham House at Abbotswick:

3pm Friday 19th – 3pm Sunday 21st November 2021

We welcome you to join us for a weekend of reflection and prayer in the beautiful house, grounds, and chapel of Walsingham House at Abbotswick. The cost is £150 for a single room, £200 for a twin (twin bookings must be made together with someone known to you). This price is for 2 nights' accommodation and all meals (all rooms are en-suite). For more information, enquiries and bookings please contact Joe Beattie on 01277 373959 or email josephbeattie@dioceseofbrentwood.org.

Remembrance Service at Walsingham House at Abbotswick.

Those who have loved ones remembered within the ground at Walsingham House at Abbotswick are warmly invited to a special Mass of Remembrance on Sunday 7th November at 3pm. Due to capacity please contact Joseph Beattie in advance to reserve a place either on 01277 373959 or josephbeattie@dioceseofbrentwood.org.

Message from Fr Mark (from last week)

Dear all,

On Wednesday night, we had our first Parish Council (PPC) meeting for a while, and I just thought that I would share with you a few things that we discussed. But, before I do that, I just want to take this opportunity of thanking Gladvine Mundempilly for agreeing to take over the role of Chair for the PPC and also to thank Sharon Murrell for the work she has done in this position over the last few years. Many thanks, indeed!

Many of you will know that various works have been taking place around the parish site over the last year, namely, a new Heating system, new Electrical Installation, new lighting, new guttering, and we are soon to have new entrance doors for the church as well- you will have noticed that our current doors have seen better days!

Also, in view of the 50th Anniversary of the opening of our church taking place next year on Tuesday 20th December 2022, we have invited Bishop Alan to celebrate Mass on that day (evening) and will have some additional celebrations afterwards. Moreover, with that important milestone in view, the hope is also to have some work done on the sanctuary of the church in order to refresh it, so to speak, before the big day. I will endeavour to get some drawings prepared to show you before any work commences. This would also be an opportunity to do some fundraising for the church.

Sacramental Programmes have now all started with good numbers signed up for First Holy Communion, Confirmation and Journey in Faith courses. We are also mid-way through the Mass Count for our parish and, at the moment, we are averaging about 275 as a combined figure for all 3 Sundays Masses. This figure is down from our average figure of 312 from 2 years ago (before Covid), and while the current number is not bad given the circumstances, I would like to continue to encourage people to start coming back to Sunday Mass if you haven't done so already (health permitting, of course).

We also discussed the possibility of having social events in the hall, but we felt that we should hold off for the moment, though, at the same time, make some more enquiries about what is or what is not possible. However, we are aiming to have a Christmas Party for the parish after the evening Mass on Saturday 18th December even if it's outside on our Piazza, with some very hot and strong mulled wine.

With every blessing,

Fr Mark

Right To Life UK urgent appeal:

The abortion lobby has already been successful at using the Coronavirus crisis to temporarily introduce home 'DIY' abortions. The policy has not only accompanied a large increase in the number of lives ended by abortion but has also been linked to a number of serious incidents where women's lives have been put at risk while performing their abortion at home.

Our opposition is now eager to see more widespread changes to legislation enacted and we are currently facing major threats on both abortion and assisted suicide issues.

Fighting both the abortion and assisted suicide lobbies over this period has already made a huge dent in Right To Life UK's limited resources. We are, therefore, appealing to you to please give as generously as you can to ensure we can defeat the abortion and assisted suicide lobbies in these upcoming battles. Every donation, no matter how small, will go towards saving the lives of the unborn and many others.

Please visit www.righttolife.org.uk/give for more information and to donate now.

Parish Mission in Chingford:

Saturday 16th October – Thursday 21st October

The Franciscan Friars of the Renewal will preach at all Masses.

Monday 18th October – Thursday 21st October

9.15am Morning Mass – in the church

7pm Evening Mission Service – in the church

<http://www.franciscanfriars.com/media-1>

All are most welcome.

To watch online, please google: "Our Lady of Grace Chingford Facebook Videos"

Open Mornings at St Peter's Catholic Primary School:

St Peter's Catholic Primary School will be holding Open Mornings for parents that are due to apply for Primary school places for the September 2022 intake. These will take place 9.30am to 10.30am on the following dates: Thursday 14th October, Wednesday 20th October and Tuesday 16th November. If you would like to book a place on one of the Open Mornings, please contact the school office on 01277 653770 between the hours of 9.30am to 3.30pm.

St John Payne Catholic School - FAQs with the Headteacher:

Following the St John Payne Catholic School open evening, we invite you to join a live Teams session next Monday 11th October from 6.00-6.30 p.m. via the following <https://bit.ly/3BgZKmS>, where Mr Coen will answer frequently asked questions. Whilst there will be opportunity to ask questions during the session, questions are invited in advance via office@sjp.essex.sch.uk

Our Lady of Ransom - Year R Admissions - September 2022:

Applications for our next Reception Classes for September 2022 can be made between 8th November 2021 to 15th January 2022. Applications must be submitted to the Local Authority by following this link: <https://www.essex.gov.uk/apply-for-a-primary-school-place>.

A Supplementary Information Form (SIF) must also be completed for applications to our school. This, and other useful information, can be found on our school website by following this link: <https://www.olorcps.net/school-info/admissions> If you are a practising Catholic, please ask your priest for a completed 'Certificate of Practice'. The Supplementary Information Form is to be returned to the school. The priest will inform you how the 'Certificate of Practice' will be returned.

Meetings for Prospective Parents - 2022 Admissions

We will be holding information sessions for parents who are thinking of applying for a place for their child. Each session will take place from 9.30~11.00am and will include a talk from the Head Teacher, a tour of the school and the opportunity to ask questions. The dates are as follows:

**Fri 8th October, Fri 15th October, Mon 15th November,
Monday 6th December, Friday 7th January 2022**

Please use this form to book your place:

<https://forms.gle/3RcLrZunCyq4m58c6>

St. Thomas More High School - Open Days:

Tuesday 19th and Wednesday 20th October 2021 by appointment. Telephone 01702 344933- for parents who have a son due to transfer to secondary school in September 2022 - come and see the school during a normal school day, meet the staff and pupils.

Parents of boys who wish to apply to St. Thomas More School for a place in September 2022 should complete the Local Education Authority single application form (SAF) and fill in the supplementary information form (SIF) that can be collected from the school or downloaded from the website: -

www.st-thomasmore.southend.sch.uk

Brentwood Ursuline Convent High School Open Days:

Year 7 Open Evening: Thursday 30th September 2021 6.30pm – 9.00pm

Headteacher's talks at 6.30pm and 7.30pm

Open Mornings: Thursday 7th & Friday 8th October 2021 9.30am – 11.00am

By appointment only.

Sixth Form Open Evening: Thursday 4th November 2021 6.30pm – 8.30pm

Headteacher's talk at 6.30pm

Please note there is no parking at these events.

Queen's Road, Brentwood, Essex, CM14 4EX

01277 227156 admin@buchs.co.uk www.brentwoodursuline.co.uk

St Peter's Catholic Primary School Billericay, part of The Christus Catholic Trust, are seeking to appoint for the following positions:

Learning Support Assistant, Catering Assistant and Midday Assistant. For more information and application forms, please visit www.essexschoolsjobs.co.uk. The closing date for applications is noon on Friday 15th October.

St. Mary's Hare Park Catholic Independent School, Gidea Park - Midday Supervisory Assistants:

St Mary's Hare Park Catholic Independent School are seeking to appoint enthusiastic and motivated Midday Supervisory Assistants to join our friendly team as soon as possible. Duties may include: • Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc. To assist in preparing the hall for dining, including setting out tables and chairs, as appropriate. • Distribute meals and serve water where required. Clear tables and collect rubbish, wash and stack away tables, chairs and clean dining area as required. Days: Monday to Friday during school term times. Hours: 11:30 - 13:30. For all enquiries please either call the school on 01708 761220 or email enquiries@stmarysharepark.co.uk. Application Deadline - Monday 11th October 2021 at 15:30

Job vacancy – Cook & Kitchen supervisor at Walsingham House Abbotswick.

We are looking to recruit a cook and kitchen supervisor at Walsingham House at Abbotswick (15 hours/week, 39 weeks – Saturday 10.30am – 6.30pm; Sunday 10.00am – 1.30pm & Monday 10.00am – 1.30pm, with the potential for occasional overtime on weekdays), starting in January 2022. If you or any of your family and friends are interested in this role further information and a full job description can found on our website, www.bcys.net/job-vacancy-cook/ or by emailing clairebailey@dioceseofbrentwood.org. The closing date is midday on 18th October 2021; however applications will be reviewed as they arrive. Please note that on occasions, posts may close earlier than the closing date due to the volume of applications being received. Early applications are therefore advised.

Brentwood Diocese Teaching Vaccancies:

Headteacher – St Mary's Primary School, Tilbury

Deadline for applications: 12:00 pm on Friday 15th October 2021.

Geography Teacher – St Thomas More High School, Westcliff-on-Sea

Deadline for applications: 12:00 pm on Friday 15th October 2021.

Sociology Teacher – St Thomas More High School, Westcliff-on-Sea

Deadline for applications: 12:00 pm on Friday 15th October 2021.

For further information and application of each of these roles, please refer to:

<https://www.dioceseofbrentwood.net/departments/education/vacancies/school-vacancies/>

Accounts Clerk: Cathedral House

Appointment Type: Part Time, permanent, 28 hours per week. 4 days a week
Location: Cathedral House, Ingrave Road, Brentwood, Essex, CM15 8AT
We are looking to recruit a suitably experienced individual to provide effective and efficient support in all aspects of general accounts administration, including accounts payable and accounts receivable tasks.
The successful candidate will: Have suitable, relevant, substantial experience working in a similar role including experience of using Sage 50 General Ledger. Have excellent time management with the ability to multitask and prioritise workload. Be able to work with discretion and confidentiality. Have excellent organisational and planning skills. Closing date for applications: 12 noon on Friday 15 October 2021. Interviews will take place week commencing 25 October 2021. To be considered for the role, please send a CV and covering letter (no longer than one side of A4) to recruitment@dioceseofbrentwood.org
Only shortlisted applicants will be contacted.
For an informal chat with Richard Fairlamb, Finance Manager, please email hr@dioceseofbrentwood.org

Brentwood Diocese - PA to the HR and Finance Team:

Appointment Type: Full time, permanent, 35 hours per week. Mon-Fri 9am-5pm
Location: Cathedral Centre, Ingrave Road, Brentwood, Essex, CM15 8AT
We are looking to recruit a suitably experienced individual to provide office management and oversight of the administration of the HR and Finance Team. This role will have responsibility for providing robust administrative and secretarial support to the HR Manager and Director of Finance and teams across all areas but particularly in relation to the IT, Telephony, and Data Protection. This role will also provide secretarial support including distributing of papers, minute taking, and post meeting follow-up as required at monthly Board Meetings.
What we are looking for: A self-motivated individual, experienced in office management with excellent administrative and interpersonal skills. Flexibility is key and the successful individual will be adept at organising and prioritising their workload to provide effective support across a range of disciplines. The post-holder will be comfortable interacting with several stakeholders and be able to communicate effectively and in a professional manner with colleagues, the clergy, service providers and members of the public. They will have a good knowledge and understanding of confidentiality, professional boundaries and dealing with sensitive information.
The successful candidate will: Have suitable, relevant, substantial experience working in a similar role within an office environment including experience of using Microsoft packages such as Word, Outlook, Excel, and PowerPoint. Be able to work unsupervised and use their own initiative. Possess the ability to work with sensitivity in a Catholic environment. Have excellent organisational

skills and be able to prioritise and meet tight deadlines. Be able to work with discretion and confidentiality. Possess high levels of resilience.
Closing date for applications: 12 noon on Monday 11 October 2021.
Interviews will take place week commencing 18 October 2021.
To be considered for the role, please send a CV and covering letter (no longer than one side of A4) to recruitment@dioceseofbrentwood.org
Only shortlisted applicants will be contacted.
For an informal chat, please email hr@dioceseofbrentwood.org

Sick Friends and Relatives - Please pray for Jayne & Danny Balaam, Delores Bilewycz, Frederick Bidnamrodi, Ruby Borien, Arthur Brittain, Mary Caruana, Theresa Eldred, Bob Galloway, Patricia Gammell, Johnny Gee, Celine Guckian, Sharon Guckian, Connie Hounslow, Mary Hurley, Mary Jarvis, Gabrielle & Ralphie Langridge, Margaret Livesey, John Maguire, Bridget Mahoney, Carmella Micella, Elizabeth Mooney, Neil Murnane, Cecile Narbeth, Olivia Nazareth, Diane Neale, Margaret O'Doherty, Joy Orrock, John Ostrowski, Carmelo Piazza, Maureen Price, Conchita Prime, Joseph Rodgers, Carol Rushbrook, John Sheridan, Gerry Smyth, Maria Weedon, Lucy Woods, Anne Humphrays, Elizabeth Arnold, Jane Williams, Mary Caruana, Gomez, George Merrin, Patricia McEvoy, Danny Curtis, Maureen Sullivan and all those suffering with the Coronavirus.

Anniversaries – We pray for Alfred Himpfen, Maura Pearson, Kathleen O'Mahoney, Rosamund Fearn, Daniel Collins, Brian Lavin, Ernest Haverland, Louisa Lupson, Fr John Dempsey, John Hanrahan, Mgr Matthias Kearney, Winifred Wilcox, Mary Gerlach, Canon Roderick Grant, Henry O'Shaughnessy, John Molloy, Geoffrey Marshall, Mgr Christopher Creedle and Louis Dellar. May they rejoice forever with all the saints in God's Kingdom.