

# All Saints, Hérault

## The English Church at Saint Pargoire

### Minutes of the Chaplaincy Council Meeting held at 5bis rue de l'Atelier, 34700 Soubès, on Wednesday 29 January 2020

Present: Revd Roger Smith (Chairman), Eleanor Grant, Sue Jones, Andrew Marshall, Jenny Morgan, Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman welcomed everyone, thanked Jac for her hospitality and opened the meeting with prayer at 2.30 pm.

		<b>Action</b>
1	<b>Apologies for absence</b> Patricia Bigot, Steven Hopkins and Julie Johnson	
2	<b>Minutes of the meeting held on 27 November</b> were approved and signed by the chairman as a correct record.	
3	<b>Matters arising</b>	
3.1	<b>3.1 Keys</b> Patricia had recommended against placing a note saying where keys to our cupboard in the Temple are to be found. The cupboard is always locked after our services and often found open when we arrive two weeks later. It was decided that Nigel should put a notice "Église Anglicane" on the cupboard.	Nigel
3.2	<b>4.4 Charity donations from General Fund</b> €200 for the Bishop's Advent Appeal had been paid as £200 in error (€220 equivalent).	
4	<b>Arrangements for 2020 Chaplaincy AGM on 22 March</b> were in hand. The electoral roll had been displayed at the last service and would be displayed at the next two services. Nigel would produce the Meeting Notice, which Andy would post on the website. The Report & Accounts would be posted on the website once finalised.	Nigel Andy
4.1	<b>Approval of Report &amp; Accounts</b>  A draft had been circulated prior to the meeting. Small corrections were proposed and accepted and the Report & Accounts were agreed in principle, proposed Jac, seconded Jenny. Nigel was thanked for all his work on this. He would amend the document and re-circulate it for checking before signature.	Nigel
4.2	<b>Elections</b>  Roger reminded the meeting that Jenny and Steven's terms of office ended this year and that there would also be an election for two synod representatives. Jenny did not intend to stand for re-election but said she was willing to continue as Safeguarding Officer until Sue had clearance and could take over.  Roger would check the details of voting procedure and whether a voting member may be a teller.	Roger
4.3	<b>Shared lunch</b> Usual arrangements, in the Temple. Jac would send an email nearer the time.	Jac

- 4.4 **Chaplain's Report** Roger had distributed this to council members, for information. He would send the same report to Archdeaconry Synod.
- 5 **Finance**
- 5.1 **Payments pending** A payment of around £40 for the website domain name would need to be made in February.
- 5.2 **Income and Expenditure year to date** The previously circulated report was accepted.
- 5.3 **2020 Budget** Nigel talked through this and it was accepted. €500 a month would be transferred to the Succession Fund.
- 5.4 **Lent Lunch donations to charity** It was agreed that those at the first Lent meeting should choose the charity or charities to support.
- 6 **Correspondence** A letter from the Bishop to the Churchwardens had been circulated and was noted. Members echoed the Bishop's thanks to the wardens for all they do.
- 7 **Safeguarding** Jenny had circulated a written report (appended). She drew particular attention to the new training and the need to re-train every three years, also to the need for the diocesan policy to be adopted at the Annual Meeting and sent with the Annual Report.
- Jenny had learnt that Jim and Phyl had to do a DBS application on line but otherwise the diocese would continue to handle their clearance.
- Regarding **Level 2 training**, Roger would contact St Michael's in the Gard with a view to joining together to request training at a venue closer to our two congregations. Roger
- 8 **Music Team Report** Written report attached. Roger would check if the pitch of the music for the new Gloria is appropriate. Roger
- 9 **Website**
- Andy reported 2200 visits over 2019. He had updated the site, had changed the introduction a little in the hope that it would help more people find the site and was using some material from "A Church Near You".
- He was asked to add details of the ecumenical service to be held on 8 February and reminded that the Prayer Group doesn't meet in Lent, ie this year not in March and April. Andy
- 10 **Chaplaincy Development**
- 10.1 **Succession planning** Following the meeting held in November, Nigel was working on the wording of a draft Profile. A second meeting of the working group would be held before the next council meeting and they would consider presenting the initial draft to chaplaincy members after a service.
- 10.2 **Listening course** The next half day session would be on 21 February.

11 **Recent Activities**

11.1 **Fontès Carol Service** The service went well in a very cold church with about 220 people there. Roger mentioned that a change of venue had been suggested. The consensus of opinion was that it was “The Fontès Carol Service” and should remain so and should be on the 2nd Sunday in December. Andy suggested hiring gas-fired industrial heaters.

11.2 **Wednesday Group** The course had now finished. It was planned to re-start with a new course after Easter.

11.3 **Christmas Eve Service** This had worked well despite being an hour later than usual.

12 **Future Events**

12.1 **Ecumenical Service** This would be on 8 February in French only as Roger would be away.

12.2 **Morning Prayer on 9 February** Roger had tried to make the notices and service leaflet easier to follow and Julie planned to use music instead of one of the canticles. Several volunteers had been trained by Roger in use of the PA system.

“Karaoke” Roger would consider putting this on memory stick for those who might need it.

Roger

12.3 **Lent course** Arrangements had been made and details circulated.

12.4 **2020 calendar** This had been up-dated and is appended.

13 **Any Other Business**

Roger asked to buy some altar linen to replace the handkerchiefs and table napkins currently used as purificators and corporal. Jac said she had suitable linen and offered to make some. Her offer was very happily accepted.

Jac

14 **Date, time and place of next meeting** Provisionally, 20 May at Sue’s home (subject to review with new members immediately after the Annual Meeting) .

Roger  
Nigel

The meeting closed at 4.18 pm with members saying the Grace.

## **Report for Safeguarding for C C Meeting Jan 29<sup>th</sup> 2020**

These last few months there have been various causes for concern within our chaplaincy regarding the vulnerability of some of our congregation. It is important that we continue to monitor very closely any incidents where vulnerable members could be harmed. We also need to be aware of the environments we use and ensure that these are as safe as possible. Hopefully the problem with the building at St. Pargoire will be quickly rectified.

There is now an increased demand on us to undertake Safeguarding training. Those trained at level 1 now have a new on-line course to do which has to be updated every 3 years. Now called CO training and available on-line through <https://europe.anglica.org/safeguarding/online-training> Those of us with level 2 training also need to update in a face to face situation again every 3 years. This will mean travelling to another venue for a day course as we have done in the past unless we can get a trainer to come to our region. It appears from the recent document that the clergy may be able to update at the coming Synod meeting in May. From the records we have those of us who already have this training will be due for renewal this year. Phyl, Jim and Sue will need to do level CO on-line training and Sue will need to do Level 2 training as well.

As regards DBS Clearance, there has been no information from the diocese regarding Phyl and Jim's clearance and as this job has now been returned to the chaplaincies for group leaders and helpers, it may be up to us to continue with it. I have contacted the diocesan office to seek clarification as to whether they have done it or not. Sue cannot proceed for clearance until she has her original paperwork returned from the French government.

At the AGM we need to adopt the Chaplaincy Safeguarding policy document for the diocese and send it with the annual report.

The Church's policy on Safeguarding has been completely re-written and as yet I still haven't gone right through it although I have been through the guide lines for Safeguarding officers that accompany it which are mainly to do with how to undertake the vetting checks within the chaplaincy.

There are now forms for getting references, for those applying for jobs in the chaplaincy and for those re-applying for clearance etc. I expect such bureaucracy in France but not from the English!!!

## **Music Team report for Council Meeting 29th January 2020**

In our last report we mentioned a setting to the Gloria written for us by Alison Knights. Since then musician Roger Munns has written a new accompaniment for it, plus tweaking the tempo. We have yet to introduce this revised arrangement to the congregation, so would welcome opinions as to when this might happen, either soon, or further in the future.

Meanwhile, the music team continue to attempt to provide suitable hymns for each service, with a certain amount of diversity. Nigel Summersall continues to choose excellent music before and after the service, and during communion, for which we are grateful.

Alison Kane 13th January 2020

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		30	31	1	2	3	4
5 Jan	Christmas 2	6 Epiphany	7	8 Prayer Group	9	10	11
12 Jan	Baptism of Christ St PARQOIRE CW	13	14	15	16	17	18
19 Jan	Epiphany 2	20	21	22	23	24	25
26 Jan	Epiphany 3	27	28	29 CC meeting	30	31	1
2 Feb	Presentation	3	4	5	6	7	8 Christian Unity
9 Feb	3 before Lent St PARQOIRE MP	10	11	12 Prayer Group	13	14	15
16 Feb	2 before Lent	17	18	19	20	21	22
23 Feb	Sun before Lent St PARQOIRE CW	24	25	26 Ash Wednesday	27	28	29
1 Mar	Lent 1 Lent film showing	2	3	4 Lent Group 1	5	6	7
8 Mar	Lent 2 St PARQOIRE CW	9	10	11 Lent Group 2	12	13	14
15 Mar	Lent 3	16	17	18 Lent Group 3	19	20	21
22 Mar	Lent 4 St PARQOIRE CW + ACM	23	24	25 Lent Group 4	26	27	28
29 Mar	Lent 5	30	31	1 Lent Group 5	2	3	4
5 Apr	Palm Sunday St PARQOIRE CW	6	7	8 Prayer Group	9 Maundy Thursday	10 Good Friday	11
12 Apr	Easter Day St PARQOIRE CW	13	14	15	16	17	18
19 Apr	Easter 2	20	21	22	23	24	25
26 Apr	Easter 3 St PARQOIRE CW	27	28	29 Synod	30 Synod	1 Synod	2 Synod
3 May	Easter 4	4	5	6	7	8	9
10 May	Easter 5 St PARQOIRE CW	11	12	13 Prayer Group	14	15	16
17 May	Easter 6	18	19	20	21 Ascension day	22	23
24 May	Easter 7 ROQUESSELS CW	25	26	27	28	29	30
31 May	Pentecost	1	2	3	4	5	6
7 Jun	Trinity	8	9	10 Prayer Group	11	12	13
14 Jun	Trinity 1 St PARQOIRE CW	15	16	17	18	19	20
21 Jun	Trinity 2	22	23	24	25	26	27
28 Jun	Trinity 3 St PARQOIRE MP	29	30	1	2	3	4
5 Jul	Trinity 4	6	7	8 Prayer Group	9	10	11
12 Jul	Trinity 5 St PARQOIRE CW	13	14	15	16	17	18
19 Jul	Trinity 6	20	21	22	23	24	25
26 Jul	Trinity 7 St PARQOIRE CW	27	28	29	30	31	1
2 Aug	Trinity 8 Transfiguration	3	4	5	6	7	8
9 Aug	Trinity 9 St PARQOIRE CW	10	11	12 Prayer Group	13	14	15
16 Aug	Trinity 10	17	18	19	20	21	22
23 Aug	Trinity 11 St PARQOIRE CW	24	25	26	27	28	29
30 Aug	Trinity 12	31	1	2	3	4	5
6 Sep	Trinity 13	7	8	9 Prayer Group	10	11	12
13 Sep	Trinity 14 St PARQOIRE CW	14	15	16	17	18	19
20 Sep	Trinity 15	21	22	23	24	25	26
27 Sep	Trinity 16 St PARQOIRE CW	28	29	30	1	2	3
4 Oct	Trinity 17	5	6	7	8	9	10
11 Oct	Trinity 18 St PARQOIRE HARVEST	12	13	14 Prayer Group	15	16	17
18 Oct	Trinity 19	19	20	21	22	23	24
25 Oct	Last after Trinity St PARQOIRE CW	26	27	28	29	30	31
1 Nov	All Saints	2	3	4	5	6	7
8 Nov	Remembrance St PARQOIRE CW	9	10	11 Prayer Group	12	13	14
15 Nov	2 before Advent	16	17	18	19	20	21
22 Nov	Christ the King St PARQOIRE CW	23	24	25	26	27	28
29 Nov	Advent	30	1	2	3	4	5
6 Dec	Advent 2 St PARQOIRE CW	7	8	9 Prayer Group	10	11	12
13 Dec	Advent 3 FONTÈS CAROLS	14	15	16	17	18	19
20 Dec	Advent 4	21	22	23	24 St PARQOIRE CW	25 Christmas Day	26
27 Dec	Christmas 1	28	29	30	31	1	2

 = Vacances scolaires