

THIRD ORDER of the SOCIETY OF ST FRANCIS
European Province

CHAPTER MINUTES
10th – 11th FEBRUARY 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**)
Jackie Alexander (Link Tertiary Central and East England) (**JA**)
John Wiltshire (Link Tertiary London & S.E. England) (**JW**)
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** with special welcome to **HM** as Provincial Secretary.

1. Minister Provincial preliminary matters

- 1.1 There were no apologies.
- 1.2 Minutes of last meeting - amendments:
David Norwood(Link Tertiary London& South East England)(DN) to be omitted.
- 3.1 should include ' a structured process for the election, reappointing of Trustees was agreed for the future'
- 7.5 should read ' JC met with Dorothy and John Dennis'
- 1.2 Minutes approved with amendments** – Chapter requested that they see a copy of amended Minutes and a copy be put in the archives. **Action- JC**

1.3 Matters arising:

- 1.3.1 **BB** has received an Update for ATM.
- 1.3.1 **BB** definition of Assisi booklets is still in progress.
- 1.4.6 **JC** has seen John Morrison and he now has his gift from Chapter.
- 3.8.2 **GP & PB** reported that this was in hand.
- 7.3 **TK** after response from LT's 'Annual Report' is to remain so.
- 9.2 TON ,Chronicle & Prayer Leaflet is not being received by +Michael, SSF, CSF & OSC
Action BB

1.4 Correspondence

- 1.4.1 **JC** recommended a new Grove booklet which has been published 'Spirituality – Francis of Assisi, by Simon Cocksedge.
- 1.4.2 Letter from Robin Minney with information about Franciscan retreat in Spain. **PB** suggested this and other international retreats could be publicised on website.
Chapter agreed **Action BB**
- 1.4.3 Letter with concerns for social justice and human rights in Melanesia has now been cascaded.
- 1.4.4 A letter received from Revd. Canon Richard Ames-Lewis with a template for a truncated Daily Office – Chapter agreed that it could be used creatively.
- 1.4.5 **JC** received letter from Trevor Boycott in response to an e-mail about Chapter's decision on General Chapter.
- 1.4.6 The issue of Safeguarding will be on the IPTOC agenda with implications for those exercising one to one ministries **Action JC to report back to Chapter**
- 1.4.7 An e-mail had been sent from Tertiaries in Australia in the area affected by bush fires. All the Tertiaries are safe.

2 Report from Link Tertiary Meeting 10th February (JR)

A discussion took place regarding decision making at Chapter. It was asked that Chapter move from a decision by consensus to a formal show of hands if a contentious issue was not unanimously agreed. The discussion considered the tension held by members of Chapter as they work both on behalf of the Order which is a religious community of trust – and also as trustees of a Charitable Trust. It was also proposed and agreed that, as a Religious Order, a majority decision would be accepted in obedience and love by the whole of Chapter. It was proposed that a vote should be taken on the issue of voting. **A vote was taken – majority agreed**

- 2.1 A more structured induction into the role and responsibilities of a Trustee and Link Tertiary was deemed necessary. Inland Revenue sends a form to Franciscan Aid with an assessment of the eligibility and suitability of a person to be appointed Trustee. **AL** suggested this may be useful.
Action HM (with JC & TK support) to produce written paper for next Chapter.
- 2.2 Revision of election process, how it is done, selection and vetting for the role. It was suggested that one year notice be given and that all elections might take place at the same time of the year. It was suggested that a peer appraisal of Link Tertiaries and Office holders take place after 3 years in office before the term is renewed for a subsequent 3 years. The views of ANG, AFG & AM might also be taken into consideration, making structure flatter. **Action GP to present to next Chapter**
- 2.3 Communication with Areas by link Tertiaries. It was recommended as good practise that Link Tertiaries meet with Area Officers annually and visit Areas as possible.
It was proposed that :
 - a) the Agenda for Chapter goes on website.
 - b) suitably written Chapter Minutes (to exclude particularly sensitive or confidential elements – Part B) be put on the website. Part B will be issued to Chapter only.
 - c) a bullet point summary of Minutes agreed by Chapter goes into TON, which can be expanded locally by Link Tertiaries.
 - d) copies of the agenda, Minutes and bullet points will be sent to Link Tertiaries.**A vote was taken – unanimous agreement .**

Action SH, HM & JC to produce bullet points for Chapter's approval. (done)

Action BB & JC

- 2.4 Annual gatherings of Area office holders within Clusters to share experiences was strongly recommended. **Action - LTs**
- 2.5 **It was proposed** that Chapter have a standing committee: an energetic discussion followed. **A vote was taken – majority agreed**
Action TK to bring paper to June Chapter on the role and membership
- 2.6 The 1999 Review envisaged an on-going review . **BB** readership survey will be part of this.
Review process needs to look at implementation of proposals and the on-going development of the Order.
Actions i) to go on October Chapter agenda
 ii) for discussion on Friday evening in October “Are key principles emerging?”
 iii) all LT's to be sent copies of Consultation document 1999
 iv) JC to take to SSF Chapter

3 Link Tertiaries Reports

General :

It was requested that **LTs and officers** put bullet points at the end of reports of items for discussion at Chapter. **PB** requested changes of Area Officer be included in reports. Names should go to Fran Childs **BB, PB, & TK**; could they also be copied to **AL & JC**. **Action -LTs**

Cluster Reports – all were tabled

3.1 London & S.E. JW

Two issues were brought to Chapter non- Anglican membership and office holders, and Communication & Transparency .

Lydia McLean will complete 6 years as AM for London West in October

3.2 Central South JR

ALL Tertiaries in the Berkshire Area renewed at Francistide!

In Guilford Jane Gillbe is now AFG. Anthony Hilliard completes his 6 years as AM next year.

Sussex AM is to retire next year his successor is already shadowing him, this was commended as good practice where possible. Members of Winchester have proposed the Area join with Solent - this is to be discussed.

3.3 South West CM

Blackmore Vale now has a website www.blackmore.tssf.org.uk

A lack of spiritual directors continued to be a concern **TK** referred to his report.

Wessex AFG signalled her desire to stand down hoping a successor will be able to shadow her.

Devon is focusing on listening to one another and has split into smaller LGs to enhance this.

3.4 Wales, Severn, West Midlands, the Marches DN

Strong concerns were presented about the TSSF non-Anglicans & office holding policy and the prospect of not holding a General Chapter because of costs & travel.

TSSF Open Days are to be held in each of the 6 cathedrals in Wales beginning 2012.

DN commended **LTs** using Area address lists to regularly pray for Cluster members.

3.5 Central & Eastern JA

Tertiaries who worship in LEP churches and others are concerned about the non-Anglican issue
The financial and ecological cost of attending meetings was raised, and also the cost of not.

A letter from David Swain re. elections was brought to Chapter; concerns are to be considered as part of the Review process.

3.6 Yorkshire & East Midlands GP

Chapter rejoiced that Pat Swain celebrates 65 years as professed Tertiary and her sister, Rachel Ollard, 66 this year. Rachel, is a former member of Chapter – a veritable Third Order “Mother in Israel”. Matters of particular concern were the non-Anglican issue, the small proportion of Tertiaries who don’t take the basic obligations of profession seriously.

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

The idea of a northeast/north west cluster day is to be explored.

Cumbria and Lancaster are looking to Cluster with Mersey Valley.

The huge variety of frequency of meetings of local groups & Areas was noted.

3.8 Scotland CR

An alternative Study & Prayer day is being organised by a Scottish Tertiary at Alnmouth.

Retreats have been opened up to partners and others.

Ireland has their first AFG, Hilary Ardis.

4 **Area Sweden**

Gothenburg local group have received a request from a group of companions who wish to become connected with the TO group, as there is no SSF in Sweden. JC was supportive but said she would first check with Brother Kevin SSF, the SSF Companion link, and if this was a problem, they could certainly become ‘friends of the TO’. **There was consensus.**

5 **Minister Provincial’s Report**

5.1 IPTOC - JC asked Chapter members to send items for agenda as soon as possible. **Action**

6 **Provincial Treasurer’s Report & Accounts**

6.1 A draft budget for 2011-12 was tabled for consideration of Trustees before agreeing it in June.

6.2 The Knox Dick Fund will remain with the CBF after consultation with Br. Damian.

6.3 The balance from the RR 2010 Event was forwarded to CAC making a total donation from the TO of £2,500.

6.4 The Third Order has made a donation to A Rocha of £150 for carbon off-setting for this financial year.

6.5 It was **unanimously agreed** by Trustees that the finances of the Central Fund be brought in under the umbrella of our Accounts.

6.6 **Chapter unanimously agreed** in principle to fund a TO stall at Greenbelt 2011.

Areas may request advances from Provincial Funds for their retreats and monies reimbursed to the Area Treasurer.

7 **Provincial Novice Guardian’s Report**

7.1 **PB** reported there are only very few Areas she has not visited for NG training; these will be followed up.

7.2 tabled a recommendation to produce Novice Training material on CD/DVD and for downloading from website **Action BB & Comms Team to progress**

7.3 JPIC – now reconstructed network with Caroline Ugbo as co-ordinator.

Chapter agreed to send a TO delegate to international JPIC conference – cost £110.

8 **Provincial Formation Guardian’s Report**

- 8.1 Following research TK recommends using www.retreats.co.uk for Tertiaries searching for Spiritual Directors.
- 8.2 Nancy has received an excess of material for the forthcoming Chronicle “ Listening Gracefully”. TK suggested this be put on website and possibly into an Assisi document –
Action BB
- 8.3 Chapter asked to note Janet Swain & Anne Spalding continue to develop ideas about a network for TO Contemplatives. The Dennis’ have now handed over oversight of the network.
- 8.4 Formation and the First Order - suggestions for exploration:
- Annual meeting of Formation Teams of TSSF & SSF to review possible joint working/development/events
 - To examine how/if TO should be more engaged with cross Province work
 - To explore where there might be shared formation in noviciate
 - To review issues around spiritual direction
- Action TK to progress**

9 Communications Coordinator’s Report

- 9.1 The editorial programme for the Summer Chronicle, entitled *Listening Graciously*, will include articles on spiritual direction and faith journeys. The response to a request for contributions has been very positive.
- 9.2 The latest batch of S+P articles has been reviewed by the Editorial Advisory Panel and added to the website.
- 9.3 A report by the webmaster including the latest usage stats was tabled; the new site has been well received.
- 9.4 A detailed proposal for a readership survey is in preparation and will be presented to Chapter in June. An online survey tool such as SurveyMonkey will be used, supplemented by a print version for Tertiaries unable to access the Internet.
- 9.5 The Manual is being reprinted and new ring binders have been delivered to Freeland.
- 9.6 The proposal for a small low-priced TO stand at Greenbelt in August 2011 was presented and approved. As a Charity with a turnover of less than £250,000 the TO qualifies for a subsidised stand.

10 Non-Anglican issue

Strong feelings were expressed during an extended debate with questions arising from communications and the letter to Chapter, received from the Bishop Protector. Chapter noted that our Bishop Protector has offered freedom and advice to explore the issue further.

Chapter unanimously agreed to commission a working party with the following brief:

“ Can members of denominations not in communion with the See of Canterbury become office holders in TSSF whilst retaining the Order’s Anglican status”

Chapter unanimously agreed that if possible the working party should be chaired by Sr

Joyce

Sr. Joyce to sketch plan of process, working methods, time scale, resources available.

Work party to be set up by Easter.

Chapter to be kept informed of progress.

JC to report to Bp. Protector

JC to prepare a statement on behalf of Chapter to be sent through TON

& to LTs for dissemination to Clusters.

JC to keep First and Second Order updated

It was agreed that the Status quo' regarding TSSF Statutes remain until the Working Group makes its recommendations to Chapter.

11 General Chapter

11.1 Chapter received the paper from the Dialogue Group.

Chapter **unanimously agreed** the following statement:

“ Rather than holding General Chapter, at this time, which would stretch the Order practically, financially and ecologically, and reflecting on past experiences of the last two General Chapters, Chapter is exploring other approaches that will involve more members and will draw on the very positive experience of the Cluster meetings”.

Action – LTs to cascade to Tertiaries

11.2 Communications from Chapter

Bullet points to be produced by **SH, HM & JC**. and agreed by Chapter

Minutes to be sent to **JC** and **HM** for checking. Distributed to Chapter by **HM**

Website copy of minutes to be sent by **HM** -to **BB**

Action SH JC HM

12 Election to Profession

It was agreed that in future names of those elected to profession and release from vows by Chapter will be remembered by name prayerfully as part of the intercessions during the Chapter Eucharist.

The following Novices were elected by Chapter to the Order with prayer

London & South East England

Paul Matthias Canterbury

Hilary Hardwick London E. & Essex S.

Carol Hodge London E. & Essex S. (re. admitted)

Central S. England & Channel Islands

Victoria Ashdown Winchester

Joanne Donovan Sussex

Jennifer Louis Guilford

Michael Blower Solent

South West England

Virginia Treseder Cornwall

Joyce Goldie Cornwall

Les Golding Blackmore Vale

Pam Golding Blackmore Vale

Wales, Severn, W.Midlands & the Marches
Michael Balkwill Wales

Central & East England
Shirley Kennedy Northants
Peter Canning Northants

East Midlands & Yorkshire
Irene Clark Lincoln
Linda Pugh Lincoln
Pat Nettleton N & E Yorks

N.E. & N.West
Angie Greenwood Cumbria & Lancs.

Sweden
Marcus Landegren

13 Released from Vows

Central S.E. England
David Cresswell Sussex

S.W. England
Grace Barnes
Miriam Pilgrim

Wales, Severn, W.Mids & the Marches
Imogen Carterer Severn
Terry Henderson Wyvern

N. East & N.West
Frances Edwards Cumbria/ Lancs

Return from leave of Absence

Wales, Severn, W.Mids & the Marches
Anne Bayley

14 Minister Provincial's Brief Summary

JC urged Members of Chapter to maintain the balance of being both Trustees - and being representatives of a Religious Order.

Future Chapter Dates

NB change in dates for 2012 & 2013.

2011

9th – 10th June Bishop Protector's Quiet Day

10th -11th June Full Chapter

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

2012

15th – 16th March MP & Link Tertiaries meeting

16th- 17th March Full Chapter

15th – 16th June Full Chapter

12th – 14th October Full Chapter with SSF, CSF & OSC representatives

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 & OSC representatives