

**Minutes of the Joint Chaplaincies Councils' Meeting  
held at 10.30 am on Wednesday 6 September 2023 by Zoom**

Present: The Ven Dr Peter Hooper, Archdeacon of France (Chairman)

All Saints: Patricia Bigot, Graham Gardner, John Gifford, Julie Johnson, Jim Mallett, Phyl Mallett, Delia Smith, Revd Roger Smith, Nigel Summersall

Representatives of St George's and St Michael's

The All Saints sign in sheet was marked. Jim Mallett opened the meeting with prayer.

The meeting had been called by the Archdeacon to further the project to appoint a House for Duty priest to serve the three chaplaincies. Documentation had been prepared and circulated in advance.

- 1 **Apologies for absence** Jac Phillips, Sue Robinson, Ian Thomas
- 2 **Role Description, Person Specification & Profile** had all been agreed by the three chaplaincies. The Archdeacon was delighted with these, saying they brought the project to life and gave the diocese the key elements needed to move forward. However, he wondered if work with children was a realistic aim. After comments it was accepted that he would "tweak" the wording.  
The Archdeacon said the post would be advertised as a brand new renewable three year post. St Michael's in particular had concerns about funding beyond three years.
- 3 **Terms and Conditions** This would be a separate document, incorporating information from and agreements made in the chaplaincies but drawn up by the diocese, for the post holder to sign.  
Note: Church of England clergy are post holders not employees.
- 4 **Diocese's Financial Questionnaire** There were queries and questions about what had been circulated. The Archdeacon offered to "fill in the blanks" and send it back for agreement by email.
- 5 **Representatives for shortlisting** These would be Maggie and Mike from St George's, Alan and Alison from St Michael's. Patricia and Ian had been chosen by All Saints by email. Patricia said this may change at their next council meeting.
- 6 **Advertising** The Archdeacon hoped to advertise in The Church Times on 15 or 22 September. After discussion, it was agreed that this would be an advertisement featuring our chaplaincies as one of four House for Duty opportunities in France. As part of the recruitment process, the Archdeacon would be offering potential applicants a Zoom session/seminar to meet him and the representatives of all the chaplaincies concerned.
- 7 **General advice on life in France** The Archdeaconry doesn't have a specific information pack. Roger, and Pauline from St Michael's, would send the Archdeacon links to various useful websites, including one specific to this area recommended by Jim.
- 8 **Women in Ministry** The three chaplaincies agreed that they have no theological objection to this.

The Archdeacon closed the meeting closed at 12.14 pm with prayer.

