

ANGLICAN CHURCH OF LUXEMBOURG

CHURCH COUNCIL

Wednesday 8 October 2014
7.30 pm, the Vicarage

DRAFT MINUTES

Present: The Rev'd Chris Lyon, the Rev'd Andy Markey (Assistant Chaplain), Catherine Allen (Churchwarden), Lynn Barclay, Tania Buhr (Secretary), John Dimond, Moira Hogg, Simon Norcross, John Overstall, Philippa Seymour, Evelyn Sweerts, Paul Townend, Chris Vaudrey (Churchwarden) and Felix Rusere.

1. & 2. Welcome & Bible reading and prayer

The Chaplain, as Chairperson, opened the meeting at 8 pm by welcoming everyone. He read from Ephesians 3, starting at v. 14, and said a prayer.

3. Apologies for absence

Cheryl Fisher, Sarah Parkhouse (Treasurer).

4. Minutes of last meeting

The minutes of the meeting of 9 September 2014 were agreed to be an accurate account of the proceedings.

5. Action Points Review and Matters Arising

Action points review:

See separate Action points spreadsheet.

Matters arising:

- a) Collections rota: John Dimond reported that he and Chris Vaudrey had talked to some potential rota candidates, who had agreed to be on the rota; he would be contacting others by e-mail and would then arrange a meeting with those on the rota.
- b) Church Fair debriefing: a useful debriefing meeting had been held on 24 September; the Council would have an opportunity to discuss the matter in more detail in December when Clive Munn was due to attend the Council meeting. Moira Hogg pointed out that it would be good to set the date for the 2015 Fair soon.
- c) Vicarage redevelopment: Surveyors had measured the site and dug boreholes. Alain Devresse would be happy to help us look for new accommodation.

6. Ministry Report

The Chaplain reported as follows:

- a) 'Convention' negotiation: the next stage of the negotiation would be held on 15 October; Philippa Seymour would join the Chaplain in preparing the meeting with the representatives of the '*cultes conventionnés*', and that meeting would be followed by a meeting with the Government.
- b) No electricity in Konvikt Centre on Sundays 19 and 26 October, approx. 8 am to 4.30 pm: as urgent electrical work would be carried out on both Sundays, the power supply might be affected during our services, meaning that the chapel, the hall and the stairway would be rather dark and possibly chilly; after discussing the safety

aspects, it was decided to go ahead with the services as normal, but to cancel Junior Church and crèche. The congregation would be informed by e-mail and announcements in church, and be asked to bring a torch.

- c) Confirmation: Bishop Robert would attend a confirmation service to be held on 10 May 2015; the Chaplain would arrange 12 sessions of instruction.
- d) First Sunday Group meeting: The Group needed to recruit more people, as some of its members would be leaving or unable to attend. An extra soprano had been recruited.
- e) Harvest service reflection: the service had been rather different from usual, with people asked to write out a badge for themselves and wear it, and the group discussions had led to greater interaction than normal; on the whole, the feedback had been positive.
- f) Altrimenti – sharing space: the person in charge of Altrimenti had asked if we would join forces with him in looking for future accommodation and the Chaplain had expressed some interest in this idea. Philippa Seymour reported that there had been a complaint from Altrimenti about damage to the ledge of the door leading to the store-room; there was a suggestion that we could use trolleys to move our tables so as not to damage the floor, and/or put down some rugs.
- g) Advent and Christmas: the following services had been planned: an Advent service on the morning of the first Sunday of Advent (30 November); a (quiet) Evensong on the 2nd Advent Sunday (7 December); a family carol service at 11 am on 14 December and a performance of choruses from 'The Messiah' at 6.30 pm the same day; Intermedii Christmas concert on Wednesday 17 December at 7.30 pm. As it was felt that there was unlikely to be a good turnout if two big events were held on the same day (14 December), it was decided instead to hold the family carol service and the Christmas lunch (focusing on St Nicholas) on 7 December and to have a normal morning service on 14 December with the 'Messiah' concert in the evening. The Chaplain welcomed Evelyn Sweerts' suggestion of holding a morning service of lessons and carols on 21 December and would consult with the musicians about the feasibility of doing this.
- h) Vicarage security: the Council discussed ways of ensuring greater security (i.e. a door chain; tradesmen only coming by appointment).
- i) Intercessions rota: possible ways of finding someone to replace Susan Bolen as rota organiser were discussed.
- j) Use of the Konvikt chapel: one of the flower arrangers had been unable to do her work one Saturday morning because another group (unrelated to our church) was using the chapel; the Chaplain explained that we had not specified to the caretaker exactly when our flower arrangers and organists use the chapel; Moira Hogg volunteered to speak to the caretaker about this in German.
- k) Archdeaconry Synod: the Chaplain, the Assistant Chaplain, John Overstall and Moira Hogg had attended the Synod from 2-4 October at the Abbey of Drongen near Ghent. Bishop Robert had attended and talked about intentionality.

7. Communications Policy

The Communications Committee had met the previous evening; it felt it should give a report at every Council meeting.

- a) Use of name badges in church: these would not be used at every service.
- b) Website: Patrick Granger had done a lot of work on a new website for the church; Chris Vaudrey would step down as webmaster when the new website came in; he felt the Communications Committee should present the proposed website, once completed, to the Church Council for approval.
- c) Magazine name: after examining the 55 proposals for a new name for the "Konvikt" magazine, the Communications Committee had selected 'Lumen' as the name.
- d) Church Fair communication, and
- e) Media sponsorship: the Chaplain said that the issues of who was responsible for

Church Fair communication and what a media partner could and could not do needed to be discussed by the Communications Committee and formulated into a policy.

- f) Pew Bibles, service booklets, pew sheets: the Communications Committee had proposed a package of new initiatives which it wanted to introduce at the beginning of Advent; it proposed buying 80 to 100 Bibles to put in the pews instead of having the Bible readings in the pew sheets; the pew sheets should consist of just one sheet; a weekly e-mail should be sent out to the congregation to inform them of forthcoming events; service booklets should be made consisting of just the parts of the big service book that we use, with different service booklets for different seasons. These would be lighter than the present service booklets, which were unwieldy and falling apart. The Chaplain said the advantage of having Bibles available was that people could see the context of a reading. John Overstall was against the proposal for Bibles on the grounds that the books would 'walk', there would be a lot of rustling of pages during the readings and in any case the readers should read clearly so that there was no need for a written version as well. Some discussion ensued about the best size and type of Bible and about the financing of the purchase. Chris Vaudrey proposed seconding Catherine Allen onto the Communications Committee to look into what Bibles to buy. As regards service booklets, the Chaplain would ask Andy Markey, helped by Evelyn Sweerts, to look into extracting the text of the services we use in order to create an appropriate mock-up and present it to the Communications Committee. As the pew Bibles, the service booklets and the reduced-size pew sheets were all elements of one integrated package, it was felt best to vote on the package as a whole. On the motion 'we approve that the Communications Committee should be authorised to put in place this package by Advent Sunday' the Council all voted in favour except for John Overstall. All finances would have to go through the Finance Committee. The Communications Committee would draw up a shortlist of possible types of Bible to purchase for a budget of less than 1,200€ in total.
- g) Computer purchase and 'Mail Chimp' installation: the Chaplain said that the Church Office needed to start using a new mailing application for sending out congregational e-mails ('Mail Chimp'); this would require more computer power than was currently available and would involve learning new computer skills; as more changes in work procedures were in the pipeline he felt it was best if this were done sooner rather than later. He therefore wanted one new laptop, one new desktop computer and a modem to be bought for the office and to have the same computer man who had helped him in the summer, Mr Podolan, to install this equipment and the application. John Dimond would be happy to advise on what to purchase. The Council voted unanimously in favour of a budget of 2 000€ for the purchase of new computers and a modem and for the installation.

8. Treasurer's Report

The accounts for September 2014 were discussed in the absence of the Treasurer, Sarah Parkhouse.

Overall, income was looking good and exceeding budgets. Salaries were higher than budget due to overtime by Elaine Birch. Accommodation costs included insurance from Le Foyer for the Vicarage and a plumber's invoice. All other costs were in line with expectations.

The Treasurer's report was accepted.

Felix Rusere, the incoming Treasurer, reported that he would be meeting Sarah Parkhouse shortly to discuss the Treasurer's duties. Some of the formalities for the handover were already in hand. The Churchwardens said they had every confidence in him. The Chaplain thanked Felix for attending the meeting.

9. Charities Committee

Martin Curwen would be attending the Church Council meeting on Wednesday 5 November 2014.

10. Any other business

None.

11. Dates of next meetings

Wednesday 5 November 2014 at 7 pm for food, with the meeting to start at 7.30 pm.
Wednesday 3 December 2014

12. Closing prayer

The Chaplain thanked Moira Hogg for providing supper and Catherine Allen for supplying cake. The meeting closed with a prayer at 11.20 pm.