

# **ANGLICAN CHURCH OF LUXEMBOURG**

## **CHURCH COUNCIL**

Wednesday 5 April 2017  
7.30 pm, Centre Jean XXIII, 52 rue Jules Wilhelm, L-2728 Luxembourg

### **MINUTES**

**Present:** Tania Buhr (Secretary), Gabriel Chelladurai, Gerd Gebhard, Victoria Hodgson, Simon Norcross (Churchwarden), John Overstall, Philippa Seymour (Churchwarden), Evelyn Sweerts (Lay Pastoral Assistant) and Chris Vaudrey (Treasurer)

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

Simon Norcross, as chairman, opened the meeting at 7.50 pm with the Chaplaincy prayer and a reading from Exodus 15, v. 11-18.

**3. Apologies for absence** – Lynn Barclay, John Dimond, Catriona Gillham, Moira Hogg and Isabel Page.

#### **4. Approval of Minutes of last meeting (14 March 2017)**

The minutes of the meeting held on 14 March 2017 were agreed to be an accurate account of the proceedings, subject to a minor amendment.

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

Action Points Review: Gerd Gebhard proposed deleting the action point regarding data protection until the relevant new legislation came into force; Philippa Seymour had thanked Pauline Ashley for her work in connection with baptism gifts; Simon Norcross said a meeting with John Overstall would be arranged regarding the church archives;

Matters arising: item 7(3): the Churchwardens would talk to Chris Lyon about his anglican.lu address (**Action point**); in response to a query by John Overstall about cleaning up the communion items after the service, the Churchwardens would check the instructions issued to those on the chalice rota and ask Barbara Thomson to send a reminder about this task (**Action point**).

#### **6. Churchwardens' Report**

The Churchwardens reported as follows:

a) Locum arrangements: these were working well; the morning services on 2 April 2017 had been taken by Evelyn Sweerts' supervisor, Rev'd Ian Gallagher; Rev'd Barbara Moss would be followed by Rev'd Neil Dawson;

b) Mothering Sunday lunch 26 March: the lunch organised by Lauren Marshall had gone well; Philippa Seymour would ask her to become the Community Group convener;

c) Ascension Day walk 25 May: Elaine Birch had volunteered to organise this and Rev'd Neil Dawson would take the service;

d) Office opening hours and staff availability: Lynn Barclay and Elaine Birch would post updated information on the website about the hours they were available in the Church Office; they both replied by phone or e-mail to anyone contacting the Church Office outside those hours;

e) Services on 25 June: the Archdeacon would officiate and preach at the Te Deum service to be held in the evening; as that Sunday was Phil Harvey's last in Luxembourg before his ordination he would like to preach; it was agreed to ask a locum to officiate for the morning

services, with Phil Harvey preaching at the 11 am service;

f) Status of the Luxembourg government subsidy for 2017: in February 2017 Chris Lyon had received a letter from the Prime Minister's Office saying we would be paid the subsidy in 2018; at a meeting in March between Chris Lyon, the Churchwardens and a senior Government representative, however, it had transpired that the information in that letter was probably inaccurate; Chris Lyon had then drafted a letter to the Prime Minister explaining the context and our expectations for this payment (i.e. according to the agreed calculation model, for 2017 we would expect to receive €125 000 minus the three months' salary paid to Chris Lyon for January to March 2017);

g) John Atkins: after being hospitalised a few weeks previously following a stroke, he had returned home; Richard Deeley would organise a rota of visitors from the 9.30 am congregation; Evelyn Sweerts pointed out that, for safeguarding reasons, there should always be two people visiting.

## **7. Burden sharing – new responsibilities**

As the Churchwardens now had a very heavy workload (sometimes as much as 50 hours/week), they wanted to delegate some tasks so that they could concentrate on their main role of recruiting a new Chaplain.

a) Financial forecasting: with so much change going on, Simon Norcross said it was important to see to this task and proposed to hold a meeting of the Finance Committee plus Gerd Gebhard to look into the matter;

b) Property management: the Churchwardens had spent a lot of time on matters relating to the new office flat and the clergy flat; Isabel Page volunteered to help with this task;

c) Housekeeping at No 33 rue de Mühlenbach: Victoria Hodgson had already volunteered to help with this but needed a helper who lived closer to the flat, as sometimes there was only a short space of time available to do the housekeeping between one locum leaving and the next arriving; Philippa Seymour would ask Moira Hogg;

d) Car care: someone was needed to see to the task of looking after the Chaplaincy car (i.e. checking the battery and tyres, taking it through Sandweiler).

## **8. Ministry report – Lay Pastoral Assistant**

Evelyn Sweerts reported as follows:

a) Her contract had been signed and she had been commissioned by the Bishop;

b) Admission to communion: 7 children would be admitted to communion on 23 April 2017;

c) First Sundays: a meeting with the First Sunday Group had been held;

d) Youth Group: only one of the sessions had had anyone attending; the format would change from May onwards;

e) Christian classics book club: a core group of people were interested and it would start in September;

f) Prayer day: she would hold a time of prayer from 2pm to 6pm on Saturday 13 May 2017 in the Konvikt chapel to pray about finding a new Chaplain and all that was going on in our church, in preparation for the Chaplaincy Vision Day on 20 May 2017.

In response to a query from Evelyn, the Council identified the smooth running of the First Sunday services as a priority area for her work.

Philippa Seymour would make an announcement in church about Evelyn's appointment as Lay Pastoral Assistant.

## **9. Treasurer's Report**

Chris Vaudrey presented a receipts and payments account for January to March 2017. Monthly donations were higher than budgeted, whilst collections were slightly lower. The net receipts from fundraising events were €3 760. There was around €11 800 in the bank and

€340 000 in the savings account; the latter amount would be spent on the payments due for the office flat.

#### **10. Expenses policy**

With a view to drawing up a Church policy on the reimbursement of travel expenses, Philippa Seymour would contact the Archdeacon to establish the amount the Diocese paid per km and Gerd Gebhard would check the Luxembourg figures.

#### **11. Communications Committee report**

Philippa Seymour reported that the Committee was working on clearer instructions for newcomers to find their way to the Konvikt chapel and would post them on the website.

#### **12. Progress with Flat 007, Résidence Isatis, and future use**

The Churchwardens had had an on-site meeting with the promoter and had chosen tiles and electrical fittings. Various fairly minor expenses had been requested to the promoter. The most expensive items had been some extra electrical sockets and an alarm system. The total cost of the extra expenditure agreed to date would be around €9 000.

#### **13. Rental agreement Assistant Chaplain's house in Howald**

Simon Norcross had contacted the Luxembourg consumers' union to talk about the situation with an expert. He had asked the house owners for itemised invoices for the €12 800 for which they had billed the Church, but had not so far received anything. Once he did receive details of the amounts being charged, the Churchwardens would see which items could be contested and then meet with the landlords to try to come to an agreement. Some of the amount to be paid would be off-set by the deposit (€4 600) and the charges paid in advance (€1 040).

#### **14. Fun and Fundraising Group report**

Victoria Hodgson had volunteered to run the Sports Day to be held on Sunday 18 June 2017 from 1.30 pm to 6 pm in the Kirchberg park by the Coque, and Catriona Gillham had offered to help. More helpers would be recruited. It would be advertised as a family fun day with several different activities, medals, a picnic, a barbecue, live music and a cake stand. The event would be weather dependent, however, as the site could not offer any shelter.

#### **15. 2017 AGM preparations and elections to the Council**

The AGM on 26 April 2017 would be chaired by the Area Dean, Rev'd Stephen Murray. Nik Legge had been proposed as a member, and Isabel Page would stand again, as the time she had served on the Council to date had been as a co-opted member to replace Simon Norcross when he became Churchwarden. John Overstall would be standing down as Archdeaconry representative, so a replacement would be needed.

#### **16. Recruitment of next Chaplain**

It was agreed that 28 April 2017 should be set as the deadline for responding to the questionnaire circulated to the congregation. Forty-seven responses had so far been received. A synopsis of the replies would be drawn up and published on the website, and the parish profile, once it had been drawn up, would also be published.

## **17. Any other business**

i) In response to Victoria Hodgson's query about what should replace Chris Lyon's details in the British Ladies Club newsletter, it was agreed a link to the church website and the church office telephone number should be given.

ii) Chris Vaudrey reported that, as the tax authorities would be auditing the salaries paid by the church since 2012, he had duly provided them with the requisite information.

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

Council meetings: Wednesday 17 May 2017 at 7.30pm (6.45pm for food beforehand);  
Wednesday 14 June 2017;  
Wednesday 12 July 2017;  
Tuesday 19 September 2017;

Other events: Wednesday 26 April 2017, 8pm – **AGM**, Centre Jean XXIII, Salle de conférence;  
Saturday 13 May 2017, 2pm to 6pm - Prayer day - in the Konvikt chapel;  
Saturday 20 May 2017 – workshop for the parish profile for the appointment of a new Chaplain ('Vision Day');  
Sunday 25 June 2017, 6.30pm - Anglican Te Deum and *vin d'honneur*.

## **19. Closing prayer**

Simon Norcross closed the meeting with a prayer at 10.23 pm.