

ANGLICAN CHURCH OF LUXEMBOURG

CHURCH COUNCIL

Wednesday 6 May 2015
7.30 pm, the Vicarage

MINUTES

Present: The Rev'd Chris Lyon, the Rev'd Andy Markey (Assistant Chaplain), Lynn Barclay, Tania Buhr (Secretary), John Dimond, Gerd Gebhard, Victoria Hodgson, Simon Norcross (Churchwarden), Felix Rusere (Treasurer), Philippa Seymour (Churchwarden) and Evelyn Sweerts

1. & 2. Welcome & Bible reading and prayer

The Chaplain, as Chairperson, opened the meeting at 7.55 pm by welcoming everybody, especially the new Council members, Gerd Gebhard and Victoria Hodgson. He then read from Isaiah 40, v. 27 onwards, and said a prayer.

3. Apologies for absence

Moirra Hogg, John Overstall and Paul Townend.

4. Minutes of last meeting

The minutes of the meeting of 16 April 2015 were agreed to be an accurate account of the proceedings, subject to the following amendments:

- Item 10, second sentence: add 'per month' after 'EUR 4,500';
- Item 11, second to last paragraph: delete the second and third sentences;
- Add surnames of those referred to in the minutes who were not on the Church Council;
- Some minor editorial corrections.

5. Action Points Review and Matters Arising

Action points review: The Chaplain had talked to Clive Munn again about the Church Fair and asked Simon Norcross if he would be willing to be involved in an advisory capacity, Simon was indeed willing to do so; the Assistant Chaplain had ascertained that two families would be interested in a special service for children taking communion for the first time.

Matters arising:

Safeguarding: a new date had been set for safeguarding training: 24 October 2015.

Church Council Away Day: Friday 2 to Saturday 3 October 2015 at Centre Jean XXIII, Luxembourg, to enable the Council to get to know each other and to talk about general policy.

New action points: - the Finance Committee to draw up a budget for the next 2½ years.

6. Ministry Report

The Chaplain reported that on Sunday 3 May he had led some meditations in the Cathedral as part of the ecumenical part of the Octave fortnight; 'Intermedii' had sung at this event, which had been well attended and more moving than expected. He also reported that some big pastoral issues were ongoing.

7. Search for new premises

(The 'Résidence ISATIS project' and the '*contrat de réservation*' (updated version) were circulated at the meeting.)

The Chaplain explained that the Church was exploring the possibility of buying two flats in a block of apartments that was to be built in a road off the rue de Mühlenbach (Résidence ISATIS, Nos 1-3 rue Jules Mersch, flats 007 and 207), with the intention of using the ground-floor one as an office/meeting space and the one on the second floor as accommodation for the Chaplain. The VAT on apartment 207 was likely to be 17%, the same as for the flat to be used as an office. Two parking spaces had been asked for, but more were available. We would need permission from the Ville de Luxembourg for apartment 007 to be used as an office, and this requirement would need to be written into the contract. The area in question was one in which non-residential use was permitted. A bridging loan from the bank would also be needed. The state of play with regard to the Vicarage sale was that the application for a building permit was awaiting the Mayor's approval but was expected soon, and more detailed approval would be needed later on. If geological analysis showed that the Vicarage site was unable to support the block of flats which the developer was proposing to build, then the value of our property would be lower; we had specified €1.1 million as the minimum value for the sale to go through. One of the risk factors we were facing was that we might commit to purchasing some flats but the Vicarage sale might fall through. The Chaplain did not think this was a high risk. The Treasurer was examining the '*échéance de paiement*' (payment plan) for the proposed purchase of the flats. We would have to rent other property from the time we had to vacate the Vicarage until the new flats were built (approx. two years). We might require additional funding to be raised by the congregation. There were other options available, but not necessarily cheaper or as convenient.

The Council then examined the proposed '*contrat de réservation*' that we were being offered, namely two flats, two cellar spaces and two parking places on an 'as built' arrangement for a total of €1 507 000.

Lengthy discussion then ensued as to the pros and cons of this proposed deal, with much debate about the relative merits of these flats as opposed to other accommodation elsewhere, the amount of discount we were being offered, the possibility of negotiating for a lower price or for more parking spaces and the amount of debt the Church could bear and for how long. The upper ceiling for the amount of debt was in the end considered to be €200 000. If we had to plan on renting for a two-year interim period, this meant that the highest purchase price we could afford for the flats would be €1.3 million. The Chaplain, the Treasurer and the Churchwardens would meet again with Alain Devresse and negotiate with the developers, and would also look for other accommodation in the area.

8. Treasurer's Report

Felix Rusere presented the accounts for April 2015. There had been little variance in the monthly donations between March and April, but a big difference in church collections; this was due to only 3 Sundays' collections having been deposited during March, the fourth Sunday was deposited in April so that month reflected the amount collected for 5 Sundays. Total income for April was €12 274.

Overall the amounts of expenditure for March and April were aligned, if the Church of England quotas paid in March were excluded. Total expenditure for April stood at €8 292. As regards special funds, only one of the 'angels' was still paying a monthly contribution.

In general, April showed a desirable status, with normal income exceeding expenditure. Expenses were not as high as at the same time last year. So the positive news was that expenditure was cumulatively falling whilst income was staying roughly the same.

The Chaplain said it would be very useful to draw up a budget for the next 2½ years in order

to have a clearer picture for deciding on big expenses, such as purchasing a flat or recruiting a Music Director. (**Action point:** the Finance Committee to draw up a budget for the next 2½ years.)

As pointed out by the Auditor at the AGM, no levels for funding approval had been officially set. The Chaplain said the existing levels of spending that had been applied in practice were:

- Up to €200: no approval required;
- Up to €2 500: the Finance Committee's approval required;
- Above €2 500: Church Council's approval required.

The Church Council agreed to these levels. Planned expenditure should be discussed, whilst emergency expenditure should get approval. At a meeting, approval would be considered to have been given if the majority of the members present at the meeting were in favour. In urgent cases, approval could be sought from Council members by e-mail, in which case approval would be considered to have been given if a majority of the members who responded were in favour.

9. Church Fair update

The Chaplain had met with Clive Munn and Simon Norcross about recruiting stallholders and some progress had been made; the Fair was being advertised in the pewsheets; some people had volunteered to take on the running of the bookstall. Two posters had been drafted and the Council discussed which looked best; it decided in favour of the poster with colour, but with bigger fonts; this was to be sent out as soon as possible.

10. Communications update

A great deal of work had gone into drafting a communications policy. Two versions were circulated to the meeting; after some discussion of their relative merits, the Council approved a slightly amended version of Philippa Seymour's text (see annex). The Chaplain said we needed to communicate more effectively.

A trial 'Mailchimp' exercise had been carried out that afternoon for sending out notices concerning Sunday services, with the aim of reducing the size of the pewsheets.

11. Music Director recruitment update

The Chaplain had met again with the Music Group and an advertisement and job description for the post of Music Director had been drawn up (circulated to Council). This would be submitted to ADEM and then inserted in the Church Quarterly. Before that, however, the Music Group would talk to two potential candidates here who had expressed their interest and they would be invited to meet the choir.

12. Approval of the draft minutes of the 2015 AGM

Postponed to next meeting.

13. Any other business

Discussion of a replacement for Simon Norcross, who had stepped down as Council member to become Churchwarden, was postponed.

14. Dates of future meetings

Wednesday 3 June 2015 at 7 pm for food, with the meeting to start at 7.30 pm.

Wednesday 8 July 2015

Wednesday 16 September 2015.

15. Closing prayer

The Chaplain thanked everyone for the long meeting and also Philippa Seymour for arranging supper and Evelyn Sweerts for supplying cake. The meeting closed with a prayer at 11.10 pm.

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6 May 2015

ANGLICAN CHURCH OF LUXEMBOURG COMMUNICATIONS TO THE PUBLIC

All communication in the name of the Anglican Church of Luxembourg should:-

- 1) consciously reflect the tone, attitudes and values of our Church, which are open and inclusive;
- 2) be clear, appropriate and correct;
- 3) where possible, include the Church logo;
- 4) not contain commercial advertising of goods or services;
- 5) have the agreement of the Communications Committee as to the most suitable means of communication;
- 6) comply with local data protection law and the laws on photographs and privacy protection.
- 7) In the event of doubt as to whether a proposed communication complies with the above policy, the Chaplain's decision is final.

PROCEDURE

In general, communications addressed to the public on behalf of the Anglican Church of Luxembourg must reflect our values and ethos, be clear, and be coordinated with other messages that the Church may be sending.

Therefore, the procedure for publishing on behalf of the Church in public media including Facebook, press, internet, etc. is as follows:

1) All media other than Facebook:

Send the draft message to:

- 1) our Parish Coordinator, Lynn Barclay, email lynn.barclay@anglican.lu and copy:
- 2) the Anglican Office, email office@anglican.lu for approval by the Communications Committee;

2) Facebook:

Send the message to the "Anglican Church of Luxembourg" page on Facebook.

3) Photos/Videos:

Obtain the explicit permission of the Chaplain before taking photographs during a church service. Before publishing identifiable still or moving photographs of individuals, obtain their written consent or, in the case of children, the consent of their legal guardian. **NB:** Consent to having a photograph taken is not the same as consent to publication.