



CATHOLIC PARISH OF
ST. ELIZABETH OF PORTUGAL
Newsletter

Thirteenth Sunday of the
Year

Sunday 2nd July 2017

Mass Book: Page 96

Registered Parishioners

Many of you will be familiar with ChurchApp, the secure online programme we use here at St Elizabeth's to manage our parish database and calendar, to organise rota and small groups and to track attendance at activities such as Alpha or Busy Lizzies.

ChurchApp recently changed its name to **ChurchSuite** to avoid confusion with other programmes with similar names and so I thought I would take the chance to explain how it works.

The beauty of **ChurchSuite** is that, in addition to the database managed by the parish, there is also a user interface called **My ChurchSuite** which enables every member of the parish to update and manage their details, sign-up for events, join groups, and

manage their rotas. **My ChurchSuite** runs within a web-browser on your computer and is also downloadable as a free IOS or Android app from your usual app-store. However, access to **My ChurchSuite** is by invitation only: we email you a unique link which you use to access **My ChurchSuite** for the first time and set your own password.

When you open **My ChurchSuite** you are taken to a homepage displaying a welcome message followed by the next three upcoming featured events in the parish. Clicking on a featured event will take you to its page offering more information and a chance to sign up.

Scrolling down the homepage you will see a summary of any recent communications we may have sent you

such as emails or rota updates. You will also see a **My Details** section showing the contact information we have from you. This information was either first gathered in November 2015 when we last had a parish census or has been submitted subsequently by newcomers to the parish. Clicking the pencil icon in the top right hand corner of the **My Details** window allows you to update your details and add other family members. It will also give you control over "privacy settings" which we set to maximum by default. We recommend that you change this so that at least one means of communication be visible. This allows other people on the same rota as you to contact you if they need to arrange a swap. It doesn't allow

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everyone to see your details: only those on the same rota or in the same group as you. So under privacy settings it is helpful to tick a telephone number and/or an email address. In ChurchSuite children's contact details are managed by their parents and, beyond name registration for events, are never displayed.

As part of the **My Details** section you can also update your marital/relationship details. When you select a relationship status (eg engaged, married), an email is automatically sent to the other contact asking them to confirm the relationship. The contacts will only be linked when the other partner clicks the 'confirm' link in that confirmation email.

Beyond privacy settings you can update and add any missing information and choose whether or not to opt out of receiving text messages or emails from the parish. Please be aware that if you choose to opt out we won't be able to send you rotas or invitations to parish events. Finally in this section you can manage your own password and upload a photo of yourself if you wish. Remember to save any changes you make and then press the Home option to return to the homepage once again.

As you continue to explore, the **My Children** menu option allows you to manage the information we hold about your children. You can even add new children without needing to ask someone in the office to do it. Clicking the pencil icon will allow you to make changes which are always private. By

adding dates of birth you help us keep track of who, for example, is due to be prepared for First Communion or Confirmation (although you will still have to sign up for the classes). It also gives you a chance to record allergies and other important information. Remember to save any changes you make!

Scrolling down, the **My Events** section gives you the Church's calendar and information about upcoming featured events. Clicking on an event will open its page to give you more information and to allow you to sign up. All your details are pre-populated into the event sign-up so it is really easy to use.

ChurchSuite has lots of other useful features but I'd just like to highlight two more here: **My Groups** helps keep track of any groups you are a member of. A "First Communion Parents" group, for example, makes it easy to send information to everyone in the group. The **My Rotas** page displays all your upcoming commitments. You only see this page if you have future serving dates on any current parish rotas. Dates shown in red indicate a clash (perhaps you are on the reading rota as well as the Children's Liturgy rota that day). Scrolling down further you can set dates when you will be unavailable to serve on a rota. There is even the possibility of organising a swap with someone else.

On Tuesday this week (our parish Feast Day) we will re-send everyone a link to **My ChurchSuite** so that you can give it a go.

Parish Life & News

Parish Feast Day & Celebration

Tuesday this week is the Feast of St Elizabeth of Portugal, our patronal feast day. Instead of a morning Mass in the Church we will celebrate Mass at 7.00pm so that as many parishioners as possible can attend. There is a plenary indulgence available under the usual conditions for anyone visiting a parish church on its titular feast day.

After the Mass there will be a celebration in the crypt & garden and a chance to welcome the FOCUS Missionaries who arrive in the parish that morning.

It helps with catering if we have a rough idea of numbers, so please text "QN8F3 ParishFeast" (including the speech marks) to 60777 to let us know you are attending.

“The Commission”

While in the parish the FOCUS Missionaries will be helping with a repetition of the conference for university students we hosted last year. They will also be helping run retreats in some local Catholic secondary schools. This year we have a hundred students joining us for the conference which begins next Sunday and ends on Wednesday 12th July. Please keep it in your prayers.

Chris Stefanick - “Reboot Live”

Do you have your tickets for the Chris Stefanick event at St Mary's University, Twickenham, on Wednesday 12th July? Tickets cost £10.00 each. To reserve some please

contact me this week:
frstephen@stelizabethschurch.org.uk.

First Holy Communion Enrolment DEADLINE APPROACHING

All children (including those at St Elizabeth's School) must enrol for First Communion preparation through the parish where they attend Mass.

The enrolment forms for First Communion are available at the back of the Church. **They must be returned to us by Saturday 15th July.**

Exciting Training Opportunity

If you are keen to see how our faith can be shared with young children (age 3-6), using beautiful hands-on materials, and in a way that leads to joy and peaceful contemplation, you might like to consider signing up for the **Catechesis of the Good Shepherd** course thing place here at St Elizabeth's from 17-22 July. In a retreat-like atmosphere, participants will experience 25 presentations based either on Scripture or an aspect of the Mass and have an opportunity to practise presenting and making materials, as well as taking part in lectures and group discussion. ***A number of places have been reserved for parishioners so do get in touch soon if you would like one.***

To find out more and to register please follow this link: <http://www.cgsuk.org/becoming-a-catechist>

or contact Christine Byrne at children@stelizabethschurch.org.uk.

Thank You

The Offering last week came to:

Gift Aid	£196.50
Not Gift Aid	£679.88
Total	£876.38

Thank you for all your support. Next week there is a second collection for the Apostleship of the Sea.

My Church Suite



We manage our parish database, rotas, emails and many other things through Church Suite. You can

access "My Church Suite" online or download it as an app to your smartphone or tablet device & contact us for a link.

Social Media



stelizabethschurch.org.uk



StLizRichmond/



@StLizRichmond

Mass Intentions this Week

This Week Saturday

5.30pm

Sunday

9.30am

11.00am

5.30pm

Monday

9.00am

Tuesday

7.00pm

Wednesday

9.00am

Thursday

9.00am

Friday

10.00am

Saturday

5.30pm

Sunday

9.30am

11.00am

5.30pm

Thirteenth Sunday

Leonard & Ethelreda Brewer

Pro Populo

Ralph Fytton's Intention

Valerie & Desmond

Mooney RIP

St Thomas the Apostle

Holy Souls

St Elizabeth of Portugal

Ellen Hamilton RIP

Feria

Gretta Osborne

St Maria Goretti

Fr Tom Scannel

Feria

Moira James RIP

Jennifer Chan

Fourteenth Sunday

Errol Khan RIP

Pro Populo

Please Pray For:

Philomena Dunne, Kenneth Alps, Jules & Gaye Delanghe, Raymond and Marie Toal, Ben Horgan, Ella Dale, Stella Richards, Anne Wilkinson.

Fr Stephen Langridge MA Oxon.

St Elizabeth of Portugal

The Vineyard,

Richmond,

TW10 6AQ

Tel. 020 8940 2439

E. frstephen@stelizabethschurch.org.uk

Parish Surgery:

The next parish surgery will be on Tuesday 18th July from 6.30 until 8.00pm. Please note this is the LAST surgery this academic year as Fr Stephen goes on holiday later that week. The parish surgery is a good time to talk about weddings and baptisms.