

# 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 29 August 2018

Present: Revd Roger Smith (Chairman), Patricia Bigot, Eleanor Grant, Steven Hopkins (from item 3), Julie Johnson, Sue Jones, Andrew Marshall, Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. Julie Johnson invited silent prayer before the meeting for the community of the Monastery of St Joseph of Mont-Rouge where the funeral of a nun killed in a car accident was taking place. The chairman welcomed the new members, Sue and Eleanor, thanked Patricia for her hospitality then opened the meeting at 10.07 am with the usual prayer.

	<b>Action</b>
1 <b>Apologies for absence</b> Jenny Morgan	
2 <b>Minutes of the meeting held on 16 May 2018</b> were approved and signed by the chairman as a correct record.	
3 <b>Matters arising</b>	
3.1 <b>3.1 New Chalice</b> Martin was still looking but there was no urgency.	
3.2 <b>15 Invitation to Twin Parish</b> No response.	
4 <b>Finance</b>	
4.1 <b>Payments Pending &amp; Recent Payments</b> The third quarter payment for use of the Temple (200 €) was outstanding. The annual insurance premium (243.57 €) had been paid and the 225 € collected at the service at Roquessels had been sent to WaterAid.  Patricia suggested paying for use of the Temple by standing order. This was agreed and Nigel would ask for their bank details.  Standing authority was agreed for the treasurer to make non-negotiable payments, such as the insurance premium, as they became due.	Nigel
4.2 <b>Income and Expenditure year to date</b> Details had been circulated prior to the meeting and were noted.	
4.3 <b>2018 Budget</b> An update had been circulated prior to the meeting. Nigel pointed out that income was running ahead of budget and expenditure below budget, giving a healthy balance on the general fund. The designated fund balance was 13,150 € (12,650 € succession fund and 500 € emergencies fund).  Patricia pointed out that with Brexit and an ever-changing and ageing congregation the chaplaincy's financial situation could easily change.	
5 <b>Correspondence</b> distributed prior to the meeting was noted.	

5.1	Jenny had offered to coordinate attendance at the inauguration on the new building at Mont-Rouge on 21 September. Details would be circulated to the congregation.	Jenny Patricia
5.2	Steven had received information from the Archdeaconry Environment Officer asking for Creationtide prayers on 2 September. As there would not be a service until 9 September, he would pass the information to Jenny, who would be leading intercessions then.  Steven had also been sent, by email, a job description for Environment Officer but couldn't open the file. He would ask for it in a different format.	Steven  Steven
6	<b>Safeguarding</b> A report from Jenny had been circulated with the meeting papers but it seemed not to be up-to-date; some items would need checking with her.	
6.1	<b>Checks and Training</b>  Julie reported big problems getting clearance from Italy, where she lived from 1967 to 1969. Having exhausted all other avenues, she had written asking for help to Bishop David, Warden for Readers, as without clearance she cannot be licensed as a Reader.  Nigel had at last received clearance.	
7	<b>Sunday School</b>  Steven had been in touch with the chaplaincy in Bordeaux, which has a thriving Sunday School, for help with materials. He had learnt that they produce their own lessons based on the readings and said he would be happy to do the same. Following a suggestion from Steven and general discussion, it was agreed that a half-hour Sunday School would be offered in the main room of the Temple, during coffee, to any children who attended services. Steven would provide the resources.  Concerning French-speaking children attending services, Julie said there was an official translation available, although this might be more appropriate for adults.	Steven
8	<b>Music Team Report</b>  Alison was in the UK. Julie had forgotten to ask her for a report before she left but had phoned Bobbie and Carol who said they were continuing as usual to try to find two traditional and two more modern hymns to suit the readings for each service.  Eleanor suggested <b>singing the Gloria</b> . After discussion, this was agreed providing the music was simple, all three pieces were made available on one sheet (Roger would produce this) and the words matched those printed in the service book. The music team would be asked to work on finding suitable settings, with a big thank you for their continuing excellent work.	Roger
9	<b>Website</b>  Andy said numbers visiting the site remained about the same.  He was aware that updates and alterations were outstanding.  Roger said increasingly people told him they found the chaplaincy through the website.  Steven asked that a form be produced and put on the website for one-off euro donations.	Nigel Andy

9.1	<b>GDPR Elearning</b> It was felt the council had understood and done what was necessary. Direction would be awaited from the diocese before taking any further action.	
10	<b>Publicity</b> Andy would up-date the welcome leaflet and Roger would print more.	Andy Roger
11	<b>Julie Johnson's Reader Licence &amp; Roger's Licence Renewal</b> Roger had re-sent the minutes of the February council meeting, when his re-licensing was supported, to the archdeacon. He had been awaiting Julie's safeguarding clearance so they could be licensed together and would now contact him again for help with this.	Roger
12	<b>Chalice Administrators</b> The licence for nine of those currently licensed would expire at the end of the year and for two others at the end of 2020. Patricia understood all wished to continue and Eleanor said she would like to be licensed. Thus, Roger would submit the following names to the archdeacon asking for the Bishop's Permission: Roger Armson, Trish Armson, Patricia Bigot, Eleanor Grant, Julie Johnson, Alison Kane, Barbara Marsh, Barry Marsh, Andy Marshall, Jenny Morgan, Nigel Summersall, Roberta Trickett.	Roger
13	<b>Succession Planning</b>	
13.1	<b>Julie's Future Rôle</b>  Roger and Julie had met and agreed that Julie would sit with Roger at services, act as server and read the gospel. She would preach about six times a year.  It was noted that this would change the nature of services, especially given the addition of singing the Gloria.	
13.2	<b>More Readers or Worship Leaders</b>  Delia had learnt that Worship Leaders were trained locally and more information should be sought from the archdeacon. Roger was to take a service for the chaplaincy in the Gard on 2 September, liaising with one of their Worship Leaders. He and Delia would take the opportunity to seek more information from her and their other Worship Leaders before approaching the archdeacon.	Roger Delia
13.3	<b>Second Service Changes</b>  Patricia suggested Morning Prayer services two or three times a year, starting with the service on 28 October, with Julie preaching. Sue offered herself and Trevor for reading, intercessions and refreshments at that service. Eleanor offered to read.	
13.4	Andy suggested, with a view to the future, advertising, maybe in the Church Times, for a priest nearing retirement and thinking of coming to France to visit and take a service. Sue offered accommodation, provided it was not in the summer.	
14	<b>Report on Recent Activities</b>	
14.1	<b>Services at Roquessels and Margon</b> had been good. The acoustics at Margon were difficult.	

15	<b>Future Events</b>	
15.1	<b>Harvest on 30 September</b>	
15.1.1	<b>Raffle</b> Council members were happy for Barbara Marsh to organise a raffle for the benefit of Restos du Coeur.	
15.1.2	<b>Collection for Charity</b> It was agreed that Roger should ask the visiting Bishop to suggest a Madagascan charity to which the plate collection would be donated.	Roger
15.1.3	<b>Arrangements for Lunch</b> Patricia explained that access to the hall before the service would not be possible. Roger would ask at the service on 9 September for at least six named volunteers to go to the hall immediately after the service to set up. Coffee, then aperos, would be served at the hall after the service and the congregation would be asked to leave their food in their cars until after the service and be reminded to bring their “couverts”. Phyl would do coffee; Sue would arrange to lend her flasks. Jac would provide wine and cups.	Roger Sue Jac
15.1.4	<b>Simply Church</b> members had been invited and it was expected some would come.	
15.2	<b>Quiet Day</b> Re-agenda.	
15.3	<b>Christmas Eve Service</b> Nigel would ask as soon as possible for use of the Temple at 6.30 pm on Monday 24 December.	Nigel
16	<b>Any Other Business</b> Someone was needed to co-ordinate provision of mince pies for the service at Fontès on Sunday 9 December. Sue offered and could source mincemeat if necessary. Delia would pass on the “kit” given to her by Christine Marshall.	Delia Sue
17	<b>Date, time and place of next meeting</b> Wednesday 14 November, 2.30 pm, at Patricia’s home.	

The meeting closed at 12.17 pm with members saying the Grace.