

All Saints, Hérault

The English Church at Saint Pargoire

**Minutes of the Chaplaincy Council Meeting held at 14 Rue du Parc, Autignac,
at 2.30 pm on Wednesday 10 May 2017**

Present: Revd Roger Smith (Chairman), Patricia Bigot, Steven Hopkins, Julie Johnson, Andrew Marshall, Christine Marshall, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman welcomed everyone, especially the newly elected members, and opened the meeting with prayer.

	Action	
1 Apologies for absence Alison Kane, Jenny Morgan and Jacqueline Phillips.		
2 Minutes of the meeting held on 1 February 2017 were approved and signed by the chairman as a correct record.		
3 Matters arising		
3.1 3.1 Change of Safeguarding Contact Names Patricia confirmed that the notice had been changed. However it may need changing again following a change of personnel in the Diocesan Office.	Jenny	
3.2 3.2 New Chalices No large chalices at a reasonable price had yet been found but Martin was still looking. Roger Armson had donated two more smaller ones.		
3.3 3.3 Collection Bags Sally Wheeldon had been thanked by Roger at a service. A thank you letter was outstanding but would be sent.	Nigel	
3.4 12 Key-holders List Patricia had included key-holders as part of the inventory. She distributed copies of the inventory and asked members to check it before the service on 14 May. She would then add signature boxes and ask those holding church property, including keys, to sign to acknowledge this.	All Patricia	
	Patricia would ask Sally John, as she was no longer responsible for publicity, to bring the laminator back to church on Sunday.	Patricia
4 Elections/Appointments		
4.1 The following were re-appointed:		
	Lay Vice Chairman Nigel Summersall	
	Secretary Nigel Summersall	
	Minutes Secretary Delia Smith	
	Treasurer Francis Bigot	
	Electoral Roll Officer Patricia Bigot	
	Safeguarding Officer and Safeguarding ID Checker Jenny Morgan	
	Two lay members of Standing Committee Julie Johnson and Delia Smith	

New appointments of Officers required by the Diocese were:

Environment Link/Officer Steven Hopkins

Youth Officer Steven Hopkins

The following were re-appointed to roles within the chaplaincy:

Website Manager/Publicity Andy Marshall. Roger and Delia would deputise if and when needed.

Events Organiser Christine Marshall, helped by Jac Phillips, Eleanor Grant and Chris and Pauline Alderton.

Music Team Alison Kane, Carol Gardner and Bobbie Trickett.

- 4.2 **Youth Events/Website/Publicity** The council had not previously elected a Youth Officer as there were few young members and no youth group or special youth events. The possibility of organising an event that would appeal to young people, possibly linked to a major festival or to a special event such as the annual service at Roquessels, would be considered, as would adding a Youth page to the website.

Steven
Andy

5 **Finance**

5.1 **Payments pending**

The 2nd quarter payment of 200 € for use of the Temple was due.

452.20 € donated via Lent lunches was due to be paid to the Bishop's Lent Appeal via the Diocesan Office.

- 5.2 **Income and Expenditure year to date** A statement had been circulated prior to the meeting and was noted. Nigel reported that there was a small amount of unexpected income to be added.

5.3 **2017 Budget**

The previously circulated budget proposal was discussed.

Having maintained a similar level of charitable giving and designated 500 € a month for succession planning in 2016, the council had exhausted the chaplaincy's reserves. Expenditure had exceeded income in the first four months of 2017 and it was clear that putting aside 600 € a month, as planned, for succession planning was not viable, even if charitable donations were reduced in 2017.

It was agreed to reduce the amount designated for succession planning to 300 € a month for the time being. Also, to maintain the designated 500 € a year to enable speedy response to disaster appeals.

Nigel

Nigel would re-draft the budget plan for further consideration at the next meeting.

Nigel

- 5.4 **Fund Accounting** Correspondence between Roger Armson and Roger Smith concerning the Succession Fund and the council's move to Fund Accounting had been circulated to members and was noted.

- 5.5 **Banking changes** Nigel had internet banking forms and a request to open a Livret A account ready for signature.

- 6 **Correspondence** had been distributed prior to the meeting and was noted.

Concerning the request for prayer points for the Diocesan Prayer Diary, Julie said she had forwarded the Prayer Diary she produces for All Saints.

7 **Safeguarding**

7.1 **Policy Review and Confirmation** Jenny had sent a message that, in view of the new electronic log she had recently been required to complete, signing and returning the Protocol form may not be necessary. However, she suggested it should be completed. It was agreed to sign the form and send it to the diocese along with all the other returns.

Roger
Patricia
Nigel

7.2 **Safeguarding checks** Nigel's clearance from some countries was still outstanding.

Nigel

7.3 **Online training** Nigel still needed to do the Adult training. Access to the training required a password and this had proved to be a problem. Julie said that, as a result of completing the training recently, she had a password that worked and would pass it on.

Nigel

Julie

It was noted that the training on the Diocesan website, whilst being a requirement for some, is also available to anyone who wishes to gain a better understanding of the issues involved.

7.4 **“Level 2” Training** Patricia, Julie, Roger and Delia had travelled to the Gard on 2 May for a Level 2 training day. It was a good course, very well-presented. Jenny and Nigel would need to do this course within a two year “window”.

Jenny
Nigel

7.5 Arising from the safeguarding training, consideration was given to how, as a congregation, All Saints' members could become more aware that some members may, from time to time, need support and how this could be provided. The notes at the end of the services leaflet would be modified to give safeguarding more prominence.

Roger/
Patricia

8 **Music Team Report**

Alison had sent the following report:

As Bobbie, Carol and I have found it extremely difficult to find times when all three of us are free at the same time, we haven't tried to recruit a fourth person, in case that made the logistics even harder! But if there is anyone who would like to join the team, and can be fairly flexible with time, then we would be happy to have them join us.

As always, we are open to suggestions from the congregation, and we look forward to incorporating Delia's suggestion of the Advent Candle hymn sung at Rothwell when we come to our Advent services.

We remain indebted to Nigel for his lovely choices of music before, during communion, and after the service.

9 **Website and Publicity**

Andy said contributions for the website are always welcomed, as are “extra pairs of eyes” to check links, etc.

Following the Easter service, which attracted a lot of visitors, Andy had prepared a very attractive and informative A4 “handout” which was passed round and which he

Andy

would forward electronically for comment. Steven suggested considering also producing a bookmark with picture, text, contact details, which could be taken away by visitors.

It was agreed that in future the agenda for council meetings should be posted on the website.

Earlier in the meeting it had been noted that the notice on the “sandwich board” at the Temple needed up-dating.

Andy

- 10 **Julie Johnson's Reader Training** Julie had started the last essay for module four of her six-module training.

11 **Steven Hopkins' Discernment Process**

Steven would be preaching on 14 May and would be interviewed by the Diocesan Director of Ordinands on 12 June. He had to produce a large portfolio prior to that meeting. Steven said he was finding this demanding but was happy to do it, as it was proving to be a useful and helpful part of the learning and discernment process. Roger had written the report for which he had been asked.

12 **Report on Recent Activities**

- 12.1 **Lent groups and lunches** Roger said 20 people had been involved, with an average weekly attendance of 12.

- 12.2 **Easter** Seventy-two people came to the Easter Day service. All newcomers had received a welcome and follow-up from Patricia.

13 **Future Events**

- 13.1 **Service at Roquessels on 25 June** It was understood that the Coulshaw family were expecting to host the bring-and-share lunch, as usual. Permission to use the chapel needed to be checked. Roger would do this.

Roger

- 13.2 **Service at Margon** Patricia was waiting to hear if the church could be used on 20 or 27 August. It was decided that, in view of the UK August Bank Holiday, 20 August would be the better choice. Patricia would try to agree this.

Patricia

- 13.3 **Harvest Event on 24 September** An email from Barbara to Roger had been circulated.

- 13.3.1 Nigel was awaiting a response to his request for access to the hall on Saturday 23 September for setting up.

- 13.3.2 The council was happy for there to be a cake stall.

- 13.3.3 Christine felt that, for logistical reasons such as providing wine, soft drinks, water, bread and setting out sufficient tables and chairs, some idea of numbers would be needed if the event were opened out to groups such as CSF and Tuesday Club. It was thought that wine supplied by Les Trinités on a sale or return basis would be possible.

- 13.3.4 Roger would talk to Barbara and Roger about the council's concerns and ask how they were planning to organise the cake stall and publicity.

Roger

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| 14 | Future Events | |
| 14.1 | Quiet Day
The possibility of hiring an attractive location for the congregation to spend a day or weekend together for quiet contemplation or “noisy” fellowship, or possibly some of both, was considered briefly. Roger would circulate more information. | Roger |
| 14.2 | Evensong An Evensong service had been planned for 22 October. Roger would be away on that date and it was decided instead to have a Eucharist service on Sunday 29 October. | |
| 14.3 | Matins Patricia suggested producing a Matins service booklet, for occasional use and/or for emergency use in the event of Roger’s unplanned absence. Roger would circulate a suggested service. | Roger |
| 14.4 | Christmas The time of a Christmas service was reconsidered, by email with the absent members, and by those present – resulting in no change from 6.30 pm on Christmas Eve. | |
| 15 | Any Other Business
The long arm stapler had become very temperamental. It was agreed that Roger should buy a replacement. | Roger |
| 16 | Date and place of next meeting Thursday 6 July at Patricia’s home at 10.00 am. | |

The meeting closed at 4.50 pm with members saying the Grace together.