

**Diocese in Europe**  
**The Anglican Chaplaincy of Midi Pyrénées & Aude**

whose mission is to:

**Know and worship God, serve him and each other and build his community**

**Minutes of the Midi P and Aude Chaplaincy Council Meeting**

**Wednesday, October 18, 2023 at 19.30, via Zoom**

**Attendees:** Gill Heyworth, Kate du Toit, Georgina Hodgson (Secretary), Richard Holmes, Peter Hooper (Chair), Ross Jenkins (Treasurer), Freda King, Kevin Megarry, Anita Phillips, David Phillips, Gavin Porter, Celia Scott, Margaret Snow, Penelope Wanklyn (14)

**Apologies:** Clive Billenness, Ginny Jenkins, Tricia Lauenders, Samantha Silverthorn (4)

**Observers:** Nick Byrne (1)

**1. Opening Prayer**

Georgina opened the meeting with a prayer.

**2. Welcome**

Peter welcomed all present.

**3. Attendance & Apologies**

As above.

**4. Minutes of the last meeting on September 6, 2023**

With no comments or changes the minutes are deemed true and accurate and are approved unanimously.

Celia proposes and Freda seconds.

**5. The future: update on where we can go regarding a Chaplain's post**

Peter informs the members on the choices available to the Chaplaincy regarding a Chaplain's post, in view of our present financial situation. He says that our income would allow us to start with a House for Duty Minister. This would be a good starting point to solidify the work already undertaken. There are two possibilities the Archdeacon has been exploring:

- 1) *Interim House for Duty Ministry for a two year period*

We would be looking for somebody with a specific skill set to move the Chaplaincy forward, skills around healing and rebuilding.

## 2) Straightforward House for Duty Minister

HfD post consists of two full working days per week but Ministers usually offer more than that as they have an alternative source of income.

The Diocese is presently recruiting four HfD Ministers in France for other Chaplaincies.

Anita has reservations about Interim Minister's set up costs every two years and would like to ask the Diocese to meet some of those costs. She favours HfD Minister for a longer term of office. In order to proceed with recruitment we need to work on a job description and a description of the Chaplaincy.

Gill feels we should start with an Interim Ministry and take a decision as quickly as possible and move forward.

Kevin agrees that we need to do a great deal of working together and need someone to help move things along without waiting.

Peter will work with the Chaplaincy on the role description and personal qualifications required. There are four areas that need to be determined:

- Profile
- Role description
- Person's specifications
- Our offer

He feels that House for Duty Ministry is the only option the Chaplaincy can presently afford and that we should take a decision at our next meeting in November on the route we wish to take. It is also a quicker solution and we could be able to start advertising as early as January 2024.

Ross agrees that we could afford Interim HfD Minister comfortably and is happy with the two year period.

Margaret is concerned about the length of time it would take to obtain a work permit and Petter replies that the British Embassy in Paris is actively assisting with obtaining long stay visas with working rights. The Diocese also has a working agreement with the Fédération Protestante de France (FPF) and is registering with them. This will expedite any visa application we might require.

Freda would like to know whether the Congregations are aware what is required in terms of fundraising.

Peter points out that the way a Stewardship Campaign is received very much depends on how it is presented and what is possible to achieve in terms of funding.

Kevin is thrilled that we seem to be finding a way forward and healing the divisiveness in the Chaplaincy.

Peter reminds us that when we present the Chaplaincy we should do so in all honesty and point out areas where we need help. Ministry is a vocation and being honest about our situation and our needs can work in our favour. He will help us draft a proposal.

He also says that if we accept the Interim HfD Ministry we should test the water with a robust Stewardship Campaign. He will source out more information about the Interim Ministry and circulate it through the Secretary. We should stay in contact through email so that a decision could be taken at the next meeting.

#### **6. Proposal from Cahors Congregational Council:**

Bearing in mind that the current website system needs updating urgently and that Colin Ellis (Webmaster) has not received permission or agreement from anyone to go ahead with that – we propose that the Chaplaincy Council asks Colin Ellis to update as soon as possible aforesaid website and database and that this task is taken out of the Communications remit immediately. We propose that Colin Ellis works with Peter Snow and under the two Church Wardens and Ross Jenkins and ultimately under Archdeacon Peter.

Proposed by: Kate du Toit

Seconded by: Kevin Megarry

Gill explains to the Council that this motion is an effort to unblock a logjam which prevents the website from being updated now until we get a new Chaplain or anyone else. The website includes the database which is our most important information as through the database we can send out all the information we need – Minutes, agendas, Church Mouse, Notices etc. It needs to be updated and Colin has offered to do it.

Gill goes on to point out that the motion is not trying to dismantle the Communications Committee but to free it so that it can research the best way forward.

This motion is to ensure transparency and communication. Colin will be answerable to both Chaplaincy Wardens and to Archdeacon Peter and the Chaplaincy Council on a regular basis, but he has to be enabled to keep the website and database going – especially the database. It is a matter of choreography as we work our way through getting a new Chaplain, fundraising for the above and the time it will take to achieve this.

Gill leaves the meeting at 20.30.

Margaret agrees that we do not need a new website now but instead need to clean up and update the existing one and would like us to let Colin do the job.

David agrees that we should let Colin get on with the job. He also points out that the Communication Committee needs to sort itself out and, if need be, seek help from the Archdeacon and the Wardens.

Celia supports Colin and Peter in their work of updating and sorting out of the website.

The matter is put to vote with the following result:

For: 13 (Gill having left the meeting did not vote)

Against: 0

Abstained: 0

## **7. Communication Committee**

Margaret as Secretary to the Committee recognises the need for this Committee to restructure itself and appoint a new Chair and hopes to update the Council at the next meeting.

## **8. Safeguarding**

Celia informs the members that the Safeguarding policy needs to be updated annually and approved by the Chaplaincy Council. This has not been done for several years.

Celia reiterates the requirement for all members of Chaplaincy Council to complete the Basic Awareness Safeguarding course. She is aware that a certain number of persons have not done this and she will name them at the next meeting. She also advises that Council members take the Domestic Abuse training.

She informs the Council that she and Malcolm have recently completed the Trainer Safeguarding course and are both now qualified to lead the Leadership course (previously called Level 2) either in person or online. They have prepared a budget for this and this had been circulated prior to the meeting.

The budget for this has been prepared by Celia and Malcolm and circulated prior to the meeting.

Ross points out that:

- 1) The proper title is Safeguarding Advisor and not Officer and that
- 2) There should be instructions on pastoral care for victims of abuse.

**NB:** *Clive, who was not present at the meeting, strongly objected to the statement under item 8.1 above, objection formulated by email to the Secretary and citing General Synod document GS2269 of July 23 amending canon no. 42 (Safeguarding) see: <https://www.churchofengland.org/media/27411>.*

## **9. Finance Committee**

- a) September 2023 financial return, (circulated)

Ross informs us that there are no surprises concerning income and expenditure and are in line with the budget. The figures show accurate picture of the present situation.

- b) Fees for weddings and funerals (circulated)

The council agreed that the standard service fee for funerals would be applied universally. Council also agreed to the revision of the fees that would apply from the 1st January 2024. Ross would prepare a briefing paper for the worship team that would explain the new fee structure, and he would amend the wording of the invoices to reflect the changes. The expenses claim form would also be updated.

- c) Briefing on restricted funds (PH) - Postponed to next meeting

## **10. Update on Chaplaincy Zoom Account**

The licence has been purchased and Celia is learning how to use it. She will inform the next Council meeting of the exact status. The host code is provided by the Zoom website.

## **11. Information cascading to Worship Centres**

Georgina wishes that representatives for each Worship Community inform their congregation on important decisions taken at Council meetings. For today's meeting, the congregations should be informed about:

- a) The future - choices we have regarding Ministry
- b) The website - decisions taken
- c) Safeguarding - courses that need to be taken and by whom
- d) Update on finances and fees for weddings and funerals
- e) Update on Chaplaincy Zoom account
- f) Date and time of the next meeting

Since Vayrac has no representative on the Council perhaps a Warden could pass the information on.

Freda and Kevin agree that information needs to be shared either in person during services, the Church Mouse or through church notices.

## **12. Date and time of the next meeting**

The next meeting will be held on Zoom on Wednesday November 29 at 19.30

The following meetings: February 1, April 10, ACM May 22 - to be agreed.

## **13. The meeting closed with Grace at 21h26.**