

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 2 Chemin de la Fourquette, Margon, at 10 am on Wednesday 15 July 2015

Present: Revd Roger Smith (Chairman), Patricia Bigot, Ros Heley, Sally John, Julie Johnson, Alison Kane, Barbara Marsh, Christine Marshall, Delia Smith & Nigel Summersall.

In attendance: Andy Marshall

The sign-in sheet was completed and the chairman opened the meeting with prayer.

		Action
1	Apologies for absence Jenny Morgan had sent apologies. Apologies were assumed from Richard Acworth, who was continuing to recover from his accident. Richard's position on the chaplaincy team would be reviewed at the end of the year.	
2	Minutes of the meeting held on 15 May 2015 were approved and signed by the chairman as a correct record.	
3	Matters arising	
3.1	3.1 Tax deductible giving Confirmation had been received that the chaplaincy may issue tax receipts.	
3.2	3.7 Bilingual notice for Temple gate The current one had out of date information for both All Saints and l'Église Protestante Unie. Nigel would produce something to replace it.	Nigel
3.3	3.3 Oak Cupboard Nigel had added this cupboard to the Premises and Chattels section of the 2016 draft Annual Report.	
3.4	4.3 Events Organiser(s) Christine had reservations about taking responsibility for events, as other commitments would prevent her from being available on significant dates in the chaplaincy calendar. However, she agreed to take charge on the basis that others could/would ensure that events happened and ran smoothly when she was not available.	
3.5	8 Keyboard volume Peter Fawcett had played for the July service and, thanks to help from Nigel, the music was louder and more effective.	
4	Finance	
4.1	Payments pending None.	
4.2	Income and Expenditure update and Budget report The previously circulated statements were reviewed and accepted. In general, finances were ahead of budget.	
	Nigel pointed out that figures in respect of money raised for WaterAid by Simon	

Coulshaw at the shared lunch at Roquessels did not form part of chaplaincy accounts but was given for information.

Barbara pointed out that there should have been a collection taken at the Pentecost service. This omission was acknowledged and a collection would be taken at future such services.

4.3 **Website information re funeral and other fees**

Further discussion re funeral fees resulted in no change.

Patricia would send Andy (copied to Roger) the details she had about Weddings and Baptisms (she had nothing about Funerals, except the fee) for including on the website. Information about Baptism, Confirmation and Child Preparation for Communion was already on the website. It was agreed that this and information about Weddings and Funerals should be grouped together in a separate section.

Patricia

Andy

4.4 **Charitable giving**

4.4.1 For **2015 donations**, it was agreed to do as in 2014: Patricia would email those on the chaplaincy mailing list asking for suggestions, complete with website address and reasons for the suggestion, the congregation would be consulted at a congregation meeting in advance of the next council meeting and the council would then decide.

Patricia

Roger

4.4.2 Andy asked for as much information as possible about donations made and acknowledged. In future, Barbara would pass to Andy all the letters, leaflets, etc, she receives.

Barbara

4.4.3 Andy reported some confusion/misunderstanding about charitable giving. It seemed not to be generally understood that donations from the chaplaincy's general fund were made annually at the end of the year, when disposable income was known. There were other occasional donations from events, such as Lent lunches and the Harvest event, aimed specifically at raising money for a chosen charity. Andy would make this clear on the website.

Andy

4.5 **Planned Giving** With authority now granted by the French authorities to issue tax receipts, it was agreed to implement a planned giving scheme. Details were discussed. Using the Diocese in Europe scheme for gift-aided donations in sterling would necessitate setting up a sterling account with the diocese. Nigel would arrange this. Roger would write an email to go to those on the chaplaincy mailing list to say that a scheme is now available and explain the details.

Nigel
Roger

5 **Correspondence** Previously circulated correspondence was noted and/or dealt with elsewhere in the meeting.

6 **Safeguarding**

6.1 **First Aid Kit and Incident Book** Jenny would be asked to buy these.

Jenny

6.2 **Safeguarding checks** The two churchwardens needed to undergo checks. Julie would arrange this. Guidance suggests that all worship and church group leaders should be checked. Therefore, Chris and Bryan Payne, as leaders of the Breakfast Club and occasional contemporary worship, would be asked to apply

Julie

	for safeguarding clearance. Roger would contact them about this.	Roger
6.3	On-line training Julie, Nigel, Patricia and Roger had been asked to do this training. Chris and Bryan would need also to be asked.	Roger Jenny
7	Music Team Report Alison said <ul style="list-style-type: none"> • she was grateful to Nigel for finding a way to increase the volume of Peter's keyboard. • Suggestions of hymns from the congregation were still invited • hymns had been chosen for services to the end of November • efforts would be made in the autumn to include more live music. 	
8	Website and Publicity	
8.1	All comments received about the redesigned website had been positive and Andy was thanked for the huge amount of hard work he had put into this.	
8.2	Role of a churchwarden An article on the website about this and the information distributed about record-keeping in connection with tax-effective giving, raised questions about good and/or required practice. Nigel would check precise requirements with Nick Wraight, the Diocesan Finance Officer.	Nigel
9	Julie Johnson's Reader Training Julie thanked the council for sending her on the recent Liturgy Workshop in the UK, led by Elaine Labourel. She reported that she felt it had been very worthwhile. She had <ul style="list-style-type: none"> • learnt a lot about liturgy and how it had developed over the centuries, including the development of Common Worship • learnt more about the role of a Reader • learnt more about how to be a service leader • met Readers in Training from all over Europe, <p>Julie also reported that she was still working on the New Testament module, which she was finding both challenging and exciting. She reported that she had been encouraged to learn from other trainees that the first two modules were the hardest.</p> <p>Patricia complimented Julie on the quality of her contribution to services during her training to-date.</p>	
10	Plans for future services Roger had drawn up a proposed list to the end of February (attached). Julie pointed out that this did not include Ash Wednesday. This would be added. The plan was agreed in principle.	Roger
10.1	A response from the local Catholic priest was awaiting before the service at Margon on 20 September could be finalised. Roger pointed out that this was only one week away from the normal service as he would be away on 27 September.	Patricia

10.2	Roger had corresponded with Bishop Robert and received permission for the Revds Jenny and Peter Lister to take the service on 11 October subject to confirmation that they had safeguarding clearance in their home diocese. This confirmation had been requested and was awaited.	Roger
10.3	Remembrance Sunday It was agreed that this should incorporate All Souls (remembrance of departed loved ones), as in 2014.	
10.4	Breakfast Club Chris and Bryan were happy to move Breakfast Club to Advent Sunday (29 November).	
10.5	Christmas Eve It was agreed to ask the Église Protestante Unie for use of the Temple at 6.30 pm for a Christmas Eve Eucharist, followed by mulled wine and “nibbles”.	Nigel
10.6	Contemporary Worship, Epiphany 3 It was agreed to hold another contemporary worship service, incorporating changes resulting from feedback after the Pentecost service, especially including Holy Communion and providing a full service booklet.	
10.7	Ecumenical service with the community of Saint Joseph of Mont-Rouge Père Joseph-Marie had written to Roger, in response to thanks for the use of the chapel at Roquessels, suggesting a joint event in the Week of Prayer for Christian Unity. It was agreed that Roger should reply welcoming this suggestion.	Roger
10.8	Use of the Temple Nigel was asked to send an e-mail to Jacques-Christophe De Barry (copy to Pastor Jean-Paul) specifying therein the dates and times when All Saints would like to use the Temple, apart from the normal second Sunday services.	Nigel
10.9	Collections in Barbara's absence The wardens would ensure collections at services when Barbara was away.	Nigel Patricia
11	Long term planning Julie suggested beginning to build up a contingency fund to provide for the future of All Saints if no other priest presented him/herself as potential unpaid priest-in-charge when Roger retired (expected to be in 2018). It was decided this issue should be raised with the congregation at the next congregation meeting.	Roger
	Julie would look further into the possible cost of offering, for example, financial help with the cost of rented accommodation. Nigel said the chaplaincy would have to pay tax and social charges on top of any payment made to a future priest.	Julie
12	Service and lunch at Roquessels It was agreed that this had been an excellent event, especially thanks to the Coulshaw family.	
13	Future Events	
13.1	Harvest, 11 October Nigel would book the hall, asking especially for access on the Saturday for setting up. Roger Armson and Barbara had arrangements well in hand. Barbara would buy and claim for any items needed. She was thanked for her hard work to ensure a successful event.	Nigel

- 13.2 **Fontès, 13 December** Minutes from the planning meeting had been distributed and were noted. Roger reported that he was in touch with Anne Roberts about a choir for the service. Roger Armson was working hard to ensure good publicity. Roger
- 14 **Any Other Business** None.
- 15 **Date and place of next meeting** Monday 26 October at 10 am at Alison's home.

The meeting closed at 12.15 pm.

Draft plan for services to the end of February 2016

9 August, Trinity 10, Common Worship

13 September, Trinity 15, Common Worship

20 September at Margon?, Trinity 16, Common Worship

11 October (celebrant & preacher Jenny and/or Peter Lister), Trinity 19 (Harvest), Common Worship

25 October (minister Julie Johnson), Last after Trinity, BCP Evensong

8 November, 3rd before Advent (Remembrance), Common Worship

22 November, Christ the King, BCP Communion

(Breakfast Club moved to November 29, Advent Sunday)

6 December, Advent 2, Common Worship

(Fontès Carol Service on December 13)

Thursday December 24, Christmas Eve, Common Worship

10 January, The Baptism of Christ, Common Worship

24 January, Epiphany 3, Contemporary Worship service, incorporating Holy Communion

14 February, Lent 1, Common Worship

28 February, Lent 3, BCP Communion

Ecumenical events are anticipated also in January, in St Pargoire and possibly with St Joseph, Puimisson