

ANGLICAN CHURCH OF LUXEMBOURG CHURCH COUNCIL

Monday 19 February 2018, 7.30 pm,
Centre Jean XXIII, 52 rue Jules Wilhelm, L-2728 Luxembourg

MINUTES

Present: Lynn Barclay, Tania Buhr (Secretary), Gabriel Chelladurai (Treasurer), Gerd Gebhard, Victoria Hodgson, Moira Hogg, Simon Norcross (Churchwarden), Philippa Seymour (Churchwarden) and Evelyn Sweerts (Lay Pastoral Assistant)

1. & 2. Welcome & Bible reading and prayer

Evelyn Sweerts, as Chair, opened the meeting at 7.36 pm with a reading from Joshua 1, v. 1 and 7-9, followed by a prayer.

3. Apologies for absence – Lauren Marshall, Isabel Page and Tristan Pâris de Bollardi re

4. Approval of Minutes of 10 January 2018 meeting

The minutes of the meeting held on 10 January 2018 were agreed to be an accurate account of the proceedings, subject to a few amendments.

5. Action Points Review and Matters Arising

Action Points Review: Philippa Seymour had reported the matter of the chain outside the chapel and the chain had been removed. The 'recurring action point' regarding energy measurements at the Vicarage was deleted;

Matters arising: None.

6. Churchwardens' Report

The Churchwardens reported as follows:

- i) Recruitment of next Chaplain: after some discussion, the Council approved the draft employment contract for the new Chaplain, subject to inserting 'Progression along the scale is limited to C2/step 16', after 'This will be subject to progression along the scale which will normally occur annually'; it was also agreed that Geoff Read's and Evelyn Sweerts' increase in scale would be subject to appraisal by the Archdeacon and would take place as of 1 March each year;
- ii) Locum arrangements and flat: the last locum had arrived and the flat was in order;
- iii) Rental agreement Assistant Chaplain's house in Howald: the whole business had finally been settled; the Council thanked the Churchwardens, especially Simon Norcross, for his work on this matter, and Gerd Gebhard and Isabel Page for the advice they had given;
- iv) Salle Maria Rheinsheim and furniture: the Church had acquired new tables (thanks to Esm e Chengapen), which would be labelled 'Anglican Church' and kept locked away in our storeroom; as regards the use of the hall, when Philippa Seymour had gone in to pick something up on the Monday morning following the Arts Festival, Mr Lo Piccolo had complained, saying she needed written permission to enter the hall; he had also complained about the organ practice; the Churchwardens were considering what could be done about sound protection; the Church had been asked to vacate the hall by 1.30 pm on 25 February and 11 March 2018;
- v) Sound system: the system was now fully installed and Nick Jones had provided more complete user instructions, which would be laminated and stored in the mixer in the chapel; several people chose to do without the microphone but if they did that the induction loop would not work; as the Church did not wish to disadvantage those with disabilities, the use of the microphones now that we had them was non-optional; as regards setting up the sound system before the service, it was felt that this should be the task of the Churchwardens and a few technically-minded helpers, rather than another task for the sidespeople to do.

7. Ministry report – Lay Pastoral Assistant

Evelyn Sweerts reported as follows:

- i) Pizza Hut outing: the Junior Church children and their families would be having lunch at Pizza Hut together with the Junior Church leaders/helpers on Sunday 25 February 2018 to get to know each other better;
- ii) Prayers for the Chaplaincy: the next session would be on 4 March 2018 and support from the Council was requested;
- iii) Lent course: as the book originally chosen was unavailable, another one had been selected and purchased; the five-session course would start on Tuesday 20 February 2018;
- iv) 'Forty ideas for Lent': this booklet had been distributed the previous Sunday and more copies were available in the chapel;
- v) work schedule: as she had worked overtime before Christmas, she would be doing correspondingly less work until June and focusing on her studies.

8. Treasurer's Report

Gabriel Chelladurai presented the receipts and payments account for January 2018, as prepared by the *fiduciaire*; he pointed out that the Government subsidy of €128 123 had been received and the amount of €5 103 under 'Property charges, vacation and removal expenses' included an advance on the removal expenses for the new Chaplain, as well as the charges for the flats.

He thanked Gerd Gebhard for his help with preparing the balance sheet for 2017 and said he had had an initial meeting with the Honorary Auditor, Michael Chamier, who had asked for some more documents.

Evelyn Sweerts thanked the Treasurer for his report.

9. Property policy

The Council approved the new Property Committee that had de facto arisen in connection with property matters, i.e. the Churchwardens, Gerd Gebhard, Isabel Page and the Treasurer. In line with this Committee's recommendation, a three-year rental agreement had been signed for a house for the new Chaplain in Steinsele. This was formally approved by the Council at the meeting. Evelyn Sweerts thanked the Property Committee for their work on this matter.

The Council also agreed to the renting out of the Church's two flats; they were currently in the hands of a letting agent and someone had already shown interest in renting the Jules Mersch flat.

Given that some concerns had been expressed about the property situation, the Council asked the Property Committee to draw up a policy on property. Philippa Seymour suggested that the Churchwardens could issue a congregational e-mail to explain the property situation.

10. Term of office of Council members

Further to Gerd Gebhard's suggestion that it was time to look again at the rule that Council members had to stand down after serving 3 years and were not eligible for re-election until a year later, Philippa Seymour had investigated the matter and circulated a paper to the Council. The change to the rule on the term of office had been proposed at the 2003 AGM on the grounds that it was good to have a renewal of Council members; the 2003 proposal also brought the Church into line with the Church of England's Church Representation rules. The proposal was ratified at the 2005 AGM. Whilst Gerd Gebhard felt that this rule led to a lack of continuity and a 'brain drain' because members left the Council after three years, Evelyn Sweerts pointed out that the Council was only partially renewed each time because there was a cycle of overlapping appointments, with only one third of the elected members retiring at any given time.

At the next AGM, Gerd Gebhard would come to the end of his three-year term, a replacement would be needed for Victoria Hodgson (now Archdeaconry Synod representative), and Lauren Marshall and Tristan Pâris de Bollardi re could stay on until they finished the terms of office of Catriona Gillham and Nik Legge. John Dimond, who had been co-opted, could be asked about being co-opted again, and Tania Buhr, the co-opted Secretary, would be standing down.

11. Safeguarding

i) Approval of Safeguarding Protocol, insurance and other matters (Moir Hogg, Safeguarding Officer)

The Council approved the draft Safeguarding Policy circulated by Moira Hogg, subject to a small amendment. As regards insurance, she would look into obtaining cover for the points specified in Bishop Robert's letter;

ii) Level 2 safeguarding training (Evelyn Sweerts)

Evelyn Sweerts said that level 2 training was mandatory for a number of people in the Chaplaincy: the training would be in two parts, with some people only required to do the morning session and others required to do both the morning and the afternoon sessions. There was some discussion as to how best and when to organise this. She would contact the Archdeaconry trainers to see if they were available for 2 June 2018.

12. Fun and Fundraising Group report

Philippa Seymour reported that the Arts Festival on 4 February 2018 had gone well and, although there had not been quite as many paying customers as hoped for, it had raised around €3 500. The Sports and Fun Day to be held on 17 June was being planned as a bigger event than last year, with a barbecue, so more helpers would be needed; another event for which a working party would be needed was the inventoring of the gazebos, etc. (from the Church Fair), stored at the Vaudreys, to see what could be re-used; a coordinator was needed for the Mothering Sunday lunch on 4 March; the Ascension Day Walk on 10 May would be held at the house of Geoff and Marie-Louise Read in Steinsel.

13. ACAT interfaith human rights project

As Lauren Marshall had been unable to attend the meeting, this would be discussed later.

14. Communications Committee report

The Committee would be meeting the following week to update the Church's various publications (replacing the name of Chris Lyon with that of Geoff Read).

15. Any other business

Simon Norcross gave some background on the Archdeaconry Twinning arrangement with Luweero Diocese, Uganda, in which he was involved as the Luxembourg representative on the Twinning Oversight Group (TOG). In view of the TOG's wish to relaunch this project, which had waned somewhat, he was seeking to persuade our Charities Committee (via the normal due diligence channels of that committee) to support the twinning.

16. Dates of future Council meetings

- Wednesday 21 March 2018 at 7.30 pm, Centre Jean XXIII;
- Wednesday 18 April 2018;
- **AGM** Wednesday 25 April 2018

17. Closing prayer

Evelyn Sweerts closed the meeting at 10.02 pm, the Council joining together in saying the Grace.