

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at Le Temple, St Pargoire, at 10 am on Thursday 6 November 2014

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

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

	Action
1 Apologies for absence None: all members were present.	
2 Minutes of the meeting held on 15 July 2014 were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 Minute 3.1 Redesignation of Bank Account Nigel had written to La Banque Postale, his letter had been acknowledged and he would continue to press the bank to change the name on the account to “L’Eglise Anglicane de Tous les Saints dans l’Hérault”, as requested in December 2013.	Nigel
3.2 Minute 4.1 Diocesan Common Fund contributions Nigel had received confirmation from the Diocesan Finance Secretary that our chaplaincy would be asked to pay 250 € in 2015. Details had also been received of how future contributions were expected to be calculated, up to possibly paying 360 € in 2018. Roger reminded members that there would also be a request to contribute to the Continuing Ministerial Education Fund each year.	
3.3 Minute 13 Gluten Allergy and Holy Communion Bread Thanks to Alison and Barbara, a reliable source of gluten free bread, acceptable to all, had been found.	
4 Finance	
4.1 Payments pending None.	
4.2 Income & Expenditure Updates had been distributed with the meeting papers. The bank balance was 4725 €	
4.3 Budget Update The Budget Report that had been distributed with the meeting papers was explained by Nigel and accepted.	
4.4 Charitable giving It was pointed out that the following donations had already been made: 500 € from Lent lunches, to Christian Aid via Bishop David’s appeal 269 € to Secours Populaire, from the Harvest event 178.92 € (in kind as the local Restos cannot accept cash) to Restos de Cœur, from the Harvest event. Barbara said Bryan and Chris Payne had also just made a donation of 114 € from the Breakfast Club, for her to spend on provisions for Restos du Cœur.	
4.5 Tax deductible giving Nigel had a letter ready to be sent to the appropriate authority asking that the chaplaincy be authorised to issue tax certificates which	

would enable donors who are French income tax payers to reduce their tax bill. Nigel understood that if no notice to the contrary was received within three months, the chaplaincy could begin to issue certificates. This would necessitate setting up a planned giving scheme to complement the plate collections.

Nigel

Nigel was thanked for his work to put tax-effective giving in place.

4.6 **Charitable donations from General Fund**

Roger drew attention to the document containing the invited suggestions and comments from chaplaincy members concerning donations to charities. He also reminded members that money put in the collection at services was unrestricted, unless specifically stated otherwise at a particular service, and decisions about donations from this general fund money were the responsibility of the chaplaincy council.

The following points and decisions arose from discussion:

- “Hands-on” support for disadvantaged people in the local area was provided via support for Restos du Cœur
- Fund raising events were being held
- Offering a tax-effective way of giving to and through the chaplaincy was in hand

It was agreed that a total of 2400 € would be given in donations – 400 € each to

- The Bible Society for its work in Gaza
- Bishop Robert's Advent Appeal to support the Sant'Egidio programme for asylum seekers
- WaterAid
- Riders for Health, for their work in Africa (with a proviso that Roger would first check the credentials of this group and email the council with his findings)
- The Abbé Pierre Foundation
- Secours Populaire

Roger

500 € would be ear-marked to enable a fast response to disaster appeals. The whole council would decide by email exchange before such a payment was made.

Julie suggested that the chaplaincy might help another church in the Archdeaconry, such as the church in Marseille, which was struggling to afford to keep its building. She would look into this further with a view to a possible donation in 2015.

Julie

4.7 **2015 Budget** Nigel would prepare a draft budget, to include 3500 € charitable giving and 500 € Reader training fees, and bring it to the next council meeting.

Nigel

5 **Correspondence** Everything had been covered in other parts of the meeting except the letter Bishop Robert sent when he took up post, which had been circulated to council members.

6 **Safeguarding**

6.1 Jenny had drawn up a list of important telephone numbers and email addresses for Sally to laminate ready for display. The chaplaincy had an easel and board, given by Trish and Roger Armson, which would be used to display safeguarding and any other chaplaincy information at each service.

6.2 The chaplaincy **Safeguarding Policy** had been adopted in October 2013 and needed to be reviewed annually. Jenny felt most points were being fulfilled. She reminded members of the main points of the policy document and it was re-adopted.

6.3 **Training** There had not yet been a need to train anyone to work with children or vulnerable adults.

Jenny had been in touch with Chris Lees, the Diocesan Advisor, who had said that “on-line” training for everyone would eventually become available. In the meantime, Jenny would be willing to go through the procedures with council members so that everyone was aware of what is expected of them and how to respond should they have concerns. It was agreed to meet one morning for this training followed by a bring and share lunch. Jenny would email a suggested date in the new year.

Jenny

7 **Music Team Report** Alison reported as follows.

- The team continued to try to cater to most tastes in choice of hymns and will always attempt to include any requests made by members of the congregation.
- It was a shame that Peter Fawcett was not available to play for the recent Evensong Service, as he had expressed a wish to play for Evensong, but the team was looking forward to his playing for the November services.
- Live music during communion had not been possible recently, as the girls who offer to play have had other commitments, but the team is always happy to include music from any instrumentalists in the congregation who would like to play.
- The team is grateful to Nigel both for his provision of the Karaoke accompaniments of hymns and for his choice of music played during communion.
- Feedback after services had suggested that more traditional hymns should be used for festivals such as Harvest.
- The team looked very carefully at the set readings and the hymns chosen were always relevant to the theme for the day.

Roger thanked the team for their hard and successful work.

8 **Website & Publicity**

8.1 **Domain transfer** The domain had finally been successfully transferred into Roger's name.

8.2 **Website links to other English-speaking churches** were in place.

8.3 **Webmaster** Julie felt she needed to stand down from this role. Andy Marshall had offered to replace her. He had had a meeting with Julie, Sally and Roger and had begun to explore possible changes to the website. It was agreed that Andy should replace Julie. Julie, Sally, Roger and Andy would meet again to forward the hand-over. Julie and Sally were thanked for all they had done to-date.

Patricia asked about the use of Facebook. Andy was still looking into this; Patricia would continue to send him information.

8.4 **Website Report** Julie reported that she would continue to provide the monthly Prayer Diary for the website and to write articles for the “Faith” tab. She asked for more contributors and thanked Barbara for her contributions about Restos du Cœur.

8.5 **Publicity/Advertising**

The advertisement in BBB was now correct. No payment had been requested for 2014.

Nigel would make a new notice for the gate of the Temple, to replace the one which gave wrong information.

Nigel

- 9 **Julie Johnson's Reader Training** Julie said she was very much enjoying her course and wishing she could devote more time to it. She had sent two assessments to her tutor and had bought lots of books. She hoped to finish the first module by the end of the year and to complete two more modules in 2015.

10 **Report on Recent Activities**

- 10.1 **World War One Centenary Service** Roger said Julie had devised a great service and a report had appeared on the diocesan website. 23 people attended.

- 10.2 **Harold Kline Memorial Service** Roger had appreciated the opportunity to work with the Catholic Priest and the Eglise Protestante Pastor on this service. It had brought to light new information about Harold Kline, which was still being followed up.

- 10.3 **Harvest Festival Charity Event** Thanks were expressed in particular to Trish and Roger Armson (Nigel would write to them) and to Barbara for this very successful event. Thirty six people had attended the service, despite the red alert weather warning and it had been good to be joined for lunch by members of Simply Church.

Nigel

A report detailing income and expenditure had been circulated. Donation of the profit of 447.92 €60% to Secours Populaire and 40% to Restos du Cœur was ratified by the Council.

- 10.4 **Evensong** Twenty six people had attended and it was felt another Evensong should be planned. A practice before was considered necessary but with a quiet time between the practice and the service.

- 10.5 **Matins** Richard said he would like Matins occasionally. This suggestion would be raised at the next congregation meeting.

Roger

11 **Future Events**

- 11.1 **Remembrance Day Service** Roger said he hoped lighting candles of remembrance as part of this service would work.

- 11.2 **Cassan Fair** Not enquiring soon enough had resulted in only outside spots being available. As a result no booking had been made. Roger Armson had suggested a stall at Cassan mainly to promote the Fontès Carol Service. The Carol Service organising committee had already arranged to make sure that this event would be well advertised at Cassan.

- 11.3 **Fontès Carol Service** This would be at 3 pm on Sunday 14 December. Chaplaincy members had been circulated with copies of advertising posters and a request to display them within their local communities.

- 11.4 **Christmas Eve Service** Roger had agreed with the Eglise Protestante Unie that the service could be held at 6.30 pm. Alison offered to bring mulled wine to serve after the service. Other committee members would bring “nibbles”.

All

- 11.5 **Week of Prayer for Christian Unity** On the basis that it is probably All Saints' turn to lead this ecumenical service, Roger would produce a bilingual order of service and send it to the other ministers for comment.

Roger

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| 11.6 | Lent/Holy Week/Easter Roger said he would like to hold a Holy Communion Service with washing of feet in the chapel at Puissalicon on Maundy Thursday . Alison would ask permission to use the chapel. Ash Wednesday, Palm Sunday, Good Friday and Easter Day services would be held at St Pargoire. | Alison |
| 11.7 | Contemporary worship service Chris and Bryan Payne had said they would like to devise a contemporary worship service. Pentecost had been identified as a possible time for this. The council agreed with this suggestion but felt some people might wish to take communion at Pentecost. It was agreed that Chris, Bryan and Roger should prepare a contemporary service and that there would be a short said communion service after coffee for any who wanted to stay. | Roger |
| 11.8 | June 2015 Service It was planned that this would be at Roquessels and would be followed by a shared lunch at Domaine Les Trinités. | |
| 12 | Church “twinning” with St Eadburgha’s, Ebrington, Gloucestershire This church had asked to form an unofficial Christian friendship link with All Saints. They already had links with 15 other churches in Europe, including St Bartholomew's in Dinard. It was agreed to go ahead, with Roger as the contact. | Roger |
| 13 | Contact for Eglise Protestante Unie de France Nigel agreed to be the contact, primarily to ask permission to use the Temple for services and/or meetings in addition to the usual 2nd Sunday of the month services. | Nigel |
| 14 | 2015 Annual Chaplaincy Meeting | |
| 14.1 | “Rotating” Chaplaincy Council members Alison and Christine would stand down, in order to continue creating a situation where one third of lay members of the council retire each year. They would be eligible for re-election. | |
| 14.1 | Electoral Roll enrolment form It was agreed to adopt the diocesan model form, to request on it also email address and telephone number and make it clear that the electoral roll, showing names and postal addresses, would be displayed in church before the Annual Meeting, following review. | Roger |
| 14.2 | Nomination forms for Chaplaincy Council and Synod representatives These forms would be amended to show the correct eligible age, ie 16. | Patricia |
| 14.3 | Postal votes Members were reminded that the inaugural general meeting of the chaplaincy had voted to allow postal votes for the annual general meeting. This decision would stand until or unless overturned at a future annual meeting. | |
| 14.4 | Annual Meeting Date It was agreed to hold the Annual Meeting after the service on Sunday 22 February and that the meeting would be followed by a bring and share lunch in the Temple. Deferring the meeting to February would allow sufficient time for the chaplaincy council to prepare and approve the report and accounts and for the accounts to be audited. | |
| 15 | Date and place of next meeting Tuesday 27 January at 2.30 pm at 30 route de Canet, Le Pouget. | |
| 16 | Any Other Business Patricia suggested moving the regular Sunday service away from 2nd Sunday, particularly because it clashed with the Fontès Carol Service. Following brief discussion, including why the services were moved to the 2nd Sunday and when other local churches meet, it was decided to discuss the matter further at the January meeting, after members had had time to reflect on it. | |

The meeting closed at 12.17 pm with members saying the Grace together.