

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at Les Vents Chantants, Mas Canet, at 10 am on Monday 7 November 2016

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

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

		Action
1	Apologies for absence None	
2	Minutes of the Meeting held on 11 July 2016 were approved and signed by the chairman as a correct record.	
3	Matters arising	
3.1	3.1, 14.1, 14.2 Tables New tables had been bought.	
3.2	3.4 Succession Planning Roger had spoken to the congregation in October.	
3.3	3.5 UK Gift Aid Forms Andy had added links to the new forms on the website.	
3.4	3.7 Change of Safeguarding Contact Names Jenny had made a new notice. Sally had the chaplaincy laminator and would laminate the notice before the next service.	Sally
3.5	13 New Chalice Roger had spoken to Martin (Christine's friend), who was still looking.	
3.6	14.3 Collection Bags The friend Alison had in mind was not able to make some bags but Sally Wheeldon had offered.	Alison
3.7	14.4 Chalice Administrators The three new administrators had been licenced and trained. Roger had written a "hand out" and distributed it to all the chaplaincy's chalice administrators.	
4	Finance	
4.1	Payments pending : € 107,98 for expenditure on Confirmation Gifts, Books and Printing & Consumables € 150 4 th quarter contribution to Temple € 165,10 reimbursement of collection at Confirmation service paid to Bishop David Printing for services, not yet costed.	

4.2	<p>Income and Expenditure update and Budget review</p> <p>Nigel distributed a revised Budget Report. Previously circulated income and expenditure statements were accepted but it was noted that the € 400 raised at Lent lunches for the Bishop’s appeal had still not been sent. Nigel would arrange to pay this.</p>	Nigel
4.2.1	<p>Upkeep of Services Patricia asked if future reports could itemise routine running costs. Nigel would see if this could easily be done.</p>	Nigel
4.2.2	<p>Planned Giving Following a question by Patricia, it was agreed that at the Annual Meeting members would be reminded that it was expected that there were some who might need or wish to adjust their giving, up or down; it was simply a case of letting a churchwarden know and signing a new form.</p>	Nigel
4.3	<p>Charitable giving for 2016</p>	
	<p>It was decided that chaplaincy finances permitted giving € 3000 to charity, as in 2015. After consideration of all the suggestions received, the following distribution was agreed:</p>	Nigel & Francis
	<p>€ 100 to Bishop Robert’s Appeal for St John’s Church in Casablanca</p>	
	<p>€ 400 to SAFAKO, to help a school in Madagascar</p>	
	<p>€ 400 to Sciences Po Refugee Help, to help refugees in Paris</p>	
	<p>€ 400 to Secours Populaire in Pézenas</p>	
	<p>€ 500 to WaterAid</p>	
	<p>€ 600 to Médecins sans Frontières</p>	
	<p>€ 600 to the Bible Society</p>	
	<p>Roger would speak to the congregation at the next service and explain the council’s choices.</p>	Roger
5	<p>Correspondence Nigel clarified a list of previously circulated correspondence, which was noted and/or dealt with elsewhere in the meeting.</p>	
6	<p>Safeguarding</p>	
6.1	<p>Safeguarding checks Roger’s safeguarding clearance had recently been updated. Delia had received clearance, Jenny’s clearance was current. Julie needed to let Jenny know the date(s) of her clearance. Nigel and Patricia were still collecting checks from the many countries in which they had lived.</p>	Julie Patricia Nigel
6.2	<p>Online training Jenny, Delia and Patricia had completed both the Child and Adult training. Roger and Nigel still needed to do the Adult training. Julie needed to do both.</p>	Roger Nigel Julie
6.3	<p>First Aid Kit Nothing had been used but Jenny would check dates on the items in the kit.</p>	Jenny
7	<p>Music Team Report</p>	
	<p>Alison had not been able to recruit a fourth member of the team but said the team of three was working well. They suggest a Taizé chant at the Advent services,</p>	

	during the lighting of the Advent candles, and would work on this with Roger. Peter Fawcett would be playing at the Remembrance Day service. Roger would sort out amplification for his keyboard.	Roger
8	Website and Publicity Christine passed on to Roger, from Andy, for comment, a printed copy of an article for the website about the service at Fontès.	Roger
9	Ministry Training	
9.1	Julie Johnson's Reader Training Julie said she was finding the fourth module "The Holy Spirit and the People of God" challenging but was now ready to start the first of two essays. She asked for prayers and again thanked the chaplaincy for their financial support.	
9.2	Steven Hopkins' discernment process Roger reported that Steven Hopkins had begun actively to investigate a long-felt call to the priesthood. He had talked with Roger and had been to see the archdeaconry's vocations advisor, who wholeheartedly supported Steven in his discernment process. Council members had received full written details of the stages involved. Following discussion and clarification of some points, the following resolution was proposed from the chair and unanimously agreed: 1. The Chaplaincy Council supports Steven Hopkins in the testing of his vocation to the ordained ministry of the Church in the Open Category. 2. If Steven Hopkins were to be recommend for training, the Chaplaincy Council would offer its full support and if Steven Hopkins were to be ordained to serve as a priest in this parish his ministry would be acceptable throughout the chaplaincy. 3. The Chaplaincy Council recognises that Steven Hopkins is presenting for deployable stipendiary or non-stipendiary ministry and encourages him in the discernment process of the Diocese in Europe. 4. The chaplaincy undertakes to support Steven Hopkins in his discernment and will assist with the costs of the Enquirers Weekend and Vocations Seminar and will make a contribution to Diocesan Funds of £1,000 towards the costs each year that Steven Hopkins is training for ordination, while recognising the travel and course costs are met in full by the Diocese and the Church of England's Ministry Division.	
10	Reports on recent activities Harvest, 25 September & Confirmation weekend 15/16 October These had both been good occasions. The shared lunches both outside and in The Temple had worked well. Thanks were recorded to Chris, her team and the many others who willingly offered time and talents to ensure happy and successful events.	
11	Future Events	
11.1	Roger had distributed a list of proposed services for 2017, following the usual pattern, which was discussed. Sung Evensong on 26 March was agreed: service to be taken by Julie, music led by Alison.	
11.2	Harvest Festival would be on 24 September.	
11.3	A service at Margon in July or August and Taizé-style worship , possibly at the	

chapel at Capimont, were suggested. Decisions would be made at a future meeting.

- 11.4 **Week of Prayer for Christian Unity** Roger had been approached about a joint event with the Pézenas Roman Catholic church. He had replied that All Saints had a commitment to a joint service with the Catholics and Protestants based at St Pargoire and he didn't think our congregation would attend two such services in one week.
- 12 **2017 Chaplaincy Annual General Meeting** This would be held after the service on 12 March, followed by an apero but not a shared lunch as Events Team members would be away.
- 13 **Any Other Business**
Christine asked that the statutory "one week before the meeting" be adhered to for receipt of all meeting papers.
- 14 **Date and place of next meeting** Wednesday 1 February 2017 at Nigel's home.

Nigel

The meeting closed at 12.15 pm with members saying the Grace together.