

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at by Zoom on Wednesday 3 February 2021

Present: Revd Roger Smith (Chairman), Patricia Bigot, John Gifford, Julie Johnson (to item 10.1), Jim Mallett, Phyl Mallett, Andy Marshall, Jac Phillips, Sue Robinson, Delia Smith and Nigel Summersall.

Members present were marked on the sign-in sheet. The chairman welcomed everyone and opened the meeting with prayer at 10.08 am.

		Action
1	Apologies for absence None	
2	Minutes of the meeting held on 2 December were approved and signed by the chairman as a correct record.	
3	Matters arising	
3.1	3.1 Altar Linen Jac had cut this to size but needed to finish it.	Jac
3.2	4.3 Treasurer John and Nigel had agreed that, for the time being, Nigel would continue in the same rôle as previously, as hand-over was difficult without being able to meet face-to-face. Progress would be reported as and when John began to take over more of Nigel's tasks.	John Nigel
3.3	4.6 Safeguarding Officer and ID Checker Steven Hopkins would be taking over from Jenny Morgan in April, after doing his C2 training.	
3.4	4.9 Sidespeople's Safeguarding requirements The minimum was DBS clearance and level C0 training. Trevor was the only sidesperson without this. Roger would check that he was willing to seek clearance and do the training.	Roger
3.5	5 Eucharistic Assistants Roger had found that the form on the website was out of date. Once the new Archdeacon was settled in post, he would ask for a current form and make the application agreed at the last meeting.	Roger
3.6	12.1 Services on 1st and 3rd Sundays Roger reported that the Église Protestante was using the Temple at St Pargoire on 1 st and 3 rd Sundays during Covid-19 restrictions but that it should be available for us, as agreed, when we felt able to resume services.	
4	Preparations for 2021 Chaplaincy AGM on Sunday 21 March at 11.30 am by Zoom	
4.1	Approval of 2020 Report & Accounts A draft had been circulated prior to the meeting and it was accepted unanimously with thanks to Nigel for all his work. Proposed Patricia, seconded Sue.	
4.2	Nigel would produce and send Notice of Meeting, Agenda and Report &	

	<p>Accounts. Patricia would email those on the mailing list seeking additions and deletions for the electoral roll before producing an amended electoral roll and emailing that and all meeting papers. Roger said he had up-dated forms for 2021 on the website.</p>	Nigel Patricia
4.3	<p>Elections Members were reminded that nominations would be invited for three chaplaincy council members: two additional members and one due to a term coming to an end.</p>	
5	<p>Treasurers' Report Reports had been circulated with the agenda and were accepted. Nigel commented that he thought some income items were optimistic; he would adjust them downwards. The €1000 for chaplain's travel expenses agreed at the last meeting needed to be added.</p> <p>Jim asked what happened to surplus funds. Nigel answered that this was usually General Fund money, it was held on an interest-earning account and went possibly to charity but usually to the Succession Fund for the eventual costs of a future chaplain.</p>	Nigel
6	<p>Correspondence had been circulated in advance and was noted.</p>	
7	<p>Safeguarding Jenny Morgan had recommended that the whole congregation be asked to do the on-line C0 training. Council members should do C0 and preferably C1. The council endorsed this recommendation on the basis that Safeguarding should be an integral part of all our lives.</p> <p>Jim, Phyl and Patricia were working on C2 training which they said was quite demanding and time-consuming but, Phyl reported, satisfying.</p> <p>Roger reported that he now has clearance for five years.</p>	All
8	<p>Music Team Report Sue said the team was sorry not to be able to meet. They continued to work individually then exchanged emails. They had taken on board the need to check versions, verses, etc, of the music chosen.</p>	
9	<p>Website Report Nigel expressed thanks to Roger for the work he had done on the website. Roger said he had made a site map and moved things around and that he needed to use the website regularly for Church Chez Nous.</p> <p>Roger and Andy agreed to talk separately about technical issues. Andy would pay and claim reimbursement of costs due for website services.</p>	Roger Andy
10	<p>Future Events</p>	
10.1	<p>Lent Course After a long discussion and a suggestion by Andy it was decided not to offer a course but a one-hour Zoom meeting, from 10.30 to 11.30 am on Wednesdays during Lent. The meetings would ideally have a theme. Council members would think about this and make suggestions.</p> <p>Jim, Phyl and Roger had looked at the LLF course from the Church of England which they judged excellent but not suitable for Zoom. Also, Jim and Phyl had found that the necessary resources were not currently available. This course would be born in mind for the future.</p> <p>The Zoom meetings would clash with planned Prayer Group podcasts. Roger</p>	All Roger

would consult Jenny Morgan and Prayer Group members about this.

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| 10.2 | Starting Services again and Podcasts Roger would plan podcasts for Palm Sunday, Good Friday and Easter Day, assuming services would not be resumed before Easter. | Roger |
| 10.3 | Listening Course Following the introductory course she led previously, Jenny Morgan had enrolled for a paid on-line course in April by the Acorn Trust. The council would consider recommending this to chaplaincy members after hearing Jenny's feedback. | May agenda |
| 11 | Chaplaincy Development | |
| 11.1 | Succession planning | |
| 11.1.1 | Lectionary The one Roger used was no longer available. He would look on-line for a second-hand copy. | Roger |
| 11.1.2 | Sound System Roger had not yet looked for one. | Roger |
| 11.1.3 | Cupboard for Temple Andy reported that a metal cupboard, which could have a combination lock, would cost around €200. It was agreed that a conversation was needed with Église Protestante leaders before more could be done about replacing or adding to our storage space. Nigel offered to take this forward. | Nigel |
| 12 | Any Other Business Nigel said there would be an Ash Wednesday service from the Diocese at 5 pm. It was agreed to advertise this on the website.

Roger would be producing a podcast Ash Wednesday service. | |
| 13 | Provisional date and time of next meeting 10 am on Wednesday 19 May, subject to this suiting members elected at the AGM in March. | |

The meeting closed at 11.42 am with members saying the Grace.