

# ST HILDA'S ASHFORD



## THE THIRD SUNDAY IN LENT 10AM 08 MARCH 2026

The Sunday service is livestreamed and can be viewed later our Facebook page  
[https://www.facebook.com/StHildaAshford/live\\_videos](https://www.facebook.com/StHildaAshford/live_videos)  
or see: <https://www.youtube.com/@sthildachurch8263>

*Welcome to St Hilda's. We are delighted that you are able to share in our morning worship today,*

*If you are new to the church please do take time to introduce yourself to the people at the back of the church and to the ministry team at the end of the service. We would be delighted to meet you.*

*If you are able please join us for tea or coffee after the service so we can get to know one another.*

*Should you need any help during the service please do not hesitate to ask those around you and we are sure they will be able to support you.*

*There is a toddler's corner in the north aisle which young children are very welcome to use, and there activity sheets are available to occupy them.*

*Please indicate to the priest if you want a gluten free wafer during communion*

We encourage parishioners to donate via PARISH GIVING:

<https://www.parishgiving.org.uk/donors/find-your-parish/ashford-st-hilda-ashford/>



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## THE GATHERING

### Introit Hymn

Firmly I believe and truly  
God is Three, and God is One;  
And I next acknowledge duly  
Manhood taken by the Son.

And I trust and hope most fully  
In that Manhood crucified;  
And each thought and deed unruly  
Do to death, as he has died.

Simply to his grace and wholly  
Light and life and strength belong,  
And I love supremely, solely,  
Him the holy, him the strong.

And I hold in veneration,  
For the love of him alone,  
Holy Church as his creation,  
And her teachings are his own.

Adoration ay be given,  
With and through the angelic host,  
To the God of earth and heaven,  
Father, Son and Holy Ghost.

*[John Henry Newman. Music © Oxford University Press]*

### The Greeting

In the name of the Father, and of the Son,  
and of the Holy Spirit.

**All Amen**

The Lord be with you

**All and also with you.**

*Words of welcome are said. We pray with Junior Church.*

## **Prayer of Preparation**

**All** Almighty God,  
to whom all hearts are open,  
all desires known,  
and from whom no secrets are hidden:  
cleanse the thoughts of our hearts  
by the inspiration of your Holy Spirit,  
that we may perfectly love you,  
and worthily magnify your holy name;  
through Christ our Lord.  
Amen.

## **Prayers of Penitence**

When the Lord comes,  
he will bring to light the things now hidden in darkness,  
and will disclose the purposes of the heart.  
Therefore, in the light of Christ let us confess our sins.

**All** Almighty God, our heavenly Father,  
we have sinned against you  
and against our neighbour  
in thought and word and deed,  
through negligence, through weakness,  
through our own deliberate fault.  
We are truly sorry and repent of all our sins.  
For the sake of your Son Jesus Christ,  
who died for us, forgive us all that is past  
and grant that we may serve you in newness of life  
to the glory of your name.  
Amen.

## **Kyrie Eleison**

Kyrie eleison

**Kyrie eleison**

Christe eleison

**Christe eleison**

Kyrie eleison

**Kyrie eleison**

## **Absolution**

Almighty God,  
who forgives all who truly repent,  
have mercy upon you,  
pardon and deliver you from all your sins,  
confirm and strengthen you in all goodness,  
and keep you in life eternal;  
through Jesus Christ our Lord.

**All Amen**

## **The Collect -**

*The Collect for the Week is said after a moment of silence*

Eternal God,  
give us insight  
to discern your will for us,  
to give up what harms us,  
and to seek the perfection we are promised  
in Jesus Christ our Lord.

**All Amen**

## **THE LITURGY OF THE WORD**

### **Old Testament Reading**

## **New Testament Reading** - Romans 5:12–19

Therefore, just as sin came into the world through one man, and death came through sin, and so death spread to all because all have sinned— sin was indeed in the world before the law, but sin is not reckoned when there is no law. Yet death exercised dominion from Adam to Moses, even over those whose sins were not like the transgression of Adam, who is a type of the one who was to come.

But the free gift is not like the trespass. For if the many died through the one man's trespass, much more surely have the grace of God and the free gift in the grace of the one man, Jesus Christ, abounded for the many. And the free gift is not like the effect of the one man's sin. For the judgement following one trespass brought condemnation, but the free gift following many trespasses brings justification. If, because of the one man's trespass, death exercised dominion through that one, much more surely will those who receive the abundance of grace and the free gift of righteousness exercise dominion in life through the one man, Jesus Christ.

Therefore just as one man's trespass led to condemnation for all, so one man's act of righteousness leads to justification and life for all. For just as by the one man's disobedience the many were made sinners, so by the one man's obedience the many will be made righteous..

*At the end the reader may say*

This is the word of the Lord.

**All Thanks be to God.**

## Gradual Hymn:

O for a closer walk with God,  
A calm and heavenly frame;  
A light to shine upon the road  
That leads me to the Lamb!

Return, O holy Dove, return,  
Sweet messenger of rest;  
I hate the sins that made thee mourn  
And drove thee from my breast.

The dearest idol I have known,  
Whate'er that idol be  
Help me to tear it from thy throne,  
And worship only thee.

So shall my walk be close with God,  
Calm and serene my frame;  
So purer light shall mark the road  
That leads me to the Lamb.

*[William Cowper]*

## Gospel Reading - Matthew 26:36–42

Praise to you, O Christ, King of eternal glory.  
The Lord is a great God,  
O that today you would listen to his voice.  
Harden not your hearts.

**All Praise to you, O Christ, King of eternal glory.**

Hear the Gospel of our Lord Jesus Christ according to Matthew

**All Glory to you, O Lord.**

Then Jesus went with them to a place called Gethsemane; and he said to his disciples, 'Sit here while I go over there and pray.' He took with him Peter and the two sons of Zebedee, and began to be grieved and agitated. Then he

said to them, 'I am deeply grieved, even to death; remain here, and stay awake with me.' And going a little farther, he threw himself on the ground and prayed, 'My Father, if it is possible, let this cup pass from me; yet not what I want but what you want.' Then he came to the disciples and found them sleeping; and he said to Peter, 'So, could you not stay awake with me one hour? Stay awake and pray that you may not come into the time of trial; the spirit indeed is willing, but the flesh is weak.' Again he went away for the second time and prayed, 'My Father, if this cannot pass unless I drink it, your will be done.'

*After the reading:*

This is the Gospel of the Lord.

**All Praise to you, O Christ.**

*The choir chant the Lord's prayer*

**The Sermon** – *All sit*

**The Creed**

Let us declare our faith in God, Father, Son and Holy Spirit.

**All We believe in one God, the Father, the Almighty,  
maker of heaven and earth,  
of all that is, seen and unseen.**

**We believe in one Lord, Jesus Christ,  
the only Son of God,  
eternally begotten of the Father,  
God from God, Light from Light,  
true God from true God,  
begotten, not made, of one Being with the Father;  
through him all things were made.**

**For us and for our salvation he came down from heaven,  
was incarnate from the Holy Spirit and the Virgin Mary  
and was made man.**

**For our sake he was crucified under Pontius Pilate;  
he suffered death and was buried.**

**On the third day he rose again  
in accordance with the Scriptures;**

**he ascended into heaven**

**and is seated at the right hand of the Father.**

**He will come again in glory to judge the living and the dead,  
and his kingdom will have no end.**

**We believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is worshipped and glorified,  
who has spoken through the prophets.**

**We believe in one holy catholic and apostolic Church.**

**We acknowledge one baptism for the forgiveness of sins.**

**We look for the resurrection of the dead,**

**and the life of the world to come.**

**Amen.**

## **Prayers of Intercession**

We pray to the Lord for courage to give ourselves to him  
this Lent.

*The prayers end with the following:*

Merciful Father,

**All accept these prayers  
for the sake of your Son  
our Saviour Jesus Christ.  
Amen.**

## THE LITURGY OF THE SACRAMENT

### **The Peace** – *All stand*

Since we are justified by faith,  
we have peace with God through our Lord Jesus Christ,  
who has given us access to his grace.

The peace of the Lord be always with you

**All and also with you.**

Let us offer one another a sign of peace.

*All may exchange a sign of peace.*

### **Offertory Hymn**

*During this hymn a collection will be taken. You can use the QR code on page 3, and on the back of the chairs, for online donations.*

**Come down, O love divine, seek thou this soul of mine,  
And visit it with thine own ardour glowing;**

**O Comforter, draw near,**

**Within my heart appear,**

**And kindle it, thy holy flame bestowing.**

**O let it freely burn, till earthly passions turn**

**To dust and ashes in its heat consuming;**

**And let thy glorious light**

**Shine ever on my sight,**

**And clothe me round the while my path illuming.**

**Let holy charity mine outward vesture be,**

**And lowliness become mine inner clothing;**

**True lowliness of heart,**

**Which takes the humbler part,**

**And o'er its own shortcomings weeps with loathing.**

And so the yearning strong, with which the soul will long,  
Shall far outpass the power of human telling;  
For none can guess its grace,  
Till he become the place  
Wherein the Holy Spirit makes his dwelling.

*[Bianco de Siena tr. R. F. Littledale]*

*The table is prepared, and bread and wine are placed upon it.*

God of life, saviour of the poor,  
receive with this offering  
gratitude for your goodness, penitence for our pride  
and dedication to your service  
in Jesus Christ our Lord. **Amen.**

## **Eucharistic Prayer**

The Lord be with you

**All and also with you**

Lift up your hearts.

**All We lift them to the Lord.**

Let us give thanks to the Lord our God.

**All It is right to give thanks and praise.**

Father, we give you thanks and praise  
through your beloved Son Jesus Christ, your living Word,  
through whom you have created all things;  
who was sent by you in your great goodness to be our Saviour.

By the power of the Holy Spirit he took flesh;  
as your Son, born of the blessed Virgin,  
he lived on earth and went about among us;  
he opened wide his arms for us on the cross;  
he put an end to death by dying for us;  
and revealed the resurrection by rising to new life;  
so he fulfilled your will and won for you a holy people.

For in these forty days  
you lead us into the desert of repentance  
that through a pilgrimage of prayer and discipline  
we may grow in grace  
and learn to be your people once again.  
Through fasting, prayer and acts of service  
you bring us back to your generous heart.  
Through study of your holy word  
you open our eyes to your presence in the world  
and free our hands to welcome others  
into the radiant splendour of your love.

As we prepare to celebrate the Easter feast  
with joyful hearts and minds we bless you for your mercy  
and join with saints and angels for ever praising you and  
singing:

**All Holy, holy, holy Lord,  
God of power and might,  
heaven and earth are full of your glory.  
Hosanna in the highest.  
Blessed is he who comes in the name of the Lord.  
Hosanna in the highest.**

Lord, you are holy indeed, the source of all holiness;  
grant that by the power of your Holy Spirit,  
and according to your holy will,  
these gifts of bread and wine  
may be to us the body and blood of our Lord Jesus Christ;  
who, in the same night that he was betrayed,  
took bread and gave you thanks;  
he broke it and gave it to his disciples, saying:  
*Take, eat; this is my body which is given for you;  
do this in remembrance of me.*

In the same way, after supper  
he took the cup and gave you thanks;

he gave it to them, saying:

*Drink this, all of you;*

*this is my blood of the new covenant,*

*which is shed for you and for many for the forgiveness of sins.*

*Do this, as often as you drink it, in remembrance of me.*

Great is the mystery of faith :

**All Christ has died:**

**Christ is risen:**

**Christ will come again.**

And so, Father, calling to mind his death on the cross,  
his perfect sacrifice made once for the sins of the whole  
world;

rejoicing in his mighty resurrection and glorious ascension,  
and looking for his coming in glory,  
we celebrate this memorial of our redemption.

As we offer you this our sacrifice of praise and thanksgiving,  
we bring before you this bread and this cup  
and we thank you for counting us worthy  
to stand in your presence and serve you.

Send the Holy Spirit on your people  
and gather into one in your kingdom  
all who share this one bread and one cup,  
so that we, in the company of Hilda and all the saints,  
may praise and glorify you for ever,  
through Jesus Christ our Lord;

by whom, and with whom, and in whom,  
in the unity of the Holy Spirit,  
all honour and glory be yours, almighty Father,  
for ever and ever.

**All Amen.**

## **The Lord's Prayer**

Standing at the foot of the cross, as our Saviour taught us,  
in the language of our hearts we pray:

***We say the Lord's Prayer in our preferred language***

## **Breaking of the Bread**

*The president breaks the consecrated bread.*

We break this bread to share in the body of Christ.

**All** **Though we are many, we are one body,**  
**because we all share in one bread.**

## **Agnus Dei**

**Jesus, Lamb of God**

**All** **have mercy upon us.**

**Jesus, bearer of our sins,**

**have mercy upon us.**

**Jesus, redeemer of the world,**

**grant us peace**

## **Giving of Communion**

*The president says the invitation to communion*

Jesus is the Lamb of God

who takes away the sin of the world.

Blessed are those who are called to his supper.

**All** **Lord, I am not worthy to receive you,**  
**but only say the word, and I shall be healed.**

**All** We do not presume to come to this your table, merciful Lord,  
trusting in our own righteousness,  
but in your manifold and great mercies.  
We are not worthy  
so much as to gather up the crumbs under your table.  
But you are the same Lord  
whose nature is always to have mercy.  
Grant us therefore, gracious Lord,  
so to eat the flesh of your dear Son Jesus Christ  
and to drink his blood,  
that our sinful bodies may be made clean by his body  
and our souls washed through his most precious blood,  
and that we may evermore dwell in him, and he in us.  
Amen.

*The president and people receive communion.*

*All confirmed Anglicans, as well as all baptized Christians who truly believe in the Lord Jesus Christ and are in a state of grace, are welcome to receive communion, provided they would normally do so in their own church. If you are not receiving communion today, you are warmly invited to come forward for a blessing; please indicate this by bringing your order of service with you.*

## **Communion Hymns**

Take my life, and let it be  
Consecrated, Lord, to thee.  
Take my moments and my days,  
Let them flow in ceaseless praise.  
  
Take my hands, and let them move  
At the impulse of thy love;  
Take my feet, and let them be  
Swift and beautiful for thee.

Take my voice, and let me sing  
Always, only, for my King;  
Take my lips, and let them be  
Filled with messages from thee.

Take my silver and my gold;  
Not a mite would I withhold;  
Take my intellect, and use  
Every power as thou shalt choose.

Take my will, and make it thine;  
It shall be no longer mine;  
Take my heart, it is thine own;  
It shall be thy royal throne.

Take my love; my Lord, I pour  
At thy feet its treasure store;  
Take myself, and I will be  
Ever, only, all for thee.

*[Frances Ridley Havergal]*

Glory be to Jesus, who, in bitter pains,  
Poured for me the life-blood from his sacred veins.

Grace and life eternal in that blood I find;  
Blessed be his compassion, infinitely kind.

Blest through endless ages be the precious stream,  
Which from endless torment doth the world redeem.

Abel's blood for vengeance pleaded to the skies;  
But the blood of Jesus for our pardon cries.

Oft as it is sprinkled on our guilty hearts,  
Satan in confusion terror-struck departs.

Oft as earth exulting wafts its praise on high,  
Hell with terror trembles, heaven is filled with joy.

Lift ye then your voices; swell the mighty flood;  
Louder still and louder praise the precious Blood.

*[Italian (author unknown) tr. Edward Caswall]*

Teach me, my God and King,  
In all things thee to see,  
And what I do in anything  
To do it as for thee!

A man that looks on glass,  
On it may stay his eye;  
Or if he pleaseth, through it pass,  
And then the heaven espy.

All may of thee partake;  
Nothing can be so mean,  
Which with this tincture, 'for thy sake',  
Will not grow bright and clean.

A servant with this clause  
Makes drudgery divine;  
Who sweeps a room, as for thy laws,  
Makes that and the action fine.

This is the famous stone  
That turneth all to gold;  
For that which God doth touch and own  
Cannot for less be told.

*[George Herbert]*

## Prayers after Communion

*Silence is kept after which the post-Communion collect is said.*

Merciful Lord,  
grant your people grace to withstand the temptations  
of the world, the flesh and the devil,  
and with pure hearts and minds to follow you, the only God;  
through Jesus Christ our Lord. **Amen.**

**All** Father of all, we give you thanks and praise,  
that when we were still far off  
you met us in your Son and brought us home.  
Dying and living, he declared your love,  
gave us grace, and opened the gate of glory.  
May we who share Christ's body live his risen life;  
we who drink his cup bring life to others;  
we whom the Spirit lights give light to the world.  
Keep us firm in the hope you have set before us,  
so we and all your children shall be free,  
and the whole earth live to praise your name;  
through Christ our Lord.  
Amen.

*Notices - see pages 22 - 26*

## **THE DISMISSAL**

### **St. Hilda's prayer**

**All** May I be equal to your hope of me.  
If I am weak, I ask that you send only what I can bear.  
If I am strong, may I shrink from no testing  
that shall yield increase of strength  
or win security for my spirit.  
I trust in thee, O Lord.  
I say, 'Thou art my God.'  
My times are in thy hand.  
Amen

## **Blessing**

Christ the Sun of Righteousness shine upon you,  
scatter the darkness from before your path,  
and make you ready to meet him when he comes in glory;  
and the blessing of God almighty,  
the Father, the Son, and the Holy Spirit,  
be among you and remain with you always.

**All Amen.**

Go in the peace of Christ

**All Thanks be to God.**

## **Recessional Hymn**

**All my hope on God is founded;  
He doth still my trust renew,  
Me through change and chance he guideth,  
Only good and only true.  
God unknown, he alone  
Calls my heart to be his own.**

**Pride of man and earthly glory,  
Sword and crown betray his trust;  
What with care and toil he buildeth,  
Tower and temple fall to dust.  
But God's power, hour by hour,  
Is my temple and my tower.**

**God's great goodness eye endureth,  
Deep his wisdom, passing thought:  
Splendour, light and life attend him,  
Beauty springeth out of naught.  
Evermore from his store  
New-born worlds rise and adore.**

**Daily doth th'almighty Giver  
Bounteous gifts on us bestow;  
His desire our soul delighteth,  
Pleasure leads us where we go.  
Love doth stand at his hand;  
Joy doth wait on his command.**

**Still from man to God eternal  
Sacrifice of praise be done,  
High above all praises praising  
For the gift of Christ, his Son.  
Christ doth call one and all:  
Ye who follow shall not fall.**

*[Robert Bridges based on the German of J. Neander]*

*Please join us for tea or coffee after the service*

**Please remember in your prayers this week:**

**THOSE FOR WHOM OUR PRAYERS HAVE BEEN ASKED:**

Ben Bishop, Stan Bishop, Wendy Butt, Brenda Charlton, Tony Charlton  
Tony Diggins, Robert Dobbie, Sheila Freeman, Wendy Grantham,  
Gemma Hart, Kevin Harwood, John Hunt, Lorna Jackson, Carole Kelly,  
Pat Kitto, Pat Kyle, Ray Nation, John Parish, Massimo Pellizzari, Rev  
Chris Rogers, Marion Scholar, Annette Scott, Elsie Stone, Claire West,  
Jeremy Weston, Delia Woodley, Abby, Ben, Christine, Darren, Eva,  
Fiona, Peter, Ramin

**THE RECENTLY DEPARTED:**

Andrew Watson (Bishop of Guildford), Rev Elizabeth Greenwood, June  
Prentice, Irene (Chick) Wilson

**THOSE IN OUR MEMORIAL BOOK THIS WEEK:**

Gordon Laing, Frederick Quiller, Peter William Blundell, Matthew James  
Scott, James Forsbrey, Sheila Du Bock, Dennis Glover, James  
Chippendale

**THOSE PREPARING FOR BAPTISM OR CONFIRMATION:**

Elizabeth, Gabriel, Nima, Malachi, Charlotte, Jenny, Teddy, Oliver,  
Farhad, Khadijeh, Ben, Adam

**Pray for our ALMA twin Parish, Holy Cross Murrupula,  
and for Fr. Domingos and his family**

also for Christians facing persecution in countries such as North Korea,  
Somalia, Libya, Eritrea, Yemen, Iran and Nigeria.

for more details see <https://www.opendoorsuk.org/>

Pray for the areas of the world where there is conflict, including:  
the Middle East including Gaza, the West Bank, Israel and Iran;  
India and Pakistan; Ukraine and Russia; Sudan; Myanmar.

## **SERVICE TIMES next week**

**Wednesday 11<sup>th</sup> March 11.00am**

**Mothering Sunday 15<sup>th</sup> March 10am**

## **NOTICES**

*The deadline for items for the Service Sheet is noon on Thursday.*

Send to [\*\*communication@sthilda.org\*\*](mailto:communication@sthilda.org)

### **Lent Bible Study Groups**

**Monday at 7.30pm** in the Hawley Room in the church hall.

**Tuesdays at 7pm** in the Vicarage.

The playlist for the accompanying videos is at:

[\*\*https://www.youtube.com/playlist?\*\*](https://www.youtube.com/playlist?list=PLrlg28YebzifrCM4eKNtgG11jV71uRc1G)

[\*\*list=PLrlg28YebzifrCM4eKNtgG11jV71uRc1G\*\*](https://www.youtube.com/playlist?list=PLrlg28YebzifrCM4eKNtgG11jV71uRc1G)

### **Community Lunch in church - Wednesday at 12 noon**

### **Mothers' Union Lunch – Tuesday 11th of March at 12.15pm**

in church. Reflections for Lent.

### **Parish Breakfast – Saturday 14<sup>th</sup> March at 9.30am**

### **Feed My Sheep- Tuesday 24th March at 2.30pm**

In the Small Hall. This will be a 'Pick and mix' session.

### **Confirmation Classes** next meetings:

Youth Group (in person) 18<sup>th</sup> March, 15<sup>th</sup> April

Senior Group (on-line) 11<sup>th</sup> March, 25<sup>th</sup> March

The Confirmation Service will be on Sunday 17<sup>th</sup> May 2026

Pascal Candle: The candle which will be prepared at Easter and used for the rest of the year costs £80. If you would like to sponsor it, or contribute towards its cost, please speak to Frances Forsbrey.

**Easter Lilies:** if you would like to donate one or more lilies in memory of a loved one to decorate the church for Easter please take and complete a form (available in church) and give it with the money to a Churchwarden.

### **Garden of Repose**

Following on the success of the Garden of Repose which was created in the Lady Chapel last Easter, we would like to do this again this year. If possible we would like to make it even better than last year, but we cannot do it without the help of the St Hilda's family. Donations of spring flowering plants or small planted up pots/ troughs would be wonderful and will be returned to the donor to enjoy in their own garden or replanted in the church grounds after Easter.

If you would like to help in any way at all, please speak to Pauline Milton.

### **St Hilda Ashford Lent Course – How It Works**

The St Hilda Ashford Lent Course is designed to be explored through a combination of video and shared discussion. Each week includes a recorded talk by a guest speaker, followed by a course manual to help deepen reflection and conversation.

The weekly videos will be released on the Sunday of each week.

Participants are encouraged to watch the video and then use the manual to go deeper into the themes through discussion and prayer. If you are unable to join the Bible study group, please arrange to meet with at least two other people once a week to work through the material together using the manual.

As part of our safeguarding guidelines, we ask that you let us know who is in your group, and where and when you will be meeting.

We hope this course will be a meaningful opportunity to reflect, share, and grow together during Lent.

*Fr Julius*

The video for the third week in Lent can be found via St. Hilda's Facebook page: <https://www.facebook.com/StHildaAshford/>

## **Job Advert:**

### **Parish Administrator**

**Job Title:** Parish Administrator

**Location:** St. Hilda's Church, Ashford

**Reports to** Fr. Julius Anozie, Vicar, and PCC

**Working with** – The Vicar, Wardens, Financial Manager and Treasurer to aid the smooth running of the Church.

**Hours:** TBA

**Salary:** TBA

### **Purpose of the Role**

To support the ministry and mission of the Parish by providing efficient, professional, and confidential administrative services to the clergy, churchwardens and Parochial Church Council (PCC) in accordance with the policies and practices of the Church of England.

### **Key Responsibilities**

#### **1. General Administration**

- Act as the first point of contact for Church enquiries (email, phone and in person)
- Maintain parish records, registers and databases in compliance with GDPR
- Manage the church diary, bookings, (weddings, baptisms and funerals), and room hire arrangements
- Prepare service sheets, notices and parish communications
- Maintain office systems and supplies

#### **2. Support to Clergy and PCC**

- Provide administrative support to Incumbent and ministry team
- Prepare agendas and papers for PCC and Annual Church Meetings (APCM)
- Take and circulate minutes of the meetings
- Maintain confidential personnel and safeguarding records

- Assist with Parish reporting requirements, including statistics for mission returns

### **3. Financial Administration**

- Assist the Treasurer with recording income and expenditure.
- Administer gift aid claims
- Process invoices and maintain financial records as required
- Support preparation of annual accounts

### **4. Communication & Publicity**

- Maintain the Church website and social media platforms
- Produce newsletters and weekly notice sheets
- Liaise with the local community and external organisations
- Promote Church events and activities

### **5. Safeguarding and Compliance**

- To work with the Safeguarding Officer and maintain DBS records and training logs
- Support the parish safeguarding processes in line with the Diocesan policies
- Ensure compliance with the relevant church and charity regulations

## **Person Specifications**

### **Essential**

- Strong administrative and organisational skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information
- Ability to work independently and manage competing priorities
- Sympathy with mission and values of the church

### **Desirable**

- Experience working in a church or charity setting
- Knowledge of Church of England structures and procedures
- Experience with church management software (e.g., ChurchSuite)
- Basic bookkeeping skills

**Key Relationships**

- Incumbent (Vicar)
- Churchwardens
- PCC members
- Parish Treasurer
- Volunteers and ministry leaders
- Diocesan staff

**Other Requirements**

- Flexibility to attend occasional evening meetings (PCC)
- Enhanced DBS check may be required
- Commitment to ongoing professional development



# **Contact Information**

## **Vicar**

Fr. Julius Anozie

[vicar@sthilda.org](mailto:vicar@sthilda.org)

+447359 876498

## **Lay Minister**

Rosalyn Young

[rosalyn@sthilda.org](mailto:rosalyn@sthilda.org)

## **Churchwardens**

Alison Garner

Stuart Young

Email: [warden@sthilda.org](mailto:warden@sthilda.org)

## **PCC Secretary**

Tyler Pannone

Email: [secretary@sthilda.org](mailto:secretary@sthilda.org)

## **PCC Treasurer**

Khadijeh

[treasurer@sthilda.org](mailto:treasurer@sthilda.org)

## **Parish Safeguarding Officer**

Nick Gething

[safeguarding@sthilda.org](mailto:safeguarding@sthilda.org)

## **Church Hall Bookings**

Chris Davenport

01784 252170

### **The Parish Office:**

St Hilda's Church, Stanwell Road, Ashford, Middlesex TW15 3QL

Telephone: 01784 253525 Email: [office@sthilda.org](mailto:office@sthilda.org)

*Office hours are:* Monday by appointment only

Tue: 9am-6pm, Wed: 12 noon-4:00pm, Thur: 9am-6pm

Notices etc. Email: [communcation@sthilda.org](mailto:communcation@sthilda.org)

Website: [www.sthilda.org](http://www.sthilda.org)

Charity Number: 1134119

CCLI: 708985

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