

THIRD ORDER of the SOCIETY OF ST FRANCIS
European Province

CHAPTER MINUTES
10th -11th June 2011

Present:

Trustees: Joanna Coney (Minister Provincial) (**JC**)
Philippa Bird (Provincial Novice Guardian) (**PB**)
Tom Keighley (Provincial Formation Guardian) (**TK**)
Brian Berry (Provincial Communication Co-ordinator) (**BB**)
Howard McFadyen (Provincial Secretary) (**HM**)
Martin Gillam (Link Tertiary North East/West England) (**MG**)
Charmion Mann (Link Tertiary South West England) (**CM**)
David Norwood (Link tertiary Wales Wyvern, W.Midlands & Marches) (**DN**)
Gordon Plumb (Link Tertiary Yorkshire & East Midlands) (**GP**)
Carol Robertson (Link Tertiary Scotland & Ireland) (**CR**)
Jennifer Robinson (Link Tertiary Central S. England & Channel Islands) (**JR**)
John Wiltshire (Link Tertiary London & S.E. England) (**JW**)
Jackie Alexander (Link Tertiary, Central & East England) (**JA**)
Non- Trustees present:
Susan Height (Minute Secretary)(**SH**)
Anne Lindley (Provincial Treasurer) (**AL**)
Jan-Eric Jonsgarden (Area Minister Sweden) (**JJ**)

Welcome

All were welcomed by **JC**

1. Minister Provincial preliminary matters

- 1.1 There were no apologies.
1.2 Minutes of last meeting - amendments:
2.5 should read 'Action TK to bring paper to June Chapter on the role and members'
1.4.2 should read 'Robin Minney'

1.2 Minutes approved with amendments – Chapter requested that they see a copy of amended Minutes. Section B to be included in signed archive copy.

HM to circulate and BB to put on website minus Section B.

MP asked Chapter to accept **HM** as Minute clerk in October as **SH** is unable to attend.

1.3 Matters Arising – none

1.4 Correspondence

- none received.

MP Asked for thanks to be extended to Scotland for their gift of San Damiano cross to Chapter **Action HM to write letter**

2.4 Non-Anglican Review (taken out of agenda order)

The Review group met during April & May. Revd. Ruth Scott admirably facilitated the Process, and thanks have been extended. Sr.Joyce acted as a wise co-ordinator. Jan Davis a Methodist tertiary from Nottingham, offered valuable insight. Bp. David Walker's correspondence and the 1998 Review material were also influential.

TK asked if Statutes needed to be changed. It was noted that the Constitution may only be amended by the agreement of all the Provincial Chapters of the Three Orders of SSF. 2:1a, 2.1b and 3:2b of Constitution were invoked. **MP** proposed another Statute for clarification maybe needed. **Action: Chapter members to table any suggested changes/additions to Statutes to next Chapter. TK to e-mail copy of Constitution to all Chapter members.**

Chapter unanimously accepted the Review group's Report and recommendations:

- a) Any professed Tertiary may hold Office in the European Province.
- b) In the case of Chapter members (Trustees of the Charity) all names nominated, together with the denomination of each and their election address, shall be sent to the Bishop Protector for ratification. This is an extension of current practice.
- c) Further thought be given to the material used in initial formation for Postulants and Novices so that the ethos, values and discipline of the Order within the Anglican Communion be clearly stated and understood.

Action PB will produce an addendum this will go into the revised TANG

JC will take to IPTOC in October as matter of courtesy

JC to publish Report in TON as written – but not to be implemented until October (post IPTOC)

LTs to include Report in their communications to the Areas

JC to write to a letter to individuals particularly concerned with this matter.

Chapter felt this needed further consideration in the light of Roman Catholics and enquirers from churches with little Eucharistic tradition. What is meant by Anglican ethos, values & discipline has become less clear. **Action – To be a discussion topic for Friday evening at the March 2012 Chapter.**

A vote of thanks was given to Revd. Ruth and Sr.Joyce.

2.1 Trustees Duties and Responsibilities tabled by **HM**

Recommendations made:

- TSSF charitable trust 'governing document' to be defined as the Constitution and Statutes of the TSSF European Province, which would more easily meet the Charity Commission's guidance.
- All candidates for a TSSF Chapter post, which includes Trustee status, to be required to complete and sign "Fit and Proper Persons Declaration".
- Chapter accept form "Fit and Proper Persons Declaration" for use. Form header, (Annex A) to be removed.
- It was noted that HMRC require to be contacted if there are changes in certain posts i.e. Treasurer, external agents, or "responsible persons".
- It was proposed that the three designated "responsible persons" from Trustee body be MP, deputy MP, and Prov. Sec.

Chapter approved and universally **Accepted**. A vote of thanks was given to **HM** for a thorough and well-presented paper.

2.2 Standing Committee

A proposal from the working party was tabled by **TK**. A lengthy, energetic discussion followed.

Chapter Agreed that the Standing Committee (SC) is to be a sub-group of Chapter, but not a decision making body. **SC to be reviewed after one year**

Membership to compose of:

MP to Chair, **PS, PNG and PFG** deputy chair and two elected **LT s. JW and JR** were elected. **LTs** are to serve for an initial term of one year and then to be reviewed.

The **Treasurer** may be asked to be part of the Standing Committee as and when necessary, and also may refer to the Standing Committee as necessary.

The meeting will not be quorate if:

- less than four members are present
- neither **MP** or **PFG** are present

PS nominated as convenor of the Standing Committee. **Agreed.**

Remit for Standing Committee:

- To move **Chapter** towards a more strategic/ tailored agenda helping to determine priorities for work and activities
- Implement agreed actions from previous Chapter meetings
- facilitate on-going project work, calling on those with particular expertise if issues require
- address any issues which require urgent attention between Chapter meetings

Standing Committee is not to be a decision making body and is accountable to Chapter. It will report back to Chapter at the following Chapter meeting. Minutes are to be kept. Other temporary work groups may be set up as required when issues arise.

Standing Committee to meet between Chapter meetings approx. 6 weeks before next Chapter.

Dates for meeting to be set by Standing Committee members.

It was agreed that S.C. meetings might be conducted via the internet. **Action- TK and HM to investigate teleconferencing and 'remote comms'.**

N.B. Action - LT s to submit Cluster Reports 7 weeks before Chapter.

In view of the extra load on HM, JR to assist HM as and when required. Agreed

2.3 Three Yearly Reviews - GP tabled Report

A lengthy discussion ensued resulting in the following:

Proposal

As a Chapter member is approaching their second three year term of office a process of discernment will take place between their 8th & 9th Chapter. This will be facilitated by two members of Chapter appointed by Chapter; one LT and one Officer. The process will encompass both a discernment by the individual of their calling to continue and feedback from the constituency they represent, plus discernment by the two facilitators who will elicit feedback from Chapter members as deemed appropriate, and always from the **MP**. The process should focus on the future term, rather than the past.

The relevant Constituencies are: for **LTs – Cluster members**, for **PNG & PFG – Formation Team**; for **Treasurer & PCC – Standing Committee**.

The discernment process for **MP** will be handled by the Bishop Protector.

The discernment process for the **PS** will be handled by the **MP**.

For the **MP** and **PS** all Chapter will be consulted. It was proposed that the process be reviewed after 3 years (2014). The **Majority of Chapter voted in favour**.

Role Descriptions

The **PCC** presented his job description. **Action – any comments by Chapter to be sent to PS to facilitate election process at next Chapter**. It was noted that roles have changed over the last few years. **Action -Office holders asked to look at their role descriptions and compare with what they do. To bring back to Chapter**.

2.5 1999 Review revisited – JW tabled a paper and gave a brief overview to chapter, including major developments. In order to give due consideration to progress with mission and objectives since the review was accepted, it was agreed to table a full evening discussion for the October Chapter

Action ..JW to lead the Friday evening session next Chapter, looking at the Review and assessing its impact and implications.

3 Link Tertiaries Reports

Cluster Reports – all were tabled

3.1 London & S.E. JW

Canterbury is beginning to plan a Cluster gathering. The question was raised for Chapter and LTs to consider – what should LTs be reporting on? **JC** suggested that this might be explored at next LTs meeting.

3.2 Central South. JR

A new AM is being sought for Guildford.

3.3 South West CM

Blackmore Vale ATM are planning to go to Hilfield for a Retreat day in September.

Cornwall are providing a stall at the Diocesan Mission & Ministry Day on a JPIC theme.

AFG role in Wessex is being split in three. E-mail received from Martin Shaw asking for a nationwide vigil for the Middle East. He will contact **BB** to give information for TON.

3.4 Wales, Severn, West Midlands, the Marches. DN

A Cluster Officers meeting is arranged for 16th September.

DN asked for clarification about what needed to be included in Cluster Report (see 3.1 above).

3.5 Central & Eastern. JA

Herts & Beds expressed concern that something was lacking in 'Profession'. After discussion it was felt that the Area should explore further what they thought that might be.

The Treasurer affirmed that an initial deposit cost may, in some circumstances, be covered by the Order. However, Areas/groups themselves need to decide whether an

event is viable financially before booking, and must act responsibly. **JW** suggests there are opportunities to provide Study events locally, 'centrally' and 'horizontally'.

3.6 Yorkshire & East Midlands GP

Revd. David Deverney is to send a paper on Migrant workers in the USA to JPIC.

Treasurer reminded Chapter that there are financial implications when Areas change their names.

3.7 N.E. & N.W. England MG

Mersey Valley have received an increasing number of enquirers with no church background or from house churches with little Eucharistic experience.

Action – PNG to review noviciate materials.

Areas are talking about planning Cluster Celebrations and whether financial help is available from General Chapter Funds. **Action – to go on LT agenda in March 2012**

PNG informed Chapter that Finland and Sweden were interested in attending a Cluster Celebration in UK.

3.8 Scotland and Ireland CR

Actions arising – TK to provide information for Contemplatives.

Ireland are keen on a General Chapter, it was suggested they may like to join with North West Cluster.

Freda is to step down from AT and PFT. **Action – LTs to suggest a LT for PFT.**

4 Area Sweden

Area is growing and now has 5 postulants, one Norwegian. One aspirant is exploring joining SSF. Skype is used for Area meetings.

JJ has served for 6 years: his successor has been identified. **Christer Sall** will accompany **JJ** to his last Chapter, if possible. **JJ to organise bringing his successor to October Chapter.** **MP** and **PFG** thanked Sweden for the warm welcome they received on recent visits there.

5 Provincial Engagements Group

JR reported SSF has not had any requests for missions and it is difficult to find people to make up teams. SSF are to discuss mission strategy on Tuesday. At Joint Chapter a working party was set up to review mission two members TSSF are invited to join.

Chapter agreed JR and GP should join.

6 Minister Provincial's Report

Items for IPTOC agenda.

- Life Long Formation
- Basic Rule
- Franciscan Aid – invite applications for funding from other Provinces.
- Decisions made concerning Non-Anglican Tertiaries

6.1 Joint Chapter

SSF announced that the price of "Franciscan" was to rise immediately but this has now been postponed for 12 months. Considerable concerns were aired by Chapter. Issues are:

- the large increase in financial commitment this puts on TSSF

- there seems to be no strategy in SSF to raise revenue from other places e.g. advertising, something they are at liberty to do under their regulations and TSSF is not.

Action- MP and Treasurer to meet with working group in July. **MP** to ask if **PNG** can join the group.

SSF have produced a promotional leaflet and are asking for £50. A 'Franciscan Hospitality Leaflet' has been produced which can be downloaded.

6.2 Bishop Protector

Proposal: The Chapter feels sufficiently strongly that the Bp. Protector should continue for the next 3 years ? **Majority voted in agreement** in the light of the Bishop's acknowledgement of TSSF's relative autonomy and his support in principle for it's decision taking.

6.3 Chapter Handbook.

The discussion of bishop Protector's role, and role descriptions of post-holders, gave rise to a proposal by **MG** for a 'Handbook' for Chapter members to incorporate such items and topics, like trustees responsibilities. It was suggested that this could be discussed at the Standing committee and LTs could feed views to their Link Tertiary representatives.

Action - Standing committee bring to October Chapter after consideration.

7 Communications Team Report

It was noted that the Poll taken showed 75% of TSSF members have access to internet.

BB proposed that **P Treasurer** join the Comms. Team **Chapter agreed.**

7.1 Chronicle

Nancy is to retire next summer. **Action – BB** and Nancy to put together a role description and an invitation be placed in TON. The importance of appropriate skill sets was discussed and agreed. The person appointed then is to shadow Nancy.

7.2 Website

Nigel has 2 years left in his role. Users of site have increased. **JW** exploring interactive sites.

7.3 Disability Matters.

Elizabeth Dixon has served 6 years in 2012. It was agreed that the 6 year rule should apply to all roles, and a successor will need to be found for her role.

The need for 'succession planning' was agreed and that the new treasurer should sit on the Comms. Group.

7.4 Greenbelt.

A stand has been booked and **JW** is co-ordinating this presence. Chapter was asked if a new leaflet should be produced aimed at a younger audience. **BB** also asked Chapter for advice on the design for a banner.

Action -BB to e-mail images to Chapter members for comments.

Action –Item for future agenda "Outward Image of the Order in the wider context." HM

7.5 Readership Survey

Chapter approved form with the following amendments:

- 'Denomination' to be removed
- Questions about demographics to be placed at end of questionnaire.
- for 'costs' it was suggested a per head figure be used rather than £27,000 and/or the % of the total donation.
- Local to be added to list of 'news letters'

Actions arising- Formation Team to discuss purpose and criteria of Assisi booklets and to report to Chapter.

Chapter gave a vote of thanks to **BB and the Team** for their work.

8 Provincial Novice Guardian

PNG drew attention to Areas not yet visited and encouraged them to invite her for training.

More enquirers are coming from Europe there are 3 aspirants in Brussels. They are to be linked to London East.

There are plans for an addendum to TANG in the light of non-Anglican explorers.

There are plans to review the Basic Rule, its language and shape has an out dated feel.

It is not common between the Provinces. **Actions – MP to raise at IPTOC. Formation Team to continue with review.**

8.1 JPIC

A w/e is booked for June 2012 with a speaker from Pax Christi at Hilfield and at Almouth in 2013. This is a pilot and will be reviewed whether it is to be annual or bi-annual. JPIC committee is discussing possibilities of involvement in major events/ demonstrations and organising prayer vigils.

JA raised the point that some Tertiaries cannot afford to attend events e.g. Greenbelt.

Action- AL to take to standing Committee

9 Provincial Secretary's Report

HM presented a table of election dates and dates of handovers which has now been updated. **JA** is due for her 3 yearly review before October chapter, as is **JC**.

Actions- Chapter agreed that AL & JW assist JA in discernment process. Process to be completed by October Chapter.

The Bishop Protector will lead on the process of MP's review.

The election process for **Provincial Comms. Coordinator** should start in October.

Comments on 'role description' for Provincial Comms. Coordinator to be fed back to Chapter by October – All Chapter members.

Election Process – **H.M** outlined the process and asked if he could send out forms electronically, and that paper copies be returned to MP's address. **Chapter agreed.**

Data Protection - **HM** is named Officer but **ALL Chapter** have responsibility to try to ensure compliance. **Action - HM to write to all Area Secretaries to encourage passing on changes of members details to Fran, for Data Base.**

Although Fran Childs manages the TSSF Data-Base, **BB** currently receives copies of data base updates. **HM** is now to take this over and receive copies of the Data updates sent to Fran. **Action BB**

Chapter thanked **HM** for his work on Trusteeship and election data.

10 Provincial Formation Guardian – TK tabled report

10.1 **LTs** are asked to seek to identify an **ANG** and **AM** who might be willing to join S & P steering group. **Action – LTs to make suggestions.**

10.2 Spiritual direction – Ruth Wintle's group has now completed its work and made

The following recommendations:

- **Area Teams** should be encouraged to seek ways of ensuring that all Tertiaries in their Area are meeting regularly and creatively with a Spiritual Director.
- A Booklet to be produced
- Training events: there should be at least two introductory events each year, with the aim of identifying new Spiritual Directors.
- W/Es for existing SDs, introducing the 'flavour' of Franciscan spirituality. A co-ordinator is needed for these. **All Chapter to consider**

A considerable amount of material has been received which could not go into the latest Chronicle. It is suggested this be put into a booklet. **Action -Chapter asked TK to approach Verena Tschudin to ask if she would be willing to compile this.** It was proposed this should also be available in an electronic version.

Action- JC to send thanks to Ruth and other members of the group.

10.3 Life Long Formation - A draft paper has been developed and will be sent to AFGs with annual letter. Response to be fed back to Chapter.

10.4 **Action- JC to send thanks to Dennis's for their care of Contemplatives**

10.5 A **LT** is needed to replace **CM** on the Formation Team next year. **JR** circulate information and receive names.

11 Provincial Treasurer's Report & Accounts

Chapter agreed that requests for funding should go through **PT** to Standing Committee as a general principle. **TK** reminded Chapter, that the financial implications of any decisions need to be taken into consideration and whenever a decision is reached, to consult with the Provincial Treasurer to ascertain if there are any unbudgeted financial implications..

Proposal: PT become second signatory for Knox Dick fund . It was also proposed that this fund (account No. 53161173), be renamed the "Third Order Retreats Fund - Knox Dick".

Chapter unanimously agreed these proposals.

Action- PT to look into way financial commitments are approved and suggest a methodology framework for future use.

Chapter accepted the Accounts and approved the Budget for 2011- 2012

Chapter thanked **PT** for her work.

12..Election to Profession

12.1 The following Novices were elected to profession by Chapter, with prayer.

Central South England and Channel Islands

Aidan Hopkins	Berks
Scilla Wallis	Guildford
Howard Schnaar	Sussex
Alison Spencer	Sussex
Daphne Howell	Channel Islands
Dora Joseph	Channel Islands

South West England

Miriam Gent	Devon
Ross Harding	Devon
Audrey Hill	Devon

Meg Lenton	Somerset
Cynthia Reed	Somerset

West Severn, West Midlands and the Marches

Andrew Brown	West Midlands
James Holden	West Midlands
Lesley Lee	West Midlands
Carol Norfolk	West Midlands
Chris Stockford	West Midlands
David Williams	West Midlands
Annie Heppenstall	West Midlands
Edith Blair	Wyevever
Kathryn Parkes	Wyevever
John Parkes	Wyevever

Central and Eastern England

Rachel Holdforth	Cambridge
David Mathiae	Cambridge

East Midlands and Yorkshire

Kevin Conway	Yorks S and N Derbs
Alan Llewellyn	Yorks S and N Derbs

North East and North West

Peter Batchelor	Cumbria Lancs
Derek Baines	Cumbria Lancs
Chris Blackwell	Mersey Valley

Scotland and Ireland

Mary Arnold	Scotland
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12.2 Re-admission with prayer

Carol Hodge	London East and South Essex
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13. Released from Vows

13.1 The following requests for release from vows were reluctantly accepted by Chapter with prayer.

London and South East England

Mark Kennet	Canterbury
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Wales, Severn, West Midlands and the Marches

Carol Penny	Wales Area
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Central and Eastern England

Margaret Thoday	East Anglia
Jeremy Gash	East Anglia
Susan Gibbs	Beds and Herts

North East and North West

Peter Thoday	Borders Area
Elizabeth Thoday	Borders Area
Alex Calverley	Mersey Valley
Trevor Latham	Mersey Valley

13.2 Leave of Absence

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

Central and Eastern England

David Price	Herts and Beds
Gillian Benjamin	East Anglia
Ronald Benjamin	East Anglia

14 Franciscan Aid

Robin Minney is now Chair and Anne Cornish the new Trustee.

It was proposed that IPTOC needs to get overseas regions to review 'real needs' – **Action JC**

17 AOB

MP asked if **LTs** could spend time with AFGs on the subject of Roman Catholics requesting to leave TSSF.

Future Chapter Dates

2011

14th – 16th October; Full Chapter with SSF, CSF and OSC representatives.

(The standing Committee of Chapter will meet on 23 August).

2012

15th – 16th March; MP and Link Tertiaries meeting

16th – 17th March; Full Chapter

15th – 16th June; Full chapter

12th – 14th October; Full Chapter with SSF, CSF and OSC representatives.

2013

7th – 8th March ; MP and Link Tertiaries meeting

8th – 9th March; Full Chapter

14th – 15th June; full Chapter

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

Note:- there were no Section B minutes at this Chapter