

# **ANGLICAN CHURCH OF LUXEMBOURG**

## **CHURCH COUNCIL**

Wednesday 8 July 2015  
7.30 pm, the Vicarage

### **MINUTES**

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

#### **1. & 2. Welcome & Bible reading and prayer**

The Chaplain, as Chairperson, opened the meeting at 8 pm with a reading from Matthew 5, v. 14-16, and a prayer.

#### **3. Apologies for absence**

Lynn Barclay and Paul Townend

#### **4. Minutes of meetings of 3 June and 14 June 2015**

The minutes of the meetings of Wednesday 3 June and Sunday 14 June 2015 were agreed to be an accurate account of the proceedings, subject to the following amendments being made to the 3 June minutes:

- item 8, last line: replace 'Ken Haye' with 'Ken Hay';
- item 9d: replace 'Centre Jean XXXIII' with 'Centre Jean XXIII'.

#### **5. Action Points Review and Matters Arising**

Action points review: The Chaplain said that the issue of the church archives would need to be addressed soon, as would the budget for the next 2½ years.

#### **6. Ministry Report**

a) Future office arrangements: The Chaplains, Lynn Barclay and Elaine Birch had discussed future arrangements for running the church office once the Chaplain was no longer living at the same place as the office. The Chaplain's current home telephone number, which was also the church office number, could be kept as the office number.

b) National Day events: the Chaplain had attended Luxembourg National Day events at the Philharmonie and at the Cathedral; he suggested that we hold our own Anglican Te Deum on 23 June next year and make it a big celebration, inviting lots of people.

c) Junior Church and Crèche personnel: Andy Markey said that a social event for helpers on the crèche rota would be held on 16 August and a Junior Church social event for leaders and helpers on 13 September.

#### **7. Rota organisers**

Replacement rota organisers were required for Jane Wickens (Readers and Sidespersons), Carole Vlachavas (Refreshments), Joanne Smith (Junior Church) and Chris Vaudrey (Convener of the Communications Committee). Possible candidates needed to be approached over the summer and invited to a meeting in September. Moira Hogg said she

was willing to replace Carole Vlachavas for the refreshments rota. Some other possible candidates were discussed and would be approached.

John Dimond was changing the way the website displayed the rotas but would test this out before launching it more widely.

## **8. Safeguarding**

(‘The Diocese in Europe Safeguarding Policy’ was circulated at the meeting.)

The Chaplain reported that our safeguarding officer, Hilary Cole, would probably be moving to the UK in the autumn. It would be good if she were still able to give the training at our forthcoming Safeguarding Training Day on 24 October but otherwise we needed to find someone else to do the training and follow it through. The Chaplain had a possible candidate in mind and would ask that person.

In response to a question, he explained that the checking was done on the basis of police records and ‘enhanced disclosure’ enquiries and the information gathered was sent to the safeguarding officer.

## **9. New Treasurer**

The Chaplain thanked Felix Rusere, who was stepping down after a year as Treasurer, and explained that at a meeting with the Churchwardens, the Auditor and various people in finance it had been suggested that Chris Vaudrey could act as Treasurer with effect from 1 July 2015 until the 2016 AGM.

The Council agreed to this proposal and Chris Vaudrey was therefore appointed as the new Treasurer.

## **10. Proposal to outsource bookkeeping to a fiduciary firm**

The Chaplain said that the proposal to outsource the church’s bookkeeping to a fiduciary firm would relieve the burden on the Treasurer, but would of course have to be paid for. It was proposed that (a) such outsourcing could be done with effect from 1 January 2016; (b) possible options could involve either the bookkeeping alone or the bookkeeping and the making of payments when instructed by the Treasurer; (c) the Treasurer could research possible firms and costs relative to these options to enable the migration of the bookkeeping on 1 January 2016 and would monitor the situation thereafter.

After some discussion as to the merits and practicalities of this proposal, which had been strongly recommended by the Auditor, the Council agreed that the proposal should be investigated.

## **11. Treasurer’s Report**

Felix Rusere presented the accounts for June 2015.

Total income stood at €18 871. He noted that monthly donations and church collections had been higher than in May, and the preliminary amount for the Church Fair was a net profit of €9 023. Total expenditure stood at €23 349. He said that the ‘Travel and locum’ item of €14 386 represented the cost of S. Bolen’s removal expenses. Overall, June showed a net deficit of €3 719. Pay-outs had been made for the confirmation service collection (€941 paid to the Church of England) and for the Easter service breakfast.

The Chaplain thanked Felix for the accounts, which were duly accepted by the Council.

## **12. Search for new premises**

a) 33 rue de Mühlenbach flat: the purchase of this flat for the Chaplain’s accommodation was awaiting final signature of the ‘*acte définitif*’; the deadline had been extended until 6 July 2015.

- b) ISATIS (office space): the '*compromis de vente*' for this flat had been signed for €793 000.00 (this included apartment 007, 2 parking spaces and 1 cellar space).
- c) Bank loan: on 25 June 2015 the bank had approved a loan to the Church for €1 million; however, despite the bank having been asked to grant two separate loans for the two purchases of flats (so that we would have the '*clause suspensive*' as a fall-back if the Vicarage were not sold), the bank had issued one loan for both properties jointly and wanted a first mortgage on each property. Getting all this sorted out by the notary was proving problematic and time-consuming.
- d) Sale of Vicarage: the developers were seeking an '*accord détaillé*' and officials from the Ville de Luxembourg had arranged to verify measurements on 6 July 2015.
- e) 'Procurations': a '*procuration*' from our Bishop as '*chef de culte*' was required for all three definitive transactions; time was running out to obtain the '*procuration*' needed before signing the '*acte définitif*' for the 33 rue de Mühlenbach flat;
- f) Notary: the Church was seeking to use Maître Bettingen of Senningerberg as our notary for all of these transactions.
- g) Interim office space: the Chaplain had met with Father Erhet at Centre Jean XXIII and viewed the two large rooms that could be available to us.

### **13. Church Fair update**

The Chaplain reported that the net proceeds of this year's Fair were roughly €9 400. He proposed inviting Clive Munn to the October meeting, and that the Council discuss at its September meeting whether to ask him to coordinate the Fair again.

### **14. Music Director recruitment update**

The Chaplain reported that two of the three potential candidates had come to Evensong and had offered that one of them could do the choir rehearsals and the other could do Sundays. All three wanted details of the payment and contractual arrangements involved. It had been suggested that we could try out the two candidates who had proposed an arrangement; the third candidate had not been in contact again.

The Chaplain said we would need to look at the budget for a contract for a trial period. He also said it was important to maintain the congregation's confidence in the standard of music in church; furthermore, we needed to think of the First Sunday Group, which was currently at a very low ebb, and how it could best be resourced. Simon Norcross said the First Sunday Group had virtually disintegrated, nobody was available to fill the scheduled slots in June and July. Evelyn Sweerts suggested it was perhaps better to take the First Sunday Group off the calendar until we could relaunch the group. The Chaplain said that if the group was not just 'on hold', that slot would be taken up by something else, as there was no choir present on those Sunday mornings. If we wanted the first Sunday style of service to grow, it needed to be a regular fixture. The greater the level of dissatisfaction with the absence of the First Sunday Group, the more likely it was that something might happen to remedy the situation.

### **15. Replacement for Simon Norcross as Council Member**

A replacement was needed for Simon Norcross, who had stepped down as Council member to become Churchwarden. Philippa Seymour reported that a shortlist of 5 possible people who could be co-opted to serve for the remainder of Simon's term of office had been drawn up after the last meeting, of whom one was no longer available and two had declined; two more were still to be contacted.

### **16. Church service times**

Evelyn Sweerts raised this topic, saying we had already discussed bringing forward the service times, and the reaction had been basically positive. She proposed starting the early

service at 9am and the later one at 10.30am. She argued that finishing the main service earlier was better for families with small children, and these timings might prove more attractive to new people considering attending. It would be better to keep this as a Council decision.

The Chaplain said it would be beneficial to consult with people. He pointed out that those who usually attended the early service might be put off coming and those who did things before the later service needed to be thought of too. There needed to be adequate time between the services, the first one took 40 minutes.

He suggested that Evelyn set out the pros and cons of this question and develop some new proposals for further discussion. Victoria Hodgson volunteered to help her.

#### **17. Any other business**

None.

#### **18. Dates of future meetings**

- Wednesday 16 September 2015 at 7 pm for food, with the meeting to start at 7.30 pm. (Council meeting);
- Friday 2 – Saturday 3 October 2015: overnight Church Council Away Day at Centre Jean XXIII in Luxembourg (arrival on Friday around 7 pm, in time for dinner; discussion until 9.30 pm; prayer and conclude the evening together. Depart on Saturday around 3 pm);
- Saturday 24 October 2015: Safeguarding Training at Centre Jean XXIII in Luxembourg;
- Wednesday 20 April 2016, 7 pm: AGM Anglican Church of Luxembourg in Salle Feschmaart, Soeurs Franciscaines, 50 avenue Gaston Diderich, L-1420 Belair

#### **19. Closing prayer**

The Chaplain thanked Moira Hogg for arranging supper. The meeting closed with a prayer at 11.20 pm.