

# The Emmaus Hub

**Dear Parishioners of Bakewell, Hassop & Matlock,**

As we move forward as two churches, one parish, the road ahead may feel like it's going to be: quite daunting; of concern; stressful or even a wrestle. As we move forward, yes there will have to be changes and compromises along the way, but the supported vision of both myself and Bishop Patrick will be of two communities working collaboratively together on many levels of: leadership; liturgy and celebration. It may seem that Hassop is losing a resident priest as we move forward, but Fr Robbie's time will be spread as much as possible in a 50/50 share on effort and time. As Hassop and Matlock are equally on par in most ways, neither parish will act as the mother parish with the other as a quasi-chapel of ease. You are both healthy successful parishes in your own right, with great community; history; traditions; geography; culture and welcome. I welcome embracing and strengthening each parish to thrive into the future.

We will have to diversify in regards to the practical and financial running of the parishes. The first and important start to this will be **'The Emmaus Hub' – positioned in Matlock's Presbytery**. It will consist of two equal sized large offices next to each other. Each office will house the running of either Hassop or Matlock. It will hold all relevant paperwork and filing for said parish and will be run by Sarah for Hassop and Lucinda for Matlock. Overheads will be reduced, but hours will be levelled out to create an equal support footing for both parishes.

Sarah and Lucinda will then be able to support the Faithful in all their administrative needs, covering for each other on shift, for holidays, sickness etc. We shall be looking at the office hours roughly covering Wednesday, Thursdays and Fridays. The benefit to having Sarah and Lucinda working side-by-side as a team will be that: we can redesign and have a joint newsletter; launch new websites for both parishes that interlink; shared roles admin support.

**Fr Robbie O'Callaghan**

**Vigil Mass - Matlock - 5:00pm,**

**Sunday Mass - Hassop - 9:00am,**

**Sunday Mass - Matlock - 11:00am**

**Monday - Fr Robbie's Day Off**

**Tuesday - Bakewell Community Day - House Masses/Luncheons/Masses/Visits TBA**

**Wednesday Masses - Matlock - 10am & Hassop – Noon**

**Thursday Mass - Matlock - 10am**

**Friday Mass - Matlock - 6:00pm**

**Confession - weeks 1-5**

**Saturdays 1,3 & 5 - Matlock 10:30am - 11:30am**

**Saturdays 2 & 4 - Hassop 10:30am - 11:30am**

**Baptisms - weeks 1-5**

**Saturdays 1,3 & 5 - Matlock - 12:30pm**

**Saturdays 2 & 4 - Hassop - 12:30pm**

**Weddings - As required - Funerals - as required**

Fr Robbie - Parish Priest

Hassop & Matlock  
Finance Committees & Parish Councils

Hassop & Matlock Audit Team  
Reporting to Finance Committee

Sarah  
Hassop  
Office One

Emmaus Hub

Lucinda  
Matlock  
Office Two

**Sarah - Hassop**

1. Hassop Key Contact
2. Hassop Invoices
3. Sacramental Admin
4. Hassop Hall Admin
5. Hassop Gift Aid Admin
6. Hassop Expenses Admin
7. Hassop Accounts Admin
8. Set-Off Account Admin
9. **Hassop OPAS Admin**
10. Hassop Website Feed

**Sarah's Hours:**

Wednesday 8:30am – 1:00pm

Thursday 8:30am – 4:00pm

Friday 1:00pm – 4:00pm

**Team Share**

1. Bulletin Creation
2. Bulletin Printing
3. Bulletin Posting
4. Telephony
5. Hospitality
6. Stationary Ordering
7. Website Admin
8. Cover for each other during shift, holidays and sickness

**Hub Opening Times**

**Wednesday 8:30am – 1:00pm**

**Thursday 8:30am – 4:00pm**

**Friday 1:00pm – 4:00pm**

**Lucinda - Matlock**

1. Matlock Key Contact
2. Matlock Invoices
3. Sacramental Admin
4. Matlock Hall Admin
5. Matlock Gift Aid Admin
6. Matlock Expenses Admin
7. Matlock Accounts Admin
8. Set-Off Account Admin
9. **Matlock OPAS Admin**
10. Matlock Website Feed

**Lucinda's Hours:**

Thursday 8:30am – 4:00pm

Friday 8:30am – 4:00pm

Fr Robbie

**Planning, Finance & Office**

1. Touch Base with Emmaus Hub Office One and Two each day
2. Oversee Accounts and Reports
3. Strategic Planning
4. Hassop & Matlock Projects (Holiday Let & Porch)
5. Quinquennial Oversight
6. Sacramental and Study Course Preparations
7. 6 Month Performance Reviews

**Pastoral**

1. Celebrating Daily Mass
2. 8am, Noon, 5pm and 9pm Prayer
3. Study
4. Visiting the Sick and Housebound Support Appointments alternating at Hassop & Matlock
5. Support School
6. School Governorship
7. Weddings/Funerals