

# All Saints, Hérault

The English Church at Saint Pargoire

## Minutes of the Chaplaincy Council Meeting held at 2 Chemin de la Fourquette, Margon, on Wednesday 14 November 2018

Present: Revd Roger Smith (Chairman), Patricia Bigot, Eleanor Grant, Steven Hopkins (from item 4.4), 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 Patricia for her hospitality and opened the meeting with prayer at 2.42 pm.

- |   | Action |
|---|--------|
| 1 <b>Apologies for absence</b> None but Steven had sent apologies for lateness.   |        |
| 2 <b>Minutes of the meeting held on 29 August 2018</b> were approved and signed by the chairman as a correct record.  |        |
| 3 <b>Matters arising</b> None   |        |
| 4 <b>Finance</b>  |        |
| 4.1 <b>Payments Pending &amp; Recent Payments</b> The remaining 400 € for use of the Temple in 2018 had just been paid. In future, contributions for use of the Temple would be made on the 5 <sup>th</sup> day of each quarter, by virement.   |        |
| 4.2 <b>Income and Expenditure &amp; Budget year to date</b> Details had been circulated prior to the meeting and were noted. Nigel pointed out that collections included some for the restricted fund and that no more ministry training expenditure was anticipated at present.<br><br>Money raised at the Harvest event by the raffle and sale of marmalade had not gone through the accounts. It was agreed that Nigel would ask Barbara and Carol respectively for details to include in the Annual Report. Patricia pointed out that money had also been raised for Bishop Todd's diocese in Madagascar by the sale of "angels" made by members of his church. However, it was now too late to ask how much. | Nigel  |
| 4.3 <b>Fund accounting</b><br><br>Thanks to a lot of work by Nigel, chaplaincy money was now accounted for in funds, as far as was possible with his accounting software. The 2018 Accounts would be partly but not entirely formatted as Fund Accounts as Nigel pointed out that, although church councils were required to separate their money into funds, the Diocese in Europe, for their annual returns, did not make the same requirement.<br><br>Delia had produced and distributed a summary statement of funds which she suggested as a simple way of seeing the overall financial picture and which format she thought could be a useful addition to the annual accounts.                              | Nigel  |

#### 4.4 **Charitable giving**

Delia reminded the meeting that last year the council had agreed to adopt the principle of tithing and give 10% of annual income to charities. She felt this needed clarifying and proposed a standing agreement to give to charities 10% of General Fund income each year. This was agreed. Nigel estimated that 10% this year would be approximately 1000 €.

Suggestions from the congregation were discussed. It was decided to prioritise church and local charities. The amounts decided were:

400 € to Bishop Robert's Advent Appeal  
400 € Languedoc Solidarity with Refugees  
100 € Médecins sans Frontières  
50 € British Charitable Fund  
50 € British Heart Foundation

Nigel

5 **Correspondence** distributed prior to the meeting was noted. Nigel pointed out in particular a letter from the diocese saying that, in order to help fund the Diocesan Plan, chaplaincy contributions requested would rise from around 300, to 400, to 500 euros over the next years.

5.1 **The Temple** Patricia wondered if issues raised in an email from a member of the Église Protestante in 2017 had been resolved. It seemed probably not, although no response had been received to the churchwardens' request for a meeting. One outstanding issue seemed to be the noticeboard on the gate. After discussion, it was agreed that Nigel would write to the Église Protestante offering to mend or replace the noticeboard, as a first step to perhaps being able to talk things over face to face at the time of the Week of Prayer for Christian Unity service in January.

Nigel

#### 6 **Safeguarding**

6.1 Jenny referred to the new quarterly Diocesan Safeguarding Newsletter, saying there was a new permanent Safeguarding Manager. Jenny had amended the notice on the Temple door. There was a page on the diocesan website for updates and the Liaison Officer was offering a weekly telephone consultation slot. Jenny had made use of this for advice about the proposed Quiet Day. The advice received was that, as five of the participants would be cleared, it may not be necessary for the facilitator to be cleared but Katherine, the Liaison Officer, would check with her superiors.

6.2 **Safeguarding log** In early 2017 Jenny had submitted the required log to the diocese. She had asked and been told there was no absolute requirement to send an update but she had prepared one and would send it.

Jenny

6.3 **Renewal of clearance** In response to a question, Jenny said she thought clearances needed to be renewed every five years. She would issue reminders as and when necessary.

6.4 Steven had still to do his **level 2 training**. Jenny said there was to be a course somewhere in the Dordogne soon, but she said there was no hurry and others closer may become available.

6.5 Julie had received her exemption for clearance for the time she spent in Italy.

7	<b>Music Team Report</b>	Julie reported that hymns had been chosen up to Lent, adding that she had chosen two of the four selected for her admission service.	
	Roger added that the Music Team had chosen “The Holy Trinity Service” to replace what was currently sung at the Eucharist. He had produced and would print copies but, as agreed previously, only the Gloria would be sung initially, beginning on Advent Sunday.	Roger	
8	<b>Website</b> Andy said numbers visiting the site were steady.		
8.1	<b>Form for one-off euro donations</b> Andy apologised for not putting this on the website. He would do this soon.	Andy	
8.2	<b>Updates</b> Andy had started on these. It was suggested that where things were very out of date they should be deleted, if of no historical interest, or be removed to an archive folder.	Andy	
9	<b>Publicity</b>		
9.1	<b>Welcome Leaflet</b> An update sent by Andy to Roger and the churchwardens the previous day had not arrived. Andy would re-send it.	Andy	
9.2	<b>Notice on Temple Gate</b> Nigel would print and laminate a replacement.	Nigel	
10	<b>Julie Johnson’s admission as Reader &amp; Roger’s licence renewal</b> Roger had produced and would print the service booklet. If it was decided with the Archdeacon that there should be a procession this would pose a problem for Nigel for the music.	Roger	
	The Archdeacon would be arriving late on the Saturday afternoon and would need to leave before the shared lunch on the Sunday.		
11	<b>Chalice Administrators</b> Roger proposed that Steven be added to the list agreed at the last meeting. This was agreed and Roger would submit the following names to the Archdeacon asking for the Bishop’s Permission: Roger Armson, Trish Armson, Patricia Bigot, Eleanor Grant, Steven Hopkins, Julie Johnson, Alison Kane, Barbara Marsh, Barry Marsh, Andy Marshall, Jenny Morgan, Nigel Summersall, Roberta Trickett.	Roger	
12	<b>Chaplaincy Development</b>		
12.1	<b>Worship Leaders</b>		
	Roger had received from the Revd Stafford Low the course based on material from the Diocese of Bath and Wells that Stafford had used to train Worship Leaders at St Michael’s in the Gard. Patricia knew of members of the congregation who would be willing to lead worship. Worship Leader was a rôle authorised by the diocese with limitations such as no authority to preach.		
	After discussion, given that Roger was happy to continue as at present and Julie was just about to begin her work as Reader, it was decided to wait a while before seeking to add Worship Leaders.		

## 12.2 Readers

Julie pointed out that Reader training usually took three years. She said the course had just been updated but was no less demanding.

## 12.3 Pastoral visiting

Julie felt there was a need for more pastoral visiting and support within the chaplaincy. Volunteers for this rôle would need to be trained and safeguarding cleared. Steven suggested asking for volunteers and suggested that practical help, possibly including financial, could be offered.

Jenny knew of a listening skills course run by the Acorn Trust. She would seek details.

Patricia suggested that Julie could pass on what she had learned from her Readers' bereavement course.

Roger, Julie and Jenny said they could all help with training.

## 12.4 Julie's Future Rôle

Delia suggested that, as services were just on 2<sup>nd</sup> and usually 4<sup>th</sup> Sundays, Julie might take Morning Prayer on some 1<sup>st</sup> or 3<sup>rd</sup> Sundays, possibly somewhere other than at St Pargoire. Patricia pointed out the logistical difficulties of services not at St Pargoire and the possible difficulties of seeking more use of the Temple.

After discussion, it was decided not to increase the number of services and that Julie would take Morning Prayer on the last Sundays of May, June and October 2019, when Roger would not be available, and would preach on most of the remaining 4<sup>th</sup> Sundays.

## 13 Report on Recent Activities

13.1 **Harvest** Roger had received an email from Bishop Todd, saying how much he and his wife had enjoyed their visit. Roger and Bishop Todd had agreed mutual prayer support and to keep in touch. Andy asked for details of the website of Bishop Todd's diocese for the chaplaincy website. Roger would supply it.

13.2 **Morning Prayer, 28 October** It was agreed that this had been good.

## 14 Future Events

14.1 **Quiet Day** There had been only 6 replies. Sheila felt she needed at least 12 participants. It was agreed to postpone to the spring. Saturday 16 February or Saturday 2 March would be suggested to Sheila.

14.2 **Lent Course** Roger outlined a suggested course, again based on a film. It was agreed that, when he had looked at it more closely and in consultation with Jenny and Julie, he should order sufficient copies to run a course on the lines of previous years.

14.3 **2019 Annual Meeting** This would be on 24 March followed by a shared lunch.

Jenny

Roger

Roger

- |      |  |                 |
|------|--|-----------------|
| 15   | <b>Any Other Business</b>  |                 |
| 15.1 | Roger had received a suggestion that those with specific rôles in the chaplaincy wear name badges at services. This idea was rejected in favour of displaying a board with names and photographs. Andy would take photographs. | Andy            |
| 15.2 | Andy asked that “ <b>Hardship Fund for Parishioners</b> ” be an agenda item for the next meeting.  | Roger/<br>Nigel |
| 16   | <b>Date, time and place of next meeting</b> 10.00 am on Wednesday 27 February at Sue’s home.   |                 |

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