



News from the St Margaret Clitherow Centre

May 2022

Welcome to the next edition of our newsletter

This newsletter has been created to provide you with the latest news and helpful updates. Please feel free to use any relevant stories in your parish newsletter.

#Liverpool4Ukraine appeal





Four consignments of aid for Ukraine left Liverpool for the Polish border on Sunday 25 April and Monday 26 April. Archdiocesan officers Jill Boggan, Nicky Hegarty, John McMahon and Aaron Kiely led two consignments alongside Mike Sharkey, Chris Joynt, Anthony Houghton, Ben Quayle. Convoy One arrived on Tuesday 26 April and Convoy Two the following day.

They met with Bishop Gregory Komar and the aid was successfully transferred with medical supplies going directly to hospitals in Kyiv. To watch videos of the handover, please visit our [YouTube channel](#).





The drivers all completed the almost 3,000 mile round trip safely returning a few days later and were given a welcome home reception at the St Margaret Clitherow Centre on Tuesday 3 May.

We are still welcoming financial donations, more details can be found here: www.liverpoolcatholic.org.uk/ukraine-support. We have now raised over £114,000 in donations. If your parish has raised funds for the appeal we would love to hear how and see any photos of your fundraising activity, please send any details to communications@rcaol.org.uk.

Team profile - Human Resources

Following on from our departmental profiles in previous editions of the newsletters, we wanted to break it down further and introduce you to individual officers and teams.

This month, we are focussing on our Human Resources (HR) team. The HR team exists to support both priests/managers and staff throughout the employment lifecycle, from recruitment to retirement and everything in between including:

- Recruitment
- Contracts (new and variations)
- Onboarding, induction, and probation
- Supporting the payroll function
- Employee benefits
- Staff wellbeing
- Family friendly issues - maternity, paternity, adoption, flexible working
- Absence management
- Policy development
- Training and development
- Performance management
- Change management
- Equality and diversity
- Reward and recognition
- Support with employee relations matters (e.g., probation, discipline, grievance, capability, redundancy, TUPE)
- Managing the leaver process
- Employment law compliance

- Workplace culture and improving employee engagement



L-R: Candice McDonald, Gill Sener, Carly Currie, Carole Nickson, Misa Nakamura.

The HR team currently supports approximately 475 staff who are either based at the St Margaret Clitherow Centre, out in parishes and the Cathedral or within our parish centres.

Contact details

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HR Administrator

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Misa Nakamura

HR Admin Assistant

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Welcome Angela!

The St Margaret Clitherow Centre has welcomed Angela Lavelle as the new safeguarding administrator.



Angela's contact details are
a.lavelle@rcaol.org.uk | 0151 522 1043

Read our Synod report



The Archdiocese of Liverpool's Synod report for the Vatican Synod 2021-2023 can be read [here](#).

Issues beyond the remit of a diocesan synod can be read [here](#).

Key safe boxes

Following enquiries from parishes regarding the use of key safe boxes, we have received clarification from our insurance company that when using a key safe box, suitable care should be taken to avoid a loss occurring.



The insurance company would expect:

- the access to the key safes to be restricted to a minimum amount of users;
- documenting those who have a key for the key safe;
- if it is secured by a combination code, then the code should be regularly changed and details of the code also restricted to a minimum of users;
- reasonable care should be taken to protect the property insured, comply with statutory enactments, bye-Laws and any other obligations and regulations imposed by any authority and employ only competent employees.

Travel policy summary

With Covid restrictions lifted and summer holiday time approaching, we would like to share the [Travel Insurance Policy Summary of Cover](#) from CIS.

It is a requirement of insurance to inform CIS prior to travel, contact details are below. You no longer need to pay a fee to the archdiocese.

Telephone: 01296 422 030

Email: enquiries@catholicinsuranceservice.co.uk.

Parish Fêtes, Fairs & Fun days

With summer fast approaching and with Covid restrictions being relaxed, many parishes are preparing for their first events in two years.

To help you prepare, CIS has created a document on [parish fetes, fairs and fun days](#) to ensure your event goes smoothly.

Pentecost Walk 2022/Platinum Jubilee Pentecost Party

On Pentecost Sunday (5 June) there will be a Pentecost Walk from the Metropolitan Cathedral to the Anglican Cathedral starting at 3pm. The walk will be followed by a Platinum Jubilee street party type celebration for all generations in the Anglican Cathedral.

This is to join in with the Queen's Platinum Jubilee as well as celebrating the joy of Pentecost. Please bring your families and church communities along!

For more information,

visit: <https://www.ctmr.org.uk/Groups/341586/Pentecost.aspx>.



May's Catholic Pic is out now!



To read the May edition of the Pic, which includes details on the #Liverpool4Ukraine appeal and Archbishop Malcolm presenting our Synod Report in Rome, visit: https://issuu.com/alanjb/docs/catholic_pic_may_2022.

Request for your photos - reminder

We are currently in the process of redeveloping the archdiocesan website and we would like all of our parishes to be represented on it, therefore we are making a heartfelt plea to parishes to send us a range of any images that you would be happy for us to use on our website. We would ask that you would only share images that you have consent to use.

We would like to see images such as Masses, from a celebration such as a wedding/christening etc, an image of a parish group, photo of the church and school coming together etc.

Below are some of the examples we would love to be sent.



It would be helpful if the images sent are of a reasonably high resolution. Please email these to our communications team on: communications@rcaol.org.uk.

Images on websites and social media

A reminder to all parishes that if you use any images on your website or social media channels, you must have permission or licensing to use them, if not, then it could result in a fine.

Images are ok to use if:

- you have permission from the photographer
- if you are the photographer
- if you have purchased a license to reuse the image
- if you have obtained it from a free image website such as [Pixabay](#).

If you have any questions about this, please contact communications@rcaol.org.uk.

Recruitment for boy and girl choristers

The Cathedral is currently searching for their next generation of boy (currently in Year 2 & 3) and girl (currently in Year 5) choristers.

All choristers are educated at Runnymede St Edward's Catholic Primary School and St Edward's College.



If you know of a Catholic family who might be interested in this wonderful opportunity, please share this information with them. Full details of choristerships at the Metropolitan Cathedral visit: <https://www.liverpoolmetrocathedral.org.uk/music/joining-the-choirs>.

Xavier Society for the Blind

Did you know that the Xavier Society for the Blind, based in New York, provides accessible material including readings, prayers and responses to the Mass on Sundays and special Feast days as well as spiritual books in braille, audio, and large print?

For more information, visit: xaviersocietyfortheblind.org.

Christian Leadership Formation programme



The Christian Heritage Centre is running the Christian Leadership Formation programme for a second consecutive year and is open to applications from students in Lower Sixth.

The programme is for students who are actively committed to their faith, who are intellectually gifted and who are committed to shaping a Christian society through their careers. It will provide a spiritual and philosophical/theological formation in the Catholic tradition around themes relating to the common good, as well as workshops in skills pertaining to public life.

Information and application forms are available here: <https://christianheritagecentre.com/clf/>.

The application deadline is Friday 3 June 2022.

Fuel oil

After the price hike for oil, it has been highlighted that churches in rural areas with oil tanks are vulnerable to having their oil stolen. If you have an oil tank at your church, please consider ordering smaller quantities of oil and reviewing your security measures.

Share your news

If you have any good news stories from your parish or schools, please send the details to communications@rcaol.org.uk. We would love to hear from you!

[Last month's newsletter can be viewed here](#)



St Margaret Clitherow Centre

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