

ANGLICAN CHURCH OF LUXEMBOURG

CHURCH COUNCIL

Wednesday 14 September 2016
7.30 pm, Centre Jean XXIII, 52 rue Jules Wilhelm, L-2728 Luxembourg

MINUTES

Present: The Rev'd Chris Lyon (Chaplain), Tania Buhr (Secretary), Gabriel Chelladurai, John Dimond, Gerd Gebhard, Victoria Hodgson, Moira Hogg, Simon Norcross (Churchwarden), Isabel Page, Philippa Seymour (Churchwarden), and Chris Vaudrey (Treasurer)

1. & 2. Welcome & Bible reading and prayer

The Chaplain, as Chairperson, opened the meeting at 7.45 pm by welcoming everyone; he read from Isaiah 40, v. 27 onwards, and said a prayer.

3. Apologies for absence – Lynn Barclay, Catriona Gillham and John Overstall.

4. Approval of Minutes of last meeting (6 July 2016)

The minutes of the meeting held on 6 July 2016 were agreed to be an accurate account of the proceedings.

5. Action Points Review and Matters Arising

Action points review: action was still needed on the storage of the church archives and drawing up a budget for the next 2 years. Signing and submitting the data protection form was also still outstanding, but it might be advisable to wait until the new version of the Luxembourg Data Protection Act came into force in the next few months.

Matters Arising: None.

6. Ministry Report

The Chaplain reported as follows:

- a) Summer services: The two Sundays when he had been absent had been covered by a locum, the Rev'd Donald Reid, and by Evelyn Sweerts and Phil Harvey;
- b) Junior Church: Evelyn Sweerts had taken charge of this; some preparatory work had been done together with Joanne Smith; new leaders and helpers were needed;
- c) Confirmation: three children and one adult would be candidates for the confirmation service on Sunday 23 October 2016;
- d) Michael Lapsley: he would be visiting Luxembourg again soon; the Chaplain proposed that the Church support him on a regular basis (maybe €500 per year);
- e) Church Council Awayday: this would be held on Saturday 1 October 2016 at the Centre Jean XXIII;
- f) New business: Evelyn Sweerts had raised the idea of having a paid person to staff the crèche; the Chaplain and the Churchwardens had discussed the idea and were not in favour (not good to contract out these kinds of services, the congregation should be involved; someone working for rather than with us, need to get to know the parents and build up contacts; not a wise use of money as the crèche was not used every week);
- g) Baptism contact person: Pauline Ashley wished to step down from this role, which involved sending a card and a toy to newly baptised babies; it was decided to discuss the future of this role at a later stage; in the meantime the Chaplain would thank Pauline for her

work and arrange for the bag of toys to be returned (**Action point:** the Chaplain to send a thank you card to Pauline Ashley).

7. Communications Committee report

Philippa Seymour reported that the Communications Committee was continuing to update leaflets (e.g. baptism, child protection) and had arranged for more e-mail addresses (i.e. 'chaplain' and 'music director'); John Dimond had agreed to take photos of Council members for the website. It was proposed that the Council give its agreement to contact list details being disclosed to the Churchwardens, the Treasurer, people running aspects of the church mission and people organising church-related events (where the person submitting the contact form had given their consent to such disclosure), subject to the person issued with the list of contact data signing to say that they were aware of the confidential nature of these data; after some discussion of this issue, the Council agreed. This list was not to be used as a generic e-mail list but as a list for contacting individuals.

8. Fun and Fundraising Group

Philippa Seymour reported that the new Fun and Fundraising Group would be organising a charity treasure hunt and picnic on 24 September 2016 in the Bambesch; no curry evening would be held in November, but a wine-tasting event was planned for 3 February 2017, and it was hoped to hold an arts festival this winter (a paper with some proposals was circulated) and a sports day next summer (a possible venue was discussed).

9. Search for new convener of the Community Group

As Rani Roloff had stepped down as convener, the Chaplain suggested that the Council should ask someone, or a group of people, to take on this role. The Community Group needed people who were not only good at organising events but also good at relating to others.

A Harvest Lunch organiser was urgently needed for 25 September 2016 (Moirra Hogg was considering whether she would be available); Jane-Anne Frankel had already volunteered to organise the Christmas lunch.

10. Treasurer's Report

Chris Vaudrey, as acting Treasurer, reported that the sale of the Vicarage had at last gone through and the Church had received €1.45 million for the property. This had enabled the Church to pay off its bank loan of €500 000 plus interest, and to pay a deposit of €518 000 on the new office flat; €420 000 had been placed in the savings account; once the instalments for the new flat were all paid, the amount remaining would be €140 000. The Chaplain thanked the Treasurer for managing the details of these transactions.

11. Search for a '*fiduciaire*'

Chris Vaudrey said he had contacted 6 '*fiduciaires*' for offers and received replies; their offers now needed to be analysed and compared. Deciding on which '*fiduciaire*' to choose might best be left to the Finance Committee, which might be able to come to a decision by mid-October, allowing the chosen '*fiduciaire*' to start doing the bookkeeping as of January 2017. There was some discussion of the format of the accounts. Simon Norcross proposed that the Finance Committee make a recommendation on this whole issue and submit it to the Council for approval; the Council agreed.

12. Rental agreement for the Assistant Chaplain's house in Howald

The Assistant Chaplain had vacated his rented house on 16 August 2016 without the requisite 3 months' notice having been given. An estimated €4-5 000 worth of work needed doing on the house before it was handed back to the landlord; this would be covered by the deposit paid in advance. Rent of up to 3 months was payable if the agent was unable to find new tenants. The Assistant Chaplain's removal costs totalled €8 000, for which provision had been made in the accounts.

This led to a wider discussion of security for important documents, such as those already in the Church safe and new documents relating to the property transactions. Fail-safe procedures for handling all important documents needed to be worked out and such documents also needed to be stored on the computer in pdf format as well as in the safe. Gabriel Chelladurai volunteered to teach the church office staff how to scan documents in pdf format, and he and Gerd Gebhard, Victoria Hodgson and Moira Hogg said they were willing to do some of the scanning work themselves. The new property sale/purchase documents were the priority, whilst the other documents in the safe could be done later.

The Chaplain was very concerned about how this issue of storage would be carried forward.

13. Sale of the Vicarage

The Vicarage had been sold for a price of €1.45 million, its contents had nearly all been cleared and the archives had been transferred to the church office. Maniac Movers would be moving the remaining stuff out. The building was due to be demolished in November 2016.

14. Jules Mersch flat

The purchase of the flat had been signed that day; standard kitchen fixtures had been agreed but improved light fittings had been stipulated; July 2017 was the possible date of entry.

15. Office property

A new desk and chairs were to be purchased.

16. The possibility of moving to the Church of the Holy Spirit in Cents

Nothing to report.

17. Any other business

Chris Vaudrey raised the issue of the security of the church premises during services and said some churches in the UK were having a security assessment carried out.

18. Dates of future meetings

Council meetings: Wednesday 19 October 2016 at 7.30 pm (7 pm for food beforehand);
Other events: Saturday 22 October 2016, Centre Jean XXIII, 6.30 pm - confirmation candidates' reception; 8 pm - dinner for Church Council members and the Bishop;
Sunday 23 October 2016, 11 am, Konvikt Chapel, confirmation service and *vin d'honneur*.

19. Closing prayer

The Chaplain thanked Moira Hogg for providing supper and John Dimond for taking photos of the Council; he closed the meeting with a prayer at 11.30 pm.