

# All Saints, Hérault

## Minutes of the Chaplaincy Council Meeting held on Monday 20 February 2023 at 10.00 am by Zoom

Present: Revd Roger Smith (Chairman), Patricia Bigot, Graham Gardner, John Gifford, Julie Johnson (from item 4.4 to item 8), Jim Mallett, Phyl Mallett, Jac Phillips (from item 4.4 to item 10), Sue Robinson, Delia Smith, Nigel Summersall, Ian Thomas

Members present were marked on the sign-in sheet and agreed to recording the meeting. The chairman opened the meeting with prayer. It was agreed to add two agenda items: Fundraising Adviser and Questionnaire, under Finance; Confidential Declaration Forms, under Safeguarding.

		Action
1	<b>Apologies for absence</b> None	
2	<b>Minutes of the meeting held on 16 November 2022</b> were approved and signed by the chairman as a correct record.	
3	<b>Matters arising</b>	
3.1	<b>3.2 Insurance</b> The chaplaincy now has the required cover.	
3.2	<b>4.1.1 Agreement for use of the temple</b> This is agreed with the Église Protestante Unie but not yet signed. Nigel would remind them.	Nigel
3.3	<b>6.3 Assisting Priests and Readers</b> Roger reported that Jane Griffin, Reader, and Kevin Conroy, Priest, now have Permission to Officiate.	
4	<b>Finance</b>	
4.1	<b>Donation from Discretionary Fund</b> A donation of \$270 (equivalent to €250) had been sent in response to the earthquake in Syria and Turkey. A question about the Discretionary Fund led the council to confirm the existing agreement that €500 a year be designated for the Discretionary Fund, topped up to €500 at the beginning of each new calendar year.	
4.2	<b>Payments Pending</b> There would be a small claim from Roger for routine expenditure.	
4.3	<b>Income and Expenditure</b> was on target and the balance sheet was, as usual, quite healthy.	
4.4	<b>2023 Budget</b> The draft circulated prior to the meeting reflected 2022 figures, some of which could be expected to change.	
4.5	<b>Diocesan Fundraising Adviser</b> Delia asked if anyone other than Roger and her had been to one of the three advertised Zoom meetings. No-one had and the questionnaire had not been completed. Delia would do it.	Delia

5	<b>2023 Annual Meeting</b>	
5.1	The <b>2022 Report &amp; Accounts</b> had been circulated prior to the meeting and was adopted by members, who thanked Nigel for the large amount of work put into drafting it.	
5.2	<b>Preparations for the meeting</b> The churchwardens between them would advertise the meeting and prepare all the paperwork.  Patricia asked if the electoral roll figure in the Annual Report should be the same as that given to the diocese after the annual meeting. No-one was sure but it was decided the Annual Report figure should stand.	Patricia Nigel
6	<b>Chaplaincy Development</b>	
6.1	<b>Progress on the Archdeacon's proposal to link with St George's, Vernet-les-Bains and St Michael's in the Gard</b>  Following a Zoom meeting on 13 February, the Archdeacon had updated the possible costs to include health cover, raising significantly the overall amount. St Michael's in the Gard had still not committed to the project.  The Archdeacon planned to visit each of the three chaplaincies over the Holy Week/Easter period and encourage St Michael's to make a decision.	
6.2	<b>Succession Planning</b>	
6.2.1	Prior to the meeting, Patricia had sent a list of questions and Roger and Delia had updated and circulated their Succession Planning document. Roger and Delia said they would not be members of the council beyond Roger's retirement date. Roger would, however, be willing to be webmaster and to keep All Saints' page on A Church Near You up to date.	
6.2.2	<b>Setting Up Rota</b> Patricia asked for someone to take this on. John Gifford agreed to do this. Roger offered to create an email address specific to this rota.	John Roger
6.2.3	<b>Congregational Worship Leaders</b> The course the Archdeacon was to have had ready by the end of 2022 seemed not to be. Jim said he is keen to do this course and would talk to the Archdeacon when he visits.	Jim
6.2.4	Jim and Phyl said they had not known how much Roger and Delia do. They felt the whole congregation should know and be asked to take on many of these tasks if they wish the chaplaincy to continue to run as at present.  Roger offered to draft job descriptions for various of the tasks, talk about them at the Annual Meeting and write something in his Chaplain's Report.	Roger
6.2.5	Ian asked if some of what Roger does could be tasks for a new priest. Delia commented that a new priest would most likely welcome a ministry centred on worship and pastoral care, not burdened by administration and organisation.	
6.2.6	<b>Roger's retirement</b> Roger said he planned to retire on his 76 <sup>th</sup> birthday: 31 July 2024.	
7	<b>Electoral Roll</b> Mary Pinnell had asked to be removed from the roll, which thus	

stands at 70.

Patricia said the Archdeacon had told her not to remove anyone from the roll before the next roll renewal, in a year or two, except at their express request in writing. She expected a sharp drop in the number on roll at renewal.

- 8 **Link with Fenoarivo parish in Toliara Diocese in Madagascar** Roger had set up a WhatsApp group for himself, Carol, Phyl and Fenoarivo, hoping to involve lay people in Madagascar. This was working well but, from Madagascar, was used only by Revd Delphin, who sent large quantities of photos and videos. Language was a problem. Phyl and Carol were working on a WhatsApp contribution from some of our French speakers, possibly during one of our coffee times. They would also ask permission of some chaplaincy members to send their photos via WhatsApp.

Phyl

- 9 **Correspondence** A range of correspondence had been circulated with the agenda and was noted. Nigel pointed out that Lent Group members usually decided whether or not to support the Bishop's Lent Appeal, which this year was for help for a chaplaincy in Morocco.

10 **Safeguarding**

The Safeguarding Officer had sent a training record spreadsheet and asked all council members to complete a Confidential Declaration Form. There was some dissent about who needed to submit this form. The data on the spreadsheet appeared to be incomplete. Roger and Patricia had each tried and failed to access information to which they should have access on our Safeguarding dashboard.

11 **Music Team Report**

Sue had prepared the following report:

The Music Team have now prepared the music for the services up to Easter. We enjoyed live music for our Christmas Eve service and look forward to more live music going forward - thanks again to Ian and Tim. The Music Team continue to carefully select hymns based on the prescribed readings. Where there is a choice of tunes, we try to cater to all tastes by sometimes choosing the tune less well known by some but preferred by others. We would welcome any thoughts or suggestions or favourite hymns that members would like us to choose - please contact a member of the Music Team. As always, the Music Team would like to thank Nigel for his patience and work in collating the music for each of our services.

- 12 **Website** Roger had added services up to Easter on A Church Near You.

13 **Plans for future events**

- 13.1 **Lent Groups** were planned for each Wednesday in March.

13.2 **Second Service in May**

Cancer Support France's Walk for Life would be held on 21 May. As many chaplaincy members support this, it was decided to move the service to 28 May and to ask Monica and Simon Coulshaw if a shared lunch could be held at their domaine following a service in the chapel at the chateau. Patricia would ask them.

Patricia

- 13.3 **Good Friday** A request had been made for use of Chapelle St Guiraud at Puissalicon but this was not yet confirmed.
- 14 **Any Other Business**  
Nigel pointed out that our Association statutes will need to be changed when new legislation is passed and an Extraordinary General Meeting would be needed.
- 15 **Next Meeting** Wednesday 17 May at 10.30 am, at the home of Nigel and Ingrid, conditional on availability of any newly elected council members.

The meeting closed, with prayer, at 11.54 am.