

# **ANGLICAN CHURCH OF LUXEMBOURG**

## **CHURCH COUNCIL**

Wednesday 11 November 2015  
7.30 pm, the Vicarage

### **MINUTES**

**Present:** The Rev'd Chris Lyon, the Rev'd Andy Markey (Assistant Chaplain), Tania Buhr (Secretary), Gerd Gebhard, John Overstall, Philippa Seymour (Churchwarden), Evelyn Sweerts and Chris Vaudrey (Treasurer)

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

The Chaplain, as Chairperson, opened the meeting at 8.12 pm with a reading from Ephesians 3 and a prayer.

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

Lynn Barclay, John Dimond, Victoria Hodgson, Moira Hogg, Simon Norcross, Isabel Page, and Paul Townend.

#### **4. Minutes of last meeting (14 October 2015)**

The minutes of the meeting held on 14 October 2015 were agreed to be an accurate account of the proceedings, subject to replacing 'video' with 'programme' in item 7, and replacing 'Evelyn Sweerts' with "The Chaplain" in item 14.

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

Action points review: Gerd Gebhard said the action point about signing the data protection form might become obsolete in a couple of years' time.

Matters Arising: Nikola Eckertova had been asked, and had agreed, to play the organ occasionally at Evensong.

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

The Chaplain reported as follows:

- a) Exceptionally busy time: The last month had, amongst other things, seen the appointment of a new Music Director, the Safeguarding training day and the Remembrance Day service, which had involved lots of administrative work;
- b) Processes and procedures: It had become apparent that information about all the various procedures carried out for the Church needed to be centralised on the computer (e.g. the wreaths for Remembrance Day);
- c) First Sunday Group: a meeting was being arranged with the new Music Director, Ovidiu Dragan, who could play swing, jazz, etc. with ease on the keyboard, about the possibility of resurrecting this group;
- d) Work with children: the Assistant Chaplain reported that he had met with Evelyn Sweerts to discuss how the children's work might continue after he left.

#### **7. Safeguarding**

- a) Review of the Safeguarding training event on 24 October 2015: Philippa Seymour felt that the time available could have been better spent looking more at how we could adapt the way

we did things, as, after the training course, participants were well aware of the problems but not the remedies; the Chaplain thought the event had been useful and was pleased that so many attended; it would be good to do a follow-up course in the next 6 or 12 months;

b) Moir Hogg: She had started work as the safeguarding officer;

c) Clearance process: some people had already embarked on this process.

## **8. Treasurer's Report**

Chris Vaudrey presented the accounts for January to October 2015. There was an overall surplus of € 10 084. A couple of items were queried by the Council as being considerably higher than budgeted and Chris Vaudrey said he would investigate and provide further details about those items.

## **9. New premises - update**

a) 'Procurations': on 15 October 2015 the Bishop in his capacity as '*chef de culte*' had signed two '*procurations*' in Brussels; one of them had had to be signed in front of a notary; instead of being sent by courier to Luxembourg as planned, however, the signed documents had then had to be sent to the Belgian Ministry of Finance to get a stamp showing tax had been paid; the documents were still at the Ministry awaiting a stamp;

b) 33 rue de Mühlenbach flat: this meant that the Chaplain still did not have the necessary paperwork allowing him to sign the '*acte définitif*' for the purchase of this flat for his accommodation, and no date could be arranged until the documents were received from Brussels; after that, the removals and painting of the flat, etc. would have to be organised;

c) Jules Mersch flat: no further action, as the '*cadastre vertical*' had not yet been settled; the office premises were under construction, concrete had been poured;

d) no further news as regards the sale of the Vicarage;

e) temporary offices at Centre Jean XXIII: offices were ready and waiting for us, they were pleasant and a nice size with WiFi throughout.

## **10. Church Fair Coordinator**

As Clive Munn had said he did not wish to act as coordinator for the Church Fair to be held on 19 June 2016 as he was very busy with his new venture, a new coordinator needed to be found. There was some discussion about possible candidates. The Chaplain pointed out that the key skill was the ability to organise.

## **11. Charities Committee**

The Chaplain had had discussions with people active in this area about joining the Committee and developing its role, but had not yet talked to the Charities Committee.

## **12. Communication Committee report**

Philippa Seymour reported as follows: the updated notes for sidespeople had been posted on the website; the website was to be spruced up and updated by John Dimond; a service booklet covering Advent, Christmas and Epiphany still had to be produced; the existing booklets would not be reprinted; the baptism service leaflets needed revising and reprinting; the welcome leaflets were not needed any more as the information was on the website; an electronic newsletter was technically feasible but a volunteer was needed to write it and send it out.

The Council discussed some of the practicalities of a possible electronic newsletter.

**(Action point:** Andy Markey to make sure the service booklets for Advent, Christmas and Epiphany get printed)

### **13. Music Director recruitment**

The Chaplain reported that the new Music Director, Ovidiu Dragan, had taken up his duties; he had got off to a good start and was proving popular; the music for the Remembrance Day service had gone well. His contract was awaiting signature as he first needed to undergo the safeguarding process. Once it was signed he would be paid from the date he started work (11 October 2015).

### **14. Church service times**

The Chaplains had consulted with many of the key people concerned with running the services, including the Music Director and those involved in church music and children's work, and with those who usually attended the 9.30 am service; so far, all, bar one, had no objections to the proposed change in service times. Wider consultation with the congregation to find out their views would be carried out by means of a congregational e-mail with a request to express views by a certain date. All the sources where the service times were mentioned would have to be identified and the information amended.

### **15. Any other business**

a) The choir wanted to give a present to Alan Carlisle and Edward Seymour to thank them for their work in keeping the choir going since Dana Luccock left. It would organise a collection and find suitable presents. The Chaplain suggested that Amy Cirje and Fiona Turner might also be thanked in the same way for their work and that the Council might like to contribute a total of €200 from church funds for gifts for each of them; the Council agreed. The Chaplain would talk to Fiona Turner about this.

b) An item of a confidential nature was discussed.

### **16. Dates of future meetings**

- Wednesday 9 December 2015 at 7 pm for food, with the meeting to start at 7.30 pm;
- Wednesday 13 January 2016;

Also:

- Wednesday 20 April 2016: **AGM** in Belair.

### **17. Closing prayer**

The Chaplain closed the meeting with a prayer at 10.25 pm.