

Chaplaincy of Christ the Good Shepherd, Poitou-Charentes

Summary of Minutes of a Meeting of Chaplaincy Council (The full minutes remain confidential to Council)

10.00am Monday 2 September 2024 via Zoom

Present:	Catherine Chambers (Chair), Sam Brett, Andrew Chambers, Geoff Cornwall, Sally Freeman, Neil Harvey, Rev'd Florence Lorrain, Wanda McKerchar, Valérie Pétry, Jane Thomas, Sue Wilcock, Charlie Wilcock (Secretary)
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Item
<p>1. Opening The meeting was opened with prayer.</p>
<p>2. Apologies for absence Apologies for absence were received from Rev'd Nicky Marshall.</p>
<p>3. Minutes of previous meeting The minutes of the Council meeting of 1 July 2024 were approved without amendment.</p>
<p>4. Matters arising Holy Communion assistants and Congregational Worship Leaders. The Archdeacon has given approval to defer the renewal of authorisation until next year, to bring this in line with the Diocese 5-yearly re-approval system. This will also allow the new Chaplain to make the application under her authority. An artisan has been identified to look at the potential repairs to the church at Chef Boutonne later in the week.</p>
<p>5. Safeguarding Action Plan The Safeguarding Dashboard currently shows the Chaplaincy as 100% compliant. There were no new cases to report. Safeguarding Sunday will be marked in November with services across the Chaplaincy.</p>
<p>6. 20th Anniversary Events The Sing for God service and garden party celebration at Champagne Mouton were a great success. Both events were well organised, well supported, and enjoyed by those attending. Henry and Haydn had gone to great lengths to make the garden party a wonderful occasion. Donations to Chaplaincy Funds amounted to €261. The Barbeque held at Cognac was also well supported and went well. William and Liz had done a tremendous amount of work to clear the church garden as well as organising the BBQ itself. Even though some members from Chef Boutonne had not been able to attend due to the distance, several had contributed financially by buying raffle tickets in advance. Thank you cards will be arranged.</p>
<p>7. Re-ordering of the church kitchen There has been further discussion regarding re-ordering of the kitchen / vestry area at Chef Boutonne, resulting in a decision not to progress with any structural changes at present. Some internal re-arrangement and changes in the use of the room immediately prior to services will help in the short term. Further thought is needed and another meeting will be arranged on-site with those involved in leading worship.</p>

8. Chaplain appointment update

A meeting of the appointment team was held on 20th August via Zoom.

Terms and Conditions have been agreed and signed.

A Letter of Invitation has been sent.

The visa application process has been started and will include an in-person interview with French authorities in London.

CAVIMAC registration is in progress, although complicated by the House for Duty status.

A licensing date before the end of the year has been proposed; a formal announcement is still awaited.

9. Electronic giving

The Diocese offer of a grant for a SumUp electronic giving device was reviewed.

The device would be used for people to make one-off donations, either at specific Chaplaincy events or simply as an alternative option for visitors attending a service.

No internet connection or dedicated mobile phone is required, as the device has its own built-in SIM card that connects to the best available mobile phone signal.

The device would need to be registered with the Chaplaincy bank account and a separate device-holder profile would be needed for someone to manage the device itself.

Proposal: It was proposed that that the Chaplaincy should accept the Diocese offer to obtain a SumUp device for a trial period of one year.

Agreed unanimously.

10. Church Development Tool survey

A Church Development Tool survey is available through the 'AChurchNearYou' website, where the Chaplaincy has a profile. The example circulated was well received and thought to be a potentially useful tool.

A link to the online survey will be provided, which will allow anonymised data returns.

A pdf form will also be available, although the data from these returns will need to be entered manually.

All were in favour of trying this.

11. Any other business

Financial update: The increased level of individual giving following the Funding our Future campaign has been maintained. Fundraising events continue to bring in additional income. Overall, the Chaplaincy finances are currently sound.

The Clavinova piano donated to Chef Boutonne has now been collected and placed in the balcony area. There is still some assembly to be completed. There is the possibility of the other keyboard being moved to Champagne Mouton depending on suitability and storage arrangements. This will need further discussion.

A Chaplaincy pre-Christmas festival in the Salle at Chef Boutonne will be arranged some time during November.

Additional keys are to be cut for the Church at Chef Boutonne and a 'keysafe' box installed.

12. Date of next meeting

Monday 7 October at 10.00.

The meeting closed with prayer.