

# **All Saints, Hérault**

## **Handbook**

# Introduction

The chaplaincy of All Saints, Hérault came into being on 13 January 2013. I was Chaplain until my retirement in July 2024, when Revd Dr Roy Cole took on that rôle. The main lay team in early 2025 remains much the same as it was in 2013. This handbook is an attempt to describe all the practical activities that are needed to keep All Saints, Hérault running. The hope is that this will enable us to pass the baton on to our successors in an efficient and controlled way.

It is important to note that this document assumes that everything (services, type of worship, events etc) will continue as before. That will almost certainly not be the case, but we have to start somewhere. When I came here I brought with me the 'way that we did things' in our old parish in England. Our chaplaincy here covers a large area and the English-speaking Christians whom we serve are from a wide spectrum of backgrounds, from Catholics to Baptists and all stations in between. We aim, therefore, to make what we do as widely acceptable as possible, without being bland and boring.

The current pattern and style of worship and activities includes things like:

- Ash Wednesday imposition of ashes
- Maundy Thursday
- Good Friday liturgy of the day
- Palm Sunday with distribution of palms

- Sung Gloria, Sanctus, Benedictus and Agnus Dei

- A monthly prayer group

- Lent study groups based on a film followed by a shared lunch

This document will need to be changed as the chaplaincy evolves. It is not all my own work, but includes texts written by others, notably Patricia and Delia. It also includes corrections and amendments from others.

This document and the several supporting documents can be found on our website on the 'All Saints Handbook' page, under the Admin tab, or by going here:

<https://heraultenglishchurch.fr/All-Saints-Handbook.php>

Roger Smith  
May 2025

# List of Activities

## 1 Rotas

Rotas are needed for (a) Bible readers at services (b) those leading intercessions at services (c) chalice administrators (d) refreshments. Rotas need to be prepared well in advance of the relevant service and confirmed at least one week in advance, with confirmation of receipt, usually by e-mail.

*Currently: Patricia*

## 2 Setting up and clearing up afterwards

There is detailed guidance for this in the supporting document '*Setting up etc March25.pdf*' plus the more technical '*PA-System-2021-250509.pdf*' for the PA system. Two people per service set up the worship space and make sure that everything needed is in place. There is a person responsible for organising the rota.

*Currently: Jenny*

## 3 Choosing the Bible readings for services

The Bible readings for our services need to be known at least 3 months in advance, to help the Music Team to choose the hymns and also for preparing the notices. In common with most of the Church of England and other denominations, including the Catholic Church, we use the Revised Common Lectionary, published in 1992. There can be complications, such as (a) sometimes there are readings for the Church of England only, (b) there is a choice of first reading for much of the year and (c) there are oddities for the Church of England such as Mothering Sunday.

By far the easiest way is to use the Calendar on our website, under OUR CHURCH/Calendar, at <https://heraultenglishchurch.fr/calendar.php>. Each Sunday and major day in the Church's year there is an entry labelled 'CW\*', and clicking on that gives all the information. The readings for our services are almost always those listed under 'Principal Service' and the Collect and Post Communion prayer for the day are there also.

The supporting document '*Choosing-readings-etc-for-services.pdf*' gives a detailed description if required.

*Currently: Roger*

## 4 Sending readings to lesson readers

The readings, ready for printing (ideally in two columns for ease of reading), need to be e-mailed to the lesson readers about a week before the service, with confirmation of receipt, or posted to those without Internet. Supporting document '*Choosing-readings-etc-for-services.pdf*' gives more guidance on the exact wording, which often differs from the straightforward Bible reading, plus introductory and closing words need to be added.

*Currently: Patricia*

## 5 Finding other texts for use at services

The other texts used at our services and printed on the notices sheet are (a) the Collect for the day, (b) the Introduction to the Peace and (c) the Post Communion. If the service is during a special Church season such as Easter there are also the following texts: (d) Invitation to Confession, (e) Extended Preface for use with Eucharistic Prayers A, B and E and (f) the Blessing. The supporting document '*Choosing-readings-etc-for-services.pdf*' has guidance on finding the exact wording.

*Currently: Roger*

*Proposed: Patricia*

## **6 Create notice sheets and other paperwork**

The notice sheet contains information for the service that is not in the service booklets. It is sent out by e-mail to the 'Congregation' mailing list about a week before the service. It's also posted to those without Internet (currently one couple).

The first page of the notice sheet (sometimes a little more) is a list of the liturgical items to be used on that particular day: Collect, Bible readings etc. This page is a 'Pew Sheet', common to All Saints, St George's and St Michaels', produced by Roger.

The rest of the notice sheet is (a) the list of hymns (b) who is to do what in the service (c) a calendar of planned events for the next two months or so and (d) some general information about the chaplaincy. There is a standard layout for these details.

Occasionally it is necessary to print the text of hymns on the notice sheet, either because they are not in the hymn book or for other reasons, eg it saves carrying hymn books when the service is not at St Pargoire. The text used needs to match the number of verses on the backing track and the copyright notice 'CCLI Licence No 654625' should be added under each hymn.

About 40 copies of the notices are printed for a normal Sunday. In addition, if the preacher has provided the sermon, then this is printed for non-English speakers and those who are hard of hearing, usually 5 copies. The readings are also printed in case the readers have forgotten their copies.

*Currently: Roger & Patricia*

## **7 Service booklets**

The service booklets used at All Saints use the texts from Common Worship. They may be found on our website on the Service Booklets page under the Admin tab, here:

<https://heraultenglishchurch.fr/Service-Booklets.php>

The booklets are on the website in A5 format, for reading on-line, and in A5 booklet form, for printing. These documents are in pdf form and copies of the editable versions are held on the Google Drive of [achstp@gmail.com](mailto:achstp@gmail.com).

*Compiler of booklets: Roger*

## **8 Provide bread for Communion**

We use 3.5 cm diameter gluten-free wafers for Holy Communion, branded 'Divina' and available from more than one source in France, including HolyArt, here:

<https://www.holyart.fr/produits-de-consommation/hosties-pour-leucharistie/hosties-pour-coeliaques-sans-gluten-50-pcs.-diam.-3-5-cm>

The priest's wafers are 6.7 mm in diameter, branded 'Christus', available from HolyArt here:

<https://www.holyart.fr/produits-de-consommation/hosties-pour-leucharistie/hostie-magne-6-7-cm-coupure-nette-25-pcs>

Note that the priest's wafers are not gluten-free, so care must be taken not to share them with members of the congregation who may be gluten-intolerant.

*Currently: Patricia*

## **9 Music Team**

The Music Team chooses the hymns for our services, basing their choices on the list of Bible readings. Their list is used in preparing the notices and by the provider of recorded backing tracks ('karaoke') and other music at our services. The choice of hymns is helped by two sections at the back of the orange hymn book called 'Index of Uses' and 'Index of hymns for the Common Worship Lectionary'. The hymns chosen sometimes need to take into account the

location of the service, if it is not St Pargoire, and also special occasions. The Music Team take note of the variety of church backgrounds represented in our congregation and so select both traditional and modern hymns.

It is useful for the celebrant if the third hymn at a Communion service is not too short, because a lot of preparation for the Communion is done during that hymn.

We use a set of over 1,100 hymn backing tracks bought from the publisher Kevin Mayhew Ltd. The backing tracks cover all of the Kevin Mayhew book 'Complete Anglican Hymns Old and New' (orange coloured). Our hymn books are an earlier version of 'Hymns Old and New' called 'New Anglican Edition' (green coloured). This earlier book has fewer hymns in it, all of which are in the larger newer book, and so sometimes the Music Team chooses hymns that are not in our main hymn book. In that case we print the words for the congregation, either on the notices sheet or on a separate sheet. We hold a licence from CCLI (Christian Copyright Licensing International) to do this legally, licence number 654625.

*Currently: Alison, Carol & Sue*

## **10 Live music**

Although the recorded backing tracks are surprisingly effective, live music is always a bonus. When possible live music is arranged by the live music coordinator, in consultation with the Music Team and the person who is to lead the service.

*Currently: Ian*

## **11 Recorded music at services**

The 'music person' plays the music for the chosen hymns and other music on their own iPod or laptop, amplified by the new PA (Public Address) system bought in 2021. Technical details are given in the supporting document '*Technical-details-for-backing-tracks.pdf*'. Note that the backing tracks for the hymns occasionally have a different number of verses from what is printed in the hymn book or separately. The track may need to be edited to cope with this.

*Currently: Nigel or Ian or Roger*

## **12 Lesson readers**

Aim to speak at no more than about 120 words per minute, which seems quite slow if you are not used to public speaking.

At St Pargoire some of our congregation are hard-of-hearing and so correct use of the PA system is essential. The microphone is directional and so it is important that the microphone points towards your mouth, about 10 cm to 15 cm (4" to 6") away, but a little below, so you do not breathe into it, as in the picture. Please adjust if necessary.

Usually two readers are needed for each service.

*Currently: various*



## **13 Leading intercessions**

Guidance on the preparation of intercessions is given in the supporting document '*Leading\_Intercessions.pdf*'. Please have regard for the guidance on speaking speed and use of the microphone for lesson readers in the previous section.

*Currently: various*

## **14 Chalice administrators**

Guidance for chalice administrators (Eucharistic Assistants) is given in the supporting document '*Notes for Chalice Administrators V2.pdf*'. The diocese requires Eucharistic Assistants to be trained and this document is the 'course notes' for the training that our Eucharistic Assistants have received. They need to be nominated to the bishop by the Chaplaincy Council and have received his or her permission. There are usually two Eucharistic Assistants for each service.

## **15 Leading worship**

The Church of England requires that certain parts of a service may only be done by a priest who is licensed to the chaplaincy or has PTO (Permission to Officiate). These parts are giving Absolution after Confession, consecrating the bread and wine at Communion and giving the Blessing at the end. The priest may, of course, lead worship and preach.

A Reader may lead worship and preach. A Congregational Worship Leader may only lead worship, as may a Churchwarden when necessary.

*Currently licensed as priest: Roy*

*Currently licensed as Reader: Julie*

*Priests currently with PTO: Roger and Gwilym*

*Reader licensed with PTO: Jane*

## **16 Refreshments after services**

Guidance for this is in supporting document '*For\_coffee\_making\_duty\_you\_need.pdf*'. Note that the coffee machine must be filled with water before it is switched on. The power circuit in the building cuts out if both the coffee machine and a kettle are turned on at the same time.

*Currently: various*

## **17 Miscellaneous supplies**

Coffee for the machine and paper cups need to be bought, plus sugar and tea bags. For Communion wine port has to be bought: we use this because it is fortified and easy to obtain. Also needed are palm crosses for Palm Sunday. Ashes for Ash Wednesday are made traditionally by burning the previous year's palm crosses and mixing with olive oil, or better still Oil of Chrism, to make a paste. Water must not be used. Perhaps too there will be a need for an Advent Ring, Christmas decorations, a Paschal candle and candles for Remembrance Day. All of these items have to be supplied by somebody.

*Currently: Patricia, Roger & Delia*

## **18 Service register**

This must list all our services and collections and is the responsibility of the churchwardens.

Baptisms, marriages and funerals are currently noted in the service register, but should be in separate registers. This needs to be investigated.

*Currently: Nigel*

## **19 Washing of church linen, towels etc**

Care needs to be taken to ensure that items taken home for washing are returned in time for the next service. There are traditional ways to iron Communion linen such as purificators (the little white cloths used by the chalice administrators) and the corporal (the white cloth on which chalices and patens are placed on the altar). Although to many congregation members this does not matter, to others it does, and we try not to offend anybody.

*Currently: Setting-up team*

## 20 Obtaining permission to use buildings

We have an agreement with the Église Protestante for the use of the Temple at St Pargoire on certain days. When we need to use it on other occasions we must ask permission, as we do when we hold services at other venues (we have used Chapelle St Guiraud in Puissalicon, Église Saint Christophe in Margon and Chapelle Notre-Dame at Roquessels).

*Currently: Nigel, Patricia, Jenny & Alison*

## 21 Contact for the chaplaincy

Someone needs to be available at reasonable times of the day to respond to e-mails on the main e-mail address ([achstp@gmail.com](mailto:achstp@gmail.com)) or to answer the telephone.

*Currently: Patricia*

## 22 Google accounts

**achstp@gmail.com** As well as e-mail, we use the 'Drive' on this, our main Google account, as a repository for documents, such as the 'paperwork' for Chaplaincy Council meetings, and other miscellaneous things such as music.

*Currently accessed by: Patricia, Roger, Nigel & Roy*

**achstpwebsite@gmail.com** is for mail to and from the website webmaster.

*Currently accessed by: Delia & Roger*

**allsaintsherault@gmail.com** was set up originally for Church Chez Nous during the COVID lockdown, including a YouTube channel. Its 'Drive' is now also used as a repository for hymn backing tracks and other miscellaneous files, such as this document and its supporting ones. The calendar for this Google account is copied to the website calendar and is most useful for choosing the Bible readings for services. See the supporting document '*Choosing-readings-etc-for-services.pdf*' for how to set up the calendar.

*Currently accessed by: Roger*

**chaplain.allsaintsherault@gmail.com** is intended for the chaplain but is not yet used, although it is available for use.

*Currently accessed by: Roger*

**rotas.allsaintsherault@gmail.com** may be used for e-mails by the person coordinating the setting up rota but is not used, although it is available for use.

*Currently accessed by: Roger*

**safeguarding.allsaintsherault@gmail.com** is the account used for e-mail by our Safeguarding Officer.

*Currently accessed by: Ian*

## 23 Website

There is a supporting document called '*Website-nuts-and-bolts.pdf*' covering the more technical aspects of the website. There are fees to be paid to two organisations, Yola (three fees) and GANDI (one fee), paid and claimed from chaplaincy expenses.

*Fees paid currently by: Roger*

Keeping the website up-to-date uses fairly intuitive (for non-technophobes) Yola software. It is important that updates are done regularly, especially with details of the next services or events, because the website is our shop window for people new to or visiting our area.

*Current webmasters: Roger & Delia*

## **24 A Church Near You**

Like the website, A Church Near You is important for attracting people to our services. It is often the first port of call.

*Current administrator: Roger*

## **25 Events Organisers**

It is important for events such as shared lunches that somebody acts as coordinator: not necessarily to do everything but to make sure that everything is done.

*Currently: John, Susan & Phyl*

## **26 Lent groups**

The Lent groups based on a film have been very successful. A decision needs to be made each year on whether to keep to this idea. The course needs to be chosen, DVDs prepared for the film clips and the groups need to be led.

*Currently: Jenny and Roger*

## **27 Annual report and accounts**

Writing the annual report and accounts, including collating contributions from the leaders of various activities, is traditionally the job of the Chaplaincy Council's Secretary and its Treasurer. The document is the property of the Council and so needs to be prepared in time for the Council to be able to check it and amend it if necessary, including the accounts. A draft at least of the report should be made available to the External Examiner with the accounts.

*Currently prepared by: Nigel*

## **28 Minutes secretary**

Writing accurate minutes of meetings, as quickly as possible after the meeting, with an action column, is very important. There is no point in making decisions if nobody has agreed to carry them out and nobody follows up whether they have been done! This is normally the job of the Council's Secretary.

*Currently: Nigel*

## **29 Standing decisions of Chaplaincy Council**

As policy decisions are made by the Council, it is good practice to keep a record of them, otherwise the decisions may have to be continually revisited. Examples are: which services to have collections at, how much to donate when we use different venues and the Council's policy on tithing our donations to charity from the General Fund. This is usually a job for the Secretary or the Minutes Secretary and the list of decisions should be made available to the External Examiner.

*Currently: Vacant*

## **30 Finance**

The Treasurer carries out the financial policy of the Chaplaincy Council. In order to do this the following are required (from 'Practical Church Management' by James Behrens):

- to prepare a budget;
- to record all cash transactions;
- to keep a watch on chaplaincy finances;
- to keep the Chaplaincy Council aware of its duties;
- to encourage the wider mission of the chaplaincy;



- to set up and maintain a system of book-keeping;
- to prepare the annual accounts for the Annual Chaplaincy Meeting;
- to free the Chaplain from worries over the chaplaincy's finances.

In England, a system of Fund Accounting is required for British charities, of which the Church of England is one. Fund Accounting is good practice and is used at All Saints. It means that money owned by the chaplaincy is regarded as being in one of three Funds: General, Designated and Restricted. The Restricted Fund is money that must only be used for the purpose for which it was given, eg donations collected for a specific cause. The Designated Fund is money allocated by the Chaplaincy Council for a particular purpose, eg our Succession Fund. The General Fund is for general chaplaincy running costs.

Although money is allocated to these three funds, it may physically be in the same bank account or accounts, for best return on investment.

*Currently: Graham & Nigel*

### **31 Safeguarding Policies**

The Chaplaincy is required to revise and adopt each year a set of Safeguarding policies, normally at the first meeting of each calendar year. These are currently as follows:

- Chaplaincy Safeguarding Policy;
- Use of Social Media Policy;
- Policy on the Recruitment of Ex-Offenders.

*Currently: Ian*

### **32 Annual returns to the Diocese in Europe**

Our diocese requires us to submit to them statistical information about the chaplaincy, eg Electoral Roll changes, attendance figures and the list of those holding various chaplaincy posts following the Annual Meeting and the first Chaplaincy Council meeting.

*Currently: Nigel*

### **33 Financial reporting to the Diocese in Europe**

Our diocese requires us to submit to them our accounts in the standard format specified by them, following the Annual Meeting.

*Currently: Nigel*

### **34 Licences**

Licences for positions that people hold, such as Eucharistic Assistants, often have an expiry date and have to be renewed. There are also licenses such as the CCLI (Christian Copyright Licensing International). Somebody should 'keep tabs' on licenses and make sure that we remain in compliance.

*Currently: Vacant*

### **35 Electoral roll officer**

This is a person appointed by the Chaplaincy Council to administer our electoral roll.

*Currently: Patricia*

### **36 Inventory**

The churchwardens are required to keep an up-to-date inventory of all our possessions.

*Currently: Patricia*

### **37 Associations 1901 and 1905**

French Law needs to be complied with and paperwork submitted to the Prefecture. This would normally be done by the Secretary of the Association.

*Currently: Nigel*

### **38 Planned Giving in Euros and Sterling**

Confidential records are kept and reçus fiscaux issued for donations in euros. Donations in sterling, with the possibility of Gift Aid, are managed jointly with the Diocesan Office. In England this would be done by the Stewardship Secretary.

*Currently: Nigel*