

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at by Zoom on Wednesday 3 February 2021

Present: Revd Roger Smith (Chairman), Patricia Bigot, John Gifford, Julie Johnson (to item 10.1), Jim Mallett, Phyl Mallett, Andy Marshall, Jac Phillips, Sue Robinson, Delia Smith and Nigel Summersall.

Members present were marked on the sign-in sheet. The chairman welcomed everyone and opened the meeting with prayer at 10.08 am.

		Action
1	Apologies for absence None	
2	Minutes of the meeting held on 2 December were approved and signed by the chairman as a correct record.	
3	Matters arising	
3.1	3.1 Altar Linen Jac had cut this to size but needed to finish it.	Jac
3.2	4.3 Treasurer John and Nigel had agreed that, for the time being, Nigel would continue in the same rôle as previously, as hand-over was difficult without being able to meet face-to-face. Progress would be reported as and when John began to take over more of Nigel's tasks.	John Nigel
3.3	4.6 Safeguarding Officer and ID Checker Steven Hopkins would be taking over from Jenny Morgan in April, after doing his C2 training.	
3.4	4.9 Sidespeople's Safeguarding requirements The minimum was DBS clearance and level C0 training. Trevor was the only sidesperson without this. Roger would check that he was willing to seek clearance and do the training.	Roger
3.5	5 Eucharistic Assistants Roger had found that the form on the website was out of date. Once the new Archdeacon was settled in post, he would ask for a current form and make the application agreed at the last meeting.	Roger
3.6	12.1 Services on 1st and 3rd Sundays Roger reported that the Église Protestante was using the Temple at St Pargoire on 1 st and 3 rd Sundays during Covid-19 restrictions but that it should be available for us, as agreed, when we felt able to resume services.	
4	Preparations for 2021 Chaplaincy AGM on Sunday 21 March at 11.30 am by Zoom	
4.1	Approval of 2020 Report & Accounts A draft had been circulated prior to the meeting and it was accepted unanimously with thanks to Nigel for all his work. Proposed Patricia, seconded Sue.	
4.2	Nigel would produce and send Notice of Meeting, Agenda and Report &	

would consult Jenny Morgan and Prayer Group members about this.

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| 10.2 | Starting Services again and Podcasts Roger would plan podcasts for Palm Sunday, Good Friday and Easter Day, assuming services would not be resumed before Easter. | Roger |
| 10.3 | Listening Course Following the introductory course she led previously, Jenny Morgan had enrolled for a paid on-line course in April by the Acorn Trust. The council would consider recommending this to chaplaincy members after hearing Jenny's feedback. | May agenda |
| 11 | Chaplaincy Development | |
| 11.1 | Succession planning | |
| 11.1.1 | Lectionary The one Roger used was no longer available. He would look on-line for a second-hand copy. | Roger |
| 11.1.2 | Sound System Roger had not yet looked for one. | Roger |
| 11.1.3 | Cupboard for Temple Andy reported that a metal cupboard, which could have a combination lock, would cost around €200. It was agreed that a conversation was needed with Église Protestante leaders before more could be done about replacing or adding to our storage space. Nigel offered to take this forward. | Nigel |
| 12 | Any Other Business Nigel said there would be an Ash Wednesday service from the Diocese at 5 pm. It was agreed to advertise this on the website.

Roger would be producing a podcast Ash Wednesday service. | |
| 13 | Provisional date and time of next meeting 10 am on Wednesday 19 May, subject to this suiting members elected at the AGM in March. | |

The meeting closed at 11.42 am with members saying the Grace.