

Anglican Church of Luxembourg

**Draft Minutes of the Annual General Meeting held on Tuesday 20 March 2012,
at 8.00pm in the Salle Rouge, Clubhaus Am Becheler, Bereldange**

1. Opening Prayer

The Chaplain opened the meeting at 8.15pm. There were 23 members present. The Chaplain read from Ephesians, Chapter 3, verse 14, and said a short prayer.

2. Notice of Meeting

The Chaplain read the notice convening the meeting. It was acknowledged that due notice of this year's meeting had been given via the website, the Konvikt magazine, the pew sheets and announcements during services in the weeks leading up to the Annual General Meeting.

3. Apologies for absence

Apologies for absence had been received from Robin Alder, Liz Alexander, Elaine Birch, Hilary Cole, Jane-Anne Frankel, Moira Hogg, Wendy and Justin Loasby, Simon Norcross, John Overstall, Neil Ross, Barbara and Campbell Thomson, Geoff Thompson, Fiona Turner, Carol Vlachavas and David and Sadie Young.

4. Declaration of the closure of the list of candidates

Two nominations had been received for the Church Council (Cheryl Fisher and Philippa Seymour), one for the Archdeaconry representative (John Overstall) and two for the election of two Churchwardens (Catherine Allen and Chris Vaudrey). The list of proposed candidates for the election of two Churchwardens was declared closed.

5. Approval of the Minutes of the AGM of 8 March 2011

The Chaplain referred the Meeting to the Minutes drafted with regard to the previous Annual General Meeting held on 8 March 2011. It was acknowledged that these Minutes had been posted on the website of the Anglican Church of Luxembourg and had been available for comment well in advance of the Meeting. The draft minutes were unanimously approved as a true record of the last AGM.

6. Ministry Report

The Chaplain presented his report:

"Let me begin by saying how good it is to be here tonight. The twelve months since the last AGM have been some of the most personally challenging of my entire life, and in almost every way, so I am really glad to have survived, and I feel, more than survived.

I'm deeply conscious of the support of many people in this room, and in the church as a whole, and in the wider community too.

Thirty years ago, when I was a newly ordained curate, my boss, the Rev'd John Taylor, opened his AGM report by quoting psalm 16, verse 6, "The lot is fallen unto me in a fair ground: yea, I have a goodly heritage." I was astonished at this quotation, and at that

stage I remember wondering whether I would ever feel it appropriate to say anything like that myself.

But although this last year has been particularly difficult it has been a real time of blessing for me as well, and I would like to thank all of you for your part in making that so.

Last year I wanted to talk about the process of change, keenly aware that Joan was about to be appointed to her present position, but not yet able to make that public.

Now some of these changes I was preparing have taken place, and it would be good to reflect on them now.

We began to reflect on “Being the Church” and this was very valuable, helping us to become more aware of the diversity within our congregation. It was the start of a process of affirming our faith.

We held our Church Fair, with new people taking on the task of coordinating it.

Joan’s departure in September was very moving and affirming for both of us. Joan was overwhelmed by the things you wrote about her.

There have been changes in the Church office: Lynn has been appointed as Parish Co-ordinator and has started work. Elaine’s role has also expanded somewhat, and so the office has begun to work a bit differently. There are a lot of compliance issues that need seeing to. The Office is here to support the core ministry of the Church, which becomes ever more important as the Church grows and diversifies.

A number of new things have been going on. The Mothers’ Prayer Group has been started by Rani and meets on a regular basis. The Environmental Footprint Group has held a series of well-attended seminars. And a number of meetings have been arranged to sound out opinions in connection with searching for a new Music Director.

Alan Carlisle stepped down as Music Director on Christmas Day: it is a real tribute to his leadership and professionalism that the choir is in very good heart and voice, and that new members joined as he was stepping down and have stayed. We are hoping to appoint a successor soon, but in the interim Ian Kent has agreed to take over this role until Easter, and I would like to thank him very much for that.

Susan Bolen has been accepted as an ordinand.

On the Charities Committee, Esmée stepped down as convener and Martin Curwen has agreed to take on this task.

Ongoing work continues

There are, of course, lots of ongoing activities: Sunday School and crèche, the 9.30 service and the fellowship in connection with it, the readers and intercessors, the coffee and flower rotas, the Konvikt magazine, which appears regularly and is of a high quality, the work of the webmaster, and the people who see to the finances and the property issues.

We also have 11 candidates for confirmation.

Future

Looking to the future, this year's Church Fair will be the 25th to be held at the Vaudreys' house.

To mark the Queen's Diamond Jubilee, a service will be held in the Cathedral on 4 June. This has not yet been fully confirmed.

We are hoping to be able to appoint a successor to Joan as Assistant Chaplain in the coming months.

There will be a new round of Area Contact meetings, hopefully with the new Assistant Chaplain.

We will need to review our giving and take some action to raise funds.

Personal Ministry

I recently had a speaking engagement at the European Parliament in Strasbourg, when I addressed a group of Christian MEPs: this was for me a full circle moment, as I started my professional life in politics, working with an MEP.

I was also asked to give a lecture at Clervaux Abbey in January during the week of Christian unity, and another major engagement will be publicised soon.

As regards Protestant education at the European Schools, a new group of teachers of Protestant religion has been formed, covering all the language sections, for the purpose of coordinating activities.

This last year has been an extremely intense time pastorally. There has been a lot going on. I recently had my first Ministry Development Review with John de Wit in Brussels. When I told him about my pastoral workload he said I should leave the "sticking plaster" stuff to someone else and concentrate on the "brain surgery". I told him there wasn't any "sticking plaster" stuff, it was all "brain surgery"! So it is difficult to delegate the pastoral issues. However, our ministry is to the wider community. We should be having an effect on the community as a whole. The good news is that we are hoping to appoint a new assistant in the summer.

Thanks

To **Jason Rea**, for serving on the Church Council for 3 years; he is now stepping down.

To **Sarah Parkhouse**, for her work as Treasurer.

To **Ian Kent**, for giving so much.

To **Joanne Smith**, for carrying on as Sunday School Co-ordinator.

To **Susan Bolen** for sharing in the Lent course and some of the Confirmation course, for running the Wellsprings group, for initiating the forthcoming Sunrise Service and for standing in; also, for putting herself forward for ordinand training.

To **John Overstall**, for all he has done in the past year.

To **John and Chris Vaudrey and Susan** for leading worship and preaching.

To **Tania Buhr**, for all that she puts up with as Secretary to the Council.

To **Moir Hogg**, for being Archdeaconry representative.

To **Dennis Robertson**, for being auditor.

To **Michael Chamier**, for agreeing to take over as our new auditor.

The Home team

To **Elaine Birch**, for all that she has done in the Church Office in the last twelve months and for her discretion.

To **Lynn Barclay**, for smiling and for her efficiency.

To **Chris Vaudrey and Catherine Allen**, for their support and for the way that they have carried out their role as churchwardens. A lot of what they do is hidden.

But it is also a real privilege working with you. **Thank you** for all your support in this last year."

7. Churchwardens' Report

(By Chris Vaudrey and Catherine Allen)

"At this AGM the churchwardens, Catherine Allen and Chris Vaudrey, will have completed three years in office and are willing to stand for a fourth year of a maximum of six years, if re-elected.

The year since the last AGM has seen some significant movements of key people in our church: the departure of the Assistant Chaplain to take up an appointment in the UK and the current recruitment of a new Assistant Chaplain, the appointment of a new Parish Coordinator, the stepping down of the Director of Music and the current recruitment of a new Director of Music, and the change of Auditor, as well as identifying other important new jobholders such as Church Fair coordinator and Charities committee coordinator. Such movements involve the churchwardens in numerous discussions, job specifications, references, interviews and communications.

The Chaplain is obviously heavily involved in personnel changes in addition to his normal workload of ecclesiastical and pastoral care of the congregation, and we as churchwardens have done our best to support him during this period of change.

The pattern of monthly pre-meetings with the Chaplain before Church Council meetings has continued, and at least one, if not both, of the churchwardens has been present at all Church Council meetings and occasional finance committee meetings.

The churchwardens are always open to hearing the opinions of members of the congregation, which will then be taken into consideration in any subsequent relevant discussions."

Chris Vaudrey added that, throughout all the comings and goings of the past year, he and Catherine Allen had been endeavouring to look after the Chaplain's welfare. He also pointed out that one of the major pieces of ongoing business that the Churchwardens

and the Church Council had been looking into was the transfer of the Vicarage from the ESCC asbl to the Anglican Church. The aim was to avoid paying the huge tax on this process. A new lawyer was now dealing with the case and it was hoped things would go more smoothly.

Catherine Allen thanked the Parish Coordinator, Lynn Barclay, whose work had been making the Churchwardens' lives easier.

8. Treasurer's Report

(by Sarah Parkhouse, Treasurer)

"Legal structure

Since 1 January 2006, the operating body of the Anglican Chaplaincy in Luxembourg has been "The Anglican Church of Luxembourg" and the presented accounts represent all of the Chaplaincy's activity. The accounts of the ESCC ASBL are effectively consolidated into the Anglican Church of Luxembourg. A separate presentation of the accounts for the ESCC ASBL will be made to the ESCC AGM, but this is for the sake of technical and legal completeness relating to the ASBL status.

Results of the Year

Income and Expenditure Account.

Giving by Standing Orders and Sunday by Sunday has remained stable this year. The Church Fair proceeds were lower than in the prior year and this was mainly due to the weather on the day. The expenses have been reduced during the year primarily due to lower vicarage maintenance costs and reduced publicity costs. However, works will be carried out on the vicarage in the coming weeks as the shower will be replaced and the roof will be repaired. The salary costs have increased due to the employment of Lynn Barclay in her role as Parish Coordinator.

Balance Sheet Totals

The balance sheet totals have increased as we had a net operating surplus of EUR 35,273 for the year. The general Fund amounts to EUR 539,205 and the specific non-distributable funds amount to EUR 72,937.

Non-Distributable Funds

At the beginning of the financial year the Chaplaincy had four Funds within the accounts:
The Charity Fund

The policy is that the greater of 10% of the church's annual income or the net income of the Church Fair goes to charity. Discretionary charitable payments are made in individual cases of need.

The Capital Development Fund (formerly the Vicarage Fund).

This fund is dedicated to capital investment projects on property owned by the Chaplaincy or leased to the Chaplaincy on a long term basis.

The Recruitment and Relocation Fund.

This fund was created to recognise the Chaplaincy's intermittent needs for substantial sums to pay for priests' expenses at the start and end of their time in Luxembourg, and to encourage the planning for these events with a regular annual payment.

Audit recommendations

The auditor and I have one main area of concern, which needs to be addressed as soon as possible: the need to finalise the situation with regard to the structure of the legal entities and the vicarage. The plan is to remove the ASBL so that we have one body remaining namely "The Anglican Church of Luxembourg". The process was started in 2006, however, we should try to finalise the situation in 2012.

If anyone should have any questions, I am happy to answer them, however, for detailed specific questions it may be better to handle these on a one-to-one basis after the meeting.”

Dennis Robertson (Hon. Auditor) said that the accounts had been kept very reliably by the Treasurer, Sarah Parkhouse, who was a “safe pair of hands”. He had no major findings to report as regards the accounting and the records were being kept well. He was still concerned, however, about the ESCC asbl transfer, which had not progressed since last year. A new lawyer in the same practice was now looking into the case. Dennis Robertson stressed that it was a very important matter which needed to be settled so that future plans would not be held up.

The Chaplain explained that there were two legal entities “cohabiting” here: the Anglican Church of Luxembourg and the ESCC asbl; the Vicarage was owned by the ESCC asbl, which was a very small group because if anything were to happen to the Vicarage there needed to be unanimity amongst those who owned it as to any action to take. The tax position of an asbl was different, no tax was paid on the Vicarage by the asbl. However, the Church could not benefit from being a church when the Vicarage was owned by an asbl.

Dennis Robertson reiterated that the Church must make this matter a priority. He was stepping down as auditor, as part of the normal mobility, and Michael Chamier was taking over his post.

The Chaplain thanked Dennis Robertson for his wisdom and energy, his support to the Treasurer and for his goading on the question of the ASBL. He would be receiving a present by way of thanks for his work.

9. Approval of 2011 accounts

Stuart Alexander proposed and Rani Roloff seconded the approval of the 2011 accounts and the motion was carried.

10. 2012 Budget

The Treasurer, Sarah Parkhouse, presented the budget for 2012.

On a proposal from Catherine Allen, seconded by Stuart Alexander, the 2012 budget was approved.

In response to a question from Susan Rollason about the future of the Konvikt Centre, the Chaplain said it was difficult to know what was happening politically, but said that the Centre was structurally not well built. Susan Rollason suggested that the building being vacated by the Carmelites in Cents might possibly be of use to the Anglican Church in the future.

11. Adoption of Reports on Chaplaincy activities

Sunday School Report (on file)
Written by Joanne Smith.

Crèche Report (on file)
Written by Eyi’ Geers.

Archdeaconry Report (on file)
Written by John Overstall.

Child Protection Report (on file)
Written by Hilary Cole.

Wellsprings Report (on file)
Written by Susan Bolen.

Konvikt Magazine Report (on file)
Written by Rani Roloff.

Mothers' Prayers Group Report (on file)
Written by Rani Roloff.

Environmental Footprint Group Report (on file)
Written by Philippa Seymour.

Choirmaster's Report (on file)
Written by Alan Carlisle.

Young Adults' Group Report (on file)
Written by Ian Kent and Cherry Hooper.

Webmaster's Report www.anglican.lu (on file)
Written by Chris Vaudrey.

The Chaplain invited any questions relating to the Chaplaincy Activity Reports, which were available on the website. The adoption of the Reports was proposed and accepted.

12. Election of Churchwardens, members of the Chaplaincy Council and representatives

The Chaplain explained that the Churchwardens needed to be elected every year. Chris Vaudrey (proposed by Susan Bolen and seconded by Bryan Rose) and Catherine Allen (proposed by Susan Rollason and seconded by Carol Birch) were elected by acclaim to continue as Churchwardens.

Two nominations for the Chaplaincy Council had been received, namely Philippa Seymour, proposed by Catherine Allen and seconded by Martin Curwen, and Cheryl Fisher, proposed by Chris Vaudrey and seconded by Susan Bolen. Philippa Seymour was stepping down from the Council but standing for re-election. Jason Rea was stepping down at the end of his 3 years. Both Philippa Seymour and Cheryl Fisher were duly elected by acclaim to the Church Council for a three-year period.

Having been duly elected the previous year for 3 years, John Overstall and Moira Hogg were confirmed to continue as Archdeaconry Representative and Assistant Archdeaconry Representative respectively.

13. Appointment of the Honorary Auditor

Michael Chamier, nominated by Chris Vaudrey, was appointed as the new Honorary Auditor for the next year, to replace Dennis Robertson.

14. Any Other Business

Anthea MacDonald asked about the lack of youth work. The Chaplain acknowledged there was a lack and hoped that this very challenging issue would be one which a future Assistant Chaplain, once recruited, might be able to address.

Anthea MacDonald also highlighted the lack of social events, there had been no Mothers' Day lunch, Harvest supper, etc. Perhaps a Social Events Committee was needed. The Chaplain responded that the lack of a suitable venue had been the problem for holding the Mothers' Day lunch. He highlighted the fact that there needed to be a group that got together and arranged events, as such events would not be organised by the Chaplain or the Church Office. Experience had shown that announcements in the pew sheets or e-mails sent to everyone did not suffice to get people mobilised to attend events; what was required was for there to be a core body of support for an event so that people were sure it would definitely be going ahead. The Chaplain said a new policy for events was needed. He emphasised that the congregation was very diverse and people needed to talk to each other more to ensure everyone felt welcome.

15. Closure of the Anglican Church of Luxembourg AGM Meeting

The meeting was closed by the Chaplain at 9.40 p.m. and the hymn "Now Thank We All Our God" was sung, followed by the Grace.

NB: The AGM of the English Speaking Church Community (Anglican Chaplaincy) association sans but lucratif took place immediately after the AGM of the Anglican Church of Luxembourg.