

All Saints, Hérault
Handbook

Introduction

The chaplaincy of All Saints, Hérault came into being on 13 January 2013 and I was appointed as Priest-in-Charge, later Chaplain, by Bishop David. The main team remains much the same as it was then and it is time to start planning for the future, when one or all of us are no longer willing or able to continue. I have already announced that I intend to retire on 31 July 2024.

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 washing of feet
- 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
March 2023

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 and putting away' plus the more technical 'PA System 2021 230114' for the PA system. Two people per service set up the worship space and make sure that everything needed is in place and there is a person responsible for organising the rota.

Currently: John

3 Listing the Bible readings for services

A list of Bible readings is required at least 3 months in advance. This is so the Music Team can 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, including sometimes readings for the Church of England only, a choice of first reading for much of the year and oddities for the Church of England such as Mothering Sunday.

The supporting document 'Choosing-readings-etc-for-services' has guidance for compiling the list of readings.

Currently: Roger

Proposed: Patricia

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' gives guidance on finding the exact wording.

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' 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, as both an attachment and also in plain text, in case of difficulty in reading attachments. It's also posted to those without Internet (currently one couple).

There is a standard template for the notice sheet, for adding items such as hymns, Collect, list of readings and who is to do what. There is also a calendar of planned events for the next two months or so and some general information about the chaplaincy.

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: Patricia

7 Provide bread for Communion

We use gluten-free bread for Holy Communion, currently made by buying small sliced loaves and cutting into small pieces. They need to be divided into sets to make counting easier during the preparation of the Communion table, perhaps one set of 30 and two sets of 10 each. A larger piece of bread, say 60 x 50 mm, is also needed, for the priest to 'break'.

Currently: Delia

8 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

9 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

10 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'.

Currently: Nigel or Ian or Roger

11 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



12 Leading intercessions

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

Currently: various

13 Chalice administrators

Guidance for chalice administrators (Eucharistic Assistants) is given in the supporting document 'Notes for Chalice Administrators V2'. 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.

Currently licensed: Patricia Bigot, Nigel Summersall, Roberta Trickett, Barry Marsh, Barbara Marsh, Jennifer Morgan, Julie Johnson, Alison Kane, Andrew Marshall, Steven Hopkins, Nadia Hopkins, Jim Mallett, Phyl Mallett, Sian Wilmot Hall.

14 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: Roger

Currently licensed as Reader: Julie

Priests currently with PTO: Gwilym and Kevin

Reader licensed with PTO: Jane

15 Refreshments after services

Guidance for this is in supporting document 'For_coffee_making_duty_you_need'. Note that the coffee machine must be filled with water before it is switched on. Also please note that the power circuit cuts out if both the coffee machine and a kettle are turned on at the same time.

Currently: various

16 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 and water bowls etc for Maundy Thursday. 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 and Delia

17 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

18 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: Delia, Martha and Patricia

19 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 (currently Chapelle St Guiraud in Puissalicon, Église Saint Christophe in Margon and Chapelle Notre-Dame at Roquessels).

Currently: Nigel, Patricia & Delia

20 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) or to answer the telephone.

Currently: Patricia and Roger

21 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

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' 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 monitored and available for use.

Currently accessed by: Roger

rotas.allsaintsherault@gmail.com is used for e-mails by the person coordinating the setting up rota.

Currently accessed by: John

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

Currently accessed by: Steven

22 Website

There is a supporting document called 'Website-nuts-and-bolts' 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 webmaster: Delia

23 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

24 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: Jac and John

25 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

26 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 Chaplaincy 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

27 Minutes secretary

I think that 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!

Currently: Delia

28 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 and how much to donate when we use different venues. This is usually a job for the Secretary of an organisation or the Minutes Secretary.

Currently: Delia

29 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

30 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

31 Licenses

Licenses 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: Delia

32 Electoral roll officer

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

Currently: Patricia

33 Inventory

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

Currently: Patricia

34 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

35 Planned Giving in Euros and Sterling

Confidential records are kept and reçu 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