

THE THIRD ORDER OF THE SOCIETY OF SAINT FRANCIS

European Province

CHAPTER MINUTES

16<sup>TH</sup> – 18<sup>TH</sup> OCTOBER 2015

**Present:**

**Trustees:**

Averil Swanton (Minister Provincial) (AS)  
Howard McFadyen (Provincial Secretary) (HM)  
Paul Bodenham (Provincial Formation Guardian)(PB)  
Peter Dixon (Provincial Novice Guardian) (PD)  
John Reynolds (Provincial Treasurer - outgoing)(JR)  
Chris Jenkins (Provincial Communications Coordinator) (CJ)  
Carol Robertson (Link Tertiary, Scotland and Ireland) (CR)  
Carole Selby (Link Tertiary, Central and Eastern England)(CJS)  
Jeremy Plummer (Link Tertiary, North-East and North-West England).(JP)  
John Wiltshire (Link Tertiary, London and South East England) (JW)  
Peter Thompson (Link Tertiary, Central and South Eastern England and Channel Islands) (PT)  
Tim Higgins (Link Tertiary, Wales, Severn, West Midlands and Marches) (TH)  
Wendy Scott (Link Tertiary, Link Tertiary, Yorkshire and East Midlands) (WS)

**Non-Trustees Present:**

John Lovatt (Provincial Treasurer Designate) (JL)  
Shirley Farrington – (Representing Link Tertiary South -West England; vice – Rona Duncan)(SF)  
Sr. Damien OSC – Abbess CSC (SrD)  
Sr. Sue CSF – Minister Provincial CSF (SrS)  
Br. Benedict SSF – Minister Provincial SSF (BrB)  
Roz Graham – (Area Minister Canterbury ; guest observer) (RG)

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

**1.0** AS welcomed all those present, particularly SrS, SrD and BrB representing the First and Second Orders; also SF, representing LT South West England, and RG, guest AM. She then opened the meeting with a time of prayer. **HM** agreed to write a summary of Chapter for TON. **Action.....HM**

**1.1 Apologies for absence were received from:** Christer Sall (Area Minister Sweden)(CS); RD recovering from surgery, and Katharine Ames-Lewis (Minutes Secretary)(KA); too unwell to travel.

**1.2** Minutes of the last meeting: These were approved as a true record and signed by **AS**.

**1.3** Matters arising from the June 2015 Minutes;

JD had written a summary of the last meeting for TON.

AS reminded all Chapter there is still an ongoing request for feedback from members about the conduct of Chapter. **Action.....All Chapter**

There is an ongoing need to remind all Areas of the requirement to update the TSSF Membership Secretary with changes to tertiary's status or their Areas. **Action.....ALL LTs**

The Minister General (KEN) contributed helpfully to the question of whether it is possible for someone to belong to more than one religious Order. He advised that the ruling in the USA is that a Tertiary could be a member of more than one organisation, but not sign up to two, possibly conflicting, rules. The issue could still be considered for an individual case to determine whether there was any conflict.

Clarke Berge (Minister General SSF) has taken over the Franciscan International membership role, on the Board of Directors, from AS.

Further to the Financial Sub-Group report on Cluster Day funding, AS counselled LTs about not having too many cluster days in a short time frame, in view of the General Chapter programme.

An ANG volunteer is still needed for the Formation Team **Action..... PNG & all LTs.**

#### **1.4 Correspondence:**

1.4.1 The Margaret Thame bequest (approx.. £48k) was the subject of correspondence with the family, the executors, and consideration by chapter, because the original wishes of Margaret could not be followed precisely. It was finally agreed that half the bequest would go to the sisters of CSF and half to TSSF. It was agreed that a policy for the use of legacies was needed for the future and is an action for the Finance sub-Group and Treasurer to recommend to Chapter. **Action..JL & FSG(RD).**

#### **1.5 Forward Planning Agenda:**

It was agreed the proposed Friday evening discussion, relating to attracting younger tertiaries, and Companions and Associates, would be deferred to the June 2016 chapter (after SSF/CSF Chapter).

The relationship between tertiaries and their dioceses is now provisionally planned for the Friday discussion (12<sup>th</sup> February 2016). A volunteer is required to lead the discussion. **Action.....All Chapter.**

## **2. Elections to Profession;**

The following were elected to profession, with prayer:-

Kevin Terry	Sussex
Gill Simms	Mercia
Rev. Megan Daffern	Oxford
Rev. Paul Burkitt	Yorks. North & East
Paul Atkins	Ireland.

## 5. "In Memoriam"

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

<b>Name</b>	<b>Year Prof'd</b>	<b>Area/Local Group</b>
Jim Barclay	1984	East Anglia/Colchester
Elizabeth Bellinger	Novice	Lincoln/Juniper
Gloria Catleugh	1979	Yorks West & Skipton/Airedale
Rosemary Chalmers-Tribe	1982	Blackmore Vale/Poole & Wareham
Gladys Chamberlain	1946	Cornwall/Truro B
Nick Charrington	1985	Shrewsbury/Shrewsbury
Mary Cherry	1981	Oxford/Windrush
Louise Claremont	1987	Oxford/Windrush
Irene Clark	2011	Lincoln/North Lincoln
Mavis Clayton	1991	Devon/North Devon
Roy Crawley	1995	Berkshire/Central
Jean Davis	1979	Midlands West/Little Portion
Enid Desert	1991	Beds & Herts/Bedford & Milton Keynes
Joan Dickens	1979	Somerset/La Verna
Pauline Dyson	1987	Newcastle/Newcastle
David Fairbrother	2010	Notts & South Derby/Leicester St Aidan
Joyce File	1948	Yorks West & Skipton/Airedale
Peter Garland	1992	Lincoln/S Lincs
Penny Goddard	1990	Wyevearn/Teme
Jane Goodenough	2005	Berkshire/West
Hilary Gould	2010	Wessex/
Margaret Greening	1993	Severn/Gloucester South
Eileen Gurr	1958	Winchester/Southampton
Michael Hare-Duke	1952	Scotland/Central
Christine Harrison	2004	Kent West/Tunbridge Wells North
Pat Hastings	1996	Chiltern/Solitary
Honor Hiley	1961	Guildford/Mole Valley
Gordon Hocknell	1976	Blackmore Vale/Shaftesbury
Paddy Holmes	1969	Sussex/Chichester
Katarina Jansson-Jerkeman	2002	Sweden/Gothenburg
Steve Jones	2006	Devon/North Devon
Ray Knell	1965	Durham/Bede
Rosemary Knowlton	1966	Berkshire/Central
David Leeson	1986	Severn/Cirencester
Joan Levett	1966	Somerset/La Verna Died in 2011 but only informed in July 2015

Name	Year Prof'd	Area/Local Group
Pat Mayes	1977	Ireland/Ireland South
Gre Mann	1994	Borders/Lammermuir
Betty Milroy	1985	London West/Middlesex
Colin Mylne	1971	Scotland/Inverness
John Proudman	2002	Mercia/N Staffs
David Rees	1996	Cumbria & Lancs/West Lancs
Sue Savage	2004	Wales/Brycheiniog
Elizabeth Stirling	1977	Northampton/Rutland
Clare Taylor	1958	Cumbria & Lancs/North Cumbria
Peggy Taylor	1985	Somerset/La Verna
Margaret Thame	1982	Severn/North Cotswolds
John Waller	1993	Kent West/Tunbridge Wells North
Joan Watts	1984	London West/Chelsea
Nancy Wight	1993	Yorks South & North Derby/Sheffield
Julia Wilkinson	2005	Cornwall/Truro B
Roy Windmill	1981	Somerset/La Verna

## 6.0 Reports from Link Tertiaries (by exception)

Although there is no longer a requirement for LTs to report to each Chapter, other than the February Chapter when LTs discuss feedback from AMs (and issues of concern or commonality within their clusters), any current items of note, or those which merit prompt discussion, are always raised.

### 6.1 London and South East England

JW advised that the film "Finding Saint Francis" will have its premier showing in London on 5<sup>th</sup> November. Details can be found on TSSF web-Site.

The Greenbelt TSSF stand maintained a successful presence this summer.

### 6.2 Central South England & Channel Islands

(PT) had received an e-mail from the Guildford AM that raised several points concerning JPIC, which were raised at their Area meeting. Chapter clarified that, not only is there a nominated JPIC Link on Chapter, (TH), but that many of the issues raised by Guildford are being actively pursued by the JPIC Steering Group, including a review of the JPIC title, raising its profile among Areas, and updating the Area Team Handbook. The JPIC Co-ordinator, Caroline Ugbo, will hand over to Philippa Bird in the summer of 2016, after sterling service. It is anticipated that General Chapter will raise JPIC awareness. A JPIC weekend is planned at Alnmouth on 15<sup>th</sup>-17<sup>th</sup> April 2016. The JPIC report is given at June's Chapter.

### 6.6 East Midlands and Yorkshire.

There is a request that the title names given to Clusters and Areas be consistent. Areas will be consulted on their preference. The linked issue of Area boundaries is also ongoing and LTs will write to Areas to learn their preferred size and shape. It is more about 'centres' than geographical size. It is hoped this might improve the balance of numbers, and ease the travel for tertiaries to reach meetings. This will be discussed at February's 2016 LT meeting. **Action.....All LTs.**

## 6.9. Sweden Area.

The AM (CS) advised that, as he is no longer well enough to travel to Chapter at Ely: he will be represented at Chapter for his remaining term by **Alva Dahl**, the newly elected Novice Guardian. The Minister Provincial (AS) attended the Annual Francis-tide Area Chapter in Rattvik, Dalarna, which was a great event; (see Agenda item 7.1.4). The Norwegian tertiary group are growing within the Swedish Area, and seeking to translate the Community Obedience into Norwegian.

## 7.1. Minister Provincial's Report

7.1.1 AS reported on the Minister's Provincial meeting in Auckland, New Zealand, which was constructive and positive. A new Minister Provincial has been elected for the African Province. He is Revd. Dr. Michael Twum-Darko.

The following actions were agreed at the meeting and apply to the European Province:-

- a. Send detail of how to order the Saint Francis DVD to all MPs. **Action .....JW.**
- b. Send new Postulant Material to the TSSF MG and Ministers Provincial. **Action.....PD.**
- c. Person responsible for 'Formation' (PB) to attend next meeting of IPTOC **Action.....PB.**  
Note: it has been agreed that PD will also attend the next IPTOC meeting.
- d. Advance IPTOC planning, for High Leigh in Sept 2017 (involving Local Gps. & Chapter), to include **PD**. Provisionally a pre-Chapter session 11<sup>th</sup> Feb. 2016 with MG (KEN). **Action.....AS.**
- e. All Provincial Treasurers and Secretaries to have 'Cloud back-up' of key material and data bases; MP is to have the password. **Action.....JL & HM.**
- f. Need to Identify 2 young people from Province and send their contact details to MG (KEN) for an invitation to join an online inter-provincial network. 'Younger Tertiaries' within the European Province are deemed to be 'in their 40's or younger'. All Chapter are requested to help identify candidates. Sweden has already offered some names. Names are needed by AS by no later than 15<sup>th</sup> November. **Action...All Chapter.**

7.1.2 Two Booklets produced in plain English by the Pacific Province, The Principles, and a booklet of St. Francis stories, were agreed and a stock ordered for sale at £3.50 each, to be Available from TO Distribution. LTs have copies to promote them to the Areas. **Action.....All LTs.**

7.1.3 Changes to the TSSF Constitution, proposed by the Minister General (KEN) and the Treasurer/Secretary of the Central Fund (Robert Dimmick), seeking to clarify administrative actions to be carried out by the appropriate people in certain situations, were considered by Chapter. The changes were **all approved 'nem con'**.

7.1.4 MP Visit to Area Sweden. AS gave a very positive account of her visit to the tertiaries in Sweden and remarked on the jollity and lively enthusiasm she met there. Chapter were apprised of the newly elected Swedish post-holders and the sense of life and growth in the Area.

## 7.2 Provincial formation Guardian's Report.

7.2.1 **Assisi Booklet on Ageing.** 8 volunteers have come forward, in response to the TON advert, to assist members of the formation team with this work. PT agreed to be the Chapter Link to the Editorial Group.

7.2.2 **'Training' for Local Conveners.** A day gathering, called 'Forming Franciscan Communities' will take place in London on 14<sup>th</sup> November. It is primarily aimed at office holders, but is open to all. Due to considerable oversubscription, more 'formation' training courses are planned for the Spring 2016. The Manchester diocesan offices may be one venue, with another in the Somerset area. **Action....PB.**

The Formation Team believe that, with careful planning and coordination, similar ‘formation days’ could be organised in every Cluster, with different ‘streams’ for specific office-holders. They have offered to work with LTs to strengthen formation at such future Cluster days. LTs are asked to consider this proposal and respond. **Action.....All LTs.**

**7.2.3 Area Team Handbook.** Chapter agreed that the updated area Team Handbook will be published only online, in a collection of separate dated and updatable documents **Action .....PB.**

**7.2.4 Commentary on TSSF Principles.** Denise Mumford has offered to edit a commentary which has been produced by the First Order, in order to adapt it to the Third Order Principles. It might possibly include ‘reflections’ on the Principles as well. Chapter agreed in principle to the preparation of such a commentary and advertise it in TON. **Action.....PB.**

**7.2.5.. Guidance for Area Annual Reviews,** which will inform the annual post-Francis-tide reports, has been updated. LTs will forward them to Area Ministers as a priority. **Action...All LTs.**  
The **Annual Provincial report,** from Chapter to all Areas, will be drafted in sections by appropriate chapter members, for discussion and revision as necessary at the beginning of the February 2016 Provincial Chapter. **Action....All Chapter.**

### **7.3. Provincial Novice Guardian’s report:**

**7.3.1 The ‘Revised guidance notes for Novice Guardians, 2015’,** has been sent out to ANGs together with the new Postulant Training Notes and Enquirers form. The Formation team are considering how best to roll out a training programme for ANGs and NGs. The Formation Team recognised that there could be potential risks to personal safety for Novice Guardians meeting with enquirers and that clear guidance needs to be developed. The Formation Team will look at this. **Action.....PB.**

Despite visits to many Areas by the PNG, to introduce the new training and guidance documentation, there was a mixed reception by some ANGs. Although the issue of the revised training material had been ‘trailed’, ANGs were not consulted directly because very little of the content was new, but it had been restructured to improve its clarity to those who aspired to join the Order. Most of the material has been developed by the Formation Team. It was also pointed out that there has never been full consultation over such material in the past. History indicates that some tertiaries who have left the TO didn’t understand fully the requirements when they joined. There had been a disappointing lack of response to recent offers of guidance, or help with queries, with regard to training. ANGs are requested to provide feedback on the content of the revised training notes and guidance to PNG via their LTs. It will be carefully considered by the PNG and Formation Steering Group. **Action.....LTs and PNG (PD).**

**7.3.2 Return of TSSF Crosses and Manuals.** It is recognised by Chapter that the return of Profession crosses and Manuals allows a significant marking in the closure of the relationship between the Third Order and an individual, and a request for their return should be made by AMs. Chapter readily agreed, however, that the associated wording in the letter to ANGs, would benefit from a ‘softening’ so as to recognise the sensitivity that might attend such an issue. **Action.....PD.**

**7.3.3 Age Limit for Enquirers.** Chapter endorsed the Formation Team guidance for NGs; that “whilst there is no upper age limit for membership of the Third Order, anyone enquiring about membership must be able to demonstrate a vocation to the Third Order which must include a willingness and ability to perform the undertakings of profession both now and after the time of profession, which are summarised in this guidance. Each enquiry should be dealt with on a case by case basis within this guidance.”

7.3.4. **Adult Safeguarding.** TSSF has a policy concerning adult safeguarding; it is contained within the Chapter Handbook. Chapter has determined, however, that there is the need to appoint formally a 'Safeguarding Officer' who is not a member of Provincial Chapter, but who is answerable to Chapter. This person should preferably have specialist knowledge of the subject. Chapter also agreed that there is the need to develop further its safeguarding strategy. The Bishop Protector has indicated his willingness to provide access to his Safeguarding team. **JW**, who currently has the lead advisory role on safeguarding issues, and reports annually to Chapter, will write to the Bishop to formalise this support and access to the diocesan Safeguarding team. (See Part B) **Action.....JW.**

#### 7.4. **Provincial Communications Coordinator's report.**

7.4.1 **Printing Issues.** A new binder for the TSSF Manual has been sourced, following Chapter's June 2015 decision. The reprint of the Manual will begin after the various sections have been checked and updated. **Chapter agreed** to a standard A5 print, and an A4 version for the visually impaired. The version number and date will be shown on the updated pages. **Chapter agreed** to the issue of an 'authorised' contents sheet so tertiaries can check their own copy to identify what pages might be needed to be downloaded. Each Area will hold a 'master copy' of the Manual.

7.4.2 **Membership Data-base.** In order to reduce the load on the membership secretary (who also produces the address labels for the '*franciscan*' and 'Little Portion' magazines), **Chapter agreed** to reduce the limited distribution of Data-base copies to three per year. **Action.....CJ.**

7.4.3. **Age Profile of TSSF.** In order to understand and respond to the age profile of tertiaries in the province, Chapter agreed that the best way to achieve this was by obtaining their Date of Birth. It is recognised that this would not be an annual requirement. It was recognised to be a sensitive question for some and the information must be protected. Chapter agreed to the inclusion of a question on a tertiary's date of birth on the 2016 Tertiary Annual Report form, and to request, but not insist on, this information. **Action.....PB.**

7.4.4. **Tertiaries moving Address.** All LTs are asked to remind Area Ministers (again) of the policy to notify the AM of the Area and address to which a tertiary is moving, so that they may be welcomed to their new Area and offered a Local Group into which to move. **Action.....All LTs.**

#### 7.5. **Provincial Secretary's report.**

7.5.1 **HM** had submitted a paper proposing several modifications to the TSSF Election processes, following a review of the consultation undertaken in 2012/13 and the subsequent developments. The aim is to provide clear guidance and encouragement to those discerning their (or others in their Area) suitability to offer themselves for Nomination to an elected post. The additional information is also intended to give more knowledge of a candidate, so tertiaries feel able to cast a vote – rather than say the individual is not known to them personally. **Chapter approved** the changes 'nem. con'. **Chapter also agreed** to the 'Returning Officer', Chris Petrie, commencing the election process for Carol Robertson (LT for Scotland and Ireland), who will have served Chapter and the Order faithfully for 6 years in February. The revised guidance and forms will be used. **Action.....HM & CP.**

7.5.2 **Knox-Dick Retreat Fund Administrator.** Rachel Cornish is standing down after serving 3 years as the K-D retreat fund administrator. A replacement volunteer is needed as a priority. Any person who wants to know more can get the information from their LT or Prov. Sec. **Action.....All Chapter.**

## 9.0 Provincial Treasurer's report and Accounts.

9.1 **Annual Financial Statement – Year ending 31<sup>st</sup> May 2015.** TSSF Financial Statement for Financial Year 2014~15 (Dr. Version 9), was presented by the outgoing Provincial Treasurer, JR.

These accounts had been subject to rigorous preparation and scrutiny by the Financial Sub-Group chair (RD) and Viv trump of IE Ltd. Chapter Trustees acknowledged this valuable support and accepted the Statement as fair and reasonable, subject to a minor amendment (advised by IE Ltd.). The Trustees recommended signature of the final version.

9.2 **Report by Provincial Treasurer Designate.** JL gave the quarterly budget report of TSSF finances (1<sup>st</sup> June ~31<sup>st</sup> Aug 2015), and advised Chapter of the handover of the Order's bank accounts, and access as signatories, from JR to JL and RD. As a point of detail, it was clarified that the expenditure shown under Franciscans International related to travel, not study. The new finance accounting system (Sage 50) has now been successfully installed. A huge amount of work was undertaken by JL in transferring records and manually entering transactions that were temporarily blocked, while awaiting bank mandates to come through. Arrangements have now been made with HMRC that the Treasurer can apply for repayments to TSSF for Gift Aid (rather than relying on a commercial firm). This saves the Order £500+ per year.

Chapter confirmed support of £1000 per annum to SSF for the Assisi flat.

It was reported that, currently, only 13% of tertiaries use 'Gift Aid' donations to the Order. This denies TSSF notable funding. **JL** will write to advise Area Treasurers. **Action.....JL.**

The need to identify a new Knox –Dick Administrator was again raised. LT help is sought to encourage Area Teams to consider this priority need. **Action.....LTs.**

A policy for use of Bequests and notable donations is needed, and it was suggested that such sums might be used to 'top-up', or contribute to, the Knox-Dick monies to further support retreats. The Finance Sub-Group will be asked to consider the use of bequests with the Treasurer, and make recommendations to Chapter. **Action..... FSG(RD) &JL.**

**JL** was thanked for his good work and his confirmation as Treasurer was formally proposed (PD) and Seconded by PT. Chapter agreed 'nem-con'. HM undertook to produce a formal letter confirming the appointment of **JL**, for use with the banks. **Action.....HM.**

Chapter thanked **JR** for all his work during his term of office as Provincial Treasurer.

9.3. **Finance Sub-Group report.** The FSG met on 28<sup>th</sup> September. Great progress has been made in the past year to recoup outstanding Gift Aid relief and to update the accounting system. The FSG recommend the development of clear guidance for Area funds, to achieve equitable funding. An expenses claims policy also needs to be established, including a printing and packaging rate. It is highly desirable that each Area Group prepares a simple budget (from a supplied template,) and their requests for central funding are agreed at the start of the year. To improve communication, and develop the Area funding policy, FSG recommended that there be a meeting of Area Treasurers with the Provincial Treasurer and FSG (say, one in the South, and one North). FSG also proposed the development of a financial strategy, which includes a policy on 'reserves' and investment, to use TSSF funds more effectively to underpin TSSF activities and work. The report was accepted and **approved in principle**. LTs will forewarn Area Treasurers and Teams of the need to compile their annual budgets, and to consider their requirements for Area expenses and budgets. **Action...LTs.**



### 10.1 Discussion on General Chapter.

The subject of General chapter (GC) was considered to be so important that it was also discussed at Chapter's extended Friday evening discussion. The good conceptual work and progress, made by the General Chapter Steering Group, was introduced and summarised in the 'Rationale' paper (September 2015), and the 'Invitation' to General Chapter, which were presented at the beginning of the discussions. This followed on from the difficult decisions made by the GC Steering Group, and announced in summer's Little Portion, to postpone and reshape the initial programme. Chapter recognised that they must 'own' the key decisions and financial implications associated with GC. The enthusiasm for a 'convocation', where the collective discernment of tertiaries to questions associated with living out our Franciscan Object and stated aims, are brought and shared, was firmly re-endorsed by Chapter. There was considerable discussion about GC dates and timescales; the conflicting issue of the 'richness of debate' about the questions being put to all tertiaries, against the excessive timescale of the discernment process, which could have resulted in lethargy and diminished interest. There was appreciation for the conceptual work put forward by the Steering Group, but there was also widespread concern that the time-scale of the process leading up to the convocation was sufficiently long as to detract from its value. The tension between the views of those who saw their Franciscan journey in personal terms, against those who were more focussed on the support of the Franciscan community was recognised as an important issue within the Order.

**11.0 Decisions concerning General Chapter planning.** Modifications to the wording of the 'Invitation' document and its questions were developed and agreed by Chapter in an endeavour to use a vocabulary which speaks to the broadest membership within the Province. It was agreed that a revised convocation date of spring 2017 attended by 'representatives' from all Areas. This was a realistic compromise in achieving a good outcome to the GC discernment process, and maintaining the stimulus and enthusiasm towards the convocation. **WS** accepted the invitation to lead the new working Group, with the support of **PB**, to take forward and build on the foundation work of the GCSG. This was endorsed by Chapter. The importance of issuing any refinement of questions across the Order by the end of October was recognised in seeking to accommodate the Local Group and Area programmes that were already in train. Given the importance of the Convocation, it was agreed that the initial documentation should not divert attention, by giving too much focus to the 800<sup>th</sup> anniversary of the Third Order's foundation, at this early stage. **AS** said she would write to members of the GCSG, and express Chapter's appreciation of their founding work for GC. **Action.....AS.** **WS** and **PB** agreed to produce the revised invitation to the GC for agreement by Chapter and to investigate dates and venues as a priority. **Action.....WS & PB.**

**12. Franciscan Aid Annual Report.** Peter Cannings (FA Chairman) outlined the way in which the charitable trust operates and gave examples of recently approved projects in different parts of the world. A new Trustee, Jane Scriven from the Devon Area, has taken up post this year. The Chairman is keen to visit Area meetings to inform them about the work of FA and Area Teams are encouraged to consider inviting him. **Action .....LTs.** Information on Franciscan Aid will be included in **PD's** letter to new novices, along with JPIC and information on Study and Prayer. Chapter approved the report and thanked **PC.** **Action.....PD.**

**13. Study and Prayer Enabling Group Annual Report.** The group continues to facilitate two formal events each year, and continues to encourage and support tertiaries, areas and Cluster days as well as contributing articles to Little Portion. Andrew Baker is busily collating papers on the website with collaborative help from the communications team and web-site managers. Helen Hood takes over from Lesley Anne Di Marco as co-ordinator after the October Study and Prayer week and Lesley Anne will stay on in the group for another year to ease the transition. Chapter offered their thanks and appreciation for all Lesley Anne's good work.

**14. Feedback from SSF; CSF and CSC Ministers Provincial.**

14.1 **Br. Benedict SSF** commented on the huge amount of important business which Chapter achieved in the timeframe, and complemented the Chair on her ability to manage meaningful discussion and reach conclusions without losing the prayerful sense of the business.

14.2. **Sr. Sue CSF** found the atmosphere to be friendly and constructive and observed the breadth and degree of expertise that was present around the table. She said it was a positive experience.

14.3. **Sr. Damien OSC** remarked upon how valuable it was for the other Orders of the Society, and hers in particular, to share in the business of the TO.

**15. Minister Provincial's brief Summary.**

**Roz Graham** (AM Canterbury) offered thanks and appreciation for the opportunity to attend Chapter and found it encouraging and informative. Shirley Farrington (vice Rona Duncan) also found the experience positive and enjoyable. Both expressed appreciation of the caring and prayerful conduct of business.

AS remarked on the heavy and sometimes difficult content of this Chapter and thanked everyone for their contributions; she repeated her invitation for feedback on the conduct of proceedings. She then closed the business with prayer.

**16. Summary report of Chapter Business for TON.**

Chapter welcomed another guest Area Minister (Roz Graham – Canterbury). John Lovatt was commissioned as the Provincial Treasurer and we prayed farewell to John Reynolds.

Further to the change of programme announced in the latest Little Portion, A great amount of time, prayer and work was devoted to the all-important issue of General Chapter. The valuable foundation work of the Steering Group was reviewed and refined, as were the questions to be considered by the Local Groups before being brought by Area Representatives to the Convocation in 2017. These questions will be sent out at the end of the month, so that detailed consideration and discussion can be undertaken by the Local Groups in coming months. Chapter offered sincere thanks and appreciation for all the work in developing the concept for the General Chapter and laying the essential foundations for the Working Group to build on. Detailed planning is under way to achieve a meaningful convocation. Areas will be kept fully informed of details and progress.

The film "Finding Saint Francis" will have its premiere in London on 5<sup>th</sup> November 2015. Further details are written within this TON and on the TSSF Web-site.

Training for Local Group Conveners 'Forming Franciscan Communities' is oversubscribed The first session, in London on 14<sup>th</sup> November, is likely to be followed by two more sessions in Spring 2016, probably in the Manchester and Somerset areas.

The Area Team handbook is being updated and will be put on the TSSF Web-site for reference. It can be downloaded and printed as necessary.

Link Tertiaries will consult with their Areas, to determine whether they might wish to adjust the shape of their Areas in the interests of numbers, communication and travel considerations. They will also be asked to confirm their preference for Area and Cluster names, in the interest of consistency.

A new Minister Provincial for the African Province has been elected to replace Nolan Tobias. He is Revd. Dr. Michael Twum-Darko.

A booklet on TSSF Principles, containing associated thoughts and prayers for each day, is being made available from the Province of the Pacific, together with a booklet of 'The Francis Stories'. Each of these booklets will be available to order from Third Order Distribution, priced at £3:50 each. Details will be placed in TON.

The new JPIC co-ordinator from mid-2016 will be Philippa Bird. The JPIC Steering Group is developing Guidance for the JPIC co-ordinator and Area Representatives, as well as reviewing the name. Arrangements are in hand for a JPIC weekend at Alnmouth, on 15<sup>th</sup> ~17<sup>th</sup> April 2016.

The financial accounts for Year 2014~15 were presented to Chapter by the outgoing Treasurer, after scrutiny by the Finance Sub Group and our Independent Examiners. They were accepted by the Trustees and signed off by our Minister Provincial. Concern was expressed at the small number of Tertiaries who Gift Aid their contributions currently.

#### **17. Confirmation of Future Dates and location of Future Meetings:**

All Provincial Chapters in 2016 will take place at Bishop Woodford House, Retreat and Conference Centre, Ely.

#### **2016**

#### **February**

**Thurs 11<sup>th</sup> Feb: 1200 – Link Tertiaries Meeting**  
**Thurs 11<sup>th</sup> Feb: 1800 - Full Chapter meets for worship**  
**Fri 12<sup>th</sup> Feb Full Chapter**  
**Sat 13<sup>th</sup> Feb Full Chapter**

#### **June**

**Thurs 16<sup>th</sup> Jun 1200 Quiet Half Day (Bishop Protector0**  
**Fri 17<sup>th</sup> Jun Full Chapter**  
**Sat 18<sup>th</sup> Jun Full Chapter**

#### **October**

**Fri 14<sup>th</sup> Oct 1200 Full Chapter (with SSF; CSF & OSC attendance)**  
**Sat 15<sup>th</sup> Oct Full Chapter**  
**Sun 16<sup>th</sup> Oct Full Chapter**

#### **2017**

**Dates will be as agreed by Feb 2015 Chapter, & notified with programmes.**