



FRIENDS OF THE HOLY LAND

Patrons Archbishop Vincent Nichols and Archbishop Patrick A. Kelly
National Chairman Dr Michael F. Whelan

PARISH FHL GROUP MANUAL

FORMING AND RUNNING

A PARISH FHL GROUP

PARISH FHL GROUP MANUAL

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FORMING AND RUNNING A PARISH FHL GROUP

Friends of the Holy Land Charity

The Charity has been formed and registered with the Charity Commission (No.1130054) to provide support to Christians in the Holy Land. Its main reason to register as a Charity is to attract and handle Gift Aid. If found necessary it will also be Incorporated as a Limited Company in due course. The Charitable status applies to the National Group only. Because the National FHL Charity is registered, all its financial transactions will be open, recorded and available for audit.

FHL Parish Groups do not have charitable status. Contributions made by individuals wishing to benefit from Gift Aid should be sent with a Gift Aid declaration to the National FHL Office where they will be recorded and assigned to the appropriate Parish FHL Account

The Friends of the Holy Land has the full backing and blessing of the Catholic Bishops' Conference of England and Wales.

Purpose of a Parish FHL Group

The purpose of a Parish FHL Group is for like-minded people (to be known as Friends) to get together on a regular basis to take positive action that will ensure on-going support for Christians in the Holy Land. This is achieved by arranging:

1. Activities to ensure parishioners have a greater awareness of the Christian situation in the Holy Land and the background to those difficulties.
2. Spiritual support and communal prayer.
3. Fund raising activities towards specific agreed projects in Parishes, communities and schools, the FHL Bursary and the FHL Widows Mite Fund.
4. The sale, in UK Parishes, of goods and products produced by the Christians in the Holy Land.
5. Visits and pilgrimages to the Holy Land and its Christians

The running of a Parish FHL Group should be as simple and as informal as possible. It will be the responsibility of a Parish FHL Group to keep their own financial and other records. The National FHL Office requires a quarterly summarised financial statement (see Appendices FORM 4.)

Starting a Parish FHL Group

A Parish Group can be established if there are a sufficient number of people (a minimum of 5 or 6 is suggested) who are interested, willing to play an active role and to become Friends. If there are insufficient people at Parish level then it is quite acceptable for neighbouring or local Parishes to combine to form an FHL Group.

GETTING STARTED

Formation of a Parish FHL Group

With the approval of the Parish Priest, volunteers / speakers from the National FHL can be invited to visit a Parish to explain the issues and the situation in the Holy Land and how the formation and activities of a Parish FHL Group can work and what it can do.

Once there is sufficient interest in a Parish or Parishes to form an FHL Group, then an initial meeting should be arranged and a Parish FHL Group Committee formed. A **President**,

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Treasurer, and Secretary should be appointed for the Group which then should be registered with the National Office using FORM 1 (see Appendices).

It should be recognised that some parishioners are happy to help but do not want to hold office. These people are essential to ensure that too much of the work does not land on too few parishioners and all interested in being part of the Parish Group should register their interest using FORM 2 (see Appendices).

The principal roles and duties within a Parish Group are:

President

- Promotes the FHL throughout the Parish in close collaboration with the Parish Priest.
- Finds and recruits members as Friends.
- Runs meetings and ensures that all necessary records are kept and the objectives and standards of the FHL are maintained.
- Is expected to be the main point of FHL contact within the Parish.
- On behalf of the Parish Group agrees with the National FHL the Projects/Activities to be supported by the Parish Group.

Treasurer

- Keeps a formal record of all financial activity and banking within the Parish FHL Group.
- Opens a Bank Account appropriate to a club or society (not having charitable status).
- Ensures that funds are correctly administered.
- Ensures Monies for all Holy Land activities are sent through the National Office.
- Makes all of the necessary returns as may be required by the National FHL.
- Co-ordinates with the National FHL on Gift Aid matters.
- Provides an update to the Group on progress of funding agreed projects.

Secretary

- Takes and keeps a record of the minutes of each meeting.
- Keeps a record of the contact details of each member of the FHL Group.
- Deals with correspondence, all other papers and filing.

Friends

Friends will assist and be part of any Parish FHL Group's activities according to their skills and the time they can make available.

Parish Priest

The Parish Priest should be asked to agree and support the concept of an FHL Group in his Parish and complete the initial return to register the Parish Group. He can be as active within the FHL Group as he is able / wishes to be. As far as possible he should be encouraged to attend meetings as regularly as his commitments allow. Visible support from the Parish Priest will encourage more parishioners to become Friends of the Holy Land.

Advisers

It is proposed that each Parish FHL Group will initially have the support of a nominated Adviser. The Adviser will attend the initial Parish FHL Group meetings and subsequently at other times when it is appropriate. Advisers may be drawn from local Knights or Dames of the Holy Sepulchre or from other persons who have visited the Holy Land and can share their experiences.

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Communication and Support

The National FHL Office and Management Committee are there to offer support on any matter relevant to the FHL. The National FHL Office is staffed by volunteers but not on a full-time basis at the present. If a message is left on the answer phone (01926 512980) or emailed to info@friendsoftheholylan.org.uk, the objective is to provide a response within 24 hours. Contact details are shown in the Appendices.

UP AND RUNNING

Meetings

FHL Group meetings should be held regularly [say once per month] preferably on the same day in a month [e.g. the first Tuesday]. They may have to be held more frequently according to need. As members are volunteers and their time is valuable, the length of meetings should be borne in mind. They should be prayerful rather than social. They always need to be advertised in a Parish Bulletin and on a Parish website.

Growing the support for the Parish FHL Group

A small pamphlet that sets out the objectives of the FHL, the organisation and National FHL Office contact details, is available in any reasonable quantity.

Posters for church notice boards are available with space to add the name and telephone number of the Parish FHL Group President or Secretary. All these documents are available from the National FHL Office.

The FHL website (www.friendsoftheholylan.org.uk) is being regularly updated with fresh information and news. It is recommended that it is viewed by the President before each meeting. Additional forms and an up-to-date Parish FHL Group Manual can also be downloaded from the website.

Development of Parish FHL Groups in neighbouring Parishes

It is to be hoped that with parishioners attending Mass in various parishes within a deanery and outside, that the success of an FHL Group in one Parish may inspire a new Parish FHL Group elsewhere. If anyone is aware of the seeds of a Group in a nearby parish, your support with advice and experience would be valuable. Please alert the National FHL Office as soon as possible to enable the new Group to have all the support available from the National Management Committee from the beginning.

FHL Projects

A fundamental purpose of the FHL is to raise funds towards specific agreed projects in Parishes, communities and schools in the Holy Land.

This has to be achieved in a manner that best meets the needs and priorities of Christians in the Holy Land. Experience, from the support to the Holy Land provided by the Knights of the Holy Sepulchre over many years, confirms there needs to be careful coordination between matching the specific need and the timing of that need in the Holy Land, with the availability of funds from the FHL.

In an ideal world, Parish FHL Groups would select from a list of projects and then start their fund raising to meet that need. It is recognised that fund raising is made easier when there is a target for a specific project that can be promoted with photographs and specific contact with those on the ground in the Holy Land.

Unfortunately the time when the money is needed in the Holy Land will not always coincide with when it has been raised in a Parish FHL Group.

An FHL Management Committee has been set up in the Holy Land working with the Patriarchate to identify suitable projects, subsequently control all funds received from the

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FHL and ensure they are channelled to meet the needs of the Parishes, communities and schools.

If UK Parishes have existing contacts/projects in the Holy Land these can be incorporated into the activities of the FHL after discussion and agreement.

The list of projects is agreed with the National FHL Management Committee, who is responsible for ensuring, with the support of Parish FHL Groups, that pledges of donations from the FHL are delivered in full and on time. Otherwise work on projects in the Holy Land may have to stop with the consequent difficulties that would cause.

In due course it is hoped that the FHL will build up adequate working capital (a reserve fund) to support emergency requests in advance of donations being received from Parish FHL Groups. In the meantime, the National FHL has details of projects of various sizes requiring financial support from Parish FHL Groups, with a timescale for those funds being required.

If a Parish FHL Group wishes to support a Project (as an alternative to the Bursary Fund or the Widows Mite Fund) they are requested to submit to the National FHL Office on FORM 4 (see Appendices), realistic (i.e.minimum) targets of funds they will raise for Projects. These are to be in six monthly periods ending the 30 September and the 31 March each financial year. The Parish FHL Group will then be sent a list of projects, with appropriate details, from which to make a choice. These should be returned within the following 4 weeks. It is important that such funding commitments are realistic and achievable. They should exclude any donations made towards the FHL Bursary (University) or Widows Mite Fund (Humanitarian Aid) which are not destined for projects.

The FHL is concentrating initially on smaller projects. However, it may be necessary to split these between one or more Parish FHL Groups to provide the funding. The National FHL Management Committee will manage this coordination.

All monies raised through an FHL Parish Group for the Holy Land must be passed through the National Office for financial recording and management.

Fund Raising

This can take many forms.

The sale of Olive Wood items from Bethlehem, crosses during Lent and Olive Wood Cribs/Holy Family during Advent, has proved successful in some Parish FHL Groups both in raising the awareness of the Parish Group and in providing an income for the craftsmen in the Holy Land. (See later note on the sourcing of these items).

Christmas crib collections, bring & buy, garage sales, coffee mornings, garden parties plus the secret collections at meetings all produce valuable income.

Groups who are able to arrange that the FHL becomes an official Parish Project for a year or more can benefit from receiving income from Parish events.

If it is possible to arrange for an annual collection on a chosen Sunday in the year within the Parish (possibly preceded by an appeal/update from the pulpit) this both raises the awareness of the work of the FHL group as well as providing funds.

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Focusing on raising a specific sum of money over a limited period for a particular project or activity can provide the incentive which will ensure that the momentum of the Group is maintained and grows.

Lent and Advent have been found to be times when parishioners are most open to be thinking about the Holy Land, its people and their needs.

Involving local schools, in particular Catholic Primary Schools in projects can be very rewarding and also helps to engage the Parents in the activities of the FHL.

(One Parish Group facilitated children making Christmas cards and sending them through the Management Committee to children in two schools in Beit Jala and Beit Sahour. The schools reciprocated by sending school sweatshirts with the logo and over one hundred Christmas cards to the UK children.)

Other opportunities to support the Christians in the Holy Land

It may be that in a Parish FHL Group there exist skills that could be valuable to those in the Holy Land. This might include, for example, stress counselling or younger people being available to help at Summer Camps or assisting in practising “spoken English” in schools. Students in “gap” years may consider such an activity.

There may be opportunities in identifying items no longer needed here but beneficial to those in the Holy Land. Difficulties over transport costs and the ability to fully utilise items on arrival have so far not made this a productive activity.

Olive Wood and other products

Olive Wood items and (in season) Christmas Cards produced in the Holy Land are available through an organisation operating under the name “Olive Wood Products”. These may be purchased for use / resale at Parish events. The Olive Wood craftsmen benefit from the trade and if a small margin is added to the supply price, Parish FHL Group funds can benefit. These arrangements were set up a few years ago specifically to help needy families in the Bethlehem area.

Selling Olive Wood may require some local funding in order to purchase the goods for the first sale.

Enquiries should be made to “Olive Wood Products” through the National FHL Office address. There may be a local stock/supply facility close to your Parish.

Gift Aid

Gift Aid is a very useful means of benefitting from the reclaim of tax paid on monies donated to the FHL. It has to be carried out through the National FHL (the Registered Charity).

To enable tax to be reclaimed the donor must:

- have paid income tax (and/or capital gains tax) on the gift
- complete a declaration that he or she wishes Gift Aid to be reclaimed
- provide his or her name, full address and postcode
- clearly define the contribution (cheque, standing order, money in envelope etc)
- send the money and information directly to the Hon. Treasurer at the National FHL Office or have it sent through the Parish FHL Group Treasurer.

Monies received at the National office will be recorded and allocated under the relevant Parish FHL Group.

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The necessary Gift Aid Declaration Forms, Donation Envelopes or Banker's Order Forms are available from the National FHL Office. A small supply should be held by each Parish FHL Group Treasurer.

All donations made through the CAF facility on the website can have the benefit of Gift Aid although CAF retain a small percentage (5%) for providing the facility.

AGENDA OR ORDER OF A MEETING

The agenda should be similar for each meeting. A suggestion follows:

Opening prayer

See the Section OPENING PRAYER within the Appendices

You may wish to consider augmenting the opening or closing prayer with the Memorare or The Prayer to Our Lady of Palestine or some similar prayer.

Reading

A suitable reading by a volunteer selected at the previous meeting.

Apologies for absence

Secretary to keep and read.

Welcome new members

The President will welcome any new members and briefly outline the aims and purpose of the Group.

Minutes of last meeting

As circulated.

Matters Arising

President goes through matters arising and any appropriate discussion takes place.

Approval of Minutes

All members should approve the minutes once any alterations requested are approved by all who were present at the meeting concerned.

Secretary's Report

The Secretary reports accordingly including any correspondence received or sent.

Treasurer's Report

The Treasurer will report on the Parish FHL Group's finances and highlight any income, expenditure and / or financial commitments.

The committee members can decide whether they should seek regular donations from Friends or Parishioners or if income should all be from fund raising and ad hoc donations.

Standing Order Forms are available from the National FHL Office. The Treasurer will circulate a draft of the Quarterly Financial Accounts for approval. These will also be sent to the National FHL Office for information.

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NOTE. A Parish FHL Group should try and organise at least one Parish collection every year and serious consideration should be given to the use of Gift Aid. Gift Aid Forms are available from the National FHL Office.

Communication

The Adviser, if in attendance, can update the meeting on news from the National FHL. If not present, then the President should do so. A quarterly FHL Newsletter will be circulated by the National FHL and also posted on the website.

The importance of effective communication within the Parish of the activities of the Parish FHL Group, cannot be over emphasised. The opportunity should be sort for regular updates from meetings to be included in the parish bulletin, on the church notice boards and the parish website.

Projects Update

The Parish FHL Group Treasurer should report on progress towards targets for the support of various projects or activities as previously agreed with the FHL National Management Committee

Secret Collections

The concept of a secret collection is that it is made during a meeting, everyone giving an unknown amount to reflect what they can afford. Using a collection bag is confidential. It ensures that nobody is embarrassed. These collections will go to a fund maintained by the Parish FHL Group. It shall be properly accounted for by the Treasurer.

Expenses

Members may sometimes have to incur expenses. These should always be re-claimed. If a member chooses to hand back their claimed expenses they should do so through the **Secret Collection**. That is their chosen decision. By adopting this policy it ensures that members who need, or wish, to keep claimed expenses are not embarrassed in any way.

Date of next meeting

As previously suggested, this should preferably be the same day in a month.

Closing Prayers

See the Section CLOSING PRAYER within the Appendices

This will be conducted by the Parish Priest or President, if the Parish Priest is not in attendance. These may include prayers for the intentions of the Friends. Prayers may also be offered for Friends who cannot attend that meeting.



FRIENDS OF THE HOLY LAND

APPENDICES

- **National FHL Contact Information**
- **The National FHL Management Committee**
- **FHL Organisation Structure**
- **Opening Prayer**
- **Closing Prayer**
- **Other Prayers**
- **Form for Registration of a Parish FHL Group (FORM 1)**
- **Form for Registering to become a Friend (FORM 2)**
- **Form for Parish FHL Group Quarterly Return (FORM 3)**
- **Form for Parish FHL Group Fund Raising Commitment (FORM 4)**

Forms for Standing Orders, Donations and Gift Aid Declarations

Forms for Standing Orders, Donations and Gift Aid Declarations are available from the National FHL Office. As these forms contain Bank Account details this information has not been included on the website.

Parish FHL Group Treasurers should keep a supply of these forms locally so that they are available on request.

NATIONAL FHL CONTACT INFORMATION

Office:

**Friends of the Holy Land
2 Station Road
Kenilworth
Warwickshire CV8 1JJ**

Tel. 01926 512980
Fax. 01926 850946
Email. info@friendsoftheholylan.org.uk
Website www.friendsoftheholylan.org.uk

THE NATIONAL FHL MANAGEMENT COMMITTEE

The following can be contacted via the National FHL Office.

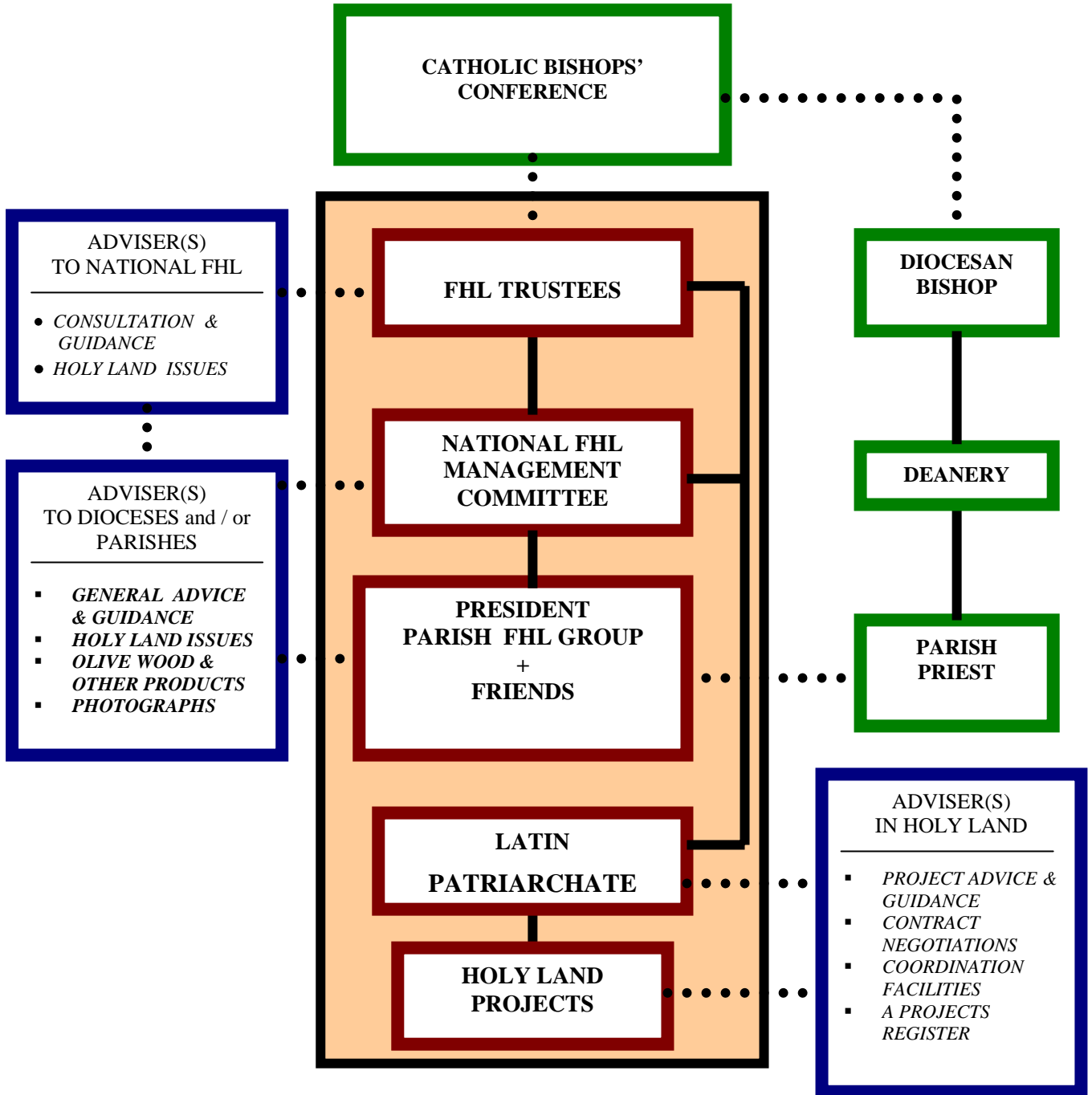
Dr. Michael F. Whelan	Chairman
John Weedon	Hon. Secretary
Tony Stokes	Hon. Treasurer
Patrick J. Horsfield	Member
Tony McDowell	Member
Peter Rand	Member
Mrs Pat Southall	Office Manager

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FRIENDS OF THE HOLY LAND

FHL ORGANISATION STRUCTURE



OPERATIONS LINKS

SUPPORT CONTACTS

OPENING PRAYER

Lord who art compassionate towards me,
give me the virtue of compassion towards
the afflicted, the willingness to help those
in need.

Make me relieve the unhappy, offer shelter
to the homeless, comfort to the afflicted,
encouragement to the oppressed.

Let me return joy to the poor by support
for those who cry and are in need.

CLOSING PRAYER

Father,
We thank you for all your gifts to us.
Make us ever more open to the promptings of your Spirit,
that, as we leave this place,
we may persevere as instruments
of your reconciliation, peace and love,
that your Kingdom may grow
in the lives of all those whom you call us to serve.
We make this prayer through Christ our Lord.

OTHER PRAYERS

MEMORARE

Remember, O most gracious Virgin Mary, that never was it
known that anyone who fled to thy protection, implored thy
help or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins,
my mother, to thee do I come, before thee I stand, sinful and
sorrowful. O Mother of the Word Incarnate, despise not my
petitions, but in thy mercy hear and answer me.
Amen.

PRAYER TO OUR LADY OF PALESTINE

O Mary Immaculate.
gracious Queen of Heaven and of Earth,
behold us prostrate before thy exalted throne.

Full of confidence in thy goodness
and in the boundless power,
we beseech thee to turn a pitying glance upon Palestine,
which more than any other country belongs to thee,
since thou has graced it with thy birth,
thy virtues and thy sorrows,
and from there hast given the Redeemer to the world.

Remember that there especially
thou wert constituted our tender Mother,
the dispenser of graces.
Watch, therefore, with special protection
over thy native country,
scatter from it the shades of error,
for it was there the Sun of Eternal Justice shone.

Bring about the speedy fulfillment of the promise,
which issued from the lips of Thy Divine Son,
that there should be one fold and one Shepherd.

Obtain for us all that we may serve the Lord
in sanctity and justice during the days of our life,
So that, by the merits of Jesus
and with thy motherly aid,
we may pass at last from this earthly Jerusalem
to the splendors of the heavenly one.
Amen



FRIENDS OF THE HOLY LAND

REGISTRATION OF A PARISH FHL GROUP

NAME	<input type="text"/>
ADDRESS	<input type="text"/>
TEL	<input type="text"/>
EMAIL	<input type="text"/>
FAX	<input type="text"/>
PARISH	<input type="text"/>
PARISH PRIEST	<input type="text"/>
DEANERY	<input type="text"/>

1. I volunteer to form a PARISH FHL GROUP in this Parish.

SIGNATURE..... DATE.....

2. As the Parish Priest, I give my approval for a PARISH FHL GROUP to be formed, and will give whatever support I can.

SIGNATURE..... DATE.....

**THIS COMPLETED FORM TO BE RETAINED
BY THE PARISH FHL GROUP & COPIED
TO THE NATIONAL FHL OFFICE**



FRIENDS OF THE HOLY LAND

REGISTERING TO BECOME A FRIEND

(Please complete so you can be kept informed of the activities of the FHL)

NAME

ADDRESS

TEL

EMAIL

FAX

PARISH

DEANERY

1. I confirm I wish to become a FRIEND OF THE HOLY LAND
2. I can serve on a PARISH FHL GROUP COMMITTEE, if needed

[Experience – optional information]

SECRETARIAL WORK	FUNDRAISING
ADMINISTRATION	USING COMPUTERS
ACCOUNTS / FINANCE	OTHER []

SIGNATURE _____ DATE _____

**THIS COMPLETED FORM TO BE RETAINED
BY THE PARISH FHL GROUP & COPIED
TO THE NATIONAL FHL OFFICE**



FRIENDS OF THE HOLY LAND
PARISH FHL GROUP QUARTERLY RETURN

Parish FHL Group Name	To be returned to the Hon. Treasurer at the National FHL Office by the end of the month following the Reporting Period	
YEAR		State Year
Quarter 1 ended the 30 th June Quarter 2 ended the 30 th September Quarter 3 ended the 31 st December Quarter 4 ended the 31 st March		Tick the Quarter Box
INCOME	QTR £	CUMULATIVE £
Direct Donations		
Collections		
Events		
Margins on sale of goods		
Other Income		
Bank Interest		
TOTAL INCOME		
PAYMENTS		
To National FHL		
Projects		
Bursary Fund		
Widows Mite (Humanitarian Aid)		
Other (incl. expenses repayments)		
TOTAL PAYMENTS		
SURPLUS / (DEFICIT)		

CASH BOOK SUMMARY		
Cash Book opening bank balance		
Total Receipts [add]		
Total Payments [subtract]		
Cash Book closing balance		
BANK RECONCILIATION		
Bank Statement closing balance		
Deposits made [not on statement]		
Cheques issued [not on statement]		
RECONCILED BANK BALANCE		

The National FHL Financial Year runs from the 1st April to the 31st March the following year

Signatures Date

President
Treasurer



FRIENDS OF THE HOLY LAND

PARISH FHL GROUP FUND RAISING COMMITMENT

Parish FHL Group Name	
-----------------------	--

Year Total £ _____	For 6 Months periods	To 30 September 20...	To 31 March 20...
		£ _____	£ _____

Comments

Signature Date.....

President

Signature..... Date.....

Treasurer

The completed Form to be forwarded to
the Hon. Treasurer at the National FHL Office
OR
Email – info@friendsoftheholylan.org.uk