

Services During the Week

(Morning Prayer - 20 mins prior to each weekday Mass)

Sat 02 Mar 6.00 pm	Vigil Mass for the 8th Sunday in Ordinary Time Mass <i>Our Parish Community.</i>
Sun 03 Mar 08.00 am 10.30 am	The 8th Sunday in Ordinary Time Mass <i>Harry Phillips. RIP Anniversary</i> Mass <i>Mary Britto. RIP Anniversary</i>
Mon 04 Mar 09.30 am	St Casimir Mass <i>Michael Mortimer. RIP</i>
Tues 05 Mar 09.30 am	Weekday in Ordinary Time Mass <i>Richard Collins. Intentions</i>
Wed 06 Mar 09.30 am 7.30 pm	Ash Wednesday Mass <i>Our Parish Community</i> Mass <i>All Departed Legionaries</i>
Thur 07 Mar 09.30 am	Ss Perpetua and Felicity, Martyrs Mass <i>Mary Carolan. RIP</i>
Frid 08 Mar 09.30 am 7.30 pm	St John of God, Religious Mass <i>Ita Harrington. Intention</i> <i>Stations of the Cross</i>
Sat 09 Mar 5.00 pm	St Francis of Rome, Religious <i>Holy Hour with Exposition and Confessions</i>
Sat 09 Mar 6.00 pm	Vigil Mass for the 1st Sunday of Lent Mass <i>Our Parish Community.</i>
Sun 10 Mar 08.00 am 10.30 am	The 1st Sunday of Lent Mass <i>Stephen D'Cunha. Intention</i> Mass <i>Billy Brennan. RIP Anniversary</i>

RECONCILIATION (CONFESSION) AND EUCHARISTIC ADORATION:

Unless otherwise stated, there is a Holy Hour every Saturday from 5 pm, during which time the priest will be available in the Reconciliation Room to hear confessions. Confessions are also available on request after weekday Masses or whenever Fr Matthew is in the Presbytery, or by appointment at any time.

PARISH NEWSLETTER



St Teresa's Catholic Church
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Parish Priest: Rev Fr Matthew Bemand-Qureshi

The 8th Sunday in Ordinary Time (Year C) - 03 March 2019

In preparation for Lent, which begins this Wednesday, we have been considering the three theological virtues. Following on from Hope and Charity, this week it is the turn of Faith.

Jesus often speaks of faith. Many healing miracles are prompted by an act of faith on the part of someone in need. He tells us that great things can be accomplished by one with even a tiny amount of faith. On occasion he upbraids the disciples for their lack of faith. In one of the weekday gospel readings last week we heard the heartfelt cry of a desperate man: *'I do have faith. Help the little faith I have!'*

The writer of the letter to the Hebrews describes faith as *'the assurance of things hoped for, the conviction of things not seen.'* In his first encyclical to mark the year of faith, and completing the work of his predecessor (who had previously written encyclicals on hope and charity), Pope Francis describes faith as the light which allows us to see the full truth of our human existence. *"Faith is born of an encounter with the living God who calls us and reveals his love, a love which precedes us and upon which we can lean for security and for building our lives."* (Lumen Fidei)

When we recite the Creed at Mass or when beginning the Rosary, we say 'I believe' – *Credo* – and our belief is not merely in a list of facts, but in the divine persons, the Father, Son and Holy Spirit. To believe in them is not just to acknowledge the truth of their existence, but to place our trust in them. That is the true nature of faith.

In today's gospel Jesus cautions against following blind guides. The only reliable and trustworthy guide is Christ himself, the one sent by the father to reveal his glory and his love. Today, many people are drawn towards guides who lead them away from the truth. Many people pit religious faith against reason or science. This is nothing new, and yet it is utterly mistaken. Faith does not mean letting go of reason and following a set of

irrational beliefs. What we believe in is eminently reasonable, when we look at the evidence around us and within us. Reason, however, can only take us so far. Faith is not a matter of filling in gaps in our knowledge, but rather opening up a different kind of knowledge. Science tells us more and more about the universe and its workings: faith is about entering into a personal relationship with the one who brought all things into being.

How do we get faith – or more of it? Firstly, and most importantly, by prayer. Faith is a gift from God, offered to all who seek it with open hearts. We need to ask for this gift: but it's not a matter of asking once and waiting. If faith is about placing our trust in God, then we need to get to know him through prayer, which is the means by which we draw close to him, sharing what is on our hearts and opening our hearts to him. As one of the virtues, faith is also a habit, something we 'put on'. As Blessed John Henry Newman put it, *"it is not one act of faith which justifies us, or two acts, but to live in faith and to walk in faith"*. It is a matter of actively seeking God rather than passively accepting him as an idea: something we must persevere with even when (especially when) we find it hard.

And so we come to the season of Lent: a season in which we are invited to cooperate with grace, to throw ourselves body and soul into the task of growing in holiness and increasing those virtues of faith, hope and charity; by denying ourselves and ordering our lives to the things of heaven, by practising love especially in the form of almsgiving, and by drawing closer to Christ through prayer and other spiritual exercises. Let us be ready to make the most of this gift which God, our good father, is pleased to give us each year.

Fr Matthew

Church Rotas

This Week: Cleaning - Team A.

Next Weekend:

Readers - 6.00 pm: Lucy. 08.00 am: Stephen. 10.30 am: Carmel. Bernadine.

Eucharistic Ministers - 6.00 pm: Catherine, Lucy. 08.00 am: Gilbert, Francis. 10.30 am: Mercedes, Maria, Wilma, Helen, Ann M.

Small Linen Laundry - Magdalena. **Flowers** - No flowers in Lent.

PLEASE ENSURE YOU ARE AWARE OF THE POSITION OF THE EMERGENCY FIRE EXIT DOORS IN THE CHURCH

Parish - Regular Notices

SICK AT HOME OR IN HOSPITAL: If anyone is seriously ill at home or is in hospital, it is most important to let Fr Matthew know so that the sick person may receive the spiritual help of the sacraments. Relatives or friends should also inform the Catholic Chaplain of the hospital concerned (*at King George Hospital, 8590 9026; at Queen's Hospital, 01708 447761; at Whipps Cross Hospital, 8520 5877*).

PRAYERS FOR THE SICK: Please pray for those in our community who are sick and housebound as well as the patients in Goodmayes, King George's and Queen's Hospitals. Also, the sick Priests of the Diocese - Frs Tom Jordan & Martin Nott.

ANNIVERSARIES IN MARCH: Charlotte Allen, Sofia Delfina Almeida, Francis Amoordon, Billy Brennan, Tony Chainey, John Cahill, Val Carter, Myles Gibbons, Bill Guise, John McGrory, Kathleen Miley, Peter Murphy, Dorothy Newton, Mick Newton, James Nolan, Richard O'Driscoll, Michael O'Neill, Henry Phillips, Charles Roberts, Alice Santos, Maura Swatts and Ann Zammitt.

BAPTISM PREPARATION: If you are expecting a baby or have a baby for baptism in the next couple of months, please contact Helen Mac Mahon on 020 8590 9981 who will help you make the appropriate arrangements.

MASS REQUESTS: Special envelopes for this purpose are available at the back of Church. Please use one for each request and place your donation within it.

CHURCH HALL: The Church Hall is available for bookings by Parishioners. Please contact Sid on 07887983310 for bookings and conditions.

CHURCH CAR PARK: Please remember it is essential that emergency vehicles have clear access to the Church at all times. During the week, please do not park in front of the Hall gate and remember to leave your details at the Parish Office if you are leaving your car here outside Mass times.

CHURCH GROUNDS: Please remember to do what you can to keep the church grounds tidy - if you see some litter and it is safe to do so, please pick it up and put it in one of the two bins provided.

REFRESHMENTS AFTER 10.30 AM MASS ON SUNDAY: Tea & coffee will once again be available in the Hall after Mass.

NEW PARISHIONERS: You are very welcome here. Please make yourselves known to Fr Matthew and complete one of the Parish Registration Forms as soon as possible.

Meetings this Week

Monday: St Teresa's Ladies Guild in the Pastoral Centre at 7.30 pm.

Tuesday: Coffee Morning Group in the Pastoral Centre after Mass.
Legion of Mary in the Pastoral Centre at 7.30 pm.
Prayer Group in the Church at 7.30 pm.

Parish - In & Around

ASH WEDNESDAY: This coming Wednesday (06 March) is the first day of Lent, known as Ash Wednesday. You are encouraged to attend Mass to mark the beginning of Lent and received ashes on your forehead as a sign of penitence. **Mass will be celebrated at 9.30 am and 7.30 pm.** This is a day of fasting and abstinence – this means we should significantly reduce the amount we eat as well as abstain from all meat. This rule does not apply to children and those of retirement age, or those for whom it would be damaging to their health.

KSC FRATERNAL CROSS: The 'Fraternal Cross' is passed between Councils and Provinces of the Knights of St Columba as a reminder of the foundational precepts of Charity, Unity and Fraternity. The Fraternal Cross will be received by our parish's Council of the Knights **on Sunday evening** and will be handed over to the next Council at a ceremony at the conclusion of the Ash Wednesday evening Mass.

MISSIONARY SISTERS APPEAL: We will be visited by a sister from the Daughters of Divine Love **on the weekend of 16/17 March.** She would like to stay overnight in the parish: if anyone is in a position to offer her a bed, evening meal and breakfast, please contact Fr Matthew.

ST TERESA'S LADIES GUILD: The next meeting of the Guild will be one week earlier than planned and will take place at 7.30 pm on this coming Monday, (04 March) in the Pastoral Centre. The Guild is open to all women in the parish and operates as an informal group.

OFFERTORY COLLECTION: The Offertory collection (inc. Standing Orders) for **last weekend amounted to £922.35 of which 63% was "Gift Aided"**. Thank you all for your continued generosity and support.

STATIONS OF THE CROSS: This coming Friday, (08 March), and each Friday during Lent at 7.30 pm, you are invited to recall our Lord's journey to Calvary by following the Way of the Cross.

"WALK WITH ME" DURING LENT: Copies of this pocket-sized companion to the season of Lent are available from the Repository priced at £1.

LENT GIFT FOR CHILDREN: Parents are invited to take a "Walk with Me" Lent calendar from the Repository, as a way of helping children enter into this season. There is no charge for this.

THE CAFOD LENTEN FAST DAY will take place this year **on Friday, 15 March** and special CAFOD envelopes will be available at the back of the Church for your donations. CAFOD works with church networks across the world which means they can reach the poorest people, bringing hope, respecting dignity, and supporting them as they change their lives. Be assured that your sacrifice and generosity will make a big difference to so many people.

LENT FAITH FORMATION - THE PIVOTAL PLAYERS: This Lent learn about the contribution of key figures in the Church: St Francis of Assisi, St Thomas Aquinas, St Catherine of Siena and Blessed John Henry Newman. We will be watching and discussing episodes from Bishop Robert Barron's highly acclaimed series 'Catholicism: The Pivotal Players' on the following evenings – **Monday, 11 & 25 March, Thursday, 04 & Monday, 15 April.** Tea/coffee from 7.30 pm, film starts 7.45 pm. Discussion ending by 9.15 pm.

LENT PARISH RETREAT DAY: Fr Matthew will lead a time of quiet reflection in church **on Saturday, 30 March, from 11.30 am until the evening Holy Hour and Mass.** All are welcome.

LENTEN ALMS GIVING: Also, at the back of the Church, there are CAFOD boxes for any of your loose change that might accumulate during Lent. Please take one away with you and, if you give up sweets, cigarettes etc for Lent, then perhaps you might think about putting the money saved in the CAFOD box to help the more unfortunate people in the world. You should then bring your box back to the Church **on Maundy Thursday for the Mass of the Last Supper.** If you cannot attend that Mass, then please remember to bring the box back at any Mass over Easter and place it in the Offertory collection basket.

PARISH ROTAS: A new rotas for Eucharistic Ministers, **effective from this weekend,** is now available at the back of the Church. A copy is also on the Notice Board in the Porch and can also be viewed on the parish website. A new rota for Readers is currently being prepared by Gerry Gillan and he would be extremely grateful if everyone on the current rotas would please let him know as soon as possible of any weekends in the 3-month period to end June **when they will not be available** to undertake their ministry. You can email Gerry at gerrygillan5@gmmail.com or call him on 020 8599 0013.

LEAVING A LEGACY: Once you have made provision for your loved ones, leaving a gift in your Will to your church is one of the most valuable and lasting ways you can continue to support the mission and ministry in your community. A gift can be an expression of your gratitude and thanksgiving towards God, and can help keep your local church alive, and help transform its future. If you are minded leaving a legacy to St Teresa's Church in your Will, then please speak to Fr Matthew who can advise on the form of words to use.

FROM JOSEPH LEE – SHRINES OF FRANCE 2019: Monica and I will be going on pilgrimage to the Shrines of France from the 7th – 14th October. The pilgrimage includes visits to Lisieux, Paris, Nevers, Lourdes, Avignon, Ars and Paray le Monial, where the Sacred Heart of Jesus appeared to St Margaret Mary. If you would like any further information, please contact Celine Bui at Joe Walsh Tours on 02034680617 or e-mail celine.bui@joewalshstours.ie Also, should you wish for me to place your personal petitions at any of the shrines, I would be happy to do so if you give them to me in sealed envelopes.

TWIN PARISH: Please continue to pray for our brothers and sisters in the parish of Sacred Heart, Pomeroy, in the Diocese of Dundee, South Africa, with whom we are twinned and their parish priest, Fr Mandla Makhanya.

VISITORS: If you are a visitor to St Teresa's then you are most welcome, and we very much hope you enjoy the service you are attending. If you are a tax payer and would like to "Gift Aid" your Offertory donation, then please use one of the special "Gift Aid" envelopes which you will find at the back of the Church.



BRENTWOOD CATHOLIC CHILDREN'S SOCIETY: Children and families are now able to access direct therapeutic support in one of its clinics. Sessions take place after school or at an evening clinic at the BCCS counselling suites in Rayleigh. Their highly experienced counsellors provide support directly to the whole family or to children and adolescents on a 1:1 basis. If you are concerned that your child may need someone to talk to, please contact Catherine on cmunns@bccs.org.uk. There is a sessional charge, so please enquire.

PRAYERFUL MOMENTS: You are invited to come and spend some time with the Lord in the Adoration Chapel at Ss Peter & Pauls Church, Ilford. The Chapel, which is located in the Porch, **is open from 10.00 am till 10.00 pm Monday to Friday.** Our Lady's Grotto and Prayer Garden is also available by the side of the church as well. There is a pay car park by the

side of the Church. Regular visitors to the Church may request a free parking permit from the parish office. Further details can be found at ssppilford.org.uk

IS GOD CALLING YOU TO BE A PRIEST? There's a monthly Vocations group for those who would like to find out more about a possible vocation to the priesthood. There will be a talk, time of prayer and some food. The group will meet again at St Edmund of Canterbury Church, Loughton, **on this coming Tuesday, 05 March** and then again on 02 April, 07 May, 04 June and 02 July.

LONDON 40 DAYS FOR LIFE PRE-CAMPAIGN HOUR OF PRAYER: Led by Monsignor Keith Newton, **from 6 pm-7 pm on Tuesday 05 March**, Outside Marie Stopes Abortion Centre, 108 Whitfield Street, London W1T 5BE (nearest tube: Warren St – Northern/Victoria lines) Through God's Grace 40 Days for Life have saved the lives of over 15,000 babies from abortion. For further information please call Sarah on 07776256838 or email london40daysforlife@hotmail.com

COLCHESTER LENT TALKS (with guest speakers) will be held at St James the Less and St Helens church **every Friday starting on 08 March - 12 April at 7.30 pm** in Cardinal Bourne Hall, Priory Street. Admission Free. All are welcome.

"THE JOY OF HOPE": Come and join us in St Cedd's Parish Hall, Blythswold Road. Goodmayes for a four-session course comprising Video & Discussion on successive Wednesdays in Lent **starting on Wednesday, 13 March at 7.30 pm.**

THE GOSPEL ACCORDING TO POPE FRANCIS: A study day on this theme will be held at the Church of Christ the Eternal High Priest, Gidea Park, **on Saturday, 16 March.** Six years after his election, we look at Pope Francis' efforts to bring renewal to the Catholic Church. The speaker will be Fr Alban McCoy OFM Conv, who is Dean of St Edmund's College, Cambridge. The day begins at 11 am and ends at 3 pm. Admission is free, and refreshments will be provided. Please bring your own lunch. Please make your booking by email to GPstudydays@gmail.com

CATHOLIC HISTORY WALKS: A number are planned in the coming weeks including - **"The City of London and its Wall" at 2 pm on Friday, 15 March**, meeting at St Etheldreda's, Ely Place. (Nearest Tube: Farringdon). **"Catholics, politics, and monarchy: Thomas More, Emancipation and more" on Sunday, 17 March at 3 pm and again on Wednesday, 20 March at 6.30 pm; Wednesday, 03 April at 6.30 pm** meeting outside Westminster Cathedral. (Nearest Tube: Victoria). **"The story of heroic St Thomas More" at 2.30 pm on Saturday, 23 March** meeting at the Church of Our Most

Holy Redeemer, Cheyne Row SW3 5HS. (Nearest Tube: South Kensington). *A Royal Walk towards Buckingham Palace at 3 pm on Sunday, 24 March* meeting at Westminster Cathedral. (Nearest Tube: Victoria). *"Southwark and the City" on Tuesday, 26 March, at 6 pm and again on Friday, 05 April at 6 pm* meeting at the Church of the Most Precious Blood, SE1 5TN. (Nearest Tube: Borough or London Bridge. For more information on any of the walks contact chwalkslondon@gmail.com or find us on Facebook or see catholichistorywalks.com Cost: £5, concessions available. Please wear suitable footwear and plan for the weather. Walks may take up to 2 hours.

CATHOLIC TEACHING: Two fantastic opportunities from the Agnus Dei Teaching School Alliance. The first *on Thursday, 21 March* - "Get Into Teaching - Catholic Education" is a drop-in event in Billericay for anyone considering a career in teaching (primary or secondary) who wants to find out more about training and employment opportunities. The second *on Saturday, 06 April* - "Moving Into Catholic Education" is a Saturday networking event with a free lunch provided in Brentwood for teachers working in any non-Catholic school. For more details please contact <http://tiny.cc/catholicteaching> or email agnusdei@stbons.org

SPONSORED SLEEPOUT: Help get the homeless out of the cold! This winter Catholics are leading projects providing 45,000 nights of care, warmth and shelter for the homeless in Essex and East London. Support them! Join 1000 people from across the Diocese sleeping outside for the night at Walsingham House at Abbotswick *on 12-13 April*. No tents! Just you and a sleeping bag. Open to all ages, from 15+. Sponsorship target of £100/participant. Why not ask your company to match fund your sponsorship? Money will help local homeless charities and the work of the BCYS with young people. Mass at 11.15 pm, sleep out Midnight – 7am. Full details and sponsor forms <https://bcys.net/events/sponsored-sleepout-walsingham-house-abbotswick/>

A DATE FOR YOUR DIARY: The Diocesan Catholic Charismatic Renewal Service Team are organising A Day of Renewal themed 'The Love of Jesus' which will be held *on Saturday, 18 May* at the Blessed Sacrament Parish, 116 Melbourne Avenue, Chelmsford from 10.00 am until 4pm. Our speaker will be Charles Whitehead and the day will finish with Mass at 3 pm. Coffee and tea will be provided but please bring a packed lunch

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY has several charity places for The Vitality London 10K run *on Monday, 27 May*. This May Bank Holiday event has a lovely atmosphere and takes in many of London's iconic landmarks, finishing in front of Buckingham Palace with all the event facilities, food and entertainment close by in Green Park. For each place, we ask for a pledge to raise a minimum sponsorship of £100 before Gift

Aid. For further information, please email Julie at jabbott@bccs.org.uk or call her on 07912 277413.

THE GENDER AGENDA: What does it mean to be male or female? How – and why – are the two sexes different? Come and explore a Catholic perspective at a conference sponsored by the Association of Catholic Women *on Wednesday, 12 June* at St Mary Moorfields, Eldon Street London EC32M 7LS. Tickets cost £15.00 to include a buffet lunch. Send cheque made out to Association of Catholic Women to ACW, Flat 2, Salamander Court, 135, York Way. London N7 9LG.

BCCS ANNIVERSARY CONCERT: BCCS is delighted to announce that the Northern Irish classical singing trio '**The Priests**' have agreed to hold an Anniversary Concert for us *on Saturday, 15 June at the Brentwood Cathedral at 7.30 pm*. Tickets (£20 plus fee) can be purchased directly through Eventbrite – www.eventbrite.co.uk - look for The Priests under Event, or, click the link on our website www.bccs.org.uk under Our 35th Anniversary/Anniversary Events. We expect this to be a sell-out event and would urge you to book early in order to avoid disappointment.

VOCATIONS DISCERNMENT WEEKEND: Are you a man over thirty, content, but wondering about the direction of your life? Do you sense that you may be approaching a major threshold or turning point? Have you sometimes found yourself wondering whether the priesthood or religious life may be an option? The discernment weekend at St Beuno's in north Wales *next year from Friday, 30 August to Sunday, 01 September*, will take place in a prayerful spirit and aims to provide some tools for discernment about future choices. It will be mainly in silence but there will also be input and the opportunity for one-to-one guidance. Please contact Fr. Graham Smith on 01702465720 or on fr.gjdsmith@gmail.com More details and a booking form for the weekend can be found at <https://www.pathwaystogod.org/courses-events-retreats/discernment-weekend-older-men>.

PILGRIMAGE TO THE HOLY LAND: *From 07-14 May* with the parishioners from Holy Family Church, Dagenham, led by Fr Stephen Myers. Cost is £1363 per person including flights with El-Al. This price includes half-board accommodation based on shared rooms with private facilities and two lunches. Contact the Parish Office on 020 8592 1634 for further information.

PILGRIMAGE TO LOURDES: *Bank Holiday Monday, 27 May to Friday, 31 May* with St Helen's, Westcliff on Sea. Flying from Southend airport and staying at the 4* Hotel Grande Moderne on full board basis. Price £545 per Adult based on two sharing a twin room. For further details

please ring Sue Baillie on 07979746707.

PILGRIMAGE TO SAN GIOVANNI, ASSISI AND CASCIA: Join the parishioners from Our Lady of Canvey Parish for 6 nights/7 days **from Saturday, 14 to Friday, 20 September** following in the Footsteps of St Padre Pio, St Francis, St Clare and St Rita. Cost £899. For any queries or for more information please call Cathy on 01268 691323 or 07885577342.

ST CEDD'S CATHOLIC CLUB: *Music every Sunday night from 9 pm*, admission £5. Social Dancing in the Lower Hall every Monday from 8 pm to 9.30 pm – Learn to Jive, Foxtrot, Quickstep, Waltz and Line Dance. Classes £7 (OAP £5).

ST CEDD'S YOUTH CLUB is a Youth Club based in the middle hall of St Cedd's Church in Blythswood Road, Goodmayes. For Years 5, 6 and 7, it opens from 6 pm to 8 pm and the Senior Youth Club (for all in Year 8 & upwards), runs from 8 pm to 10 pm. All are most welcome, come along for a game of Table Tennis, Badminton or Pool, play on the PS4s, air hockey or table football, or just come along to listen to music and have a chat. Bring a friend on your first night and you can both join for free. Our youth club has been running since 1974 but without new members we will have to close, please come along and try us during September. Any questions please ring John on 07803116729.

NEWSLETTER ITEMS: If you have any items for inclusion in the weekly Newsletter then please email them to admin@stteresasnewbpark.com The copy deadline for including items in the Newsletter **is Thursday 12 noon**. Unfortunately, we cannot guarantee to include all requests we receive in the paper edition but we will make every effort to accommodate articles and insertion requests in the on-line edition including job vacancies.

Job Opportunities.

THE URSULINE ACADEMY, ILFORD is seeking to recruit individuals to join their team of Invigilators to start in April. If you are interested in one of these posts, then please apply at uai.org.uk **before Wednesday, 27 March**.

THE URSULINE PREPARATORY SCHOOL ILFORD: The Academy is seeking to recruit a part-time Facilities Assistant with an immediate start. Application packs are available from Helen O'Loughlin,

at holoughlin@urspsi.org.uk or telephone 020 8518 4050, or via the School website www.urspsi.org.uk

TEACHER VACANCIES: The Governors of All Saints Catholic School, Dagenham are seeking to recruit a Geography Teacher and a MFL Teacher. **Closing date for applications is Friday, 15 March**. For further information please call 020 8270 4242.

BUILDINGS DEVELOPMENT OFFICER: The Diocesan Education Department has a vacancy for a full-time Buildings Development Officer. A job description and further details are available on the Diocesan Website or can be requested by calling 01277 265284. Applicants are asked to provide a CV and a covering letter, highlighting how their skills and experience match the job description and person specification, to sophierussell@dioceseofbrentwood.org **by Thursday, 21 March**