

# All Saints, Hérault

The English Church at Saint Pargoire

**Minutes of the Chaplaincy Council Meeting held at 14 Rue du Parc, Autignac,  
at 10 am on Wednesday 27 January 2016**

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

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

	<b>Action</b>
1 <b>Apologies for absence</b> Patricia Bigot and Barbara Marsh had sent apologies. Apologies were assumed from Richard Acworth.	
2 <b>Minutes of the meeting held on 26 October 2015</b> were approved and signed by the chairman as a correct record.	
3 <b>Matters arising</b>	
3.1 <b>1 Revd Richard Acworth</b> Roger had contacted Richard and Carol. Richard would not be coming back to live locally and would therefore no longer be a member of the clergy and council. Roger had asked Andy to remove Richard's photo and details from the home page of the website.  How to thank Richard for all he had contributed to the foundation and growth of the chaplaincy was considered. Roger would consult Carol to see if they might be visiting, when a thank you presentation could be part of a service.	Roger
3.2 <b>3.1 Bilingual notice for Temple gate</b> Nigel had made and put in place a replacement notice, in English, advertising All Saints only, as the French church had its own separate notice.	
3.3 <b>6.3 Church cupboard</b> This had been sorted out, as planned.	
3.4 <b>10 Chalice administrators</b> The current eleven eucharistic assistants had been re-licensed. A new member of the congregation had asked to be licensed for this ministry. This was not considered appropriate at present but would be borne in mind.	
4 <b>Finance</b>	
4.1 <b>Payments pending:</b>	
• 150 € in respect of use of the Temple from January to March	
• A small registration fee to Yola for the website	
• 250 € to the diocesan common fund (payable before 12 February to obtain a 4% discount)	
• 196.68 € for Lent course books and DVD	

4.2	<p><b>Planned giving schemes</b> Nigel reported that there were six members in the euro scheme and one in the sterling scheme. Nigel would gently remind others who had expressed interest. Roger would talk about the scheme at the annual meeting. Andy would be asked to put the sterling pledge form on the website and Roger and Nigel would liaise about pew cards to increase awareness of the schemes.</p>	Roger Nigel
4.3	<p><b>2016 Budget</b> It was agreed that this would be based on the 2015 out-turn with the addition of saving towards the possible cost of replacing Roger when he retired.</p> <p>Julie had determined that, should efforts be made to recruit on the basis of “house for duty”, furnished accommodation could be hard to find and expensive. Unfurnished accommodation in or near St Pargoire might be available at a rent of around 750 € a month. The chaplaincy would be responsible also for taxes and social costs. House for duty therefore seemed not to be a feasible option but it was felt the chaplaincy should nevertheless begin to put money aside for when it became necessary to find another priest.</p>	
4.4	<p><b>Charitable giving – refugees in Béziers</b></p> <p>Roger had heard that the group in Roujan were nearing completion of their application to become a French association, whereupon the 500 € pledged to them in 2015 would be released.</p>	
5	<p><b>Correspondence</b> Previously circulated correspondence was noted or dealt with, as appropriate.</p>	
5.1	<p>For the return of <b>statistics to the diocese</b>, Nigel reported that he could not access the spreadsheet. Roger would sort the spreadsheet; Nigel would complete the return.</p>	Roger Nigel
5.2	<p>It was agreed that donations made at the Lent lunches should go to <b>Bishop Robert's Lent Appeal</b> to support the education of Palestinian children in the Holy Land.</p>	
5.3	<p>Roger brought to the meeting a request from the Bishop to carry out an <b>environmental survey</b> by early March. It was agreed that Jenny, Julie and Roger would meet to do this.</p>	Jenny Julie Roger
6	<p><b>Safeguarding</b></p>	
6.1	<p>Jenny said the <b>new model protocol</b> clarified things and was easier to access. Safeguarding checks had been expanded to a greater range of people. The churchwardens now needed to have a full clearance check.</p>	
6.2	<p>The <b>model policy</b> from the diocese, received for the annual returns, was a little more extensive than previously. It was unanimously resolved to adopt this policy and in future to carry out the review in January, in line with the diocesan returns date.</p>	
6.3	<p>The diocese had supplied a <b>safeguarding notice</b> for display at the Temple. This would go alongside the card giving emergency contact details. There was now a <b>24 hour confidential phone line</b> to the diocese. This number would be displayed.</p>	
6.4	<p>It was necessary to declare to the diocese the number of members who had completed the <b>on-line training</b>. Nigel and Julie needed to complete this.</p>	Julie Nigel

6.5	At the Annual Meeting, Jenny would talk to the congregation about their collective responsibility in the safeguarding process.	Jenny
7	<b>Arrangements for Chaplaincy Annual General Meeting</b>	
7.1	<b>Annual Report and Accounts 2015</b> Nigel was thanked for drawing up the report, which was adopted with minor additions and changes.	
7.2	<b>Priest-in-Charge's Report.</b> Roger had circulated his report, for information.	
7.3	<b>Shared lunch</b> None of the Social Events Team would be available but it was decided to ask Patricia to send out a notice inviting any who wanted to bring a picnic and stay on in the Temple after the meeting.	Patricia
7.4	<b>Notice of Annual Meeting, Agenda and Forms</b> Nigel would draw up the agenda and prepare the necessary forms, in hard copy and for the website. Patricia would email the chaplaincy mailing list. There would be elections for two churchwardens and two council members.	Nigel Patricia
8	<b>Music Team Report</b> Alison said <ul style="list-style-type: none"> <li>• Chris Payne was standing down from the team for the time being; she would be missed</li> <li>• The team had in mind someone to replace Chris, who it was agreed should be invited to their next meeting</li> <li>• The team appreciated Nigel's choice of music for before services and during communion</li> <li>• Peter Fawcett would play the keyboard on Easter Day</li> </ul> Roger thanked the team for their continuing work.	Alison
9	<b>Website and Publicity</b> Julie commented that Andy had done a great deal to build up the website. Council members all appreciate this and thank Andy for his hard work.	
10	<b>Julie Johnson's Reader Training</b> Julie reported that she was in the middle of the third module of her training, on the Creeds, which was challenging. Julie and Roger would decide the next date on which Julie would preach.	Julie Roger
11	<b>Recent Activities</b>	
11.1	<b>Fontès Carol Service</b> This had been a very successful event, thanks very largely to the organist.	
12	<b>Future Events</b>	
12.1	<b>Ecumenical event at St Pargoire, 31 January</b> Roger had produced a bilingual service booklet.	
12.2	<b>Lent, Holy Week and Easter</b> Nigel would check availability of the Temple for the planned services, now to include Palm Sunday because Patricia had learned that the priest in charge at Gabian did not wish us to use his church. Alison would ask	Nigel

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| <p>for use of the chapel at Puissalicon for a Maundy Thursday Service on 24 March at 5 pm. The Good Friday service would be at 12 noon in the Temple.</p> <p>12.3 <b>Harvest Event</b> Roger Armson had said he didn't wish to organise an event for 2016 but would help. It was decided Harvest Festival would be celebrated on 9 October; any other arrangements would be left to the new committee.</p> <p>12.4 <b>Other services and events</b> Services had so far been planned only for the first half of the year. Ros suggested, and it was agreed, that more shared lunches should be planned and to facilitate this, a fold-up table, or tables, should be bought and stored in the kitchen at the Temple. Alison would coordinate buying the tables.</p> <p>13 <b>New Chalices</b> Roger had found that silver-plated chalices of the size needed would cost a minimum of £230 each. Pewter and pottery ones were less expensive and, he thought, quite attractive. Roger thought chalices should not be bought unseen. This matter would be carried forward to a future meeting.</p> <p>14 <b>Visiting the Sick</b> was deferred to the next meeting. It was felt that this happened without any formal organisation, that awareness of a need was the most important, that support for members with long-term difficulties was a different issue.</p> <p>15 <b>Date and place of next meeting</b> Monday 25 April at 10 am at Roger and Delia's home.</p> <p>16 <b>Any Other Business</b></p> <p>16.1 <b>Servers</b> Roger said he would like a server at communion services and that this was a role which could easily be undertaken by one of the chalice administrators for the day. He was, however, aware that this would change the character of the service slightly and so needed careful thought. This would be considered further at the next meeting.</p> | <p>Alison</p> <p>Alison</p> |
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The meeting closed at 12.03 pm, with members saying the Grace together.