

Your Parish details for the UK Catholic Parish Directory

One set of details is required for each Parish. Some priests cover more than one Parish community in an area. If an area is split into two, three or more Parish communities, then a separate application should be made for each Church and its community at the standard charge.

If a Parish has a Chapel of Ease or a Mass Centre, then these can be included in the main Parish page at NO EXTRA CHARGE. Details for these can be filled out on PAGE 5 at no extra charge. A separate page is required for each Mass Centre.

Parish details on our pages cost £40.00 per individual Parish site. You will be asked to update your details annually for a charge of only £20.00 per update. The Parish Notice Board page is free when it is sent with this form, but it can be updated at any time during the year at £10.00 per change of details.

All these charges are free of VAT at this time, but may be subject to VAT at a future date. Any increases will be published on the 'ukcpd.com' site one month before they come into effect.

All cheques should be made payable to – 'Benet Services'

August 2002

<u>PARISH PAGE DETAILS</u>	
<u>DETAILS REQUIRED</u>	<u>PLEASE COMPLETE</u>
<u>FULL NAME OF CHURCH</u>	
<u>ADDRESS</u>	
<u>PICTURE OF CHURCH</u> A picture of the <u>exterior</u> of the church MUST BE ENCLOSED , one which visitors will easily recognise. It should be in colour. Many people have a digital camera and it may be possible for a parishioner to take a photograph and put it on a floppy disc, or an ordinary photograph will suffice. This must be enclosed (also enclose an addressed envelope if you want the photo/disc returned – we will provide the stamp).	MUST BE ENCLOSED
<u>PARISH PRIEST</u> Name of Parish Priest, and, if you wish, other clergy.	
<u>PICTURE</u> Picture of Parish Priest – it will give instant recognition for the visitor. <i>Optional</i>	ENCLOSED / NOT REQUIRED
<u>MAP</u> Accurate Post Code <u>for the Church must be given</u>	CHURCH POSTCODE REQUIRED
<u>SUNDAY MASS TIMES</u> Details of all current Mass times on Saturday and Sunday.	

<p>HOLIDAYS OF OBLIGATION MASS TIMES Your Mass times are usually standard, so please provide.</p>	
<p>WEEKDAY MASS TIMES Your Mass times are usually standard even if they differ day to day, so please provide.</p>	<p>Monday Tuesday Wednesday Thursday Friday Saturday a.m.</p>
<p>Usual times for EASTER liturgy These times are usually standard in each parish each year. As your page will be updated each year, you will be able to change times in the section easily.</p> <p>If you decide it would be easier for people to contact you, then please indicate this, and give a contact number -</p>	<p>Maunday Thurs. Good Friday Easter Vigil (Saturday) Easter Sunday</p> <p>Telephone:</p>
<p>Usual times for CHRISTMAS liturgy These times are usually standard in each parish each year. As your page will be updated each year, you will be able to change times in the section easily.</p> <p>Most parishes have no evening Mass. If you do, please delete statement and give details -</p> <p>If you decide it would be easier for people to contact you, then please indicate this, and give a contact number -</p>	<p>Carols: Midnight Mass : Christmas Day:</p> <p><u>THERE IS NO EVENING MASS ON CHRISTMAS DAY</u></p> <p>Telephone:</p>
<p>SACRAMENT OF RECONCILIATION Leave statement, or delete and give details -</p>	<p>See notice board at Church for details.</p>
<p>BAPTISMS, WEDDINGS and FUNERALS Please indicate that you agree, or give details -</p>	<p>By arrangement with the Parish Priest</p>
<p>PRESBYTERY ADDRESS If different from the Church address, then please give details including postcode -</p>	
<p>TELEPHONE Please provide.</p>	
<p>FAX If you have this facility, please provide</p>	
<p>e-mail If you have this facility, please provide</p>	
<p>WEB PAGE ADDRESS If you have one, please provide – you will be given a <u>direct link</u> to your website through our page.</p>	
<p>HOW TO GET THERE Please give the POST CODE FOR THE CHURCH. This will be used on your page to give a direct link to a service we use to display a map of your local area pinpointing where you are, making it easy for visitors to find the church</p>	

<p>ANY PARCULIAR ACCESS DETAILS The Church may be on a one way system, or there may be other traffic peculiarities in the vicinity of the Church. Please give details, or state none.</p>	NONE.
<p>PARKING FACILITIES If visitors are attending services, they can be delayed due to difficult parking facilities. Please delete those that do not apply.</p>	PLENTY / LIMITED / STREET PARKING ONLY
<p>HELP FOR THE HARD OF HEARING FACILITIES Is there a loop system?</p>	YES / NO
<p>EASY ACCESS FOR DISABLED</p>	YES / NO
<p>EASILY ACCESSIBLE TOILETS</p>	YES / NO
<p>DISABLED TOILET</p>	YES / NO
<p>NOTICE BOARD This is a separate page on which you can post a special Parish Notice. You may have a project which you want to promote, you may want to give further details of the Parish (members of your Parish committee, social diary, list active organisations, schools and hospitals served etc.), or you may simply want to display your Parish's Mission Statement. Perhaps all these items could be included. Whatever it is, it should be presented on A4, and can be in colour. If enclosed, it should be sent unfolded. While it is expected that most Parishes will send a page for scanning, a digital page in Microsoft Word or Publisher can be added to a digital submission of the Church photograph, and the disc can be returned. If you do not want to use this facility, then the page will be left for future use. (See example on Page 6)</p>	ENCLOSED / NO PAGE REQUIRED
<p>Sponsorship Will your page be sponsored?</p>	YES / NO If yes, please give details of any sponsorship on a separate sheet as per example shown.

Mass Centre details attached: YES / NO

Signed on behalf of Parish: Position:

[PLEASE PRINT YOUR NAME]:

Date:

You will be notified when your page goes live, which will be acknowledgement of the receipt of your details and payment.

You should then notify BENET SERVICES within 2 weeks in writing if there are any errors on the page which should be corrected, at no charge to the Parish.

IT IS SUGGESTED THAT YOU PHOTOCOPY THESE PAGES BEFORE SENDING WITH YOUR CHEQUE FOR £40.00 TO -

'BENET SERVICES', 36 CORALBERRY DRIVE, WORLE, WESTON-SUPER-MARE,
NORTH SOMERSET. BS22 6SG Tel./Fax: 01934 514259

<u>MASS CENTRE PAGE DETAILS</u>	
<u>REQUIRED</u>	<u>PLEASE COMPLETE</u>
FULL NAME OF CHURCH	
SERVED FROM - Name of Church required as cross reference.	
ADDRESS	
PICTURE OF MASS CENTRE A picture of the <u>exterior</u> of the Mass Centre, which visitors will recognise. It should be in colour. Many people have a digital camera and it may be possible for a parishioner to take a photograph and put it on a floppy disc, or an ordinary photograph will suffice. This must be enclosed (also enclose an addressed envelope if you want the photo/disc returned – we will provide the stamp).	<u>MUST BE ENCLOSED</u>
HOW TO GET THERE Please give the <u>POST CODE FOR THE MASS CENTRE</u> . This will be used on your page to give a direct link to a service we use to display a map of your local area pinpointing where you are, making it easy for visitors to find the Mass centre.	<u>POST CODE FOR THE MASS CENTRE MUST BE GIVEN</u>
SUNDAY MASS TIMES Details of all current Mass times on Saturday and Sunday.	
WEEKDAY MASS TIMES If any, delete statement and give details -	NO WEEKDAY MASS
HOLIDAYS OF OBLIGATION MASS TIMES Your Mass times are usually standard, so please provide. Also, indicate here Mass times at Easter and Christmas. If there are masses at the main Parish Church, please indicate and give details -	
ANY PARCULIAR TRAFFIC ACCESS DETAILS The Mass Centre may be on a one way system, or there may be other traffic peculiarities in the vicinity of it. Please give details, or state none.	NONE
PARKING FACILITIES If visitors are attending services, they can be delayed due to difficult parking facilities. Please delete those that do not apply.	PLENTY / LIMITED / STREET PARKING ONLY
HELP FOR THE HARD OF HEARING FACILITIES Is there a loop system?	YES / NO
EASY ACCESS FOR DISABLED	YES / NO
EASILY ACCESSIBLE TOILETS	YES / NO
DISABLED TOILET	YES / NO

ENCLOSE WITH MAIN PARISH DETAILS

EXAMPLE NOTICE BOARD PAGE – A4

<p><u>PARISH STATEMENT:</u></p>	<p><u>PARISH PROJECT:</u></p>						
<p><u>PARISH COMMITTEE:</u></p> <p>Chairman:</p> <p>Secretary:</p> <p>Treasurer:</p> <p>Fabrics:</p>	<p><u>PARISH ORGANISATIONS:</u></p> <p>Catholic Women's League</p> <p>Guild of St. Stephen</p>						
<p><u>CATHOLIC SCHOOLS:</u></p>	<p><u>HOSPITALS & CARE HOMES SERVED:</u></p>						
<p><u>THIS PARISH SITE SPONSORED BY:</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%; text-align: center; vertical-align: middle;"> <p>Stay at</p> </td> <td style="width: 40%; text-align: center; vertical-align: middle;"> <p>"St. Jude's Guest House" (Mr. & Mrs. Smith, 47 Anyplace Road, ANYPLACE Anyshire XX1 1ZZ Telephone: 9999 999 9999 e-mail: smith@overthemoon.net</p> </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> <p>When you visit "ANYPLACE"</p> </td> </tr> <tr> <td colspan="3" style="text-align: center; vertical-align: bottom;"> <p>Comfortable Bed & Breakfast at a reasonable price</p> </td> </tr> </table>		<p>Stay at</p>	<p>"St. Jude's Guest House" (Mr. & Mrs. Smith, 47 Anyplace Road, ANYPLACE Anyshire XX1 1ZZ Telephone: 9999 999 9999 e-mail: smith@overthemoon.net</p>	<p>When you visit "ANYPLACE"</p>	<p>Comfortable Bed & Breakfast at a reasonable price</p>		
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