

## THE DIOCESAN OFFICE

Diocesan Officers cover a range of areas of work, supporting the parochial ministry, advising in areas of specific expertise and administering the work of diocesan boards and committees. Most are based at the Diocesan Office, Holywell Lodge, St. Albans. A few work from home. Names and details of current officers are given in the annual Diocesan Directory.

The list attached gives direct telephone numbers for departments at the Diocesan Office and the standard form of office e-mail addresses.

The Diocesan Office is open Monday to Friday, 9.00 a.m. to 5.00 p.m. and welcome visitors as well as dealing with enquiries by telephone, e-mail and letter. New clergy and PCC officers are especially invited to arrange to look round the offices and meet the staff.

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**DIOCESAN CONTACTS DIRECTORY**

**Please refer to the Diocesan Directory or the Diocesan website for further information.**

<b>Diocesan Secretary</b>	<b>01727-818131</b>
<b>Cathedral Office</b>	<b>01727-860780</b>
<b>Church and Society Team</b>	<b>01727-851748</b>
<b>Communications</b>	<b>01727-818110</b>
<b>Diocesan Advisory Committee And Pastoral and Mission Committee</b>	<b>01727-818138</b>
<b>Education Team</b>	<b>01727-818170</b>
<b>Estates, Stipends</b>	<b>01727-818128</b>
<b>Finance</b>	<b>01727-818111</b>
<b>Ministerial Development</b>	<b>01727-818151</b>
<b>Registrar</b>	<b>01727-865765</b>
<b>Resources Department</b>	<b>01727-818158</b>
<b>Stewardship</b>	<b>01727-818141</b>
<b>Vocations Team</b>	<b>01727-818123</b>
<b>Workplace Ministry</b>	<b>01727-818144</b>

Most Diocesan Staff can be contacted by e-mail using [initialsurname@stalbans.anglican.org](mailto:initialsurname@stalbans.anglican.org)

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## **ST. ALBANS DIOCESAN REGISTRY**

The St. Albans Diocesan Registry operates from premises at Holywell Lodge, 41 Holywell Hill, St. Albans, Herts., AL1 1HD. It is attached to the Diocesan Office but remains separate from it to reflect the independence of the Registrar. Office hours are 9.15 a.m. - 5.15 p.m. Mondays to Fridays, Telephone No. 01727-865765; Fax: No: 01727-844736. You may meet the Registrar carrying out his legal duties around the Diocese.

The Registrar administers the legal work relating to Faculty applications and Marriage Licences. He advises the Bishop, the Diocesan Boards and Committees, and the Parishes and their Clergy in all matters relating to Ecclesiastical Law. In the absence of the Registrar, many enquiries can be answered by the Deputy Registrar or the Registrar's Clerk.

The Registrar is also Senior Partner of the Diocesan Board of Finance's Solicitors, Messrs. Claytons, who also carry out ordinary legal work for private clients.

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## COMMUNICATIONS

The Communications Office is based at Holywell Lodge, is responsible for:

### Media Relations

The office works with TV, radio, press and internet journalists in the diocese and beyond to promote accurate and positive coverage of parish-based and diocesan activities.

We are keen to hear from parishes and diocesan groups with engaging stories to tell – particularly those involving people living out their faith in ways likely to interest viewers, listeners or readers with little experience of 'church' or the Christian faith.

Experience shows that there is a ready 'demand' for this type of material in the media which assists the mission of the Church. We can help parishes communicate well with their local media, and so raise their profile.

Parishes facing challenging issues with the media should contact the Communications Officer for guidance (see below).

### See Round

The monthly diocesan magazine, 'See Round', is available to parishes on order from the diocesan office, and currently has a circulation of around 20,000.

It aims – in a lively style – to share news and information likely to be interesting and useful to parishes across the diocese. A bishop's letter is published in each edition, together with news of courses, conferences and events being held across the diocese. Profiles of people living out their faith in the diocese – lay or ordained – are regularly included.

Advertising is included in each edition, with special discounts for parishes.

### e-Round

Over 1000 Clergy, Readers, PCC members, magazine editors and other active churchgoers receive 'e-Round', a monthly e-mail update featuring news and events in St. Albans Diocese. Increasingly, parishes are including this information in their magazines, newsletters and websites. To join the list, see below.

## **The Diocesan Website – [www.stalbans.anglican.org](http://www.stalbans.anglican.org)**

The diocesan website achieves thousands of 'hits' each month, and is increasingly becoming an information resource for the diocese and its parishes, and for people 'looking in' on them. The site includes news and resource information and links to numerous parish and other helpful websites.

### **Monthly mailing – 'the bundle'**

Each month, Clergy and Readers receive a mailing giving information updates and news of resources and events – both for themselves and for publicising in their parish. To submit information to be considered for inclusion, see below.

### **Diocesan Directory**

The Diocesan Directory is published each year, giving reference information about Clergy, Readers, parishes, church schools and diocesan groups. The publication is sold to parishes, and supported by advertising.

### **Training Advice**

Regular training courses in all aspects of communications are run in association with the ecumenical Beds And Herts Churches Media Trust. These cover media liaison, magazine production, website design and other publicity initiatives.

### **Communications Advisory Network**

A group of communicators from across the diocese provide valuable advice, on a voluntary basis, to the Communications Office.

**Advice on any communications issue can be obtained from the office.**

***For more information, contact:***

Communications Officer,  
[comms@stalbans.anglican.org](mailto:comms@stalbans.anglican.org)

01727-818110; Fax: 01727-844469

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## **STEWARDSHIP DEPARTMENT**

The Stewardship Department comprises one full-time Stewardship Development Officer, who is a member of the Parish Development Team within the Board for Christian Development. He is supported by a part-time secretary.

The terms of reference for the Stewardship Department are:

- i) To give advice and assistance to parishes and deaneries in the personal and corporate stewardship of money, time and talents; to provide support for teaching programmes in the parishes and deaneries and for in-service training for ministers,
- ii) To promote understanding in parishes and deaneries of the financial resources available to the church; to give advice to parishes and deaneries on the best use of these resources, in carrying out the mission of the church in their own areas; to provide information and ideas about fund-raising for major appeals in the wider community as well as among church members.
- iii) To promote, at Diocesan level, both awareness of all aspects of stewardship and positive attitudes towards generous Christian giving.

### **Stewardship**

The Department advises parishes about a broad range of stewardship matters; encouraging greater commitment to the life and witness of the parish church in terms of time, skills and money; reviewing parish life and witness and planning for the future; the role of the PCC. The advice the Department gives can include helping parishes to tailor events or programmes to fit their circumstances and assisting with their leading.

### **Parish Finance**

The Department provides information and advice on the running of Gift Aid schemes and the promotion of legacies. We communicate information on the Diocesan financial situation, the workings of the Parish Shares scheme, and on national church finances.

### **Capital Fund-Raising**

The department can give broad advice about how to run an appeal campaign and fund-raising events and sources of grants. Parishes can be put in touch with people and other parishes who can offer advice on aspects of capital fund-raising. A

separate booklet on establishing a 'Friends' scheme is available.

## **Literature & Websites**

The Department produces a range of literature and leaflets on its work, and can recommend books on Stewardship topics. Much information and advice can now be obtained via websites, and those of particular relevance include:

[www.parishresources.org.uk](http://www.parishresources.org.uk)

[www.stewardship.cofe.anglican.org](http://www.stewardship.cofe.anglican.org)

[www.givingin grace.org](http://www.givingin grace.org)

## **Contact**

Please contact the Stewardship Development Officer at the Diocesan Office for advice and involvement in all stewardship related topics.

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## **DIOCESAN RESOURCE CENTRE**

The Diocesan Resource Centre is based at the Diocesan Office at 41 Holywell Hill, St Albans. It houses a wide collection of resources for the support and development of parish education and for the classroom teaching of religious education. There is also a wide variety of resources for collective worship. Parish resources include parish stationery (eg baptism cards and annual meeting packs), and available to hire are games and activities such as large Jenga, parachutes and a badge-making machine. General Christian books are available in both the bookshop and the library. The Centre is open daily, Monday to Friday from 8.30 am to 4.30 pm, with late-night opening by arrangement. Visitors are always welcome to inspect resources and seek free advice from the Resources Manager. For further details, please contact the Resources Manager at the Centre on 01727 818158, e-mail [resources@stalbans.anglican.org](mailto:resources@stalbans.anglican.org).

## **Bedfordshire Diocesan Resource Centre**

The Diocesan Resource Centre can also be found in Bedford at St Mark's Church, Calder Rise, Bedford MK41 7UY. RE resources and some parish materials are based in the chapel.

Teachers from all schools have access to over 500 books, plus videos and ICT materials on a range of faiths. The Bedfordshire Agreed Syllabus unit boxes and diocesan boxes of artefacts are available for schools to borrow.

An area of resources for youth and children is being developed for parishes. In particular, Godly Play parable boxes and the Liturgical Clock will be available to borrow, together with books for Sunday School, All Age Worship and mid-week and holiday clubs. A reference section will also be developed, including the Godly Play textbooks.

A website has been set up for teachers and parishes to borrow resources: [www.beds-re-resources.org.uk](http://www.beds-re-resources.org.uk). All order forms on the website are sent to staff at the Resource Centre in St Albans, who co-ordinates the orders with the staff at St Mark's.

The church office is open from 9 am -5 pm weekdays (often open at other times as

well) and teachers are welcome to browse and order resources online.

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## ST. ALBANS DIOCESAN YOUTH SERVICE

The Key Task of the Diocesan Youth Service is to support, encourage and stimulate work with young people in the parishes of the diocese, primarily by providing resources and support to those who are working with young people.

As part of Vision for Action a number of key priorities have been set for youth work. These draw on the Church of England National Youth Strategy and "Youth A Part" which has as its core vision statement:

*The vision is for a Church which takes young people seriously. It is a Church where young people fully and actively participate at every level. It is a Church which is built on good relationships, where young people particularly are concerned, not only with each other, but with those inside and outside the Church. It is a Church where there is a good theological understanding of why and how it goes about its work with young people. It is a Church which recognises that work of this quality needs resources and has the faith and courage to commit significant resources to the young people in the Church.*

Youth A Part, paragraph 9.1 Church House Publishing 1996

In support of the priorities encompassed in Vision for Action, A way forward for the Diocese of St Albans, the Diocesan Youth service is committed to:

- Maintaining contact with voluntary and paid youth workers and ministers in parishes where there is work with young people.
- Producing a regular mailing, which will be sent to all who request to be on our mailing list.
- Developing the use of email as a means of ensuring information is passed to leaders.
- Maintaining our website ([www.voicemail.org.uk](http://www.voicemail.org.uk)) with current and relevant information.
- Providing consultation to parishes and deaneries as requested in support of work with young people. This may involve providing telephone and email support, or face to face meetings.
- Encouraging training by making opportunities known and, where necessary providing specific training around the diocese.
- Promoting appropriate resources for work with young people.
- Encouraging use of resources such as The Chellington Centre, and where necessary run events that enable smaller churches to be involved.
- Developing and supporting ways in which the voice of young people can be more effectively heard at all levels in the diocese. This may include youth

forums.

- Jointly running, with Reach Out Projects, the Enable Holiday programme for the benefit of young people with special needs as well as providing opportunities of service for young people in our parishes.
- Encouraging good practice in the areas of employment, child protection, health and safety and all aspects relating to youth work.
- Representing church based youth work in wider forums, for example at Councils for Voluntary Youth Services, Connexions Service and Local Authority structures.

**The Diocesan Youth Service consists of:**

Diocesan Youth Officer

Youth Secretary

We are keen each year to have a young person undertaking a gap year with us.

The Diocesan Youth Service

Tel: 01727 818160. Fax: 01727 844469

Email: [admin@voicemail.org.uk](mailto:admin@voicemail.org.uk) Website: [www.voicemail.org.uk](http://www.voicemail.org.uk)

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## EDUCATION FOR DISCIPLESHIP

Adult learning has long been part of the life of the Church in this diocese. The St Albans Centre for Christian Studies, based at the Abbey, continues to make an enormous contribution and Learning Together at Welwyn Garden City has become an established centre for adult Christian Development.

Both of the above, and other examples throughout the diocese, operate independently but are open to anyone. The Ministry Development Department at the Diocesan Office also provides opportunities for learning and training, both for those in licensed ministries (clergy and readers) and other lay members of the Church.

Part of the Local Ministry Officer's brief is adult Christian Development and several initiatives have been taken to encourage adult learning. These include:

### § ***Growing Together in Christ***

This is a one year course for all adults, of any denomination and none, who would like to link their faith with daily living and deepen their understanding of what it is to be a Christian. *Growing Together* is also a foundation course for people beginning to explore Christian ministry either as readers or members of local ministry teams.  
(For the latter see *Local Ministry elsewhere in this Handbook*)

### § ***Away Days for PCC members and other Church groups***

The Local Ministry Officer helps to lead an increasing number of these covering a wide range of subjects to do with new patterns of ministry and building up the Body of Christ.

§ ***Short courses*** on subjects related to adult learning, pastoral care, experiential Bible Study, etc.

For further details contact the Local Ministry Officer at the

Ministry Development Department  
Telephone: 01727 818151

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## EASTERN REGION MINISTRY COURSE

The Eastern Region Ministry Course is a part-time Course of theological education and training recognised by the Church of England, the United Reformed Church and the Methodist Church as a preparation for ordination. In both its gathered and dispersed life, it is a fellowship of people who believe they have been called to minister in the Church and for the world. They belong to the Course as a means of testing and training for this ministry and bring with them the experience of life and discipleship in the world.

Students come to the Course with a great variety of background experience and range in age from thirty to post-retirement. Some are trained for a ministry focused in the local Church and community, others to be primarily ministers in the work place.

They may be training for stipendiary or non-stipendiary ordained ministry or as Readers or other forms of accredited lay ministry.

For most students, the programme is a three-year course, combining academic study, activities in local Church contexts and a programme of residential weekends and a Summer School.

The Course serves the Church of England Dioceses of St Albans, Ely, Norwich, Peterborough, St Edmundsbury and Ipswich, the Diocese in Europe and the Methodist and United Reformed Churches in the same region. ERMCM is a member of the Cambridge Theological Federation and has extensive links with other Church training institutions in the region. The programme is delivered through evening meetings at St Albans Abbey (Thursdays in term time) or through a dispersed learning programme, where students work one-to-one with a Tutor. Most students are studying for the BA in Christian Theology, validated by Anglia Ruskin University, or for the same University's MA in Pastoral Theology. A smaller number of theology graduates undertake ERMCM's 'Peterborough Project' of full-time, mixed-mode training, with intensive experience in local Churches alongside study for the MA. On Thursday evenings, and throughout the residential programme, learning is set within a context of prayer and corporate worship.

The core staff are assisted by other colleagues from within the Cambridge Theological Federation and the region and by the involvement of many local clergy and others as Supervisors and Tutors.

For further information contact: ERMIC, 5 Pound Hill, Cambridge CB3 0AE  
Telephone: 01223 741026; Fax: 01223 741027; e-mail: [secretary@ermc.cam.ac.uk](mailto:secretary@ermc.cam.ac.uk)

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## THE READER TRAINING SCHEME

### Initial training

Anyone selected as a candidate for Readership joins the St. Albans Diocesan Reader Training Scheme (RTS). This provides a student-centred approach to training.

Candidates are encouraged to take responsibility for their own learning. They can tailor their training to the time they have available for it, to their financial needs, and to their preferred methods of working. They can also set (within reasonable limits) the length of time that is required to complete the training. Proper account is taken of students' past qualifications and experience, so that they can benefit from a training programme adapted to their particular needs.

Students are enabled to develop their working knowledge of the Bible, reflect on the doctrines, traditions and history of the Church, and explore the theology of worship. At the same time they reflect critically on the contemporary context in which their ministry is exercised, and are encouraged to develop the necessary skills and competencies required of someone exercising the ministry of a Reader.

Students are helped to develop skills in theological reflection and throughout initial training the student's own spirituality is nurtured and their sense of being called by God to share in the mission of the Church in specific ways is kept under constant review.

Wherever possible, people and groups within the home parish assist their students in different aspects of training. In this way learning becomes a shared experience, and a proper balance can be maintained between individual and group activities.

In this Diocese students have access to an enormous range of learning opportunities - college and centre-based courses; distance learning; short courses, weekend and day activities provided by diocesan and secular agencies; books, radio, television, DVDs and learning resources on the internet. They are encouraged to make use of as wide a variety as possible during training so that, in exercising their Reader ministry, they will be familiar with resources that will both sustain them in their own continuing ministerial education, and also be open to other people who wish to pursue their own Christian learning.

The RTS maintains links between all students, whichever programmes of learning they might be following, and provides or sponsors a number of group learning activities.

Each student has a personal tutor to help them acquire their academic learning and

a pastoral supervisor to help with the development of skills and competencies.

The RTS is subject to regular inspection by moderators appointed by the Ministry Division of the Archbishops' Council. On successful completion of the training scheme students gain the Church of England Readers' Certificate, the national accreditation for Readers.

### **Continual Ministerial Education for Readers**

CME 1-4 is provided for all newly admitted and licensed Readers. In addition, the Diocesan Readers' Association arranges a Study Day in the Spring and a Quiet Day in the Autumn each year open to all Readers and trainees. The Central Readers' Council sponsors training events each year, one of which is a week long summer course held at Selwyn College, Cambridge. The Diocesan CME Office is able to offer some funding to assist Readers with CME and the Diocesan Readers Association also has some limited funds which may be available for this purpose.

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## RESPONSE TO MAJOR INCIDENTS

When a major incident (for example a rail or aeroplane crash, or a motorway chemical spillage) occurs a multi-agency response is required which involves emergency, hospital, local authority and other related services. In Hertfordshire the co-ordination of this approach is performed through the Hertfordshire Emergency Services Major Incident Committee (HESMIC).

If there is a requirement for clergy to be involved, the County Council will call on our diocesan response.

The procedure and framework in place for our response is organised by the Convenors for the Clergy Accident Teams for Hertfordshire and Bedfordshire. This is based on a plan drawn up by the Convenors together with the County Council, and based on an organised call out of Clergy Accident Teams. For **Hertfordshire** Clergy the Civil Emergency and Disaster Plan on a yellow sheet (see I11a) has been distributed via the bundle and should be held by all the clergy.

It is most important that clergy do not try to attend the scene of a major incident unless directed to do so as part of this procedure and plan.

The names of the Convenors for the Clergy Accident Teams can be found in the Diocesan Directory at the end of the section on Diocesan Officials.

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## **HERTFORDSHIRE EMERGENCY CO-ORDINATING GROUP (HEMCOG)**

### **Civil Emergency and Disaster Plan**

**PLEASE DISPLAY THIS DOCUMENT IN A PROMINENT POSITION IN YOUR HOME OR OFFICE**

**ENSURE THAT IF YOU MOVE ON YOUR SUCCESSOR IS AWARE OF ITS CONTENTS**

A comprehensive Clergy Plan involving a call-out procedure for nominated clergy is in place and is the recognised basis on which Clergy of all denominations and faith communities might be called to minister at a major Civil Emergency or Disaster in Hertfordshire.

WITH THE EXCEPTION OF HOSPITAL, POLICE, FIRE, AMBULANCE, AND INDUSTRIAL CHAPLAINS WHO MAY BE SUBJECT TO SEPARATE INSTRUCTIONS THE FOLLOWING APPLIES TO ALL CLERGY WHO ARE NOT DESIGNATED AS HEMCOG DEANERY CLERGY REPRESENTATIVES:

1. Wait at your normal place of residence until you are called by the Deanery Representative and asked to join a Response Team (unless a major incident is very close to you and circumstances over-ride the following instructions). The police will not allow you onto the scene of a major incident without authority from the Clergy Convenor (See below).
2. Assemble items appropriate for the type of ministry you could be asked to perform at the scene of an incident, at a mortuary or when at a reception area for relatives. This may include: a bible, prayer cards, communion set, oils etc. (according to the tradition of your church). A charged up mobile phone, refreshments and any personal medication (in case of a long shift), your Diocese of St Albans Photo ID, note book, pen and a reflective tabard should also be to hand.
3. On receiving a call out request carefully write down all appropriate details including the name of the contact and the address and phone number of the place you are being deployed. Make a careful note of how to access the site along with the directions for finding it if you are not already certain of its location.
4. Report to the place instructed wearing distinctive clerical dress (if appropriate) and your Photo ID. Note: Clergy without St Albans Diocese/

Hertfordshire County Council approved photo ID will be denied access! (Apply for your badge today via the Convenor, see details below). You may be issued with a Chaplain's tabard or other identifying apparel to help the Emergency Services and public know you are official, wear it if instructed to do so.

5. Ensure that you are properly briefed when you arrive and that you know the exact task you have to do and how long you are on duty. Make notes in your note book of any action you take at the scene of an incident as you may need to be accountable later.

6. At the end of your specified period of ministry report back to the Convenor/Deanery Rep at the Ministry Centre (if there is one), or by telephone, to pool information and update colleagues.

### THREE IMPORTANT THINGS TO REMEMBER

**Do not go to the site of a disaster or emergency unless you are asked to do so.**

The Police will turn away anyone unless they are front line emergency personnel or clergy with the appropriate and pre-arranged authorisation from the Clergy Convenor.

**Do not talk to the press without authority.**

All communications with the media are handled by a central co-ordinating body on behalf of all agencies involved. The Diocesan Press Officer in conjunction with senior diocesan staff will arrange any appropriate clergy response. What you have to say might contradict or jeopardize other aspects of the situation.

**Do not feel you have been overlooked or are not required if you have not been asked to do something in the first few hours.**

It may take some time before you are needed, or you may not be required at all. At large incidents several teams may be needed over many days and so some people will be kept in reserve. This will require a spirit of mutual co-operation and flexibility.

Issued by HEMCOG Clergy Convenor.

For more information see the current Diocesan Directory

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## VERULAM HOUSE FUND TRUST

The Trust has money available for the promotion of spirituality, education, service and witness in the Diocese of St. Albans.

The sale proceeds of the former Verulam House are held upon trust and the income used:

- (i) in supporting diocesan, deanery or parish projects;
- (ii) in granting bursaries to individuals within the diocese.

There are eight trustees, one appointed by the Bishop, one elected by the Diocesan Board of Finance and six elected by the Diocesan Synod. The Trustees meet four times a year, in February, May, July and October to consider applications.

All applications are welcome and forms are available from the Diocesan Office, or can be downloaded from the Diocesan website [www.stalbans.anglican.org](http://www.stalbans.anglican.org)

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## RETREAT HOUSES AND CONFERENCE CENTRES

### Retreat Houses

The best place to look for Retreat Houses is through the Retreat Association. They have a very helpful website: [www.retreats.org.uk](http://www.retreats.org.uk), or you can contact them at:

The Central Hall,  
256 Bermondsey Street  
London, SE1 3YJ

Tel: 0845 456 1429 or 020 7357 7736

email: [info@retreats.org.uk](mailto:info@retreats.org.uk)

uk

The Anglican Communion has a list of all Anglican Religious Communities, which often offer retreat accommodation. Their website is: [www.anglicancommunion.org](http://www.anglicancommunion.org), or contact:

The Anglican Communion Office  
St Andrew's House  
16 Tavistock Crescent  
London, W11 1AP

Tel: 020 7313 3900

### Conference Centres

Many of the Retreat Houses also offer conference, or away-day facilities. The following are in addition to those you can find through the Retreats Association:

**All Nations Christian College** Easneye, Ware,  
[www.allnations.ac.uk](http://www.allnations.ac.uk) Herts, SG12 8LX  
Tel: 01920 461243

Smaller groups are possible anytime, but full facilities are only available in the vacations.

**Hayes Conference Centre** Swanwick  
[www.cct.org.uk/thehayes](http://www.cct.org.uk/thehayes) Derbyshire, DE55 1AU  
Tel: 01773 526000

Conference facilities for up to 400 delegates

**High Leigh Conference Centre**

[www.cct.org.uk/highleigh](http://www.cct.org.uk/highleigh)

Lord Street, Hoddesdon  
Herts EN11 8SG

Tel: 01992 463016

Facilities for up to 200 for residential or day conferences.

**Kings Park Conference and Sports Centre**

[www.actioncentres.co.uk](http://www.actioncentres.co.uk)

Kings Park Road  
Northampton, NN3 6LL

Tel: 01604 493111

Residential facilities for up to 100 people in twin bedded rooms, or 175 for away-days.

**Oak Hill College**

[www.oakhill.ac.uk](http://www.oakhill.ac.uk)

Chase Side  
Southgate  
London, N14 4PS

Tel: 020 8449 0467

Facilities for conferences or away-days for up to 50 people.

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## REACH OUT PROJECTS

formally known as: The Diocese of St Albans Community Project

### ***Providing opportunities for people to develop their potential***

**Reach Out Projects** is a registered charity that was set up in 1981 to provide resources to support youth work in the Anglican Diocese of St Albans. It operates as an independent trust whilst continuing to work closely with the Diocese. It operates out of the Diocesan Office in St Albans.

### **Core Purpose**

Reach Out Projects exists to provide opportunities for people to develop their potential. We do this through:

offering positive experiences	building relationships
enabling teamwork	exploring community by experiencing it
providing inspiration	opportunity to reflect

### **How We Act**

We seek to offer opportunities through:

ROP Waterways Experience providing self-steer and skippered canal boats for day and residential periods.

The Chellington Centre in rural North Bedfordshire, for residential and day use.

### **Core Values**

The core values that underpin our work are that we:

- care about the quality of the experience
- believe in the value of community
- have respect for others with regard to their religion, ability, race and gender
- make a real difference through practical Christian action
- express God's love into the community
- reflect the Gospel's concern for the weak and vulnerable
- promote development through fun and learning
- offer hope where there is none
- grow by putting something back into the community

Resources are available to Christian and other voluntary organisations, and those working with young people in the community.

### **The Canal Boat Fleet**

An ideal activity for any group of up to 12 people. Larger groups can book more

than one boat. The whole experience can be used to involve the group - planning where you are going, what to eat, where and when to stop! It's a residential experience with a difference.

**Wide Beam Boats, Shel Drake II & Close Shave** -skipped boats with wheelchair access to bow and stern giving people the opportunity to actively participate in their time away.

Available for day trips (12 people) or longer holidays (10 people).

**Narrow Boat, Narrow Escape** is available for self-steer hire and can accommodate 12 people. Ideal for youth groups that wish to create their own unique holiday experience.

All hirers for self steer are required to hold a recognised certificate for competence in canal boat handling. ROP runs regular training days and weekends.

More information from [www.reachoutprojects.org.uk](http://www.reachoutprojects.org.uk)

### **Chellington Residential Centre**

Situated in stunning Bedfordshire countryside the Chellington Residential and Conference Centre is available for use by youth, voluntary and community organisations, schools, clubs and societies. Chellington provides opportunities for personal development, team building and fellowship.

It is basic but beautiful; the young people who have visited have responded to its simplicity, spectacular location, and its quietness.

Recently extended and refurbished it provides accommodation of the highest standard particularly ensuring access for people with special needs and physical disabilities.

It is a powerful place, perhaps because it was for centuries a place of worship, or because of the history of the building, or maybe because of the stunning landscape in which it sits in rural Bedfordshire.

Surrounded by fields, farms and idyllic villages people are moved by this special place

More information from [www.chellington.org.uk](http://www.chellington.org.uk)

### **Enable Holidays**

The Enable Holidays are aimed at people who have special needs or physical disabilities. So that we can be sure they will have a great time each young person is assessed to ensure that we can provide the right support for their needs. Most participants come from Bedfordshire and Hertfordshire, although you do not have to live within either of these counties to join an Enable Holiday.

Enable Holidays Programme, which has been running for around 15 years, is jointly organized by Reach Out Projects and the St Albans Diocesan Youth Service.

All our holidays are aboard one of our two wide beam boats – Close Shave or Sheldrake II. Each holiday is open to young people aged 11 to 18 years. In addition to the day to day activities involved in a group living and working on a canal boat for a week, the trip is likely to include a visit to the cinema, swimming at a leisure centre and a barbecue as well as shopping, cooking, working locks and steering the boat. Enable Holidays normally take place during the May half-term, the summer holidays and October half-term.

Taking people who have special needs out of their usual environment can make such a difference and the outcomes that come from a trip are so rewarding. It gives individuals inspirational and positive experiences, including team building tasks, relationship building, self-development, education and inspiration.

### **Bursaries**

Reach Out Projects has a small bursary fund which is available to subsidise some of the costs of special needs groups booking our resources.

### **Volunteers**

Over 70 people give time to Reach Out Projects in a range of volunteer roles at The Chellington Centre, the canal boats and office covering a wide range of roles. There is always room for more!

For information on any aspect of **Reach Out Projects**, including booking resources contact:

Reach Out Projects, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

Tel: 01727 818168 Fax: 01727 844469.

E-mail: [admin@reachoutprojects.org.uk](mailto:admin@reachoutprojects.org.uk) Website: [www.reachoutprojects.org.uk](http://www.reachoutprojects.org.uk)

Registered No: 1602684 Charity No: 286212

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**May 2006**

## RESOURCES FOR LEARNING AT THE CATHEDRAL

### St Albans Cathedral Education Trust

Educational activities at the Cathedral are organised through an independent educational charity, the trustees of which are drawn from the Education Authorities across the diocese, the Diocesan Board of Education, ecumenical partners and the wider community. The work of the Trust has two main divisions, St Albans Centre for Christian Studies and the Education Centre. The Trust is a body in association with Churches Together in Hertfordshire and works in association with ERMC who also deliver courses at the Abbey.

### St Albans Centre for Christian Studies

Founded in 1975 the Centre offers a varied programme of events designed to promote education for discipleship for people committed to the Christian faith and to offer opportunities for people of all faiths or none to explore questions of belief, ethics and religious studies. From September 2006 the centre will be offering courses accredited through the National Open College Network. The Centre also works in partnership with the University of Cambridge's Institute of Continuing Education. The Centre's programme includes a one year, 30 evening sessions, Certificate in Theology course, ten week courses, study days and occasional conferences: details can be found in the education section of the cathedral's web site, [www.stalbanscathedral.org.uk](http://www.stalbanscathedral.org.uk) or by contacting the Centre at The Cathedral and Abbey Church of St Alban, Sumpter Yard, St Albans, Hertfordshire AL1 1BY, 01727 890205, email: [study-centre@stalbanscathedral.org.uk](mailto:study-centre@stalbanscathedral.org.uk) .

### The Education Centre

The Cathedral Education Centre has established an international reputation as a leading centre for heritage education and has won numerous awards for its work with schools and teachers. Using the cathedral as an educational resource, and a wide range of imaginative teaching methods, the Centre provides trails, workshops and learning opportunities directly linked to the National Curriculum. Although working mainly with school groups across the full age range, the Centre is also able to arrange activities for youth organisations and parish groups and offers in-service training events for teachers. Full information and on-line booking is available via the education pages of the cathedral web site, [www.stalbanscathedral.org.uk](http://www.stalbanscathedral.org.uk) , or by contacting the Education Officer at The Education Centre, Cathedral and Abbey Church of St Alban, Sumpter Yard, St Albans, Hertfordshire AL1 1BY, 01727 890212, email: [education@stalbanscathedral.org.uk](mailto:education@stalbanscathedral.org.uk) . There is a bursary scheme to

enable schools serving disadvantaged communities to take part in the Centre's activities without charge.

## **The Hudson Library**

The Hudson Library, situated on the first floor of the Chapter House, contains over 15,000 books. The emphasis is on contemporary theological works, but philosophy, psychology and counselling are well represented. There is also a collection of local history material available for reference by appointment. The library is open to all, and aims to support the needs of clergy of all denominations, church groups, students from sixth form to further and higher education, and people training for ministry. The library works in partnership with ERMIC and St Albans Centre for Christian Studies to provide resources to support their certificate, BA and MA programmes. Reference use of the library is free, but there is a modest annual charge for those wishing to borrow books. For details of opening times or further information see the library page in the education section of the cathedral web site, [www.stalbanscathedral.org.uk](http://www.stalbanscathedral.org.uk) , or contact the Librarian, Cathedral and Abbey Church of St Alban, Sumpter Yard, St Albans, Hertfordshire AL1 1BY, 01727 830576, email: [library@stalbanscathedral.org.uk](mailto:library@stalbanscathedral.org.uk)

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**February 2006**

## CATHEDRAL, PILGRIMS AND VISITORS

The Abbey has always been a place of pilgrimage, and visitors from the diocese are particularly welcome; indeed volunteers from all over the diocese come to act as Welcomers to other visitors.

Many parts of the regular round of services bring people from around the diocese to the Cathedral: the Maundy Thursday Blessing of Oils, Ordinations at Pentecost and Michaelmas and regular diocesan confirmation services. As well as these there are:

### SPECIAL EVENTS

There are two major pilgrimages a year, at Easter and Albantide, and everyone in the diocese, individuals and groups are invited to take part.

**The Easter Pilgrimage** on Easter Monday started as a youth pilgrimage for the diocese, but is now for groups of all ages, many of which walk at least part of the way from their parish to assemble on the Abbey Orchard before entering the church for an informal communion service.

**The Albantide Pilgrimage**, held on the Saturday nearest to St Albans Day, attracts pilgrims from all over the diocese and the country to the Shrine of Britain's first Christian martyr. In 2005 the first of many large puppets and carnival costumes were commissioned to enliven the telling of the Alban story and lead the Procession from Verulamium to the Abbey, in the steps of Alban.

### SPECIAL VISITS

There are a few evenings free each month when you can arrange a special parish visit, whilst the Cathedral is closed to the public. There is flexibility about the content of the visit, but it often includes an hour's tour looking at the history of the building and the life of the Cathedral today, refreshments, discussion, prayer and an opportunity to visit the bookstall.

Daytime group visits can be booked to include a general guided tour, a more specialised tour to reflect particular interests, and refreshments in the Café. Parish groups can time their visit to coincide with the midday Eucharist (12 noon Monday to Saturday, Roman Catholic Mass on Friday) or with Choral Evensong (term time, 5.00pm Monday to Friday, 4.00pm Saturday)

The Cathedral also welcomes children's and youth groups and will try to arrange a programme to suit each one.

## **PARISH OR DEANERY SERVICES**

The Cathedral is always happy to arrange pilgrimage visits for parishes, deaneries or church groups, which can include their own services in the Shrine Chapel or Lady Chapel when the Cathedral diary permits.

For further details about any of these please contact the Deputy Administrator on 01727 890245 or [depadmin@stalbanscathedral.org.uk](mailto:depadmin@stalbanscathedral.org.uk). Alternatively, visit [www.stalbanscathedral.org.uk](http://www.stalbanscathedral.org.uk)

We would love to welcome you to your Cathedral.

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**March 2006**