

Parish of the Durham Martyrs

Parish Handbook



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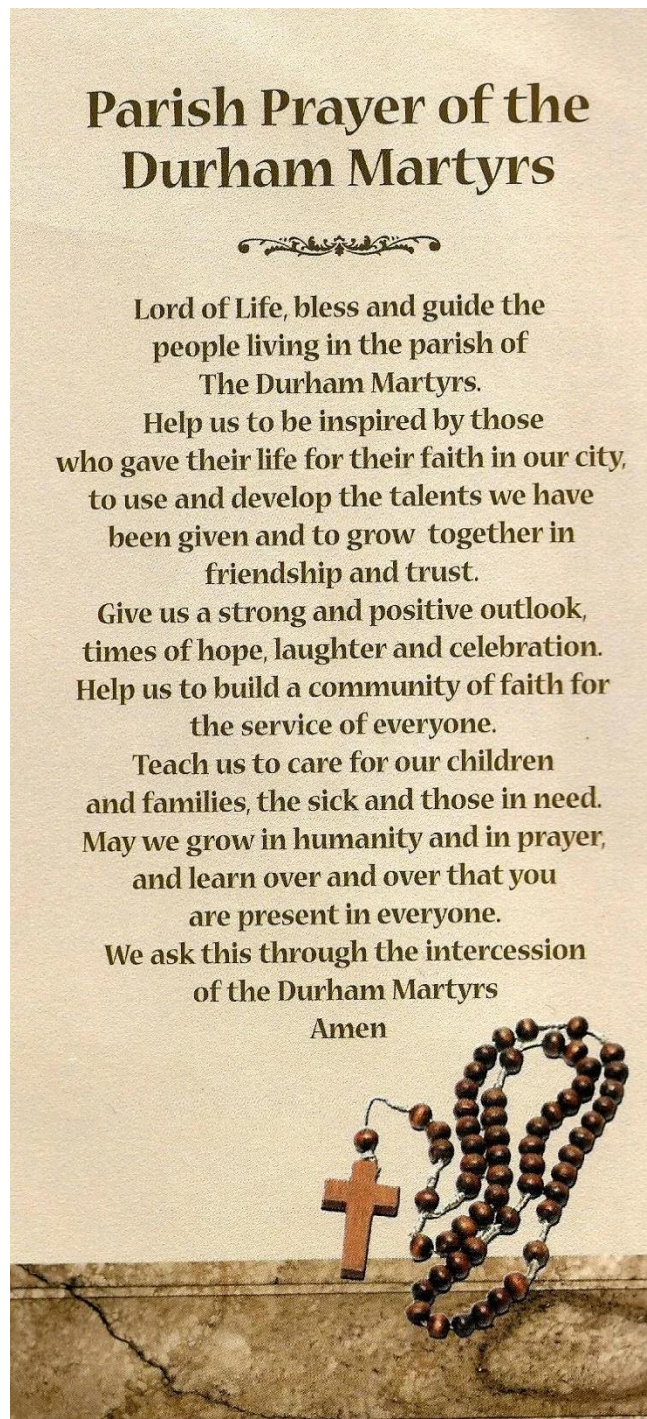
1. Introduction

This document gives details of the various Groups within the Parish of the Durham Martyrs. It also outlines the tasks done by the many volunteers in the Parish.

More information can be found on the Parish website <https://www.durhammartyrs.co.uk>

Parish Secretary - Mrs Marjorie Towers

- Email - secretary.stjandstg@btconnect.com
- Telephone - [07483 369 561](tel:07483369561)
- Address – St Joseph’s Church, Mill Lane, Gilesgate, Durham, DH1 2JG



2. Parish overview

Our worshipping community was established with the construction of the church of Our Lady of Mercy and St. Godric in 1864, in order to help the Church supply extra capacity to St. Cuthbert's Church for the growing Catholic population of the city. As the City continued to grow, the Church of St. Bede's was constructed to serve Framwellgate Moor and Newton Hall, and a separate parish was formed when St. Joseph's Church was built to serve the growing population at Gilesgate.

In 2013, due to the reduced number of clergy in our diocese and in order to function more effectively in our ministry, it was decided to merge the Parish of Our Lady of Mercy, St. Godric and St. Bede with the Parish of St. Joseph, under the continued guidance of the Very Rev. Fr. Colm Hayden, who had previously been the parish priest of both parishes. We decided that our new parish would be named in honour of the many Catholics martyred for their faith in Durham during the Protestant Reformation. Since then, we have continued to flourish as one community living out the Gospel not only in our three churches but as one Church across the city joined with our brethren throughout the world in The Holy Catholic Church.

We come together as one community to celebrate the great feasts of Christmas and Easter in St. Leonard's School, helping us to truly unite to celebrate these great feasts of the liturgical year

We are very fortunate to have our own Durham Martyr's Mass setting, composed by Roger McKone, a parishioner and one of our music leads. The Mass setting was first performed in our parish in 2018 when we celebrated our fifth anniversary.

Extracted from the Booklet – **The Parish of the Durham Martyrs – 2019**, compiled by Peter Thompson

For further information see the various documents produced by parishioners over the years and available in our churches

Leaflet - The Parish of the Durham Martyrs. 2013

Leaflet – A Brief History - The RC Church of Our Lady of Mercy and St Godric - Celebrating 150 years 1864 – 2014

Leaflet - A brief life of St Godric - The RC Church of Our Lady of Mercy and St Godric - Celebrating 150 years 1864 – 2014

Leaflet – St Joseph's Church – Celebrating 50 years 1966 – 2016

3. Details of Parish Groups alphabetically

Group name	Alpha
Description	We are not currently running the Alpha course, however, may do in the future. Alpha is open to everyone, whether you have just begun asking questions or are an existing parishioner, Alpha is a great way to explore the 'big questions' that we face in our lives

Group name	Altar Servers
Main contact	St Godric's – Philip Kelly St Joseph's – Ann Close, Audrey Laing
Description	Altar servers assist the priest at the altar during Mass and other services and help to set and clear the altar before and after services.
Useful information	
- Recruitment	By the priest, asking for volunteers
- Training	St Godric's – Philip Kelly St Joseph's – Ann Close, Audrey Laing
- Rota	Arranged by Philip as needed
- Laundry	The Altar servers arrange the cleaning of their own albs as needed
- Guild of St Stephen	The Altar servers are enrolled as Members of The Guild of St Stephen, an International Organisation of Altar Servers founded in England in 1904

Group name	Baptism Preparation Programme for adults in readiness for their children's baptism
Main contact	Initially Marjorie Towers followed by Lead Catechist Christine Coxon. The Programme delivery is supported by a number of Parish Catechists.
Description	The Baptism Preparation Programme is held three times a year, in spring, summer and autumn for parents and/or guardians to gain greater understanding of the signs and symbols and the Rite of the Sacrament.
Useful information	
- Announcement	The announcement for future programmes will be in the weekly bulletin and on the website
- Meetings	These are held on a Monday evening on a designated date at St Joseph's church Jubilee room.
- Baptism arrangements and dates	Arrangements for the Baptism are made by Parish Secretary Marjorie Towers in conjunction with Fr C Hayden. It is usual for a baptism to be on a Sunday during the parish Masses or immediately after those Masses. This is parental choice.
- Church preparation	St Godric's – Philip Kelly, Kathleen Murray (oils, candles, booklets – in cupboard on side aisle) St Joseph's – Marjorie (oils, candles, booklets – in the sacristy)

Group name	Bereavement Support Group
Main contact	Margaret Wallace
Description	Our Bereavement Support Group provides Church services and home visits to support our parishioners who have had a bereavement. We also send Christmas and Easter cards to those bereaved in the past 12 months.
Useful information	
- Celebration of the Lives of Loved Ones	This Mass is held on a Saturday morning around Pentecost time and is an opportunity to reflect on the lives of loved ones and celebrate their lives with the laying of a flower in their memory. We provide refreshments afterwards and the chance to chat with others.
- Memorial Sunday Mass of Remembrance	This Mass is held on a Sunday afternoon in November and is aimed at those parishioners who have lost a loved one in the past year. We invite you to light a candle in their name and share seasonal refreshments with us afterwards. We also light a large candle for each of our three Mass centres to commemorate all those we have lost.
- Home visits	We can also visit you at home, for a supportive chat. We are guided by Fr Colm on the need for these visits, or you can request a visit by contacting the Parish Secretary.
- Coffee mornings	As well as our more formal services, we also hold occasional coffee mornings after Saturday morning Mass, as announced in the bulletin.

Group name	Buildings and Health & Safety
Main contact	Mary Harrison – chair of Buildings and H&S committee
Description	<p>The Role of the Buildings and Health & Safety Group is the implementation of Health & Safety (H&S) procedures and practices throughout the Parish to ensure compliance with legislation. This includes carrying out six-monthly H&S Inspections of all Parish buildings and grounds and reporting to the Diocesan H&S Adviser. The role also includes the maintenance and upkeep of all Parish buildings and grounds by regular inspection and liaison with Diocesan Property Team and Contractors.</p> <p>In addition, each member has specific areas of responsibility as follows:</p> <ul style="list-style-type: none"> • Mary Harrison - Chair. Food Safety and hygiene. • John Wells - Parish H&S Representative, reporting to Diocese. St Bede's Presbytery; St Godric's Church; Tenter House (St Francis Priory); St Bede's Cemetery, Redhills. Assisted by: <ul style="list-style-type: none"> • Tom Hoban • Dennis Bradley - Parish Fire and Safety Adviser; St Joseph's Church. <p>The Committee reports to the Parish Council and holds bi-monthly meetings.</p>
Useful information	
- Keyholders	- Marjorie has the lists of keyholders - information given verbally on a need-to-know basis only
Car parks - St Godric's - St Joseph's	- Before services a keyholder will open the gates for car parking, check the area for rough sleepers, and see if there is any rubbish to be cleared - The timer switch for the car park lighting is in the cupboard in the Sacristy
Heating - St Godric's - St Joseph's main church - St Joseph's narthex	- The thermostat is behind the pulpit, the boiler is in the John Boste room, see guide on website - There is a booster button in the Sacristy cupboard, see guide on website - The thermostat is in the narthex kitchen beside the boiler, see guide on website
Sound system - St Godric's - St Joseph's	- The wall switch is in the Sacristy, beside the light switches - The wall switch is in the Sacristy, behind the sound system cabinet
Lights - St Godric's	- The main church light switches are in the Sacristy, the switches are labelled.

- St Joseph's	<ul style="list-style-type: none"> - The main church light switches are in the cupboard in the Sacristy, the switches are labelled and there is a diagram inside the cupboard door. - The narthex light switches are beside the piety stall door. - The switch for the Tabernacle backlight is on the wall at the left side of the altar
Exposition spotlight	
<ul style="list-style-type: none"> - St Godric's - St Joseph's 	<ul style="list-style-type: none"> - The timer switch is in the cupboard in the narthex - The timer switch is above the double doors in narthex

Group name	Catenians
Main contact	John Thompson
Description	<p>The Catenian Association was founded in 1908 under the title of 'Chums Benevolent Association' and changed its name to the Catenian Association in 1910.</p> <p>Durham City Circle was formed around 1930 by a past parishioner of Durham Martyrs Parish. Part of the ethos of the Association is to strengthen family life through friendship and faith. Like many of the Associations within the Catholic Church and wider society numbers are dwindling, attitudes are changing, and the profile of the Catholic church appears to be aging with less young people involved. However, Durham City Circle retains a membership of 23 of which 8 are within the Parish of the Durham Martyrs. Past members from our Parish include Joe Joyce (Head teacher St Godric's), Joe Hadfield, Colin Ingleby, Kevin Crilley, J.J. Smith and Eric Smith, this is not a complete list.</p> <p>The Catenians support students involved in projects, gap years and other voluntary work, examples include projects such as the Columbian Project, the Peru Mission, HCPT and the Lourdes Diocesan Pilgrimage. Each year the President of Durham City Circle identifies a charity of his choice all the money raised goes direct to the charity. In the past Durham has supported Siobhan McGee in her Columbian project, Joe Plumb in the Peru Mission, Baby feeding stations in India and this year the ACROSS Trust, to name a few.</p> <p>A number of students attending St Leonard's have received bursary awards to help them in their voluntary work.</p>
Useful information	
- Activities	Regular activities are frequently arranged including family walks, lunches and evening meals and attending theatre performances
- Meetings	Durham City Circle meet on the first Thursday of the month at Ramside Hall Hotel 7pm, if you are interested

Group name	Children's Liturgy
Main contact	St Godric's – Angela Pearson St Joseph 's – Catherine Hammill
Description	Children's Liturgy is held at St. Godric's and St. Joseph's during the Sunday morning Mass, for children from Reception to those receiving the Sacrament of the Eucharist in Year 4. We focus on the order of the Mass, and the readings of the day, and as we break open the word, together, we can gain a better understanding of the life of Jesus and how we can learn to love and respect the precious gift of the Eucharist.
Useful information	
- Times	St Godric's – during Sunday 9:00 Mass St Joseph's – during Sunday 11:00 Mass

Group name	Circle of Friends (formerly Faith and Light) - now obsolete
Description	Circle of Friends was a group for those who have learning difficulties and their friends. The group promoted self-worth and accompaniment of its members through prayerful but fun-based meetings held in the Jubilee Room at St Joseph's. It is no longer operational.

Group name	Cleaning
Main contact	St Godric's – Mary Earnshaw St Joseph's – Lorraine Scullion
Description	St Godric's is cleaned by those on a volunteers' rota St Joseph's is cleaned by an employed cleaner
Useful information	
- St Godric's rota	Compiled by Meena Mascarenes
- St Godric's tasks	The list is on the noticeboard in the sacristy

Group name	Confirmation Preparation
Main contact	Marjorie Towers
Description	This is done at Diocesan level
Useful information	
- Announcement	The Confirmation programme will be announced in the bulletin, the next one is expected to be in 2024

Group name	Eucharistic Ministers
Main contact	Marjorie Towers
Description	Eucharistic Ministers assist the priest during services by distributing Holy Communion, setting up for Exposition, taking Holy Communion to the housebound
Useful information	
- Selection	Fr Colm will ask individuals to become Eucharistic Ministers
- Lists	Marjorie maintains the lists of Eucharistic Ministers
- Training	Training is done by the Diocese, see details on the Diocesan website
- Guidelines	See the website for guidelines
- Rota	Marjorie produces the rota for both churches
- Holy Communion to the housebound	Marjorie is the contact for this, working with Kathleen Murray and Matt Pallister, depending on where the visit is needed.
- Reflection days	There are occasional Days of Reflection organised at Parish, Partnership or Diocesan level and these will be announced in the bulletin

Group name	Fair Trade - now obsolete
Description	We had stalls selling Fair Trade products including biscuits, cereals, coffees, teas, sugar and chocolate at St Godric's and St Joseph's every week after our weekend Masses, however these have not continued since the COVID Lockdown

Group name	Faith and Light – see Circle of Friends
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Group name	Finance
Main contact	Tom Harrison, Finance Co-ordinator
Description	Coordinates the finances of the Parish
Useful information	
- Meetings	The Finance Committee will meet every three months.
- Invoices	Payment of Invoices is made by Marjorie Towers
- Planned Giving Scheme	This is managed by Esther Robson and allows Offertory contributions to attract Gift Aid if appropriate.
- Offertory by Direct Debit	This can be arranged by contacting Tom Harrison
- Offertory Counters	A team of Counters meet regularly to count the loose plate Offertory contributions. The rota for this is managed by Janet Nichols
- Candle offerings box – St Joseph's	The key for the candle offerings box at St Joseph's is in the safe

Group name	First Holy Communion Preparation
Main contact	The primary schools
Description	Preparation for First Holy Communion is done in the three primary Schools in the Parish
Useful information	
- Seating arrangements	Organised by the school
- Certificates	Marjorie orders certificates when requested by the schools
- Flowers	Done by the church flower arranging teams
- Music	One of the church organists or pianists

Group name	Flowers and church decoration
Main contact	St Godric's – Dorothy Wilson, Maureen Hoban, Patsy Hopkins St Joseph's – Lorraine Scullion, Janet Nichols
Description	The flowers arrangers create displays to match the season or occasion
Useful information	
- St Joseph's Altar banners	- Stored in tubes in the flower cupboard in the Dom Bosco room - Changed according to the season by Matt Pallister, Chris Brennan

Group name	Funeral Services
Main contact	Marjorie Towers
Description	The funeral director will work with Fr Colm and Marjorie to agree the date and time for the funeral
Useful information	
- Church preparation	The Sacristan/Welcomers on duty will set up <ul style="list-style-type: none"> - Readings - Objects for the coffin - Incense - Trestles – in St Joseph’s sacristy and in the side aisle cupboard in St Godric’s - Reserved signs for the family benches - Hymn numbers if needed

Group name	Holy Communion to the Housebound
Main contact	Marjorie Towers
Description	Eucharistic Ministers can be invited to bring Holy Communion to the housebound if they wish.
Useful information	
- Contact	Marjorie is the contact for this, working with Kathleen Murray and Matt Pallister, depending on where the visit is needed.

Group name	Homelessness
Main contact	Peter Thompson
Description	For over four years now, a dedicated team of volunteers from our Parish have been supporting the wonderful work of Sanctuary 21 (Salvation Army) in providing food and hospitality to rough sleepers in Durham. During term time students also provide an evening meal on Saturdays.
Useful information	
- Volunteers	We currently have a team of 19 volunteers from the Parish, some of whom carry out regular weekly duties and others who provide valuable back-up support whenever needed.
- Service provided	We provide a basic meal of soup, a toasted sandwich and a hot drink. More importantly Sanctuary 21 provides a warm safe place to rest and to be listened to. Council and other support agencies visit to deal with the formal aspects of providing practical assistance. The café is open to members of the public and funds raised from that support the work of Sanctuary 21

Group name	Inclusive Church (Memory Cafe)
Main contact	Graham Donachie
Description	Memory Café runs in St Joseph’s Jubilee Room for Friends affected by dementia and those caring from them. Several Parish volunteers attend and maintain a 1:1 ratio of volunteers to Friends to give them the attention necessary and allow their carer the opportunity to mix in a relaxed atmosphere with other carers.
Useful information	
- Meetings	In St Joseph’s Jubilee Room, second Tuesday of every month

Group name	Journey in Faith – see RCIA
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Group name	Justice and Peace
Main contact	Melanie Tyson
Parish CAFOD representative	Rob Mackay
Description	Our Justice & Peace group comes under the umbrella of the Diocesan Caritas Group chaired by Father Adrian Tuckwell.
Useful information	
- Examples	<p>Caritas covers Parish Justice and Peace Groups and some of the members have been involved with</p> <ul style="list-style-type: none"> • Tyne and Wear Citizens - an alliance of churches with members organising to tackle injustices in local communities eg <ul style="list-style-type: none"> ○ poverty ○ racial injustice ○ green spaces ○ canvassing for the Living wage • Supporting the Diocesan Refugee project. • The monthly Interfaith - attending the monthly Prayer vigil at the Women’s Immigration Removal Centre (Derwentside IRC) at Medomsley, protesting against the detention of women. <p>We also try to raise awareness by supporting events such as Peace Sunday, Holocaust Day and others.</p> <p>Any fund-raising is shared by different projects as well as CAFOD</p>
- More information	To find out more about the wider work of Justice & Peace please visit the National Justice and Peace Network

Group name	Knights of St Columbia – now obsolete
Description	The KSC Durham Council was formed in 1925 and members met regularly at St Joseph's however there are no longer any active members in the Parish. There is a copy of the Charter on display in the Dom Bosco room.

Group name	Ladies' Circle – now obsolete
Description	The Ladies' Circle was set up in 1994 for women in the Parish to meet socially. It was disbanded in 2022 due to a fall in member numbers. A stained-glass window in St Joseph's Narthex is dedicated to the Ladies' Circle.

Group name	Lay Leaders
Main contact	Joanna Pallister
Description	Lay Leaders celebrate Services of Word and Holy Communion in the absence of a priest
Useful information	
- Services	Services of Word and Holy Communion are advertised in the bulletin and on the website
- Training	Training for Lay Leaders is done at Diocesan level, further details are on the Diocesan website

Group name	Linens and Vestments
Main contact	St Godric's – Mary Earnshaw St Joseph's – Joanna Pallister
Description	The linens include <ul style="list-style-type: none"> - Altar cloths - Purificators - Albs for the priest
Useful information	
- Locations	Linens - In drawers in the sacristy in both churches Albs and vestments – in wardrobes in both sacristies
- Laundry	St Godric's <ul style="list-style-type: none"> - Mary Earnshaw, Patsy Hopkins, Dorothy Wilson, St Joseph's <ul style="list-style-type: none"> - Altar cloths and purificators - Margaret Harland - Albs – Kath Glaister and Marie Carter - Vestments – dry cleaning by Joanna Pallister

Group name	Listening Service – now obsolete
Main contact	John Thompson
Description	The Listening Service was set up during the Covid pandemic in 2020 however was disbanded due to lack of need.

Group name	Liturgy Group
Main contact	Philip Kelly
Description	The Liturgy Group's key aim is to support Fr. Colm with the planning, coordination and review of the liturgical worship of the Parish.
Useful information	
- Meetings	The group meet as and when required to plan services

Group name	Lunch Club
Main contact	Pat Conway
Description	<p>The club is for anyone living alone who would like a hot meal and good company. We meet on a Wednesday lunchtime at St Joseph's Church, in the Jubilee room.</p> <p>The Lunch club provides a place where people can meet and socialise in pleasant surroundings and enjoy a hot meal provided during term time from St. Joseph's School and often in the holidays by parish volunteers.</p> <p>Volunteers set up, serve up, clear up, and transport our guests safely each week. Health and Safety regulations and Safeguarding cover are checked and applied to all helpers.</p> <p>Attendees get along with each other, make friends and may even enjoy theatre excursions as well as "in- house" entertainment.</p>
Useful information	
- Meeting	Wednesday lunchtime, 12.00 to 1.00pm, St Joseph's Church
- Cost	The charge for lunch is currently £3.50

Group name	Marriage Preparation
Main contact	Fr Colm
Description	Couples wishing to marry in one of our churches will be supported and guided by Fr Colm and Marjorie.
Useful information	
- Registrars	Marjorie Towers and Patsy Hopkins
- Couple preparation	Couples follow an online programme provided by the Diocese
- Church preparation	St Godric's – Kathleen Murray, Patsy Hopkins St Joseph's – Audrey Lane

Group name	Memory Cafe - see Inclusive Church
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Group name	Music
Main contact	St Godric's – Matthew Grehan-Bradley and choir, pianist Pam Plumb St Joseph's - Evanna Donachie and Music Group, organists Paul Crilley, Roger McKone, Pam Plumb
Description	Music is provided by our choirs and music groups and by organists and pianists.
Useful information	
- Sound system	St Godric's - equipment in Sacristy St Joseph's - equipment in cabinet in Sacristy
- Recorded music	St Godric's - CD player in Sacristy St Joseph's - CD player under Credence table
- Bells	St Joseph's – pre-recorded bell chimes can be played using the sound system in the Sacristy

Group name	Parish Pastoral Council - PPC
Main contact	John Thompson – chair of the PPC
Description	<p>The purpose of the PPC is to enable the laity and clergy of the parish to share responsibility for the whole parish life and its relationship with the wider community.</p> <p>The members of the PPC are the parish priest, a mixture of “foundation” and elected members plus Health and Safety and Safeguarding representatives. The PPC has four standing committees reporting into it, Finance, Maintenance, Liturgy and Social (including fundraising) whose chairs are also members of the Council. Further steering or “task and finish” groups are set up as required by the PPC to deliver specific projects delegated to them.</p>
Useful information	
- Meetings	The PPC meets several times a year as advertised in the bulletin and parishioners are invited to submit any items for discussion. The agenda and minutes are posted on the church notice boards and the website.
- AGM	The AGM is held mid-year and parishioners are invited to attend. Details are in the bulletin beforehand and minutes are available afterwards.
- Constitution	The PPC constitution is displayed on the church notice boards and on the website.

Group name	Parish Secretary
Main contact	Marjorie Towers
Description	<p>Marjorie’s role is that of Parish Secretary and she is the central point for administration and information within the Parish. Her office is within St Joseph’s presbytery, and she can be contacted by phone – 07483 369 561 and email – secretary.stjandstg@btconnect.com during the hours – 8:30am 4:00pm, Tuesday to Friday</p>
Useful information	
- Bulletins	Marjorie prepares and prints the Parish bulletins. Any items should be sent to her by Wednesday evening to allow her to collate the information ready for printing on Friday morning.
- Baptism	Marjorie is the first point of contact for families enquiring about Baptism
- Marriage	Marjorie is the first point of contact for marriage plans
- Funerals	Marjorie liaises with the family, Priest and funeral director
- Parish supplies	<p>Marjorie orders the supplies for the Parish including</p> <ul style="list-style-type: none"> - Candles - Ashes for Ash Wednesday - Palms for Passion Sunday
- Hospital visits	Contact Fr Paul Tully to arrange hospital visits – 01388 818544

Group name	Partnership Development
Main contact	Graham Donachie
Description	This group is currently on hold awaiting further news

Group name	Piety Stalls
Main contact	St Godric's – Susan and Stephen Walker St Joseph's – Marjorie Towers, Liz Coulthard
Description	We have Piety Stalls in both churches, offering a good selection of roseries, medals, missals, statues etc all year round as well as items for special occasions such as First Holy Communion, Confirmation, Easter and Christmas.
Useful information	
- Times	St Godric's – before and after 9am Mass on Sunday St Joseph's – before and after the Masses at 5pm on Saturday evening and 11am on Sunday

Group name	Prayer Groups
Main contact	Depends on group
Description	We have several Prayer Groups who meet regularly
Useful information	
- Meetings	<p>Maria Melia - We are nine members who meet every Wednesday at 7.30pm to pray together. We meet in a different members' house each week. We pray a decade of the rosary followed by a lectio divina style reflection on the gospel followed by a cuppa.</p> <p>Nikki Dickenson – New life Prayer group We are a small group of half a dozen who meet every fortnight on Tuesdays between 1pm and 2pm, usually in people's homes. We usually start with music and prayer and praise. We share scripture together and often find a theme develops as the Holy Spirit deepens our faith, hope and love. A period of silence often occurs before we move into the final part of prayer interceding for ourselves and for those we love and for our needy world. We are aware of the charismatic gifts and fruits of the spirit which we seek to use and are very aware of being one body in dwelt by the same spirit and aware of the bond that unites us all. This was particularly evident when we shared The Gifts tapes to the parish. Over the years our commitment to one another has deepened and we often text one another for prayers between meetings.</p>

Group name	Readers
Main contact	Marjorie Towers
Description	There will usually be at least one reader for services, reading the First Reading, the Psalm, the Second Reading and the Gospel Acclamation, unless the Psalm and Acclamation are sung. There may be Bidding Prayers to read too
Useful information	
- Selection	Fr Colm will ask individuals to become Readers
- Lists	Marjorie maintains the lists of Readers
- Training	This is done by Dominica Moran
- Rota	Marjorie produces the rota for both churches
- Reflection days	There are occasional Days of Reflection organised at Parish, Partnership or Diocesan level and these will be announced in the bulletin

Group name	RCIA – Rite of Christian Initiation of Adults (previously Journey in Faith)
Main contact	Marjorie Towers
Description	All are welcome in our churches. If anyone is interested in knowing more about what we offer, there is an enquiry form in the porch, to complete and pass to Marjorie who will make arrangements.
Useful information	
- More information	Full details of the RCIA programme can be found on the Diocesan website

Group name	Sacristans
Main contact	St Godric's – Philip Kelly, Kathleen Murray St Joseph's – Ann Close, Audrey Lane
Description	<p>The Sacristans work with the Altar Servers to assist the priest by setting up before services including</p> <ul style="list-style-type: none"> - Offertory breads and wine - Cruet water - Cleansing water and purificator - Checking candles - Checking pages for readings <p>The Altar Servers usually put out the hosts, wine and water and the altar linens, and light the candles before Mass, and clear all away after Mass. The Sacristan would do the set up and clear away if there are no Altar Servers present. The Sacristans also ensure that there are ample hosts, wine, clean linen, candles, charcoal, incense, etc</p>
Useful information	
- Ordering stock	Marjorie orders stock, once alerted by a sacristan or priest
- Hosts	St Godric's – in cupboard in Sacristy St Joseph's – in cupboard in Sacristy
- Wine	St Godric's – in cupboard in Sacristy St Joseph's – in cupboard in Sacristy
- Candles	St Godric's – in cupboard on side aisle. St Joseph's – in cupboard outside of Sacristy

Group name	Safeguarding
Main contact	St Joseph's – Dennis Bradley St Godric's – Kathleen Murray
Description	<p>Safeguarding checks are required for all voluntary roles and all volunteers are required to complete a Volunteer Registration Form and provide details of two referees.</p> <p>Depending on the voluntary activity there may be additional enhanced checks and cover needs to be renewed every three years.</p>
Useful information	
- Guidance	See the Diocesan website for all safeguarding guidance

Group name	St Bede's Cemetery
Main contact	Tom Hoban
Description	The cemetery is on a site bounded by Redhill's Lane and the main London to Scotland East coast railway line.
Useful information	
- Volunteers	A small number of volunteers worked in the cemetery prior to lockdown. The transformation has been welcomed by many whose relatives are buried there and by many of the local residents. At present work has not restarted due to the lack of volunteers.

Group name	St Bede's Chapel within St Godric's school
Main contact	Tom Hoban
Description	The chapel is within St Godric's school and is kindly made available by the school for Masses and Services of Word and Holy Communion. The entrance is round the side of the main school building.
Useful information	
- Key holder	Tom Hoban, helped by Pat Quigley.
- Room set up	Tom Hoban, with help
- Altar, vessels, hosts, wine, candles	Tom Hoban
- Rota for ministers and readers	Tom Hoban
- Linens – albs – altar linen	Maureen Hoban Pat Quigley
- Flowers and displays	Maureen Hoban

Group name	St Francis Friary
Main contact	Br Paul Coleman
Description	<p>St Francis Friary, Durham is based in the heart of Durham city with Capuchin Franciscan Friars residing in Tenter House. Currently Br. Paul, Br. John, Br. Tommy, and Dominican Fr. Peter make up the community.</p> <p>The Capuchins originated as a reform of the Franciscans in 1525 with the purpose of regaining the original Habit (Tunic) of St Francis of Assisi and also for returning to a stricter observance of the rule established by Francis of Assisi in 1223.</p> <p>Brs. Paul and John regularly assist Fr. Colm within the parish saying Masses at St Godric's and St Joseph's. They also visit parish schools and attend parish events.</p>
Useful information	
- Mass	Mass is held in the Friary for the public every weekday at 7:45am.

Group name	St Godric's Development
Main contact	Joe Hughes
Description	<p>The St Godric's Development group meet regularly, and a few events have taken place making use of the Church as prime city-centre venue.</p> <p>Past events include</p> <ul style="list-style-type: none"> - Gala Concert featuring the Durham Police Male Voice Choir - Heritage Open days - Lumiere
Useful information	
- Events	Published on the Parish website and in the bulletin

Group name	SVP – St Vincent De Paul
Main contact	Margaret White
Description	The SVP is involved in helping those at home and abroad by befriending those who are housebound, helping the homeless, visiting the sick, providing financial support for those in desperate need, supporting prisoners and their families, providing meals for the hungry as well as raising money for feeding stations abroad. The Durham Martyrs are twinned with 5 Indian twins and 1 Romanian twin sending them £150 a year
Useful information	
- Events	Various events throughout the year, as advertised in the bulletin and on the website. Eg Christmas party, Easter Afternoon tea, fish and chip meals
- Fund raising	Several good causes are supported, eg Sudan Appeal
- Mini Vinnies	Children from Years 4 to 11 can enrol as Mini Vinnies, joining with the main SVP team to provide help to those in need. Events are advertised in the bulletin and on the website
- SVP confidential number	Telephone 07596 821 089

Group name	Schools within the Parish
Main contact	Fr Colm and the Headteacher of the individual schools
Description	We are blessed with three primary schools and one secondary school, all part of the Bishop Wilkinson Catholic Education Trust. See the Parish website and individual school websites for more information
Useful information	
- St Godric's RC Primary school	http://www.st-godricsrc.durham.sch.uk/ St Godric's RCVA Primary School (Durham) Carr House Drive Durham DH1 5LZ 0191 384 7452 St Bede's Chapel is located within the school.
- St Joseph's RC Primary school	http://www.stjosephsgilesgate.durham.sch.uk/ St Joseph's RC Primary School Mill Lane Gilesgate Durham DH1 2JQ 0191 386 5611
- St Thomas More RC Primary school	http://www.stthomasmorebelmont.durham.sch.uk/ St Thomas More RC Primary School Thorndale Road Belmont Durham DH1 2AQ 0191 386 4761
- St Leonard's Catholic Secondary school	http://www.st-leonards.durham.sch.uk/ St Leonard's Catholic School North End Durham DH1 4NG 0191 384 8575

Group name	Social Events
Main contact	Maria Melia
Description	We have had a few celebrations in the past, if you can help envision, organise and run social events please contact Maria Melia
Useful information	
- Events	All information on social events can be found in the bulletin and the website

Group name	Support Fund
Main contact	Joe Hughes, Tony Power, Emma Turnbull
Description	The Parish Support Fund (initially known as the Hardship Fund) uses money donated by Parishioners to support our fellow parishioners in need, including all refugees who have come to live in our parish.
Useful information	
- Meetings	The Parish Support Fund Panel meets around every six weeks.
- To apply	Download the form on the Parish Website, or contact the Parish Secretary secretary.stjandstg@btconnect.com Or on 07483 369 561 .

Group name	Teams of Our Lady
Main contact	Tom and Maureen Hoban
Description	Teams is an International Movement for Christian Married Couples and has been established for more than 80 years. Couples meet monthly in a small group and through prayers, discussion and friendship develop a deeper relationship with God and with each other. There are more than 140,000 members in 95 countries. John Paul II speaking to Teams couples said: <i>Today the Church has great need of a married laity, enriched by a formation where faith and life nourish each other.</i> Teams is one way of answering this call.
Useful information	
- More information	Teams of Our Lady (Équipes Notre Dame) www.teamsqb.org.uk
- Contact address	Tom and Maureen Hoban, 48 Hylton Road, Newton Hall, Durham DH1 5LS e-mail: tomhoban67@gmail.com Telephone 0191 3867033

Group name	Walking Group
Main contact	Peter Thompson
Description	A group of parishioners meet each month and enjoy a walk and refreshments
Useful information	
- Details	Check the Parish website and bulletin for advertised walks. All are welcome

Group name	Website and Social Media Support
Main contact	Leanne Heseltine
Description	Leanne maintains the Parish website and social media platforms as well as contacting parishioners by email with the bulletin and other announcements. <ul style="list-style-type: none"> - Website - https://www.durhammartyrs.co.uk - Facebook – Durham Martyrs Parish - Twitter – Durham Martyrs Parish @ParishDMartyrs
Useful information	
- Bulletin	Uploaded each weekend and emailed to those who have requested an electronic copy
- Contact address	durhammartyrswebsite@hotmail.com

Group name	Welcoming and Hospitality
Main contact	Welcoming – Margaret Wallace Hospitality – St Godric’s – Dorothy, Patsy, Kathleen Hospitality – St Joseph’s – Graham Donachie
Description	<p>Welcomers open the church before a service and deal with any items which need attention including</p> <ul style="list-style-type: none"> - Opening of main doors - Switching lights and heating on as necessary - Lighting of votive candles - Setting the timer for the car park lights at St Joseph’s - Putting bulletins out - Checking that there is sufficient sanitiser available <p>They welcome parishioners to the service and can help with any questions. After the service they check that the benches are tidy, switch off the heating and lights and then lock the church doors.</p> <p>Hospitality is provided after Sunday morning Masses at both churches with tea, coffee and biscuits and the opportunity to talk</p>
Useful information	
- Selection	Fr Colm will ask for Welcomer volunteers when needed
- Lists	Margaret maintains the list of Welcomers (formerly Stewards during the Covid pandemic)
- Training	<p>Margaret provides Welcomer guidelines including</p> <ul style="list-style-type: none"> - Heating and Car Park lights guidelines - Funeral guidelines <p>See the notice boards and website for details</p>
- Rota	<p>Welcomers - St Godric’s – Mary Earnshaw Welcomers – St Joseph’s – Joanna Pallister</p>

4. Church calendar preparations

4.1. Lent and Easter

- Checking of arrangements
 - St Godric's – Philip Kelly
 - St Joseph's – Philip Kelly
- Ash Wednesday
 - Ashes – Marjorie arranges orders
 - St Joseph's Altar banners– Matt Pallister, Chris Brennan
 - Clearing of flowers and creation of centrepiece display
 - St Godric's – Dorothy Wilson, Maureen Hoban
 - St Joseph's – Lorraine Scullion, Janet Nichols
- Stations of the Cross
 - Weekly programme organised by Liturgy Group
- Palm Sunday
 - Palms – Marjorie arranges orders
 - Readers – arranged by the Liturgy Group
 - St Godric's display – Dorothy Wilson, Maureen Hoban
 - St Joseph's display – Lorraine Scullion, Janet Nichols
- Triduum
 - Services organised by the Liturgy Group
 - Mini Triduum for the housebound at St Joseph's, usually Wednesday of Holy Week
 - Holy Thursday
 - St Godric's – Mass, followed by Watching at the Altar of Repose
 - Stripping of Altar – Dorothy Wilson, Mary Earnshaw
 - St Joseph's
 - Stripping of Altar – Brian and Margaret Harland
 - Good Friday
 - Service at St Joseph's, organised by Liturgy Group
 - Holy Saturday
 - Pascal candles – Marjorie arranges order
 - Mass at St Godric's, organised by Liturgy Group
 - May include new members of our Parish from the RCIA programme
- Easter Sunday
 - Mass in both churches, organised by Liturgy Group
 - St Joseph's Altar banners– Matt Pallister, Chris Brennan
 - Flowers
 - St Godric's – Dorothy Wilson, Maureen Hoban
 - St Joseph's – Lorraine Scullion, Janet Nichols

4.2. Advent and Christmas

- St Joseph's Altar banners – Matt Pallister, Chris Brennan
- Advent wreath and Christmas flowers
 - St Godric's – Dorothy Wilson, Maureen Hoban
 - St Joseph's – Lorraine Scullion, Janet Nichols

5. Version Control

Version no	Date	Author	Reason
V1.0	19 May 2023	Margaret Wallace	First release
V1.1	15 June 2023	Margaret Wallace	Added Teams of Our Lady, removed Kathleen Murray from Music section