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## News from the St Margaret Clitherow Centre

August 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.

## Team profile – parish centres

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 here at the St Margaret Clitherow Centre.

This month, we are focusing on our parish centre team, who manage our 37 parish centres across the archdiocese through the Archdiocesan Parish Centres Management Company Limited (APCMC Ltd) subsidiary.

### **Their work includes, but is not limited to:**

- Supporting the parish priest in the day to day management of the parish centre.
- Managing 37 parish centre managers and circa 275 staff
- Overseeing recruitment, payroll and absences of parish centre managers and staff
- Managing all contracts including waste, hygiene, pest control
- Managing repairs and investment to the centres
- Managing premises and personal license
- Managing and supporting new brands to supply goods such as beer, wine, spirits and soft drinks
- Supporting wellbeing and structured development of staff
- Managing financial and operational performance including the review of key financial performance ratios such as turnover to staff costs
- Supporting the development of parish centres with their contribution to the life of the parish, the outward facing work of parishes, and the wider community use of parish centres
- Attending quarterly APCMC board meetings

## Meet our parish centre team



### **Brian Lowry**

Operations manager

0151 522 1026/ [b.lowry@rcaol.org.uk](mailto:b.lowry@rcaol.org.uk)

### **Kim Schofield**

Area manager

0151 522 1104/ [k.schofield@rcaol.org.uk](mailto:k.schofield@rcaol.org.uk)

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## CIO update

Last week we were delighted to confirm that the Charity Commission has registered the Archdiocese of Liverpool (the "CIO") (charity number 1199714) and so the CIO is now alive! You can see details on the Charity Commission website by clicking [here](#).

The transfer of the assets of the current trust is still scheduled to take place at the end of December 2022 so that the CIO is ready to be operational on 1 January 2023. This date has been chosen to match with our accounting year and also to give us time to transfer everything over, including property and staff.

This is a great milestone to achieve to have the CIO successfully created and standing ready for the transition.

A reminder that if you haven't yet completed the parish questionnaire, we would urge you to do so to help with the smooth transition. The link is: [CIO questionnaire for parishes - Google Forms](#)

Should you have any queries please contact [Helen McLoughlin](#) directly. Thank you to Helen and colleagues for their hard work in delivering this.

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## **#Liverpool4Ukraine journey 3**

The six volunteer drivers who went on the third trip to the Ukraine have safely returned back to the archdiocese after completing the 3,000 mile round trip.

In case you missed it, here is the video of our COO Martin Miller speaking to

Bishop Gregory Komar who will be distributing the aid to local parishes and refugees: [#Liverpool4Ukraine appeal - trip 3 - YouTube](#)

We are still welcoming donations for the appeal, more information can be found here: [Liverpool Catholic](#)



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## Days of prayer for Ukraine

**Wednesday 24 August** is Ukraine's Independence Day, to mark this, Fr Taras and Bishop Tom Neylon will lead an ecumenical prayer service at 3pm at the Cathedral. We are hoping to have a live link to Bishop Gregory Komar at Drohobych Cathedral during the service.

On **Wednesday 14 September**, the Council of the Bishops' Conferences of

Europe has proposed a day of prayer across Europe for Ukraine and the Council has asked that cathedrals and other major churches host a period of Eucharistic adoration.

In response, the Metropolitan Cathedral will be having a period of exposition from 4pm-5pm that day and then Mass for peace in Ukraine will be celebrated at 5pm.



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## **Ukraine family hub Warrington**

The Ukrainian Family Hub in Warrington is looking for volunteers and hosts to support individuals and families in Ukraine who are seeking safety from the war.

[Click here for more details](#), please share with anyone you think could support  
- every volunteer will make a difference.

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## Relics of St Bernadette

St Bernadette's relics will be visiting the archdiocese on 15-20 September.

For full details of what will be happening during the visit, click here: [Liverpool Catholic](#)

You can watch Archbishop Malcolm talking about the relics here:

<https://www.youtube.com/watch?v=Fnzts6grVwI&t=2s>



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**August's Catholic Pic is out now!**



To read the latest edition of the Pic, click [here](#).

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## Important information for all SVP volunteers

Due to some recent confusion, we wanted to remind SVP members about the process for DBS applications.

As our parish SVP groups are affiliated with the Archdiocese of Liverpool they **must** follow the DBS processes of the archdiocese, safer recruitment processes such as references and volunteer agreements will be completed by the SVP national office or the local conference representative.

All volunteers must undergo a DBS application or DBS recheck with the safeguarding section in order to volunteer with SVP groups within the boundaries of the Archdiocese of Liverpool, these applications can be facilitated by the local parish safeguarding representative as normal.

If volunteers do not complete the process with the Archdiocese of Liverpool safeguarding section and undergo a DBS application or DBS recheck via SVP national office using Ucheck they will still be required to undergo a DBS application or recheck via the safeguarding section at the Archdiocese of Liverpool in order to take up role with parish groups.

The Archdiocese of Liverpool have worked closely with SVP national office and their safeguarding lead Catherine Kerr for many years and the process for SVP applications has not changed. If this procedure is not followed correctly, then you may not be allowed to take up role with any parish groups until an application is processed via the Archdiocese of Liverpool.

We would like to make you aware there are no reasons why DBS applications would not be processed as soon as we receive them, and applications do not need to be sent to SVP national office rather than the safeguarding section of the Archdiocese of Liverpool. When an application is completed by the applicant, countersigned by the archdiocese and sent to DBS, the application can take anywhere between 1 day and 3 months to complete, this timescale is the same for ALL organisations sending applications to the Disclosure & Barring Service.

**Can you please ensure this information is passed to all parish safeguarding representatives, SVP group leaders and volunteers.**

Any queries relating to this matter can be directed to Claire Newton, Safeguarding Support Officer on [c.newton@rcaol.org.uk](mailto:c.newton@rcaol.org.uk)

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## **Congratulations to Monsignor Des**

A huge congratulations to Fr Des Seddon on being appointed a chaplain to His Holiness by Pope Francis with the title Monsignor. This comes after Monsignor Des retired from the Education Department after 37 years of service.

Thank you Mgr Des for all of your hard work and dedication.



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## Welcome Dominic

The Finance Team has welcomed Dominic Redcliffe to their team as the new finance administrator.

Dominic can be contacted on: [d.redcliffe@rcaol.org.uk](mailto:d.redcliffe@rcaol.org.uk) or 0151 522 1039.



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## **Changes in the Education Department**

Louise Falshaw and Lucy Madden have now left our Education Department. Louise has retired and Lucy will be taking up a post with Pope Francis Academy – we wish them both well for the future.

Jenny Truddaiu has taken a new role in the Department as Governance and Inspections Administrator and will leave her role in the Pastoral Development Department this month.

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## **2021 parish returns**

If there are any parishes who have not yet sent their parish returns to the Finance Department, please can you send them as soon as possible. There

are a large number still outstanding and the Department needs the information urgently for the consolidation of annual accounts.

Please return them to Elena Stopforth by email: [e.stopforth@rcaol.org.uk](mailto:e.stopforth@rcaol.org.uk) or by post.

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## Catholic National Mutual guidance notes

Please see below links to the latest insurance guidance notes provided to us by Catholic National Mutual (CNM). The guidance covers the following areas:

1. [Building Inspections](#)
2. [Business Interruption Insurance](#)
3. [Cash Management](#)
4. [Contractors Public Liability Requirements](#)
5. [Flat Roofs & Gutters](#)
6. [Lightning Conductors](#)
7. [Professional Fees](#)
8. [Safes](#)
9. [Snatch Lists](#)
10. [St Killians Candle Burning Systems](#)
11. [Unattended Candles](#)
12. [Unoccupied Buildings](#)
13. [Valuable Items](#)
14. [Winter Risks](#)
15. [Covid 19 & Reactivation of Policy Conditions](#)

If you have any queries, you can contact CNM on [claims@cnm.gg](mailto:claims@cnm.gg) or by

calling on 01481 732789.

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## Environment survey reminder

A reminder that the Archdiocesan Environmental Policy Task Group is still looking for replies for a survey they have developed to find out what parishes need to help them in their work to care for creation.

[Click here to access the survey.](#)

Last month's newsletter can be viewed here



## St Margaret Clitherow Centre

Liverpool Archdiocesan Office | Croxteth Drive | Liverpool | L17 1AA



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