

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 6 Lotissement les Pins, Puissalicon, at 10 am on Monday 26 October 2015

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

The sign-in sheet was completed. The chairman opened the meeting with prayer and thanked Alison for her hospitality.

	Action
1 Apologies for absence Patricia Bigot had sent apologies. Apologies were assumed from Richard Acworth. Richard had made an excellent recovery from his accident but seemed very unlikely to return to France. Roger would email him to check if he should still be considered an ex-officio member of the chaplaincy council.	Roger
2 Minutes of the meeting held on 15 July 2015 were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 3.2 Bilingual notice for Temple gate Nigel suggested replacing the existing out-of-date notice with a modified version of the church website front page. This was agreed.	Nigel
4 Finance	
4.1 Payments pending 300 € in respect of use of the Temple from July to December was about to be paid to the Église Protestante Unie.	
4.2 Income and Expenditure update and Budget report Nigel talked through the previously circulated statements and said the budget was overall on track. The reports were accepted. Delia raised a query about the amount raised for WaterAid by Simon Coulshaw (noted as “off book” charitable giving). She and Nigel would check.	Delia Nigel
4.3 Donations to other churches After discussion, it was agreed that a donation of 50 € would be made when churches other than the Temple at St Pargoire were used for ad hoc services and that 100 € a year would be given to Saint-Joseph de Mont-Rouge to thank them for making available a chapel for the monthly prayer group. A donation of 50 € had already been made to the church at Margon. Barbara would arrange payment to Puissalicon (in respect of Maundy Thursday 2015) via Alison and to Mont-Rouge via Jenny.	Barbara Alison Jenny
4.4 Charitable giving After discussion, it was agreed that chaplaincy finances could support giving	

<p>donations amounting to 3000 €, in addition to the nearly 1700 € already raised for charities at various services and events over the year. After reports and comments by several members of the council and further discussion, it was agreed to give 500 € each to Médecins sans Frontières, Church Mission Society, International Red Cross, WaterAid, Us (supporting refugees arriving in Europe) and also to pledge 500 € to the group of volunteers based in Roujan who were aiding refugees in Béziers, but not to release the money until their application for French Association status was confirmed. Roger would let them know this, offer to publicise their work to the members of All Saints, including on the website, and ask exactly what practical help was currently needed.</p>	Roger
<p>It was agreed that the donation to CMS should go to a specific project. Barbara would choose a project from their website and check with Roger before making the donation.</p>	Barbara Roger
<p>4.5 Planned Giving</p>	
<p>4.5.1 It was established that an absolute minimum of church officers would have access to planned giving records and that planned giving would be recorded anonymously in the accounts.</p>	
<p>4.5.2 Just three pledges had been received to-date, which seemed to suggest that not all chaplaincy members were fully aware of opportunity of tax effective giving. Nigel would write a paragraph about planned giving to be sent to Roger for inclusion as a standard part of the church notices.</p>	Nigel Roger
<p>4.5.3 Making available “tokens” (to be put in the collection bag at services by those who made their gifts direct through the bank) was considered. The idea was rejected by majority decision.</p>	
<p>4.5.4 Sterling account with the Diocese It was resolved “The Diocesan Finance Officer be requested to open a sterling account in the name of the Chaplaincy of All Saints Hérault to receive donations in sterling and to effect payments in that currency. Instructions to the Diocese to effect sterling payments to be addressed by email to the Diocesan Finance Officer by the Treasurer under copy to the Chairman of the Council and the Secretary”</p>	Nigel
<p>5 Correspondence Roger reported a message that the Diocese does not have the capacity to process any more Permission To Officiate applications this year. All other correspondence had been circulated for information and/or to be dealt with under agenda items.</p>	
<p>6 Safeguarding</p>	
<p>6.1 First Aid Kit and Incident Book These were now in place in the Temple. Jenny reminded members that any incidents should be recorded in the book and asked that if items were used from the First Aid kit she be told, in order that she could replace them. An incident from a few weeks previously had been recorded and steps had been taken to try to ensure no repetition.</p>	All
<p>6.2 Safeguarding Officer and checks Jenny reported that a new Diocesan Safeguarding Officer was in post.</p>	

	It was noted that Bryan and Chris Payne had not yet been asked to apply for safeguarding clearance.	Roger Julie
	Nigel, Patricia and Roger had still to do their on-line training.	Nigel Patricia Roger
6.3	Church cupboard In connection with avoiding accidents, it was agreed that the cupboard in which church resources were stored should be “de-cluttered”. Roger, Julie and the Churchwardens would attend to this after the service on 22 November	Roger Julie Patricia Nigel
6.4	Review of Safeguarding Policy The review was due. Jenny said no change was necessary and the policy was approved for a further year.	
7	Music Team Report Alison said <ul style="list-style-type: none"> finding someone other than Peter Fawcett to provide live music was proving difficult. Peter would play the keyboard on 8 November and possibly on the 22 November (she would check) suggestions for hymns were always welcome; not many suggestions were received. Julie congratulated those who sang at Evensong on 25 October. On that occasion the possibility of sung responses for Eucharists was raised. Alison said the Music Team would discuss this again. Roger thanked the team for their continuing work.	
8	Website and Publicity	
8.1	It was agreed that thanks are due to Andy for the splendid job he does on the website and if any details are missed it is because they have not been passed on. Roger would try to ensure that Andy receives all the information he needs about services and events.	Roger
9	Julie Johnson's Reader Training	
9.1	Ratification of costs Expenditure on the course attended by Julie earlier in the month was ratified. Barbara commented, and it was acknowledged, that the Council should have had a better idea when they made the commitment to support Julie of the total cost of training and/or they should have re-visited this issue sooner. Julie paid her own travel expenses to the UK for the courses and bought all her own books and Roger said the total cost of the six modules and two courses funded by the Chaplaincy would be approximately £2000. Julie had three more modules to complete. Nigel commented that the Council should try to be more accurate in its budgeting for Julie's training next year. Ros pointed out that finding the funds was not an issue.	
9.2	A funerals course and Readers' Conference 2017 were two additional requirements for Julie. She was expected to have finished her course before the course was held again and before the conference and should be able to seek funding for these from the Archdeaconry.	

9.3 **Progress** Julie had circulated a written report to council members and talked enthusiastically about her latest course. Roger said she had done very well when taking her first service, Evensong on 25 October.

Julie offered to submit her essays and course notes for publishing on the website. Roger said to send them to Andy for him, as webmaster, to decide what to publish.

10 **Chalice Administrators** The licences of the current eleven chalice administrators would expire at the end of the year. All were willing to continue and it was **agreed** that Roger should write to the Archdeacon to arrange for the Bishop to re-license them.

Roger

11 **Long Term Planning** This was outstanding from the July meeting. Roger would raise it at the Annual Meeting.

Roger

12 **Recent Activities**

12.1 **Service at Margon** It was generally agreed that this had been good, except that it would have been better not to use the church's PA system. Discussion ensued about holding another service at Margon and/or at another village, eg Gabian, following a suggestion by Patricia. Barbara felt strongly that one service a year at Roquessels and Margon was enough because of the work involved in transporting books, arranging coffee, etc. This was not generally felt to be sufficient reason since there were church members who would help if asked, there had been requests for more services away from St Pargoire from those who live in the Roquessels/Margon/Gabian area and becoming known in other villages may increase membership.

12.2 **Harvest Festival** Barbara handed round a sheet indicating that a profit of 559.43 € had been made and she reported as follows:

- the council had been poorly represented at the event
- there had been insufficient help to set up on the Saturday
- Roger Armson had raised 79 € by selling left-overs since the event and suggested donating this to Help for South Africa's Children, via Bobbie who sold books to raise money for this charity. This was **agreed**.
- a share of the funds raised had not gone to Restos Babies, as planned, since another charity was supporting them and the general Restos had specific needs at present. She had spent money on helping meet those needs.

Patricia had suggested, by email, choosing a date for 2016 when fewer council members were likely to be away.

Alison said she thought Roger Armson had sensed apathy in the run-up to the event, although he enjoyed organising such things. She said that the event had had a very good “feel” with those present thoroughly enjoying themselves.

Jenny suggested considering less labour-intensive social gatherings, for example walks or afternoon tea.

Whether to try to repeat the event in 2016 would be put on the agenda for the new year.

Nigel

13	Plans for future services	
13.1	Carol Service at Fontès Roger said planning was on course. Chris pointed out that the Order of Service, which advertised other pre-Christmas events, could not be finished until the date of the Carol Service at Pézenas was known. Roger would try to find out the date. Chris was again coordinating provision of mince pies and would soon be sending out a request to church members.	Roger
13.2	Ecumenical service with the community of Saint-Joseph of Mont-Rouge in the Week of Prayer for Christian Unity No more had yet been heard about this.	
13.3	Contemporary Worship Service, 24 January Roger had had a conversation with Chris and Bryan, who had reservations about the demand for contemporary worship. After discussion, it was agreed that January may not be the best time for such a service, which involved a great deal of work, but that it should be considered again in the new year.	
13.4	Lent and Easter Roger circulated a draft plan. It was agreed to try to go to Margon or Gabian on Palm Sunday, 20 March , and include a procession. The chapel at Puissalicon was suggested for a Maundy Thursday Eucharist. It was agreed that Jenny, Roger and Julie would choose a Lent course and discuss arrangements for Lent lunches .	
14	2016 Annual General Meeting	
14.1	Council member vacancies Barbara and Ros would have completed their terms of office. There would, therefore, be an election for two places.	
14.2	The meeting would be held in the Temple after the service on 14 February.	
15	Date and place of next meeting Wednesday 27 January at 10 am at Roger and Delia's home. The main business of the meeting would be to approve the 2015 Report and Accounts. Delia would forward to Nigel a suggested format, to cover answering some of the questions asked at the 2015 AGM.	Delia Nigel
16	Any Other Business	
16.1	Patricia had suggested buying chalices , rather than continuing to borrow those of the Église Protestante, or using those given by Roger Armson, which were too small for major services. Roger would find prices and this would be considered again in the new year.	Roger Nigel
16.2	Sick visiting There was currently a specific need for help. Jenny, Julie, Sally and Barbara & Barry offered their help. Roger would put them in touch with Trish Armson who would co-ordinate visiting. The issue of visiting the sick in general would be put on the agenda for the new year.	Roger Nigel

The meeting closed at 12.27 pm.