

ANGLICAN CHURCH OF LUXEMBOURG

CHURCH COUNCIL

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Meeting on ~~25~~ May 2018

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Centre Jean XXIII, Luxembourg

FINAL MINUTES

The meeting opened at 19.39 hrs with the Chaplain, the Rev'd Geoffrey Read, in the chair.

Present: Mrs Evelyn Sweerts, Lay Pastoral Assistant, Mr Simon Norcross and Mrs Philippa Seymour, churchwardens, Mr Gabriel Chelladurai, Treasurer, Mrs Lynn Barclay, Mrs Victoria Hodgson, Ms Moira Hogg, Mrs Lauren Marshall, Mrs Isabel Page, Mr Tristan Pâris de la Bollardi re, members. Also present: Mr Bryan Rose, minute-taker.

1. Welcome, and adoption of Draft Agenda:

The meeting was declared open by the Chaplain. On the Chaplain's proposal the following point was added to Item 6 of the draft agenda "Appointment of a Lay Vice-Chairperson". Thus amended, the agenda was adopted.

2. Apologies for absence:

Mrs Carol Birch.

3. Prayer:

The Chaplain led the council in prayer and projected a video by Mrs Danielle Strickland in the context of the global Anglican programme "Thy Kingdom Come".

4. Approval of the minutes of the meeting on 18 April 2018:

The minutes were approved without amendment.

5. Action points review and matters arising:

(i) The Chaplain informed the Council that the question of storage for the church archives was still under consideration.

(ii) The Chaplain and the Treasurer addressed the question of tax liability and capital gains. The Chaplain stated that this matter was under consideration in the Finance Sub-Committee. He undertook to report back to the Church Council.

6. Appointment of Officers and Committees:

(i) Mr Chelladurai was appointed Treasurer.

(ii) Mrs Elaine Birch was appointed electoral roll officer.

(iii) The Chaplain stated that the secretariat of the Church Council will consist of a team of three persons led by Mrs Marshall who will have the title of secretary. The other members will be Ms Jillian Fleming and Mr Rose. The members of the secretariat team who are not elected members of the Church Council will be free to attend its meetings with observer status.

(iv) On the Chaplain's proposal it was agreed that Lay Vice-Chairpersons be appointed. These will be the two churchwardens, Mr Norcross and Mrs Seymour. In reply to a question by Mrs Seymour regarding the possibility of a third Lay Vice-Chairperson, the Chaplain stated this could be considered in an informal context.

Mrs Sweerts raised the question of persons other than the Chaplain chairing meetings. The Chaplain replied that this would be possible, notably were a curate to be available.

7. Mr Norcross asked about the procedures to be followed in the absence of the Chaplain, whether due to sickness or holidays. The Chaplain stated that a Churchwarden or other suitable person could take services. It was pointed out that, in the past, lay members of the congregation, notably Mr John Overstall, had taken services in the absence of the Chaplain.

8. Opportunity for CC members to be Communion assistants:

The Chaplain proposed that Church Council members who wished to do so should serve as assistants in the administration of Holy Communion. Those interested should inform the Chaplain so that the appropriate training could be arranged.

Ms Hogg reminded the meeting that such assistants were also required for the 09.30 hrs service.

Mr Norcross pointed out that the Archdeacon's approval is required.

9. Short review of the AGM:

Ms Hogg, Mrs Marshall, Mr Norcross and Mrs Seymour all felt that the AGM had been well run and successful. The clarity of the financial report was commented on favourably. Mrs Barclay stated that some 30 persons had attended. She felt that, next year, more than just coffee should be provided. Following on from remarks made at the AGM, Mrs Marshall spoke about the new sung liturgy which, she stated, cannot be sung easily by the congregation. Ms Hogg and Mrs Page felt that this new music had been introduced with no forewarning or preparation. Mrs Seymour said that the music was not really difficult for the public, though the organ parts were complicated. Mrs Sweerts asked if it would become the standard musical format. Mrs Seymour replied that such was the intention. The Chaplain felt that time would tell whether the critical attitude of many members of the congregation was due to reluctance to accept change or to the inherent difficulty of the music. He said that he would consult Mr Seymour. The Chaplain asked the members of the Council to sound out the views of the congregation. The Church Council would return to this in three months. The Chaplain referred to the points raised at the AGM by the Auditor, Mr Michael Chamier, in his report. With regard to internal control procedures, and notably the approval of expenditure, the Chaplain informed the meeting that Mr Norcross was drafting a note that would address the issues raised by the Auditor. Ms Page asked about capital gains and VAT. Mr Norcross stated that these questions had been resolved. The Chaplain referred to the question under 'Any other business' about the possible setting up of a capital fund for church building, and added that as the Church was no longer an ASBL, AGM procedures may have to be reviewed.

10. Reports:

(i) The Chaplain commented on his licensing service and ancillary activities, and informed the council that he had participated in the Octave closing ceremonies. He will lecture in the University of Luxembourg on Anglican funeral liturgy. He stated that he is having conversations with members of the congregation on vocations. He referred to the 'Thy Kingdom Come' programme of prayer. With regard to his own personal and professional well-being the Chaplain spoke about the value of a monthly day of prayer. He stressed the importance of his participation in an annual retreat and the need to maintain regular contact with his spiritual director. The Chaplain stated that he would try, as far as is possible, not to work on Saturdays. He would coordinate absences with Mrs Sweerts, and mentioned the possible availability of the Ven. Michael Fox.

Mr Norcross and Mrs Seymour spoke about the need to help the chaplain in this work, and referred to the development of vocations and the wider range of ordained ministry.

(ii) The Churchwardens presented the report that had been circulated to members of the Church Council.

(iii) Mr Chelladurai introduced the Treasurer's report and explained the different items. Mrs Page asked if the church was heading for a financial shortfall as implied by Mr Gerd Gebhard at the AGM.

(iv) Mrs Sweerts presented her Lay Pastoral Assistant's report. She referred to the prayers for the Chaplaincy and the timing of these prayers, which are currently held at 10.00 hrs on the first Sunday of the month. She wondered if the timing should change. It was pointed out that if held at a later time these prayers could coincide with the start of the 11.00 hrs service. Mrs Sweerts pointed out that, owing to the absence of so many Junior Church leaders and children, Junior Church may close on some Sundays during the summer. Mr Norcross spoke. The Chaplain agreed that Junior Church would probably not take place on some Sundays in July and August. On those occasions the children would attend the normal church service.

(v) Safeguarding: Mrs Sweerts spoke about safeguarding procedures and stated that the Diocesan Safeguarding Team was concerned that the majority of Junior Church leaders have not yet completed their background checks. Ms Hogg, the Safeguarding Officer, referred to the safeguarding training course that will be held on 2 June. E-mails will shortly be sent to participants. Mr Pâris de la Bollardi re spoke. Ms Hogg spoke about the provision of lunch at the training day. The Diocese and the Chaplain felt that lunch should be free for participants. Mrs Sweerts pointed out that the Archdeaconry would pay.

(vi) Communications and Data protection: Mrs Seymour spoke about the data protection measures required under the General Data Protection Regulation (GDPR) which will come into effect in all EU Member States on 25.05.2018. Mrs Seymour outlined the content of her detailed and comprehensive note addressed to the Communications Committee, which she had distributed to the Church Council. She stated that guidelines from the Diocese had arrived during the afternoon of 14.05.2018 which she had not been able to study in detail. Both Mrs Seymour and Mr John Dimond, whom she had consulted, felt that the Anglican Church of Luxembourg was largely in compliance with the requirements of the GDPR and that it would not be necessary to contact church members as they had effectively, in completing membership application forms, given their consent to being contacted by e-mail or post. New members will be specifically asked for their consent. If it is decided to send out a bulletin through 'Mail Chimp' it will be necessary to obtain the consent of all recipients. Furthermore

a privacy policy must be posted on the Church web-site. Mrs Page thanked Mrs Seymour for her work on the GDPR. On a proposal by Mrs Sweerts seconded by Mr Pâris de la Bollardière, the text submitted by Mrs Seymour entitled 'GDPR Note for the Communications Committee' was approved.

(vii) Fun and Fundraising group: Mrs Seymour spoke about the Fun and Sports day being organised on 17 June. It is to a certain extent the successor to the Church Fair. Volunteers are required, particularly for the tea and cakes stand.

(viii) JPIC: Mrs Seymour presented the report on JPIC that had been circulated.

The meeting was adjourned at 20.55 hrs and resumed at 21.10 hrs.

11. What is a Church Council for? Presentation and discussion:

The Chaplain outlined and commented on the governance of the Anglican Communion, with particular reference to the Church of England of which our Chaplaincy is a part. This was illustrated by a Power-Point presentation. Questions and comments came from Mrs Hodgson, Ms Hogg, Mr Norcross and Mrs Page.

The Chaplain distributed a paper entitled 'The Five Marks of Mission of the Anglican Communion'.

12. Future dates of meetings:

The Chaplain announced that the next meeting of the Church Council would be held on Tuesday 19 June 2018.

13. Closing Prayer:

At 21.47 hrs the Chaplain brought the meeting to a close with a prayer.

Minutes approved at the Church Council Meeting held on 19 June 2018.

Signature:



The Reverend Geoff Read, Chaplain Anglican Church of Luxembourg

Date:

19 June 2018

Place: Luxembourg