

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at Les Vents Chantants, Mas Canet, Merifons, on Wednesday 21 February 2018

Present: Revd Roger Smith (Chairman), Patricia Bigot,
Alison Kane, Andrew Marshall, Christine Marshall, Jenny Morgan,
Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman opened the meeting with prayer, at 1.38 pm.

	Action
1 Apologies for absence Steven Hopkins and Julie Johnson	
2 Minutes of the meeting held on 2 November 2017 were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 3.2 New Chalices Martin was still looking but had still not found anything at the right price.	
3.2 3.3 Matins service booklet A Bible and a copy of Common Worship to complete the “kit” had been bought and were stored at the Temple.	
3.3 8.4 “Sandwich Board” notice This was now up to date.	
3.4 4.6 Charitable giving Patricia had checked and found that concerns about use made by Médecins Sans Frontières of donations were “false news”. This charity would be considered for a donation in 2018.	
3.5 7.2 Choice of Hymns Alison said there was no need for Patricia to send another email at present as the Music Team was still working through suggestions already received.	
3.6 3.5 5.1 Email from Mireille Toutois The chaplaincy had been asked by the EPU President to move equipment stored in the kitchen to the garage at the Temple. This would be done on Sunday 25 February and Nigel would then email Jacques-Christophe saying everything had been moved.	Nigel
4 Finance	
4.1 Fund Accounting In answer to a question by Roger, Nigel said financial information was not yet shown in the main accounts under different funds as the software he used didn’t lend itself to fund accounting and development work would be necessary. This he was willing to do. Using a spreadsheet was suggested.	Nigel
Concerning the 2017 accounts going for audit before the council had seen them, Nigel said this was due to a misunderstanding.	

- 4.2 **Itemised Expenditure 2017** Full year end details had been circulated prior to the meeting and were noted.
- 4.3 **Payments Pending** Delia reported that papers for the Archdeaconry Synod in April had been received and 630 € for accommodation costs would need to be paid by 16 March.
- 4.4 **Income and Expenditure year to date** Nigel had circulated a statement prior to the meeting and commented on some of the figures, as follows.
- 350 € a month was being designated for succession planning, based on 2017 figures
 - £300 Common Fund contribution for 2018 was due for payment
 - No Continuing Ministry Education contribution was being asked by the Diocese for 2018. Roger commented that in future years none would be payable as it was not requested from chaplaincies whose priest was over 70 years old
 - The contribution for the use of the Temple was still 200 € a quarter
- 4.5 **2018 Budget** Members accepted the draft, based on 2017 figures, which Nigel had circulated prior to the meeting, noting that Fund-raising and Training would need to be looked at more closely later in the year.
- Harvest** in particular was considered and it was agreed to have a shared lunch at the Temple with “lower key” fund-raising than in 2017.
- 5 **Correspondence** distributed prior to the meeting was noted.
- 6 **Safeguarding** A report from Jenny had been circulated with the meeting papers, was noted and is appended. She would check with the Diocese if it was time to do the annual safeguarding log. Jenny
- 6.1 **Checks and Training**
- Steven had reported that he had DBS (Disclosure and Barring Service) clearance. He now needed to do the online training and the one-day course. Steven
- Clearance for Nigel was still outstanding due to difficulty obtaining information from two countries. Nigel
- 6.2 **First Aid Kit** Jenny would check that all items were still in date. Jenny
- 6.3 **Sunday School** Managing a “Sunday School” in the kitchen during services was discussed. Jenny advised that at least one person (rather than two) with DBS clearance should be present, as there is no door between the main room and the kitchen.
- Other comments and suggestions were:
- The person leading the session needed to be able to do that in French
 - CCTV or a mirror giving a view on the kitchen
 - Using a structured course
 - Asking for volunteers (not necessarily fluent in French) to be cleared and do

the online training for working with children. Their rôle would be to support the session leader.

This matter would be kept under review.

Roger said that he would like the children to join the service after the Ministry of the Word, with which there was general agreement.

- 6.4 **Emergency Contacts Scheme** Members had agreed by email the text of a message to be sent to all on the mailing list. Patricia would now circulate this.

Patricia

7 **Arrangements for 2018 Chaplaincy Annual General Meeting**

- 7.1 **Acceptance of 2017 Report & Accounts** The draft circulated with the meeting papers was approved, subject to a small change in the paragraph reporting electoral roll numbers and the addition of a section on the website, which had not been received when meeting papers were circulated.

Nigel

Roger thanked Nigel for all his work in drafting the report and accounts.

- 7.2 **Priest-in-Charge's Report** In connection with the report Roger had circulated, he pointed out that he was offering to serve as chaplain for another three years but wished to reduce his workload. The service on the 2nd Sunday of each month would remain unchanged with perhaps something different on the 4th Sunday such as a shared lunch, an alternative service or a Eucharist taken by visiting clergy. Chris suggesting copying what Simply Church did on 5th Sundays, ie a morning walk followed by a picnic in which non-walkers joined. Suggestions would be considered further at future meetings.

8 **Future Events**

- 8.1 **Quiet Day** A comprehensive discussion with lots of different views and suggestions resulted in "back to the drawing board", for which Roger would convene a meeting of the planning group.

Roger

- 8.2 **BCP Services** Roger said he was no longer willing to take BCP services, not because of the language, which he likes, but because he finds the service impersonal and illogically arranged.

8.3 **Services and Events for 2018**

- Roger would be away on **27 May**. That service would be cancelled.
- Roger had verbal confirmation from Monica Coulshaw that they could host a service and shared lunch on **17 June**.
- Patricia had been told that Margon could not confirm use of the church on **26 August** until later in the year.
- There was a possible clash between the Harvest service on **23 September** and the CSF Walk for Life. **30 September** would be the "reserve" date, subject to availability of the Temple.
- Roger expected to be preaching at Simply Church on **20 May**.

9	Report on Recent Activities	
9.1	Fontès Carol Service This had been good and Bishop David had enjoyed coming. Roger was trying to organise a planning meeting for the next one.	Roger
9.2	Ecumenical Service on 28 January Roger had worked very hard to put together a service including a bi-lingual service booklet. Those who attended had enjoyed it.	
10	Music Team Report The next meeting would be on 16 March. Alison would tell Roger the date to which they would plan and he would provide readings, etc.	Alison Roger
11	Website Andy was continuing to modify the website following discussion at the last meeting. Delia and Patricia said they would welcome the reinstatement of the "Paperwork" tab. Following a comment reported from the Lent group, Andy would make the church contact details more obvious and easy to find.	Andy
	Publicity It was not clear how people found the chaplaincy but known that some had not found it easily. Andy said the chaplaincy website was linked both to the main Church of England and the Diocesan sites. Following discussion, it was agreed that Patricia would add to the form she gave to newcomers the question "How did you find us?"	Patricia
	Roger and Delia would ask Languedoc Living to advertise Holy Week and Easter services.	Roger Delia
12	Julie Johnson's Reader Training Julie had one module to complete.	
13	Steven Hopkins' Discernment Process Steven had been invited to a BAP (Bishops' Advisory Panel) in April. Council members were delighted; Roger would write to Steven with their best wishes. Roger also outlined what a BAP, the last stage in the discernment process, involved and the stages of training if a postulant was selected.	Roger
14	Invitation to twin parish Inviting members of the church in Ebrington in Gloucestershire to visit us had been suggested - staying with individuals. Roger would email the contact there to gauge interest before further plans were made.	Roger
15	Any Other Business	
	Roger's five year licence as Priest-in-Charge had expired on 17 February. The Archdeacon had written to Roger and the Churchwardens about this. Roger had told the Archdeacon he wished to be re-licensed and Bishop Robert had signed a Permission to Officiate until the Council indicated their wishes. Members agreed by acclamation that they wished Roger to be re-licensed. Nigel would convey this to the Archdeacon.	Nigel
	AGM Alison and Chris's three year terms were due to expire; Chris would not be offering herself for re-election. Patricia would circulate all necessary paperwork.	Patricia
16	Date and place of next meeting Wednesday 16 May at Nigel's home at 2 pm was provisionally agreed.	

The meeting closed at 3.30 pm with members saying the Grace and with thanks to Jenny for her hospitality.