

# All Saints, Hérault

## The English Church at Saint Pargoire

### Minutes of the Chaplaincy Council Meeting held at 10 am at 124 Impasse de la Fontaine del Sauze, 34700 Soubès

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

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

	<b>Action</b>
1 <b>Apologies for absence</b> None	
2 <b>Minutes of the meeting held on 14 November 2018</b> were approved and signed by the chairman as a correct record.	
3 <b>Matters arising</b>	
3.1 <b>4.4 &amp; 15.2</b> Steven suggested that charitable giving and a possible hardship fund should be co-ordinated and that the money designated should be differentiated between general “worthy causes” and charities of personal interest to chaplaincy members. Further consideration would be given to this at the summer meeting of the council.	re-agenda
3.2 <b>5.1 Temple Gate Notice Board</b> Roger and Patricia had talked to the president of the Église Protestante after the ecumenical service on 9 February, who was happy for us to replace the damaged board. It was agreed that our chaplaincy would buy a new one, at a cost of around €100, which Roger would fit.  Nigel and Roger had produced a notice for the board, based on the front page of the website but with, in French and English, a statement that the Temple is used by kind permission of the Église Protestante. Subject to minor corrections, this was accepted.	Roger  Roger
3.3 <b>15.1 Board with photos of CC members</b> No action had been taken and it was decided that Trevor would be asked to take a group photo after the meeting, which he would send to Andy to put on the website.	Andy
3.3.2   In connection with photos of members, Julie reported a request to publish photos of all church members; Jenny said the request was for a list of the names and addresses of members, with a view, for example, to “co-voiturage”. Patricia’s experience was that members were very reluctant to have information published in this way. Delia pointed out the photos on the “Church Members” section of the website were very out of date. Andy would consider if it was appropriate that they remain there.	Andy
4 <b>Arrangements for Chaplaincy AGM on 24 March 2019</b>	
4.1   The <b>Notice of the Meeting</b> would be advertised at the Temple, on the website and by email by 9 March and the <b>Report &amp; Accounts</b> would be published similarly by	Patricia/ Nigel/

<p>16 March.</p> <p>The <b>Electoral Roll</b> would be displayed at the Temple only on 10 and 24 March.</p>	<p>Andy</p>
	<p>Patricia</p>
<p>4.2 <b>Approval of 2018 Report &amp; Accounts</b></p>	
<p>Nigel was thanked for doing the bulk of the work of drafting the Report &amp; Accounts, which had been circulated and amended as necessary in the week before the meeting. It was <b>approved</b> subject to a few more minor corrections.</p>	<p>Nigel</p>
<p>4.3 <b>Election of two council members</b> Roger reminded the meeting that, in order to re-establish a cycle of two members being elected each year, two members needed to offer to stand down but could, of course, stand for re-election. Jac and Andy volunteered.</p>	
<p>Jenny said she may not wish to serve a further term and would like to see someone trained to take over from her as Safeguarding Officer. She would not be available for a month in the spring, during which the service notices would say that Julie should be contacted for any safeguarding issues.</p>	<p>Patricia</p>
<p>4.4 <b>Shared lunch</b> Jac had arrangements in hand.</p>	
<p>4.5 <b>Chaplain’s Report</b> Roger had circulated his report, for information.</p>	
<p>5 <b>Finance</b></p>	
<p>5.1 <b>Payments Pending and agreed:</b> €690 for synod accommodation costs (proposed Nigel, seconded Patricia) £400 Common Fund contribution (proposed Julie, seconded Eleanor).</p>	
<p>The coffee machine was faulty and it was agreed in principle to replace it. Martha had offered to source a replacement in Lyon in April. In the meantime, Vincent would try to repair it and Patricia would look on line for an idea of prices also, as it could be necessary to buy a new one sooner rather than later.</p>	<p>Patricia</p>
<p>5.2 <b>Income and Expenditure year to date</b></p>	
<p>Figures had been circulated. Nigel commented that bank balances were very healthy at present but some large payments were due.</p>	
<p>The chaplaincy’s share of the collection taken at the ecumenical service had been sent to Bishop Todd in Madagascar and the Église Protestante had just decided also to give Bishop Todd’s mission their share of that collection, via Nigel’s good offices.</p>	
<p>€207.90 was erroneously recorded as “Diocesan and Archdeaconry Quota”. It was the collection taken at the licensing service in November for the Diocesan Ordination Fund, had now been remitted and would be transferred to “Charitable Giving”.</p>	
<p>5.3 <b>2019 Budget</b></p>	
<p>Nigel had circulated a draft based on 2018 figures. He pointed out that “Fees and Donations” were already well over budget due to one exceptional donation. Also, there should be only a relatively small sum to be paid to the Archdeaconry. The</p>	

budget was **accepted**.

#### 5.4 **Lent Lunch Donations**

After discussion, it was decided to suggest at the first Lent group that money donated at the lunches be split between Bishop Robert's Lent Appeal, Languedoc Solidarity with Refugees and any other charity(ies) suggested by attendees during the course, with a final decision made at the last meeting.

#### 5.5 **Hardship Fund for Chaplaincy Members**

After much discussion, it was agreed that the €500 designated for "Disaster Appeals" be re-designated "Discretionary Fund" and that small amounts from this may be used to help members known to be going through a hard time. Roger would manage the fund, with advice from the churchwardens, and keep council members informed.

Nigel

#### 6 **Correspondence** had been distributed prior to the meeting and that relating to Data Protection and the Electoral Roll had already been acted upon.

Patricia reported a telephone call asking the council to consider placing a notice in a UK journal saying Roger would be retiring in the next few years and inviting interest in taking his place. It was agreed that the Church Times would be the place to advertise. Roger would draft a notice and find out the cost but he would prefer to wait a few weeks in view of Brexit-related uncertainty.

Roger

#### 7 **Safeguarding**

Jenny reported

- more changes in staff and administration at diocesan level, including responsibility for checks
- advice concerning the Lent groups was that there should be at least one member present who had safeguarding clearance and training
- she would check the First Aid box and replace items that had been used
- she had sent in an up to date log in January.

Steven would complete his level 2 training when there was a suitable venue.

#### 7.1 Patricia asked that a list be made of chaplaincy members with medical training and asked if **First Aid** training could be offered. Jenny would look into this.

Jenny

#### 8 **Music Team Report**

Julie read to the meeting the following report from Alison.

We continue to attempt to choose hymns which reflect the theme of the services, whilst providing a variety that includes those requested by members of the congregation. Since adding sung versions of the Sanctus and Benedictus and Agnus Dei, we have recently begun singing the Gloria, to a setting by Christopher Tambling. As there are settings by him for the other prayers we sing, we are going to try changing to his versions, which are in keeping musically with his setting of the Gloria. Inevitably, there are mixed feelings about this added music and divided opinion as to which versions we sing, so we consider this to be a trial period.

Peter Fawcett, who has sometimes played for us at our services, has been unable to

do so in recent months, owing to eye health problems.

We continue to be extremely grateful to Nigel for his musical input, in choosing music for before and after the services, plus during communion.

- 8.1 Eleanor said how pleased she was that a neighbour had come to our last service because he knew and liked two of the hymns.
- 8.2 Comments invited and received from the congregation were noted but it was decided to use the Tambling setting, unchanged, for the moment.

## 9 Website

- 9.1 Andy said he was working through updates and numbers visiting the site were steady.
- 9.2 The **home page** would be updated to include Julie, as Reader. She was invited to write a short profile to go with her photograph.

Andy  
Julie

## 10 Chaplaincy Development

- 10.1 **Listening course** Jenny had ordered and received the materials. This would be scheduled at a less busy time later in the year.

### 10.2 Pastoral care

Jenny suggested training was needed, that the listening course should be done first then a pastoral care course. She had spoken to a diocesan advisor who said when trying to care for the vulnerable beyond the church building, church members should visit as a pair and involve social services and other agencies, as appropriate. Unfortunately, this advice was given in a UK context and at present council members have an insufficient knowledge of French systems.

Steven commented that a first step could be prayer, support for the “contact” who was aware of the need and perhaps a friendly gesture, such as a small gift.

- 10.3 **Julie’s Rôle** Roger said this was becoming established and he liked Julie’s sermons.

## 11 Report on Recent Activities

- 11.1 **Fontès Carol Service** See 2018 annual report.
- 11.2 The **Ecumenical Service on 9 February** went well. Jenny asked why our chaplaincy was not involved in the much larger service which took place a week or two earlier. The answer was that we are always invited to attend but it is in French only and for the much wider Catholic and Protestant congregations. The village of St Pargoire has traditionally held a service for just the local congregations.
- 11.3 **Quiet Day on 16 February** This was attended by 11 people, including Sheila who led it, and was much appreciated. Jenny would let Sheila know that feedback was very positive.

Jenny

## 12 Future Events

- 12.1 **2019 Calendar** Roger had updated and circulated this. He had agreed with the

Coulshaws that the service and shared lunch at Roquessels would be on 26 May.

- 12.2 **Visit of Area Dean on 16 March** The Area Dean would be staying with Roger and Delia on 16-17 March when he came to carry out Roger's Ministerial Review, ie appraisal.
- 12.3 **Lent Course and Lunches** had been arranged by Jenny and details had been circulated.
- 13 **Any Other Business**
  - 13.1 Patricia was in the process of updating the **inventory**. She would circulate it to those concerned.
  - 13.2 In future, those who contributed to the notices after each service would be asked to come forward and use the microphone, in order to be heard by those with **hearing difficulties**.
  - 13.3 In response to a request, Roger was thinking of changing one of the **Eucharistic Prayers in the Ordinary Time service booklet**.
- 14 **Date, time and place of next meeting** Wednesday 22 May, 2 pm at Roger and Delia's home.

Patricia

The meeting closed at 12.12 pm with members saying the Grace.