

THE THIRD ORDER of the SOCIETY OF ST FRANCIS
European Province
MINUTES of a PROVINCIAL CHAPTER
held at
The Bishop Woodford House Retreat and Conference Centre
Barton Road, Ely, Cambridgeshire CB7 4DX
on
15th – 16th June 2012

Present:

Trustees:

Joanna Coney (Minister Provincial) **(JC)**
Philippa Bird (Provincial Novice Guardian) **(PhB)**
Howard McFadyen (Provincial Secretary) **(HM)**
Jackie Alexander (Link Tertiary, Central & East England) **(JA)**
Hazel Sharp (Link Tertiary, South West England) **(HS)**
David Norwood (Link Tertiary, Wales, Wyevever, W. Midlands & Marches) **(DN)**
Jan Davies (Link Tertiary elect, Yorkshire and East Midlands) **(JD)**
Carol Robertson (Link Tertiary, Scotland and Ireland) **(CR)**
Jennifer Robinson (Link Tertiary, Central Southern England & Channel Islands) **(JR)**
Roger Healey (Link Tertiary elect, Central Southern England & Channel Islands) **(RH)**
John Wiltshire (Link Tertiary, London and South East England) **(JW)**
Paul Bodenham (Provincial Formation Guardian) **(PaB)**
Chris Petrie (Provincial Communications Coordinator) **(CP)**

Averil Swanton (Minister Provincial elect) **(AS)**

Non-Trustees present:

Anne Lindley (Provincial Treasurer) **(AL)**
Christer Sall (Area Minister, Sweden) **(CS)**
Susan Height (Minutes Secretary) **(SH)**

1. Minister Provincial's Introduction and Preliminary Matters

The Minister Provincial welcomed: Jan Davies as Link Tertiary, Yorkshire & East Midlands and Roger Healey as Link Tertiary Central & Southern England & Channel Islands.

1.1 There were no apologies for absence: **AS** sent apologies that she would be late arriving. **PaB** gave apologies in advance for leaving Chapter early tomorrow.

1.2 Minutes of the February Chapter Meeting were accepted after minor amendments had been made.

1.3 Matters arising from the Minutes: 1.3 – addresses had been forwarded, 2.2 – TSSF service agreement for 'The Franciscan' has now been settled. The agreement is with the Editorial Board and **HM** has a copy. 4.7 Bishop Malkhaz has removed all Tertiaries from his e-mail list.

1.4 Correspondence:

A thank you letter from the TSSF for a legacy of £500 from Barbra Frith was acknowledged by her niece. A letter asking for consideration of the flow of material from Chapter was received from Martin Shaw – **Action -Comms Team** to follow up.

Ken **Norian** sent his greetings to Chapter and offered his thanks to **JC** for her leadership and service to the Third Order. He also assured Averil Swanton of his good wishes and prayers as she takes up her appointment as M.P.

Fran Childs wrote thanking all for their good wishes on her retirement.

2 Reports from Link Tertiaries

2.1 London and S.E. England

JW Canterbury Area is not being notified about Tertiaries moving into the Area. **action- CP** to remind Membership secretary to forward names and addresses to A.Secs. and LTs.

JW drew attention to the initiative from the London South area, seeking to encourage a Franciscan network of young people outside TSSF. The Pilgrimage had been a great success. **JW** suggested an extract from the 2005 IPTOC, suggesting a range of flexible possibilities for young people, be discussed at next Chapter. Clusters in this region are not keen on meeting. There was a discussion about funds for Cluster events and whether this money could be used/ set aside for 'one off' events e.g. Richard Rohr or youth events.

Chapter were positive in principle with such initiatives as a growing network and events for young people. Chapter were also positive in principle to funding being available for events which bring Tertiaries together.

2.2 Central Southern England

JR reported some confusion over TSSF Manual pagination. **CP** responded; the Comms Team has produced an index with the changes to pages, and dates when changed; this is due to be distributed with the first issue of Little Portion. A Cluster day is being positively welcomed.

It was noted that TSSF Membership Recorder is now known as Membership Secretary.

2.3 South West England

The report from **HS** was received. Members of the Cluster had raised again a request for a list of Spiritual Directors, and the formation of SDs. **PaB** said this was not something the Formation Team were focusing on, but welcomed initiatives and working across borders in this matter.

A growing sense of desire for a Cluster meeting is now being expressed.

Tertiaries need encouragement to travel distances to training sessions.

In the Cornwall Area, Christine Lidgely is to be AFG and Mary Richards is to be the new Area Treasurer.

2.4 Wales, Severn, West Midlands and the Marches

DN reported that the Cluster meeting had been very successful on 12th May. AMs, ANGs and AFGs had met together to plan the day which was attended by 98 tertiaries. Br. Sam. SSF was guest speaker and £134 was raised for the Provincial Ministers Development Fund and £174 for Franciscan Aid.

There is a Franciscan Open Day planned at Gloucester Cathedral and Br. Sam is again to speak.

2.5 Central and Eastern England

JA informed Chapter of a Cluster event to take place at Ely Cathedral on 19th October 2013.

Areas had responded well to consultation about the 1999 Review and have given plenty of feedback.

David Capey (AFG East Anglia) had aired concerns for Tertiaries, particularly those ordained, who may find TSSF commitments burdensome. He was worried that they may not take time for rest, refreshment and family. Chapter spent time to discuss this point and while acknowledging that some Tertiaries may over commit themselves, the Franciscan life is one of being able to receive as well as give.

2.6 East Midlands and Yorkshire

JD enquired about how a tertiary became a Contemplative. **PaB** referred her to the Manual and Area Team Handbook and said that those seeking greater withdrawal should let the Area know and that it should be

affirmed by the Area team. **JC** reiterated that Contemplatives should be linked into a local group and be expected to attend one Area meeting annually. They could be given items for prayer thus supporting the wider Order. Those who are becoming Contemplatives may need to change their rule, which the AFG should sign. Information for the AFG can be found in the Area Team Handbook. Contemplatives could also be directed to Janet Swain who runs the Contemplatives Network.

JC asked **JD** to send Chapter's best wishes to Gordon Plumb. **Action - JD**

2.7 North-East and North-West England

MG reported that there were no points for discussion. Half of the Cluster is to meet at Alnmouth Friary on July 14th. Joint Area Teams across the two halves of the cluster are planned.

DN mentioned that John Hall –Matthews had led a retreat for potential retreat leaders at Alnmouth which had been very well done. **PaB** added that John had been a member of the Formation Team: this was a good initiative and to be encouraged, but Chapter agreed that such training should be left to occur organically from the grassroots.

2.8 Scotland and Ireland

CR presented written report. Scotland would like to meet with Ireland.

General Questions and matters arising from Reports

- **CP** asked **LT's** to prompt Area Teams to send changes in names and addresses to Hazel Berry (Intercessions List) to be placed on the prayer list, and to Mollie Kingham (Membership Secretary). She holds and updates the definitive address list. **action- LTs**
- **HM** referred to David Capey's concern (2.5) and said that over the last couple of Chapters there had been comments about people's reluctance to take on roles. This had left a number of gaps in Area Teams. He asked if this could be addressed through Little Portion and TON, and articles reminding Tertiaries that we all have gifts and skills.
MG suggested that clergy especially, who may tend to over worked may not attend meetings and asked if TSSF might be able to help give guidelines about meetings so they are not burdensome.
PhB suggested that some Tertiaries may not see flexibility in the Rule and that ANGs, AFGs could help by reminding Tertiaries that their rule can be modified, and that reworking of the rule can be very helpful. Speaking to Spiritual Directors can also help. It is important that the rule and meetings are not seen as just something else which needs doing. **HS** commended ANGs who were proactive in this matter. **JC** reminded Chapter Tertiaries are only expected to attend one Area meeting annually. **CR** suggested that TSSF exists to support Tertiaries rather than being about yet another meeting. **PaB** spoke about quality of contact within the Area. Not attending meetings can be the start of losing contact and connection, it is important the AFG picks this up early. **JC** suggested that this area of Tertiary life could be taken back to the Areas to discuss how the TSSF can best support and encourage Tertiaries to whom this may apply. **JW** said this could form part of the feedback asked for on good practice.
- **JC** noted that there seemed to be a groundswell of interest in Cluster meetings

2.9 Sweden

A new group is to begin in North Sweden with Jan-Eric Jongarden as AM.

A catholic OFM from Belgium has been investigating the history of Franciscan spirituality in Sweden.

There have been fruitful discussions with Bishop Michael Perham in relation to the appointment of an assistant bishop protector in Sweden.

3 Report from Minister Provincial and OfficeHolders

3.1 Minister Provincial's Report

JC had attended the joint Chapter meeting of CSF and SSF, the new Minister Provincial SSF is Br. Benedict and for CSF Sr.Sue. Minister General CSF is now Sister Helen Julian. Br.Kentigern is to be Provincial Bursar taking over from Br Damian as from July 1st.

An agreement has been reached concerning 'The Franciscan' and will be in place until 2014. TSSF will pay for a copy to be sent to every Tertiary. SSF & CSF were looking forward to the publication of 'Little Portion' the editor of which will sit on the editorial board of 'Franciscan'.

PEG meets 19th June and Br Martin continues to take requests, but meetings might well take place electronically in future. Three people will set up the mission group who will consider strategies of mission. TSSF will be guaranteed a place in anything which emerges.

There was discussion on the various ways in which TSSF and SSF are working together on an equal basis now and an enthusiasm to collaborate on 'Formation for life'.

Sara Whistance (previously Br.Sam's PA) is now employed by Province two days a week, mainly working on the 'Franciscan'.

A 'reverse mission' is planned for 2013 when Melanesian brothers will be visiting the UK. The mission team will include two American SSF brothers. **Action; PhB** to ask Br.Benedict for the schedule so Tertiaries can be informed.

Joint SSF/CSF Chapter sent a card to Archbishop Rowan Williams on his retirement. **JC** signed it on behalf of TSSF.

Assisi Chaplaincy – Br. Tom is to return to UK next week and the retreat house is to be managed by Third Order priests, overseen by Br.Benedict, and administered by Sara Whistance.

Bishop Michael Scott-Joynt had suffered a severe stroke last year and **JC** asked for Chapter's prayers for him.

3.2 Provincial Novice Guardian's Report

PhB highlighted these key issues.

- **TANG** is now going to be revised and updated. Carole Selby has agreed to write a paper on Anglicanism and the centrality of the Eucharist, the draft should be ready for October.
- **PhB** will produce revised **TANG** for next March. This is for TSSF distribution, and so will go on the website. **Action – PNG and Communications Team.**

At this point Averil Swanton (Provincial Minister elect) arrived and was welcomed by JC and Chapter.

3.3 Provincial Formation Guardian's Report

The next meeting is planned to coincide with the SSF Formation team to look at 'Formation for Life' The Formation team is focusing on training for non-Tertiary spiritual directors and what it means to be a Tertiary. Jeremy Plummer is to be invited to head this initiative.

- The **Area Team Handbook (ATH)** will be updated. **Action - notice to go in TON. CP.**
- A new ANG and AFG are being sought for the Formation Team **Action – LT's asked to consider suitable Tertiaries.**
- **MG** informed Chapter that the Governance Working Group was also looking at updating the **ATH** and asked if **PaB** could wait until after their autumn meeting.
- The TSSF Manual is to be updated, including pagination.

HM suggested that Areas be asked if there were ways in which the election process could be improved.

JW added that Philip Tovey a tertiary who is a liturgist at **Cuddesdon** has offered to look at the Office if required. (Phillip has already done this, a few years ago– and **JC** has passed Phillip's draft to **AS**).

- There is need for consistency in guidelines concerning Contemplatives. There is an on-going conversation with those involved and information will be updated in the ATH. The term 'Contemplative' is used rather than 'Solitary'.
- A letter will be sent to AFGs to elicit what support would be helpful, and good practice–**Action-PaB.**

- Study and Prayer networks are being encouraged within Areas. **HS** is to be LT representative and **PaB (PFG)**, part of the Provincial Study and Prayer group.

CP asked that members of the various teams could go on the web page. Action - **HM's** updated list from **AL** will be distributed.

3.4 Provincial Communications Team's Report

- **CP** asked for Chapter's support for-an approach to the First Order for their presence at the TSSF Greenbelt 2012 stall and for copies of "franciscan" to be available. Chapter was in favour.
- **CP proposed** Obituaries be published in TON three times a year instead of at Francistide. **Chapter voted against; 4 in favour 10 against.** A discussion followed. **JR** raised the issue of data protection if obituaries were published on the website. **JC** suggested a password for some areas on the website; for Members only - for example; The Manual. **MG** suggested obituaries go into Little Portion twice a year. **Action – Chapter asked Editorial Team to bring a proposal to Chapter**
- Archives – **CP** has dealt with the Chronicle and TON issues requested by Will Capel. Chapter minutes from 1999 to 2004 are being sought. **Action CP to contact** the various people mentioned.
- Disability Adviser – Elizabeth Dixon will write for TON about her role.
- Chapter affirmed that the TSSF prayer list should include all officers, including informal appointments. Area information will be re-distributed more evenly throughout the days of the month, for prayer –**Action Hazel Berry**
- It was noted that there are now two Franciscan banners which can be borrowed –**Action Hazel Berry to write piece for TON.**
- Contents page for TSSF Manual to be updated, article on 'Penitence' to be included, and the Postscript to Preface. Action CP.
JC asked how requests for missing material might be dealt with. JW suggested through Areas rather than individuals. Action CP to consider providing guidance.
The new / replacement Manual pages are to be distributed with Little Portion.
- Changes to Constitution agreed in 2005. Consensus held by Chapter that the Rule Booklet be republished as a booklet with additions and changes.
- CP reported that, although Chapter had said it was in favour of Little Portion containing inserts of substantial articles, the Editorial Team had decided to include one substantial article in the magazine and was not in favour of inserts with substantial content. Chapter unanimously agreed that the EB be allowed the freedom to decide on the number of articles appropriate.

3.5 Provincial Secretary's Report

HM proposed that Chapter extend the six year rule for Robin McDowell (Area Treasurer – Yorks. N & E Area) with a four month extension, in response to a formal request from the Area Minister. His successor has been identified and will duly take office. **Vote taken -Chapter agreed nem con.**

HM produced a modified Role Description for Provincial Treasurer which will be sent to all Tertiaries and **Chapter approved the nomination/election process with the amended Role Description** (sections 4.3 and 4.9, which were proposed by **AL**).

Attention was drawn to the fact a successor is needed as secretary for the **Knox Dick** Fund.

Elizabeth Dixon has held the office of Disability Adviser for six years. **CP** asked if this office could be exempt from the ruling. After discussion, **Chapter agreed that she be treated as a 'consultant'** and not an 'office holder' and would therefore not be subject to the 6 year rule. **JC** proposed that her term be extended for three years. **Vote taken.-Chapter agreed nem con. with following action; CP to communicate with Elizabeth, draft a job description (including desirable specialist skills), and succession management.**

The Bishop Protector is asking for clarity to be given at October Chapter on the criteria by which he ratifies Chapter nominees. **Action – Chapter members to give this consideration for next Chapter. Governance group to discuss and report to Chapter.**

It was noted that several Tertiaries had asked for the cessation of the term 'cascading' being used, as it inferred a top down organisation. After discussion it was agreed to remain sensitive to the issue but **Chapter agreed to remain with 'cascading' for the time being.**

Chapter was asked to approve Rachel Garnett's (IE Ltd) proposed way forward with the Charity Commission on the issue of the Charitable Trust Object. **Chapter agreed.**

4 Provincial Treasurer's Report

Chapter received the report from **AL**.

The draft budget and annual commitments for 2012-2013 were approved by Chapter.

AL expressed thanks on behalf of Chapter to **PhB (PNG)** who had helped set up the new financial programme.

5 Governance Work Group Report

MG informed Chapter of the amended timetable. There will be two periods of consultation.

Inform Area Teams – July 2012

Interim Report to Chapter – October 2012

Inform Province and sent out documents for consideration.

Report to Chapter March 2013

Interim Report June 2013

Final Report – October 2013

HM is assembling information requested by the Governance WG: he has updated Role Descriptions and is consulting present holders. **Action - HM will present these to Chapter members for approval.** He may also seek assistance from Chapter in providing historical information to the Governance WG.

7 Election to Profession

The following Novices were elected to Profession by Chapter, with Prayers:-

London and South East England

Jenny Ming Clark London East

Deborah Hall Canterbury

South West England

Lavinia Griffiths Blackmore Vale

Steve Wilton Devon

Wales, Severn, West Midlands and the Marches

Lizzie Graham Severn Area

Diane Britton Avon Area

Gill Godfrey Avon Area

Chris Smith Avon Area

Katriona Moulton Shrewsbury

Central and Eastern England

Carol Avery East Anglia

Colin Fowler East Anglia

Geoffrey Clements East Anglia

North East and North West

Hilary Atkin Borders

Phil Medley Newcastle

Jonathon Murray Mersey Valley

Pam Johnson
Philip Blundell

Mersey Valley
Cumbria / Lancs

8 Released from Vows

The following requests for release from vows were reluctantly accepted by Chapter, with prayer:

Central South England and Channel Islands

Julie Williams Solent

North East and North West

Jenny Lowe Cumbria/Lancs

Central and Eastern England

Selena Furth Oxford Area

9 Leave of Absence

The following were granted leave of absence by Chapter, with prayer:

South West England

George Rowe Cornwall

Eve Christie Cornwall

10 JPIC

Thanks were expressed to Caroline Ugbo on all her good work.

The week- end at Hilfield had been a great success.

11 Franciscan Aid

There has been an increase in applications. More people are still needed to be sponsors for those receiving funding, particularly for Tertiaries who will act as referees and observers.

11a Franciscan International

JC invited **AS** to share about her involvement as vice president of FI. She explained that FI as an advocacy organisation that works at the level of the United Nations.

12 Provincial Engagements Group (PEG)

Meet next Tuesday

13 Study & Prayer Group

See PFG's report

14 There was no AOB

15 Minister Provincial Brief Summary

JC wished Chapter well and said that, with new personnel hopefully stability would come, and that Chapter would continue to flourish. The evening session led by **JW** with feedback from the Review had been encouraging and her visits to Areas showed the grassroots are healthy. She drew Chapters attention to the Principle for Day 21. Although it was hard to say good bye she knew that the Third Order was in safe hands. **JC** thanked Chapter members for all their work and contributions.

DN thanked **JC** from Chapter for all that she had done, and gave positive thanks to her as MP.

16. Bullet Points for TON

1. Chapter welcomed:

Jan Davies.....	Link Tertiary for Yorkshire and East Midlands
Roger Healey....	Link Tertiary for Central and South England
Averil Swanton	Minister Provincial

2. Chapter prayed farewell to:

Jennifer Robinson	Link Tertiary for Central and South England
Sue Height	Minutes Secretary
Joanna Coney	Minister Provincial

3. The Membership Secretary (Mollie Kingham) will send out to Link Tertiaries and Area Secretaries the contact details of ALL Area Ministers in order to ensure that Members moving to new Areas will be welcomed.

4. Cluster Meetings: enthusiasm for these meetings is growing and Chapter encourages this. There is some funding available to facilitate them.

5. Both TANG (Toolkit for Area Novice Guardians) and the ATH (Area Team Handbook) are being revised and updated.

6. Chapter considered the feedback received so far from the 99 Review consultation and is exploring further the interest in Life Long Formation. The feedback will also inform the Governance Working Group.

N.B. Further details may always be obtained from Link Tertiaries or from the website www.tssf.org.uk where the minutes, in draft form, will be available shortly.

Future Chapter Dates

2012

12th – 14th October: Full Chapter with SSF, CSF and OSC representatives, and Bishop Protector.

2013

7th – 8th March: MP & Link Tertiaries meeting

8th – 9th March: Full Chapter

14th – 15th June: Full Chapter

11th – 13th October: Full Chapter with SSF, CSF and OSC representatives

2014

13th – 14th March: MP and Link Tertiaries meeting

14th – 15th March: Full Chapter

12th – 13th June: Quiet Day

13th – 14th June: Full Chapter

17th – 19th October: Full Chapter with SSF, CSF and OSC representative.