

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held on Thursday 9 September 2021 at 2 Chemin de la Fourquette, 34320 Margon

Present: Revd Roger Smith (Chairman), Patricia Bigot, Jim Mallett, Phyl Mallett, Sue Robinson, Delia Smith and Nigel Summersall.

Members present signed the sign-in sheet.

The chairman opened the meeting with prayer at 10.37 am. He asked to add “Discretionary Fund” at item 4.5 of the agenda. This was agreed.

		Action
1	Apologies for absence Graham Gardner, John Gifford, Julie Johnson, Andy Marshall and Jac Phillips	
2	Minutes of the meeting held on 2 June 2021 were approved and signed by the chairman as a correct record.	
3	Matters arising	
3.1	Minute 3.1, 19 May 2021, Altar Linen Awaited from Jac	Jac
3.2	Minute 3.2, 19 May 2021, Eucharistic Assistants Those listed in the Minutes of the meeting held on 2 December 2020 are now licensed until the end of 2025. Roger will arrange training for those licensed for the first time.	Roger
3.3	Minute 8, 2 June 2021, Chaplain’s re-licensing Following a Zoom meeting with the Archdeacon, Roger is now licensed until 3 September 2024.	
4	Finance	
4.1	Treasurer Nigel and Graham are both keeping records, working in parallel, with a view to Graham taking over as Treasurer in 2022.	
4.2	Payments pending A claim from Roger for c.€800 was outstanding, mainly for the sound system. A donation was due to Les Amis de la Chapelle St Guiraud for use of the chapel by the Prayer Group.	Nigel
4.3	Income and Expenditure year to date A report had been circulated prior to the meeting, showing income for the year to date of approximately €7000 and expenditure €2500.	
4.4	2021 Budget This was currently a little behind projections.	
4.5	Discretionary Fund & Annual Donations from the General Fund	
4.5.1	Roger reminded members that the Discretionary Fund had originally been the Disasters Appeal Fund with €500 a year designated to enable the standing committee to respond quickly to world emergencies. After a review in 2019, the	

fund was re-named, put under Roger's care, and its use extended to include possible gifts to chaplaincy members going through hard times. Roger said confidentiality could be an issue if chaplaincy members needed help, but he would never wish to respond to world emergencies without consulting the standing committee. This was confirmed as the way of managing this fund.

The designated €500 had been donated in May and another €500 designated immediately, leading to requests from members for donations to Afghanistan and Haiti. After discussion, it was agreed that any such donations should be within the year-end donations.

4.5.2 **Annual donations from the General Fund**

Income was well down for the second consecutive year as no services during the pandemic meant no plate collections. This year 10% of the General Fund is projected to be around €600. The council agreed a proposal by Nigel to raise this to €1000 in order to support the following:

Haiti

Languedoc Solidarity with Refugees

Médecins sans Frontières

Bishop Robert's Advent Appeal

Toliara Diocese in Madagascar – trying to give directly to our twin parish when the twinning arrangement has been made

Roger would report this to the congregation at the next service, reminding them that in 2016 the congregation had agreed to start a Succession Fund to try to ensure the continuity of the chaplaincy after his retirement and this had an impact on how much money from the General Fund would be available for charitable donations.

Roger

5 **Correspondence** None that was not covered on the agenda.

6 **Link with a parish in Toliara Diocese, Madagascar** Carol and Phyl were making progress with a link to Fenoarivo parish. They would be trying to arrange a Zoom meeting with the lady who manages twinning for Toliara Diocese and they hoped to make a presentation to the congregation at the service on Sunday 17 October.

Phyl

7 **Safeguarding** A report from Steven Hopkins had been circulated prior to the meeting.

7.1 The council was able to confirm that informal arrangements are in place to support five members of the congregation who are known to be vulnerable.

Roger

7.2 A **policy on recruitment of ex-offenders** is outstanding. Roger would ask Steven to provide a model policy and to address the other action points he had raised for the council.

Roger

7.3 It was confirmed that the **First Aid** kit had been checked and up-dated as necessary.

7.4 Delia had noticed that the **Policy** on the Temple door was dated 2016. She would replace this with the current one at the next service.

Delia

8	Website	Only Andy had access to the “A Church Near You” website, where our services are still said to be on the 2 nd and 4 th Sundays. Delia would ask Andy to change this and/or give Roger the password.	Delia
		Delia offered to post a few words reporting progress with the Madagascar link.	Delia
9	Music Team Report	Sue thanked Nigel, on behalf of the team, for all the work he puts into producing the music now that live services have re-started.	
		Sue asked Roger for the next set of readings.	Roger
		Patricia asked to be told as soon as possible if a hymn is chosen which is not in the book. If there was space, the words would be printed on the service sheet.	Music Team
		Projecting the hymns onto the screen which is available in the Temple would be considered for the future. Roger agreed to look into the price of a projector.	Roger
10	Plans for the Chaplaincy’s future		
10.1	Sound System	This had been bought. Roger would store it at present as there was nowhere for it in the Temple. Nigel would ask Église Protestante leaders if we could replace our cupboard with a larger one. Patricia said this needed to be deeper and wider, not taller.	Nigel
		Jim raised the question of insurance cover for the sound system. Nigel would check the current policy.	Nigel
10.2	Recording of Services	Deferred until the new system was in use.	
10.3	Listening Course/Pastoral Care/ Worship Leaders	Roger had learnt that the diocese had plans to launch a Worship Leaders’ course next year. In his conversation with the Archdeacon, he had further learnt that the Archdeacon was keen to extend this to a modular course for a range of ministries, including Pastoral Assistant.	
11	Church and Diocesan Initiatives		
11.1	Caring for Creation	Cora Hopkins had done a lot of research and produced a very interesting report with a suggestion of how our congregation could play their part. Roger would thank Cora and summarise this for the congregation and the website, with a view to taking concrete action.	Roger
11.2	Living in Love and Faith	Jim and Phyl reported little positive response to attending the course planned for October to December, possibly due to ongoing concerns about Covid. The Bishops have asked that whole congregations become involved. It was decided to postpone the course, maybe until Lent. Jim would draft an email.	Jim
12	Return to live services	The first live service this year had been held on 18 July.	

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| 13 | Future events | |
| 13.1 | Confirmation
Ellie Wilmot Hall was half-way through the course. It was possible that she could be confirmed in Marseille in the autumn.
Patricia wished to record formally that she was upset that the confirmation may not be at St Pargoire. | |
| 13.2 | Harvest Festival, 3 October An e-mail from Barbara to the mailing list had already been sent, asking for donations of cash or in kind for Restos du Coeur. | |
| 13.3 | Remembrance, 7 November This would take the same form as in previous years: remembering those who had died in war and also personal loved ones. | |
| 13.4 | Christmas Eve Roger would plan a service to be held at the Temple at a time to fit in with the Église Protestante. | Roger |
| 13.5 | Visit by the Archdeacon The Archdeacon had said he would like to visit on the 4 th Sunday in November. It was pointed out that the Temple would not be available. Roger would let him know this. | Roger |
| 14 | Any Other Business | |
| 14.1 | Patricia appealed for help with managing services safely given the Covid restrictions, especially on arrival when contact details needed to be recorded and also with safe and efficient distribution of refreshments afterwards. The congregation would be reminded. | Roger |
| 14.2 | Roger would prefer to change to communion wafers. This was agreed and also that gluten-free only would be offered, as at present. Delia would order some. | Delia |
| 15 | Next Meeting Thursday 18 November at 10.30 am at Phyl and Jim's home. | |

The meeting closed at 12.25 pm with members saying the Grace together and thanking Patricia for her hospitality.