

# All Saints, Hérault

The English Church at Saint Pargoire

## Minutes of the Chaplaincy Council Meeting held at 7 Lotissement Bellevue, Torbes, at 10 am on Wednesday 29 January 2014

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

The sign-in sheet was completed, the chairman welcomed everyone, thanked Barbara and Barry Marsh for the use of their home, and opened the meeting with prayer.

	<b>Action</b>
1 <b>Apologies for absence</b> None.	
2 <b>Minutes of the meeting held on 23 October 2013</b> were approved and signed by the chairman as a correct record.	
3 <b>Matters arising</b>	
3.1 <b>8.2 Advent course</b> This didn't happen.	
3.2 <b>9 Julie Johnson's Reader application</b> The Revd Elaine Laborel was currently arranging to come to interview Julie to test her vocation.	
3.3 <b>12.3 Bank Account</b> Nigel reported that La Banque Postale had accepted the changed signatories but had still to change the name on the account.	Nigel
4 <b>Elections/Appointments</b>	
4.1 <b>Lay member of the Chaplaincy Council</b> Roger explained that Bryan Payne decided to resign from the council and as publicity/website manager in December last year and wrote an email which was never received. It was not until a few days previously that Roger had become aware of this and of Bryan's continued intention to stand down and he said how very sorry he was about how this had happened. It was agreed that Nigel would write a letter to Bryan thanking him for all he had contributed.	Nigel
<p>The church representation rules provided for the chaplaincy council to elect someone to fill a vacancy between annual meetings. Christine Marshall had received the next largest number of votes at the annual meeting on 12 January, was still willing to serve and was elected to join the council.</p> <p>The following were elected/appointed by acclamation</p>	
4.2 <b>Lay Vice Chairman</b> Nigel Summersall	
4.3 <b>Secretary</b> Nigel Summersall	
4.4 <b>Minutes Secretary</b> Delia Smith	
4.5 <b>Treasurer</b> Barbara Marsh	
4.6 <b>Electoral Roll Officer</b> Patricia Bigot	
4.7 <b>Safeguarding Officer</b> Jenny Morgan	
4.8 <b>Safeguarding ID checker</b> Julie Johnson	
4.9 <b>Publicity/website managers</b> Julie Johnson and Sally John	

- 4.10 **Events Organisers** Alison Kane and Ros Heley
- 4.11 **Music Team** Alison Kane, Ros Heley, Bobbie Trickett and Chris Payne. Bobbie had confirmed her willingness to continue; confirmation was awaited from Chris.
- 4.12 **Two lay members of the Standing Committee** Barbara Marsh and Delia Smith
- 4.13 The Chairman suggested, in view of comments at the Annual Meeting, that the council should not appoint a **Charities Person** but should proceed as follows:
- at their meetings throughout the year bring suggestions of charities to be supported
  - present these to the congregation and ask for any other suggestions with full details at a congregation meeting in the autumn
  - make the final choice at the October council meeting

This approach was **agreed**.

## 5 **Finance**

- 5.1 The question was asked “why was there no collection at the Christmas Eve service?” As a result and after discussion it was **agreed** that at all Sunday services and on Christmas Eve there would be a collection.

### 5.2 **Assumptions and arrangements for preparation of 2014 budget and review of account headings**

Nigel and Barbara agreed to review the headings used in the accounts and to draft a 2014 budget but would welcome input from other members of the council.

Delia suggested that it might be appropriate to use any standard format available from the diocese. A letter received by Roger indicated that the Diocesan Finance Officer had been in touch with Chaplaincy Treasurers directly about “Standard Accounts” for the year ended 31 December 2013. Barbara had received nothing. Nigel would follow this up. Roger asked that this year the accounts describe more accurately where the money was spent than they had in 2013.

Nigel &  
Barbara

### 5.3 **Authorisation of expenses**

Roger had devised a standard claim form (attached), based on a form from the diocesan website, and to be used by anyone spending money on behalf of the chaplaincy. With the addition of the words “accompanied by a copy of invoice/receipt if available”. This was **accepted**.

Roger

Roger submitted a form requesting payment of €20 for producing service booklets for Evensong. This was **authorised**.

Patricia had been told by the restaurant at St Pargoire, after members of the congregation had lunch there on 12 January, that one member had left without paying. She had not been able to find out what had happened and her husband had paid for the meal. It was **agreed** that the chaplaincy should reimburse this payment and Patricia would ask Francis to complete a claim form.

Patricia

- 5.4 **Payment of first quarter rent of €150 to l'Église Protestante Unie** was **authorised**. Nigel said he hoped this would prompt receipt of a revised agreement for use of the Temple.

- 5.5 **Collection at Joint Service on 18 January 2014** An email had been received suggesting that the collection had been divided between the churches which took part but nothing had been received. Nigel would check on this.

Nigel

Roger suggested that in 2015 All Saints Church might take the initiative in

organising this ecumenical service for the Week of Prayer for Christian Unity.	
5.6 Financial reports for the start of 2014 had been distributed.	
The donation of €100 agreed in July 2013 to Saint-Joseph de Mont-Rouge Monastery, to thank them for making one of their chapels available to the prayer group, was still outstanding but would be made.	Barbara
<b>6 Correspondence</b>	
<b>6.1 Annual Returns to the Diocese</b>	
Roger had completed the Statistics for Mission form, which showed that the chaplaincy had grown by around 10 people over the past year. The other returns would be completed after the churchwardens had been sworn in at the February service.	Roger, Patricia & Nigel
<b>6.2 World War One Centenary</b> The diocese was urging chaplaincies to mark this event. A service at the chapel of Notre Dame de Capimont on Monday 4 August, followed by a shared picnic was suggested. Roger would report back to the diocese.	Roger
<b>7 Safeguarding</b>	
<b>7.1 Policy Statement on Safeguarding</b> Accepting the Diocese in Europe's Policy Statement was part of the Annual Returns. This was <b>agreed</b> .	
<b>7.2 Disclosure and Barring Service applications</b>	
Julie Johnson had received clearance. Jenny Morgan's application had been lost in processing and she had re-applied. Delia Smith had not submitted her application; there being no immediate need.	
<b>7.3 Safeguarding Officer's Report</b>	
Jenny said she was trying to produce a simple document from the extensive documentation she had received. She commented that everything from the diocese is written for the UK and she was trying to understand the French system which is much more judicial. It was necessary to have a named person within the local child and vulnerable adult protection system, to whom to go if necessary. The diocesan advisor had not been able to help.	Jenny
There was a need to compile a "Children's Activity Record". Roger would produce this for the First Communion and Confirmation courses. A record also needed to be kept of who works with children and of who has completed confidential declarations.	Roger
<b>8 Music Team Report</b>	
Alison reported as follows:	
<ul style="list-style-type: none"> <li>• the team continued to try to choose hymns to suit all tastes</li> <li>• she thanked Richard for suggesting Evensong, which had introduced some members of the congregation to chants</li> <li>• at the next service one or more of the young members of the congregation would provide instrumental accompaniment to a hymn and music during the distribution of communion</li> <li>• the team would continue to try to include more musicians</li> <li>• ideas such as singing The Lord's Prayer may be continued</li> <li>• suggestions would be welcomed</li> <li>• Peter Fawcett, a pianist and summer visitor, had offered to play for services from time to time</li> </ul>	

- the team welcomed the few minutes of recorded music provided by Nigel before and after the service and asked that this continue
- she had a CD of church bells which she wondered about using. This led to a suggestion that we begin to use the call bell at the Temple.

Roger said how very pleased he was with all the Music Team did and thanked Alison especially for leading the music for the recent Evensong Service.

## 9 **Items carried forward from last meeting:**

- 9.1 **Care & Concern for congregation members** It was felt that this happens without the need for formal arrangements. Roger asked that he, Richard or Patricia be informed of anyone who is ill or needs a visit.
- 9.2 **Tax deductible giving** This was still work in progress.
- 9.3 **Action Plan** It was decided that the planned questionnaire would not be useful at present, that more social events might be planned during the year and that the council agenda “Long Term Planning” for January 2015.

## 10 **Matters arising from Annual Meeting**

- 10.1 **Consultation and communication with congregation** After discussion it was decided:
- to offer a congregation meeting once a quarter after a Sunday service in advance of chaplaincy council meetings
  - advance notice of dates would be given saying “there will be an opportunity of a meeting” and the meeting would go ahead if there was anyone present at the service who wished it.
  - draft chaplaincy council agendas and minutes would be available through a link on the website.

Julie & Sally

- 10.2 **Cassan Fair** There was doubt about the usefulness of a presence at this Fair but it was **agreed** to try it again this year. Details would be decided at the October meeting.

- 10.3 **Translation of Minutes and submission to Sous-Préfecture** To comply with French regulations, Roger and Nigel would have to sign the draft minutes before submitting them; they would do this soon. It was noted that the French required the minutes to include the number of votes cast for each candidate in an election. Therefore, this information had been added in both the English and French language copies of the minutes.

- 11 **Service booklets and service notice sheets** Roger was thanked for completing the set of new service booklets. It was **agreed** that, when there was seasonal material for a particular service, printed copies would be available at the service.

Patricia

## 12 **Pattern of Services and Events**

- 12.1 After discussion, it was agreed that there would continue to be three Book of Common Prayer Eucharist Services during the year but that the service on Remembrance Service would be Common Worship with BCP later in November.

- 12.2 **9 March** Ros reported that following the donation made in 2013 to a teaching project in Zambia run by her close friends, these friends would like to come to talk to the congregation about their work. It was agreed that they should be invited to do this at a shared lunch in the hall opposite the Temple after the service on 9 March. It was further agreed that the collection taken on that day would be donated to their charity. Ros asked Barbara to confirm that a thank you letter had

Bryan

indeed been received when the 2013 donation was made; one had been and was read to the meeting.

- 12.3 **Ash Wednesday Service** A majority decision was taken not to have a service on Ash Wednesday as there would be two other services within five days.
- 12.4 **Mothering Sunday** It was agreed to have a Holy Communion Service on Mothering Sunday, 30 March. Roger would liaise with Patricia and the Music Term concerning the details.
- 12.5 **Palm Sunday** The normal April service would be on Palm Sunday. It was **agreed** to purchase Palm Crosses for distribution at this service.
- 12.6 **Evensong** It was **agreed** to hold another Evensong service in the autumn.
- 13 **Women's World Day of Prayer, Friday 7 March** Julie was organising this ecumenical service, to take place at the church of Ste Ursule in Pezenas. She asked for help in particular with publicity, especially putting up posters.
- 14 **Lent Lunches and Lent Course** Jenny agreed to organise these as in previous years. This would mean changing the day of the two Prayer Group meetings in Lent. It was **agreed** to purchase from chaplaincy funds 20 copies of the course book "Finding a Voice" based on the film "The King's Speech" and to encourage those taking part in the course to pay for their copy of the book. Julie had a copy of the film, which she offered. Contributions, to go to a charity of the group's choosing, would be requested of those attending the lunches.
- 15 **Date and place of next meeting** Wednesday 16 April at 10 am at the home of Alison, Jenny or Barbara, in that order and to be decided nearer the time. Ros and Richard proffered their apologies in advance.

Roger

Jenny  
&  
Roger

The meeting closed at 12.40 pm.