

# THE THIRD ORDER OF THE SOCIETY OF ST. FRANCIS

European Province

## CHAPTER MINUTES

17<sup>th</sup> – 19<sup>th</sup> October, 2014

### **Present:**

#### ***Trustees:***

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

John Reynolds (Provincial Treasurer) **(JR)**

Howard Mcfadyen (Provincial Secretary) **(HM)**

Carole Selby (Link Tertiary-elect, Central and Eastern England) **(CS)**

Tim Higgins (Link Tertiary, Wales, Severn, W. Midlands and Marches) **(TH)**

Jan Davies (Link Tertiary, Yorkshire and East Midlands) **(JD)**

Carol Robertson (Link Tertiary, Scotland and Ireland) **(CR)**

Roger Healey (Link Tertiary, Central Southern England and the Channel Islands) **(RH)**

John Wiltshire (Link Tertiary, London and South-East England) **(JW)**

Hazel Sharp (Link Tertiary, South-West England) **(HS)**

Jeremy Plummer (Link Tertiary, North-East and North-West England) **(JP)**

Rona Duncan (Link Tertiary-elect, South-West England) **(RD)**

Peter Dixon (Provincial Novice Guardian) **(PD)**

Paul Bodenham (Provincial Formation Guardian) **(PB)**

Chris Petrie (Provincial Comms. Coordinator) **(CP)**

#### ***Non-Trustees Present:***

Bro. Benedict, SSF (Minister Provincial, SSF) **(BrB)**

Sr. Sue, CSF (Minister Provincial, CSF) **(SrS)**

Sr. Damien, CSC (Minister General, CSC) **(SrD)**

Jennifer Robinson (Minutes Secretary) **(JRob)**

## 1. Minister Provincial's Introduction and Preliminary Matters:

1.0 AS welcomed all those present, particularly **BrB**, **SrS**, **SrD**, representing the First and Second Orders, and also **RD** and **CS**, who were attending Chapter for the first time. She then opened the meeting with prayer. **JW** agreed to write a summary report from Chapter to TON. **Action JW**

1.1 **Apologies for absence were received from:** Christer Sall (Area Minister, Sweden) (**CS**) and Jackie Alexander, whose husband had recently died very suddenly. **AS** asked Chapter to pray particularly for Jackie and her family. Jackie's term of office was due to end, and **AS** proposed to invite her to attend the end of the next meeting of Chapter so that farewells could be prayed with her.

1.2 **Minutes of the last Meeting:** These were approved as a true record and signed by **AS**. It was agreed that **Part B** of the Minutes should form part of the Archive and **HM** will talk to Will Capel about the need for security for this confidential part of the Minutes. **Action HM**

1.3 **Matters arising from the Minutes:** none

### 1.4 Correspondence:

**AS** had received a request from two Tertiary married couples that 'Chemin Neuf' should be listed on the official TSSF Prayer List. **Chapter agreed with AS** that it should not appear on our Prayer List. It was suggested that it might feature in an article in Little Portion and/or the Franciscan magazine. **Action SrS & CP**

**JP** advised of a request from Manchester University Chaplaincy regarding a mission in 2016. They are planning that evening events should have a Franciscan theme and asking for assistance with these. **SrS** suggested it might be a possible event suitable for the use of their mission bus. This is a camper-van intended to head up a Franciscan Road Show, which Sr. Beverley hopes to start next summer.

**HM** had been in touch with 2 serving Forces Chaplains, both of whom are due to retire in the near future. There have been no suggestions yet for a successor to the retiring Forces Pastoral Officer, although the Chaplains have advised the benefit of a replacement. **Chapter agreed with HM's** proposal to see if someone comes forward; he will bring the matter back to a later Chapter meeting. **Action HM**

**HM** is in the process of researching into past Chapter Minutes, in an attempt to compile a record of previous Chapter decisions. This is an ongoing item on the Forward Planning Agenda for Chapter **Action HM**

## 2.0 Link Tertiaries' Reports

### 2.1 *London and South-East Cluster and Finland:*

**JW** felt that the TSSF presence at Greenbelt had not been as effective this year as in previous years. Responsibility for the initiative has now been handed over to Jenny Fox-Eades. He updated Chapter on Paul Alexander's film, which had gone

well so far. He had made a “taster” available that members of Chapter could see later that evening.

## 2.9 Sweden:

**CS** had submitted a report in which he mentioned “associates”. It was not clear what their role might be and **Chapter members agreed that clarity was needed**. **AS** will be meeting up with Ken Norian, in the near future and undertook to raise the subject with him. **AS** also undertook to explain to **CS** the reason why Areas are prayed for on two different days in our TSSF Prayer List. **Action.AS**

The suggestion of having a new Cluster on mainland Europe (beginning with Sweden and Finland) will be discussed on the Friday evening of Chapter in February 2015. **It was agreed** that **JW** will bring two guests to contribute to that discussion. **Action.AS**

## 3.1 Minister Provincial’s Report:

**AS** spoke about the success of Cluster Days which she had attended. She felt that this should be taken into consideration when plans were being made for a General Chapter.

Other points which she mentioned were: Tertiaries’ perception of the work of Chapter; use of financial reserves of the Order (arising from the grant towards the making of the film); a reminder that Tertiaries have no entitlement to wear a habit or use a title; the Admission of Novices and ensuring their understanding of commitment to the Local Group as well as to service in the Order as a whole; Worship at Chapter meetings.

**AS** reported to Chapter that a new Bishop Protector General had been elected: he is the **Rt. Revd. John Bruno** and he will take office as from 8<sup>th</sup> November 2014.

Regarding the situation of our own Bishop Protector, no legal action is to be taken against him and he hopes to resume his episcopal duties before his official retirement date in November. However, the Church of England still has to continue with its own procedures. **Bishop Stephen Cottrell** will take over from Bishop Michael after his retirement – probably at the end of November 2014.

There are two new Ministers Provincial: – **Rt. Revd. Godfrey Fryer**, for the Province of Asia Pacific (Australia and its environs), and **Tom Johnson**, for the Province of the Americas.

**AS** spoke about the need for new LTs to be briefed about the organisation of Chapter. She also felt that the need for a separate LTs’ meeting should be more fully explained to them and that LTs needed to discuss whether their meeting is valuable and needed in its current form. The “buddy” system also should be discussed, and how new members are inducted into Chapter.

## 3.2 Provincial Formation Guardian’s Report:

**PB** reported that an Area Novice Guardian is needed to join the Formation Team. A TSSF representative is also needed to be present at the event to take place at Whitby – “Treasures Old and New”, **JP** said that he had applied to attend with a.n. other.

**Action LTs.**

**PB** thought that it hadn't been clear what Areas were being asked for in the Area Annual Review. Several suggestions were made by Chapter members for revising the questions which were being asked of them. **LTs** were asked to encourage the Areas to answer the question about the spiritual health of their Areas and it was hoped that they would be able to report back to the next February Chapter meeting, based on the 2014 tertiary reports **Action.....all LTs.**

**It is important that all Tertiaries are aware of “the four marks of the professed Tertiary”.**

Area boundaries and the accessibility of venues for meetings are also points to be considered in the review of Areas.

### **3.3. Provincial Novice Guardian's Report:**

**PD** reported that the novice training material has been revised. He hopes to go around the Clusters in order to hold sessions about novice training.

**RH** spoke about the case of a Novice whose profession had been delayed because some of the Tertiaries in the area objected strongly to the fact that he is a freemason. However, he was professed at the Francis-tide area meeting after discussions between the Area Team, the PNG and their LT. The situation remains unresolved and further mediation may be necessary. **Action.....PD.**

**PD** asked for Novicing Notification forms' (the old green forms) to be sent to the Membership Secretary (not to the PS). **Action.....LTs.**

There was discussion about whether non-Anglicans (in particular Roman Catholics) should be allowed to join and hold office in the Order, and the need to inform the Bishop Protector of such cases. **It was re-affirmed that Chapter fully accepted** the 'non-Anglican Review' of 2011, which stated categorically that Roman Catholics and other Christians not in communion with the See of Canterbury could belong to and, if professed, hold office within the Third Order. The centrality of the Eucharist is something which must be emphasised when dealing with non-Anglicans and **it was agreed by Chapter** that this must be made clear early on in the 'postulancy' or 'novitiate'. **Action.....PD...and all LTs.**

### **3.4 Provincial Communications Co-ordinator's Report:**

**CP** reported that a new form for postulants (replacing the old yellow form) is required. **Action PD, CP, Membership Secretary**

**CP** explained that the form for postulants does not need to be forwarded to Provincial level and should stay within the Area until 'novicing'. However, the form does need to be signed by the candidate as this represents consent to being on the database of the Order. The signed 'Novicing Notification Form (NNF)' for novices should be forwarded to the Membership Secretary. **Action...All LTs.**

Copies of Denise Mumford's booklet on the life of Dorothy Swayne have been sent to every Area. Chapter members have appreciated receiving copies of the contemplatives' newsletter.

“Walking in the Footsteps of Christ” is now on the website. It is not to be reprinted for the time being.

CP requested that the ‘operation’ of the TSSF networks, and how a Tertiary may join any one of them, should be made clearer. **Action...CP.**

### 3.5 Provincial Secretary’s Report:

**HM** reminded Chapter members that **PB** was due to undertake his discernment process. **HM** will write to all Chapter members in accordance with the process. **Action...HM.**

He also reminded the members that it is helpful to put page numbers on all documents, and that their reports and Minutes should be sent to CSF, SSF and CSC in advance of October Chapters.

### 4. See Part B Minutes (confidential to Chapter)

### 5. Provincial Treasurer’s Report and Accounts:

#### 5.1 Main Fund – end of financial year report 2013/2014

**JR** presented his report. No large bequest was received during the past financial year but the level of contributions received from members increased by £3,000. All gifts received can now be traced back to individuals. It is hoped that the volume of contributions will increase next year and **JR** intends to send out tactful notes to Area Teams to clarify those Tertiaries where records indicate they have not contributed financially. **AS** reminded Chapter that all Tertiaries are expected to contribute something, whether it is a large or small amount. **Action JR.**

**RD** recommended the possible use of a professional firm for recording contributions; they would also be able to deal with Gift Aid: (she gave an example). She said that their charges are very reasonable. **JR** agreed that this possibility should be investigated. **Action....JR.**

**It was agreed by Chapter** members that a note should be added to the end of the financial year accounts of monies which are still due to be paid out after 31 May 2014; e.g. for the film which is being made. It was also agreed that the amount contributed towards the Assisi flat should be recorded in the accounts.

The contribution towards ‘Franciscans International’, which comes out of the Central Fund, should also be shown.

Areas and Clusters should be asked to look ahead and notify the PT if they are going to incur expenditure in the future for events such as Cluster Days. **Action.....LTs.**

**RD** suggested that a ‘**finance sub-committee**’ should be set up to support the PT in his work. **Chapter agreed this formal proposal**, made by **PB**, seconded by **RD**. It was agreed ‘nem. con’. The membership of the sub-committee would be: the PT, **RD** and two people from the Areas. A request for volunteers to serve would be drafted for submission

to TON. The members of the group would also draw up its Remit and terms of reference and report back to the next meeting of Chapter **Action..JR.& RD.**

LTs were asked to try and obtain a rough age profile from all the Areas. This would be a help in considering the affect the ageing population will have on membership of the Order. **Action.....LTs.**

**AS** proposed that it would be useful to have a list of regular expenditure commitments. We also need to know whether bequests the Order receives are to be restricted in their use and, in addition to their value, what terms and conditions (if any) are placed on their use.

Notes at the end of the accounts are to be amended in accordance with the points raised by Chapter. It was proposed by **JW**, seconded by **CP**, and **Chapter agreed nem con** that **AS** should sign the accounts once these notes have been added. **Action...JR & AS.**

## **5.2 Policy for use of Reserve Funds:**

**HM** spoke about the draft paper he had produced on this subject and **PB** spoke about the Charity Commission's policy on the use of reserves. **Chapter agreed** to use the strategic criteria for now, but that the new sub-committee should review and develop them and report back to the next meeting of Chapter. **Action JR & RD.**

## **5.3 Sweden:**

**JR** said that Sweden had been given a float of £2,000 to set up the financial management of the new Area. He advocated that there should be a transfer of funds each way once a year. **RD** undertook to consider the matter and report back to the next meeting of Chapter. The finance sub-committee will collate, prioritise and undertake the tasks identified by Chapter, in support of the PT. **Action JR & RD.**

## **5.4. Film**

**JW** reported that there had been an objection to the financial contribution made for the production of the Franciscan film. However, he still felt that the use of the film would be in accordance with the first aim of the Order which was agreed by Chapter at the outset, and it could also be used in the training of novices. **AS** agreed to reply to the complainant, saying that the film would be of benefit to formation in the TO. **Action.....AS.**

## **5.5 Emergency Disasters:**

All the Ministers Provincial were agreed that they are not in favour of the Order sending money for such causes under the banner of TSSF, but felt that Tertiaries should be encouraged to do so as individuals, if they so desired.

## 6.1 General Chapter Steering Group:

**PB** reminded members that the survey of opinions on a General Chapter was still open and would remain so until the end of the year. Decisions still remained to be taken as to whether it should be a representative gathering or not. The next meeting of the Steering Group is to be in January and a report will be brought back to the next meeting of Provincial Chapter.

**Action PB.**

## 6.2 Formation – prolonged absence:

**PB** said that such absence would include failure to renew one's vows, which had been one of the top 3 issues brought up at the AFGs' meeting. It was felt that AFGs need a 'support framework' to allow them to deal consistently with such difficult issues. As well as granting leave of absence, it is possible for an Area Team to deem a Tertiary as being 'absent'. It is necessary for records to be kept of Tertiaries' renewal of vows. **PB** will send reminders of this to AFGs/ATs.

**Action....PB.**

## 6.3 Formation – Tertiary's Annual Report Form:

It was agreed to modify points from 'Further expectations of community life' in **PB**'s report to Chapter. **PB** proposed that ATs use the new form for 2015, or use it as a template and modify it as considered appropriate, and then report back on how it was received.

**Action ..PB.**

**PB** noted two issues that had been identified for future attention by Chapter; training for Local Group Convenors, and whether there should be an age limit for novices. **Action PB.**

## 6.4 Spiritual Direction – Freeland weekend:

**JP** said that this course had been well received and over-subscribed. In response to demand he proposed that next year there should be two courses – one at Freeland (already booked for 27<sup>th</sup> Feb. to 1<sup>st</sup> March) and one in the North of England. He is looking at possible dates for the latter, with a view to publishing both sets of dates in TON. It was agreed by Chapter that funds unspent from the £1000 budget, allocated at the last meeting, could be used to subsidise it on the same basis.

**Action.....JP.**

## 7. JPIC:

**TH** had listed the main points arising from the discussion held on Friday evening as follows:

### **For Development**

TSSF takes no corporate position on 'public issues'.

Need to change the name of JPIC: possibly: "Franciscan Gospel Life" or "Respecting God's World"?

Rebuild Church work to link with Diocese/parish; share/open TSSF vision and purpose.

“Work” is more than JPIC or employment: includes encouragement and a Chapter leadership/servant role.

### **For Action**

Formation – Area review to include e.g. ‘What have you undertaken to make a better (SSF) world? Cf. vows.’

Celebrate and affirm what they have done

Formation – work for a corporate grasp of the Rule – include peers

Raise/sharpen awareness of the 31st day prayer themes

The next JPIC report will be submitted to Chapter in June 2015.

TH was requested to take the discussion results back to JPIC Steering Group, and produce a ‘JPIC SG Remit’ to bring back to Chapter with the next report, scheduled for June 2015. **Action.....TH.**

A request was also received from the Somerset JPIC rep. that she wanted a clear description of the role of JPIC reps. HS advised that this would be part of the JPIC Steering Group’s ongoing work.

### **8. Franciscan Aid:**

**AS** presented P. Canning’s report and encouraged Chapter members to publicise the work of Franciscan Aid and invite Peter to speak to their Area meetings. **Action.....LTs.**

### **9. Study and Prayer Group:**

**PB** is a member of the group and **HS** is considering whether to remain a member once she has ceased being an LT. **HS** read out the group’s ‘remit’ and said that the group is pleased to hear about new initiatives and to offer support and advice and for implementation of them within the Areas. **Chapter members agreed nem con** that the updated remit for the group was acceptable, subject to a minor clarification that commissioning of publications using provincial funds would need Chapter approval. **AS** proposed that it would be helpful for Chapter to have the remit of the other two groups as well. This was agreed and requested. **Action TH JPIC SG** (with ann. Rept, Jun 15)  
**Action JD Contemp Gp SG** (with ann. rept Feb 15)

It was reported that several people had expressed interest in attending one of the S & P weeks, but felt that they were not capable of writing a paper. It was explained that it is not necessary for all those present to write papers. S&P SG welcomes individual and local initiatives, and encourages them. It is pleased to offer advice and support if requested, but individual organisers are responsible for taking them forward, and any accountability is expected to be through the Local Area.



**Chapter agreed** to the contribution of £47 towards the restoration of the gravestone for Dorothy Swayne.

## **10. Structure of Meetings and feedback on worship:**

**HS** had introduced new elements into the worship, together with **TH**, and this had been much appreciated. **JR** proposed to follow the same practice at the next meeting. The silence was felt to be a healthy 'counter' to the active Board room discussions of Chapter.

**PB** would like to see a change in dynamic in both Chapter's work and its worship, proposing more prayer and use of scripture. Lectio divina was mentioned, but those with experience advised it needed smaller groups. Offices of Morning and Evening Prayer are thought wordy by some; others found them valuable. Several places are available for worship in the house – the chapel is suitable for Morning and Evening Prayer, but St. Etheldreda's room is also suitable for less formal worship and for times of silence. There was a plea for Chapter all worshipping together. **SrD** appreciated the gathering together for the start of a new day which Morning Prayer represents.

**TH** found this discussion on worship helpful.

**HM** thinks that Chapter may need a longer time span to carry out its work in future, in order to allow the extra time proposed for prayer and worship.

**AS** suggested that the Friday evening of a future Chapter meeting is used for discussion on wider issues, e.g. security. The Quiet Day can also be used for that. In response to her request for suggestions, as to the use of the next October Chapter meeting, two periods of silence were requested, with a break in the middle.

**AS** also asked LTs to discuss in February whether they think their separate meeting, as currently structured, is necessary, and she felt that the report from that meeting could be dealt with later in the order of business.

**PB** suggested that the lists of names for election to profession, etc. could be brought forward to earlier in the meeting. **HM** will look at programme options. **Action.....HM.**

## **11. Feedback from members of SSF, CSF and CSC:**

**BrB** said that there had been a good feeling about the meeting of Chapter, and everybody had had the opportunity to have their say. **AS** was an excellent chair-person. He agreed that more time for worship and silence would be good.

**SrS** had been very impressed by the meeting and the way such a large group had worked. She felt that more space was needed during the meeting; perhaps there should be an opportunity for people to go out for a walk.

**SrD** had found it a very valuable experience; she appreciated the difficulty in keeping continuity going. The long session on Saturday in particular needed to be broken up by a time of silence.

## 12. Elections to Profession

Before Chapter went on to consider the names for those submitted for election to profession, etc., **AS** thanked **CP** for his careful cross-checking of the names, in advance. She asked LTs to request the Areas not to try and put forward names at the last minute.

**Action.....LTs.**

The following were then elected to profession, with prayer:-

Heston Groenewald	London South
Neil Dalley	London West
Gerald Beattie	Solent
Sue Turner	Blackmore Vale
Jan Doyle	Avon Vale
Denise Flanders	Avon Vale
Valerie Fenton	Lincolnshire
Kate Ralston	Lincolnshire
Melissa Vickers	Lincolnshire
Richard Vickers	Lincolnshire
Kathryn Debelle	Mersey Valley
Doreen MacKarel	Mersey Valley
Stephen Crosby	Durham
Lynne Garnham-King	Durham

## 13. See Part B Minutes (confidential to Chapter)

## 14. See Part B Minutes (confidential to Chapter)

## 15. Minister Provincial's Closing Remarks:-

**AS** asked Chapter members to consider whether the system of having "buddies" for new Chapter members is the best way forward. In any case the Chapter Handbook lays down that new Provincial Office holders should work in tandem with the outgoing office holder for one Chapter. It was pointed out that the system needs time for usage and evaluation.

**JW** has noted items to appear in TON, as follows:-

Tertiaries are not allowed to wear a brown habit

Need for novices to understand commitment to service in the Order

Need for an ANG to join the Formation Team

**AS** thanked members for their attendance and especially thanked **HS** for her work as LT and presented her with a gift on behalf of Chapter members.

## 16. Dates of Future Meetings

### 2015

19 <sup>th</sup> – 20 <sup>th</sup> February	MP and Link Tertiaries' meeting
20 <sup>th</sup> – 21 <sup>st</sup> February	Full Chapter
12 <sup>th</sup> – 13 <sup>th</sup> June	Full Chapter
16 <sup>th</sup> – 18 <sup>th</sup> October	Full Chapter, with SSF, CSF and OSC representatives

### 2016

11 <sup>th</sup> – 12 <sup>th</sup> February	MP and Link Tertiaries' meeting
12 <sup>th</sup> – 13 <sup>th</sup> February	Full Chapter
16 <sup>th</sup> June	Quiet Day
17 <sup>th</sup> – 18 <sup>th</sup> June	Full Chapter
14 <sup>th</sup> – 16 <sup>th</sup> October	Full Chapter, with SSF, CSF and OSC representatives

## 17 Matters for the Ongoing agenda:

Size of the Areas and development of the Order in Europe. <b>JW</b> is to invite two people from his Cluster; (Lydia Mclean and the organiser of the Finnish group), to the Friday evening discussion at the next Provincial Chapter.	Feb 2015
Finance sub-committee	Feb 2015
Induction "buddy" system	Feb 2015
Convenor training	Feb 2015
Annual report regarding safeguarding policy	June 2015
Annual report regarding complaints and appeals	June 2015
Upper and Lower age limits for novices	Unallocated

## 18. "In Memoriam" (2013-2014)

The following Tertiaries, who had died during the past year, were remembered in prayer at the Eucharist:

Catherine Bryant	Guildford
Francis Charles	Canterbury
Roy Coates	Yorkshire South and North Derbyshire
Hannah-Maria Coxhead	Avon Vale
Peter Dendy	Midlands West

John Durnell	Wales
David Fitter	Devon
Basil French	Devon
Jennifer Gordon Clark	Newcastle
Jane Goupillon	Wales
Bennie Gregory	East Anglia
Jerry Hall	London South
Priscilla Hamel-Cooke	Devon
Martin Hussey	Guildford
Connie Karfoot	Midlands West
Tim Kimberley	Midlands West
Ean Kinmont	Wyevever
Sheila Luxon	Beds & Herts
Mary Maynard	Yorks West
Pamela Middleton	Scotland
Marion Mort	Solent
Elvina Plested	Somerset
Val Povey	Notts & South Derbyshire
Kate Purches	Newcastle
Gilbert Ramsey	Cornwall
Jenefer Randolph	Kent West
Marjorie Ratcliffe	Mersey Valley
Martin Reed	Severn
Irene Richards	Wessex
Betty Side	Notts & South Derbyshire
Pauline Taperell	Notts & South Derbyshire
Ann Tilley	Midlands West
Steve Veazey	Beds & Herts
Jim Warner	London West
Val Wodehouse	Cornwall
Jean Woodford	Blackmore Vale
Bishop Michael Scott-Joynt	– former Bishop Protector