

ANGLICAN CHURCH OF LUXEMBOURG CHURCH COUNCIL

Wednesday 14 June 2017
7.30 pm, Centre Jean XXIII, 52 rue Jules Wilhelm, L-2728 Luxembourg

MINUTES

Present: Lynn Barclay, Tania Buhr (Secretary), Gabriel Chelladurai (Treasurer), John Dimond, Gerd Gebhard, Victoria Hodgson, Nik Legge, Simon Norcross (Churchwarden), Isabel Page, Philippa Seymour (Churchwarden), Evelyn Sweerts (Lay Pastoral Assistant) and Chris Vaudrey

1. & 2. Welcome & Bible reading and prayer

Simon Norcross, as chairman, opened the meeting at 7.40 pm with a reading from Psalm 111, v. 1-3 and v. 10, and the Chaplaincy prayer.

3. Apologies for absence – Catriona Gillham and Moira Hogg.

4. Approval of Minutes of last meeting (17 May 2017)

The minutes of the meeting held on 17 May 2017 were agreed to be an accurate account of the proceedings. These minutes would be forwarded to the Banque Générale, as they confirmed Gabriel Chelladurai's appointment as Treasurer.

5. Action Points Review and Matters Arising

Action Points Review: Nothing to discuss;

Matters arising: none.

6. Churchwardens' Report

The Churchwardens reported as follows:

- i) Locum arrangements: Rev'd Neil Dawson would leave on 20 June; Rev'd Michael Fox would take the service on the morning of 25 June, with Phil Harvey preaching; the flat would need cleaning before the next locum arrived at the beginning of July; the Council agreed to pay Victoria Hodgson, who had volunteered to do this, a small fee for her work;
- ii) Fees for funerals: this question had arisen when Rev'd Dawson had been called upon to take a funeral service recently; after some discussion, the Council agreed to charge a basic fee of €75 (plus extra if the services of an organist and the choir were required) until the new Chaplain arrived;
- iii) Convention/Luxembourg government subsidy: Chris Lyon would revise his draft letter addressed to the Prime Minister in the light of comments made by the senior Government representative;
- iv) Sound system in the chapel: a number of people had expressed willingness to look into what was needed (i.e. a system suitable for music groups, a wireless mike system for clergy, intercessors, etc. and a hearing loop), and they would be asked to report back;
- v) Arrangements for the Te Deum service: arrangements for the readings and the music were in hand, the order of service was being finalised, three Council members volunteered to be greeters (especially to welcome the 13 invited guests) and Lauren Marshall was handling the catering;
- vi) Farewell to Phil Harvey: an e-mail had been sent to the congregation asking for donations towards a present for Phil Harvey, who was leaving to become ordained and take up a post in England; Evelyn Sweerts' suggestion of a communion-by-extension set was approved and Philippa Seymour would order one; it was agreed to present the gift to him during the morning service on 25 June and to offer *crémant* and cake after the service.

7. Treasurer's Report

Gabriel Chelladurai presented the receipts and payments account for January to May 2017, prepared in discussion with Chris Vaudrey. This showed a further decrease of €1 260 in the main account. This rather disappointing situation was likely to continue until we were paid the grant from the Government. The audited accounts were due to be submitted to the Government by the end of June, but the auditor

was currently on holiday.

8. Ministry report – Lay Pastoral Assistant

Evelyn Sweerts said there was nothing in particular to report.

9. Recruitment of next Chaplain – Consideration of and response to the Vacancy Pack

The Churchwardens had drawn up the set of 9 documents required by the Diocese for the Vacancy Pack and submitted them to the Council for consideration and comment. The pack consisted of:

- i) the Chaplaincy Profile;
- ii) the Role Description,
- iii) the Person Specification,
- iv) the Financial Questionnaire,
- v) the Country Entry Requirements Questionnaire,
- vi) the Formal Notice of Vacancy Form,
- vii) the Confirmation of the Method for the Appointment Process,
- viii) the Ministry of women priests
- ix) the Draft Advertisement.

Once the advertisement had been placed in the Church Times, candidates who responded would be sent the Vacancy Pack, with the profile, job description, finance sheet, etc. The Churchwardens explained that the Council's broad approval of the Vacancy Pack was required before the recruitment process could move forward. The documents would then be submitted to the Diocesan office, which would be responsible for placing the advertisement in the Church Times and sending the Vacancy Pack, with the profile, job description, finance sheet, etc., to candidates who responded. Some of the documents were standard documents and the format could not be changed.

Following considerable discussion about an appropriate level of pay, the Council agreed (with one vote against) that on the Financial Questionnaire the Chaplain's minimum gross monthly salary could be specified as Grade C2 step 6 on the pay scale adopted by the Chaplaincy.

The method chosen for the appointment process was Option A (full procedure). On the 'Ministry of women priests' document, the Council wished to specify 'we would welcome applications from women priests and we would be willing to appoint one'.

After extensive discussion and some amendment of the documents submitted for consideration, in particular the profile, the role description, the person specification, the financial questionnaire and the draft advertisement, the Council approved the documents under sub-points (i) to (ix) of this item, subject to any further amendments submitted in writing to the Churchwardens by the evening of Friday 16 June. The Churchwardens reserved the right to accept or reject the proposed amendments.

Evelyn Sweerts proposed a vote of thanks to the Churchwardens for their work on drafting the documents, particularly to Philippa Seymour, who had put in the bulk of the effort. The Council agreed to this vote of thanks.

10. Fun and Fundraising Group report

Victoria Hodgson reported that preparations for the Sports Day on 18 June were all in hand. Other dates to be noted were Saturday 23 September 2017 for the Treasure Hunt and Sunday 4 February 2018 for the Arts Festival.

It was agreed to postpone discussion of items 11- 14 of the agenda (11. Discussion of paper by Isabel Page on the property situation in Luxembourg and its implications for our property holdings; 12. Communications Group report; 13. Progress with Flat 007, Résidence Isatis, and future use; 14. Rental agreement Assistant Chaplain's house in Howald) until the next meeting.

15. Any other business - none

16. Dates of future Council meetings

- Wednesday 12 July 2017 at 7.30 pm, Centre Jean XXIII;

- Tuesday 19 September 2017;
- Wednesday 11 October 2017;
- Wednesday 8 November 2017;
- Wednesday 6 December 2017.

17. Dates of other meetings/events

- Sunday 25 June 2017, 6.30 pm - Anglican Te Deum and *vin d'honneur*, Cents church.

18. Closing prayer

Simon Norcross closed the meeting at 11 pm, the Council joining together in saying the Grace.