

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 2 Chemin de la Fourquette, Margon, at 10.00 am on Thursday 6 July 2017

Present: Revd Roger Smith (Chairman), Patricia Bigot, Steven Hopkins (from item 3.5), Julie Johnson (from item 4), Alison Kane, Andrew Marshall, Christine Marshall, Jac Phillips, Delia Smith and Nigel Summersall.

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

	Action
1 Apologies for absence Jenny Morgan	
2 Minutes of the meeting held on 10 May 2017 were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 3.1 Change of Safeguarding Contact Names Jenny would change the notice at the Temple on her return from England.	Jenny
3.2 3.2 New Chalice Martin was still looking. Everything he had found so far was very expensive. In the meantime, the two chalices recently donated by Roger Armson were very useful for services away from the Temple.	
3.3 3.3 Collection Bags Nigel had drafted a thank you letter to Sally Wheeldon. Jac would deliver it after the meeting.	Jac
3.4 3.4 Key-holders List/Inventory This had been completed and signed by all who held church property.	
3.5 14.3 Matins service booklet Roger had produced and circulated a service booklet and a booklet containing the canticles for the different church seasons. He said he saw three reasons to use Morning Prayer: <ul style="list-style-type: none">• for planned services• at a few days notice (eg if he had ‘flu)• In an emergency (eg his car broke down on the way to St Pargoire)	
In any of these cases resources such as a copy of the Common Worship book, a copy of the lectionary, a Bible, a sermon, would be needed.	
In an emergency, Patricia would already have Roger’s sermon. Otherwise, Steven suggested, and it was agreed, that Quaker-style silence in place of a sermon might work.	
After discussion it was agreed that Roger would print 50 of each of the two booklets at a total cost of around 70 €, would buy other resources as necessary and write a detailed guide for use by the churchwardens, should they need to take the service.	Roger

3.6	15 Long-armed stapler Roger had bought one.	
4	Finance	
4.1	Income and Expenditure year to date Nigel had circulated a statement prior to the meeting. This was noted.	
4.2	2017 Budget Nigel had revised and circulated a budget proposal which indicated that, given the money designated for succession planning in 2016 and the first part of 2017, there could be little or no money available at the end of the year for charitable donations.	
4.3	Banking changes Nigel was trying to finalise arrangements for internet banking and open a Livret A account. The applications had been held up at the bank; another form was needed.	Nigel
4.4	Charitable giving for 2017 This was discussed in the light of balancing the budget, historical giving and building up a succession fund. Steven suggested allocating a percentage and, after discussion, Andy proposed, Julie seconded and it was unanimously agreed to adopt the Biblical principle of tithing and give 10% of annual income to charities. This would mean adjusting the amount designated for succession planning. As usual, there would be a congregation meeting to discuss donations before the next council meeting and prior to that Patricia would send an email inviting suggestions.	Roger Patricia
4.5	Vacuum cleaner for the Temple Bobbie Trickett had reported that the vacuum cleaner at the Temple had broken. It was agreed to ask her to buy a replacement with a budget of 150 €.	Roger
5	Correspondence had been distributed prior to the meeting and was noted.	
5.1	An email from a member of the Eglise Protestante required further investigation of several points. Nigel and/or Patricia would deal with this, ideally face-to-face.	Nigel & Patricia
6	Safeguarding	
6.1	Policy Review and Confirmation The signed form had been sent to the Diocese.	
6.2	Safeguarding checks Nigel's clearance from some countries was still outstanding.	Nigel
6.3	Online training Nigel still needed to do the Adult training.	Nigel
6.4	"Level 2" Training No date had yet been offered to Jenny and Nigel for this training.	
6.5	Safeguarding information on notices Beginning with the coming service, the safeguarding paragraph on the notice of service had been changed. It was suggested, and agreed, that on future notices names listed should be in a different order, with Jenny's first.	Roger Patricia
6.6	Julie asked Andy to simplify information given on the website about the Allocation Personnalisée d'Autonomie available from the French state. He would try but there was a lot of information to be conveyed.	Andy

7	Music Team Report	
7.1	Alison was concerned that the team numbered just three, although that was working for them. Council members saw no need to recruit another member. Alison also said negative comments about music within the service inhibited the team from extending sung content, eg singing the Gloria. However, Roger would pass on the sheet music for a simple unison Gloria for consideration.	Roger
7.2	Patricia asked that the Music Team didn't choose hymns on loose sheets for services away from the Temple. This resulted in Roger agreeing to produce hymn leaflets for such services.	Roger
8	Website and Publicity	
8.1	Roger congratulated Andy on producing an excellent welcome leaflet and offered to print 15-20 copies. Andy would put the leaflet on the website.	Roger Andy
8.2	Andy reported that he had added new links to the website and had begun a Youth page, which he would look at with Steven and on which he would then appreciate council members' comments. He would send a link. Andy asked "is there a Diocesan Youth Officer"? It was thought not.	Andy Steven
8.3	Andy reported, amongst other data, 500+ visits to the website in a 90-day period, mostly to the home page but otherwise with a diverse and slightly surprising range of pages visited.	
9	Archdeaconry Synod Report Delia had written a brief report, which was accepted by the meeting to be included in the 2017 Report & Accounts. Julie offered to write a Synod report for the website, with photos.	Julie
10	Julie Johnson's Reader Training Julie had finished the 4 th module of her course, on the Holy Spirit and the People of God, and had requested the 5 th module on Christian Ethics.	
11	Steven Hopkins' Discernment Process Following Steven's day-long interview with the Diocesan Director of Ordinands, when they had gone through the portfolio he had compiled, Steven was waiting to know exactly what was the next step. He expected this to be probably at the beginning of 2018.	
12	Book of Common Prayer v Common Worship The straw poll after the last Book of Common Prayer and Common Worship services had shown that a significant number of those present enjoy the BCP service. It was decided to continue as at present and discuss this further at the next council meeting. Patricia pointed out that it was not known how many would enjoy a service at the opposite end of the spectrum, ie a very informal, modern language service. This was discussed briefly before being deferred to a broad discussion of patterns of worship at a future meeting.	Nigel Nigel
13	Report on Recent Activities	
13.1	Ecumenical event at Hameau de Besse on 10 June This had been an enjoyable	

	occasion, as usual. Six members of All Saints, including Roger, had attended.	
13.2	Service at Roquessels on 25 June As usual, thanks to the Coulshaw family, all had gone smoothly and a good time was had by all. Nigel had thanked Simon by email but would also send a letter.	Nigel
14	Future Events	
14.1	Service at Margon on 20 August A lady soloist had offered to sing during the distribution of Communion at this service. Nigel would pass her details to Alison. If the lady is to sing, Patricia asked to be told a fortnight before in order to mention it in the notices. Patricia would also send out a map, which Roger would produce, showing how to find the nearest loos.	Nigel Alison Roger Patricia
14.2	Harvest Event on 24 September Roger had checked arrangements with Roger Armson the day before this meeting. Roger A thought it best to invite just the three other local churches – EPU, RC and Simply Church – and had asked Roger S to do this. Nigel had received confirmation that the key to the venue would be available on the day before, for setting up.	Roger
14.3	Quiet Day Roger had circulated examples of days and a weekend. Some suggestions of venue had already been received. Roger asked for volunteers for a group to plan an event for Spring 2018. Julie, Steven and Delia volunteered to join him.	Roger Julie Steven Delia
14.4	Christmas Eve Nigel would ask for use of the Temple for a service at 6.30 pm.	Nigel
15	Any Other Business None.	
16	Date and place of next meeting Thursday 2 November at 2.30 pm at Alison's home.	

Roger thanked everyone for their attendance and Patricia for her hospitality and the meeting closed at 12.17 pm with members saying the Grace.