

# THE THIRD ORDER OF THE SOCIETY OF ST FRANCIS

## European Province

### CHAPTER MINUTES

11<sup>th</sup> – 13<sup>th</sup> February 2016

#### SUMMARY OF ACTIONS PLACED AT PROVINCIAL CHAPTER

##### 1. Feedback from Link Tertiaries Meeting

i. Reports. Recommended that Area Ministers might collaborate with each other in drafting annual reports within their cluster. Link Tertiaries should be more assertive about what is expected. **Action...LTs.**

Two reports are requested from each Area; AFG report to PFG: AM and Area Team to Link Tertiaries. **Action.....LTs.**

ii. Area Teams. Area Teams within a cluster to liaise and decide on things like local boundary issue. LTs could assist if requested. **Action.....LTs.**

A 'welcome pack' for Area post-holders (CJS) and new Chapter members (RD) to help more structure handovers and succession planning. **Action..CJS & RD.**

A 'traffic light system' – to be introduced to filter information to Areas. **Action..all Chapter.**

iii. LTs to restate guidance and policies to Areas concerning difficult issues which teams may not be aware of. **Action.....All LTs.**

Identify trained mediators within Order if possible. **Action.....JW.**

Tertiaries cannot take vows in two different religious Orders. **Action..All LTs.**

Area Teams to use their discretion if there is conflict with this. **Action..All LTs.**

2. CJ undertook to write a summary of Chapter proceedings. **Action .....CJ.**

2.3. LTs to encourage Areas to act on boundary problems. **Action.....LTs.**

Area Ministers help with data gaps and transfer of information for tertiaries to new areas. **Action..... LTs.**

Treasurer (JL) and Finance Group develop guidance with area Treasurers on budget related issues. **Action ...JL & RD.**

2.4.1. AS write to Central Fund Treasurer/Secretary - Sri Lanka. **Action....AS.**

2.4.3 HM programme Friday discussion – Tertiary groups in Prison. **Action..HM.**

2.4.4 Memorial Service for Br. Damian SSF; LTs inform Areas **Action..All LTs.**

2.4.5. LTs notify Areas of Sr. Carolyn Clare CSF's Life vows. **Action All LTs.**

2.4.6. Possible successors to Br. Sam.SSF –Hilfield Project? **Action.All Chapter.**

3. Election to Profession. Area Teams to check and submit names 2 weeks before Chapter. **Action .....LTs.**  
HM to issue names of those elected to profession, or accepted for release or Leave of Absence with Chapter Minutes. **Action.....HM.**
6. Reports from LTs.  
Welcome Pack 'links' to current on-line resource material should be developed and Provincial officers draft documents for their Area equivalents. **Action..PB.**
- 7.1. PT to review Pacific Province Franciscan booklets. **Action...PT.**  
Role Descriptions for Chapter office-holders to be reviewed. **Action...HM.**  
Chapter Handover extended to 2 Chapters. Blessing after 2<sup>nd</sup>. **Action...HM.**  
CJS & RD to develop induction 'Welcome packs' by Easter. **Action.CJS & RD.**  
Checks on associated content of Area Team Handbook. **Action..All Chapter.**
- 7.3. Postulant and Novice training notes-feedback after one year. **Action..PD.**  
Comms Group to look at possibility of TSSF only 'intranet' site. **Action..CJ.**
- 7.4. Web Team need help with 'wordpress' for website. **Action.....LTs.**  
TO website can host subsidiary websites (eg. Areas). **Contact CJ.**  
Cost guidelines for printing of 'TO Principles' to Areas. **Action...CJ&JL.**  
Check needed if JPIC newsletter has reached Areas. **Action...LTs.**  
Message to MemSec- Chapter's appreciation of her work. **Action .....CJ.**
- 7.5 HM to facilitate personal discernment of JP and TH. **Action.....HM.**  
Volunteers sought:-Knox-Dick administrator and Intercession Compiler....**All.**
8. Feedback to June Chapter on Knox-Dick administration. **Action.....HM**  
Areas to prepare budgets:- RD& JL to prepare guidelines. **Action LTs & RD.**  
Area Treasures to submit financial report by 31<sup>st</sup> May. **Action....LTs.**  
Arrange meeting with Area Treasurers – summer 2016. **Action JL & RD.**  
AS clarify funding needs 'Calais jungle' with Br. Hugh SSF. **Action .....AS.**  
Update from AS to JL to clarify pre-agreed fund release. **Action.....AS.**
9. HM to draft material from LTs meeting to Provincial Review for Chapter's agreement before end March 2016. **Action.....HM.**  
HM to draft paper setting out parameters for major projects. **Action.....HM.**
- 10.2 Area Team Handbook (ATM). Area Teams urged to review, & LTs to review Chapter Handbook. **Action All LTs.**  
HM to issue copies of 'engaging absent Tertiaries & 4 Marks of TSSF profession, with Chapter Minutes. **Action.....HM.**
- 10.3 Area engagements (PFG). Volunteers to liaise with AS. **Action.volunteers.**
- 10.5 General Chapter invitation to be sent to Rt.Revd. Justin Welby. **Action.AS.**  
Two Area delegate names to WS by 1<sup>st</sup> November 2016. **Action..LTs.**
- 11.0 Safeguarding topic to be raised at June Chapter. **Action.....HM & JW.**  
HM&JW take forward recruiting for Safeguarding officer. **Action HM & JW.**

# **THE THIRD ORDER OF THE SOCIETY OF ST FRANCIS**

## **European Province**

### **CHAPTER MINUTES**

**11<sup>th</sup> – 13<sup>th</sup> February 2016**

#### **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 Lovatt (Provincial Treasurer) (JL)  
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, Yorkshire and East Midlands) (WS)  
Rona Duncan (Link Tertiary), South West England (RD).

#### **Non – Trustees Present:**

Ken Norian (Minister General) (KEN)  
Alva Dahl (Swedish Area Representative on behalf of Christer Sall) (AD)  
Angela Tuck (Area Minister Guildford, guest observer) (AT)  
Jenny Cheesbrough (Area Minister Scotland, guest observer) (JC)  
Katharine Ames-Lewis (Chapter Minutes Secretary)

#### **Minister Provincial's Introduction**

1.0 AS welcomed all those present, particularly KEN, AD, and two Area Minister guest observers, AT and JC.

Shelagh Norton, newly elected Link for Scotland and Ireland, was not able to be present as she was recovering from surgery. A card with good wishes from Chapter was signed for her.

#### **Minister General's opening remarks to Chapter**

KEN was invited to address Chapter. He expressed his pleasure at attending as it was a blessing to listen and share.

## 1. Feedback to Chapter from Link Tertiaries Meeting

1.1 JW summarised the main points arising from the meeting of Link Tertiaries earlier in the day.

The points fell into 3 categories: **i** issues arising from Reports of AMs to LTs  
**ii** issues of Area Teams  
**iii** issues for Link Tertiaries

**i Reports** – Issues arising from Reports of Area Ministers to LTs.

There was a wish for standardisation of headings on the AM's Report; (there had been a great variability of style and content). It is recommended that AMs might collaborate in drafting their reports with other AMs in their cluster.

LTs should also be more assertive about what was expected. **Action...LTs.**

Clarification was sought on whether AM's reports should only be seen by the LT.

**Chapter agreed** that the AM's report to the LT, was for the LT only.

Two reports were asked for from each Area – a report from the AM and Area Team to their Cluster LT, and the other from the AFG to PFG. The PFG should also be informed of new AFG appointments. **Action.....LTs.**

**ii Area Teams** – Issues arising:

Some had said local groups were too small; attendance at meetings was variable. **Chapter agreed** that Area Teams should be creative about resolving questions such as boundary issues for Local groups, and their location. Area Teams within a Cluster could liaise and decide on such issues, and LTs could assist if so requested. **Action....LTs.**

Concern was also expressed about; clergy tertiaries' attendance, but **Chapter determined** that it would not be helpful to have a separate support network for clergy.

**Chapter agreed** that succession planning could be helped by a longer and more structured handover, and a 'welcome pack' compiled for Area team post-holders with a similar pack for Chapter members, which will help the handover to new LTs. It will be led by CJS (Area packs) and RD(Chapter pack) and will complement the information already included in the Induction section of the Chapter Handbook. See agenda items 6 & 7.

**Action CJS & RD.**

The amount of information coming from Chapter was considered too much by some Areas. It was therefore proposed that material passed on from Chapter should be moderated by the adoption of a 'traffic light' system to categorize information and reduce overload. This would be:

a) things tertiaries must do, b) things they need to know, c) things they may be interested in. **Action.....All Chapter.**

**iii Link Tertiaries** – Issues arising:

some LTs were dealing with unresponsive Areas, and problems of non- renewal, It was pointed out that Chapter had agreed guidelines in 2014, 'Engaging Absent Tertiaries', but not all Area Teams were aware of it. This will be restated.

**Action ..LTs.**

There have also been difficulties with specific tertiaries and it was proposed that we should identify trained mediators within the Order to help, if possible.

**Action.....JW.**

**In conclusion**, JW stated that three main themes had become apparent during the meeting of LTs, and should be restated as appropriate by LTs:

- Area Teams do have discretion to resolve problems.
- Policies do exist to address problems ( but are not always well enough known)
- LTs could be firmer and clearer in the lead they give to their Area Teams.

Several other topics were covered during this discussion:

*Age issues* : it was noted that the steering group for the Assisi booklet on Ageing would have its first meeting in April.

Relationship between TSSF and the wider church had already been designated as a topic for a future Chapter discussion.

Relationship between TSSF and other Orders or groups: KEN restated that vows cannot be made to two different Orders. **Action.....All LTs.**

Following some discussion on the compatibility of TSSF and Freemasonry, AS made it clear that Chapter could not make a hard and fast rule on this.

Archbishop Justin Welby had made a conciliatory statement about Freemasons.

Area Teams must therefore use their discretion if there is conflict. **..Action LTs.**

## **2. Preliminary Matters**

AS opened the main business of the Chapter with a time of prayer.

Feedback on their experience of Chapter was requested from the guest AMs.

CJ agreed to write a summary of Chapter for TON.

**Action .....CJ**

2.1 Apologies had been received from Christer Sall (Sweden Area).

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

2.3 Matters arising –

Jenny Owens (Solent) was now on the Formation Team

The TSSF share of the Margaret Thame bequest was put in the Knox –Dick Fund.

LTs would encourage action on concerns about boundaries to Areas. Chapter tries not to direct. (see item 1.1,ii above.)

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

Younger Tertiaries Network. KEN explained that the network would communicate electronically, for discussion. It would report to him.

'Cloud' back up – had been done by Treasurer, was in hand by Prov. Secretary.

AS was looking for volunteers to review the two Franciscan booklets produced by the Pacific Province.

(Denise Mumford has also undertaken to edit and adapt a commentary on the SSF Principles, to the TSSF Principles, with the possible addition of 'reflections'.)

Guidance for Area Annual Reviews was in hand with PFG and Formation Team.

Membership database – there is still an ongoing issue of gaps in data, especially on transfer of tertiaries to a new Area. This needs action by AMs....**Action..LTs.**

A new Knox- Dick Fund Administrator was urgently needed. **Action.....LTs.**

Gift Aid was now being claimed every month, and the Finance Group was developing guidance with Area Treasurers on area budgets...**Action JL and RD.** AS had written to members of the original GCSG to express Chapter's appreciation of all their good work.

## 2.4 Correspondence

2.4.1 AS had received a request for financial support for a venture in Sri Lanka. Lesley Anne di Marco and Andrew Mayes were going there in August 2016 to encourage and help the formation of a T.O group there. £1,850 had been asked for. This would hopefully come from MP's discretionary fund. AS will write to the Treasurer/Secretary.....**Action .....AS.** If this is not possible, **Chapter agreed** to fund this support from TO funds.

2.4.2 AS had received a request for a donation towards alleviating the situation in the Calais 'Jungle' camp. This had come from Br. Johannes, a Belgian friar. In response, Br. Hugh SSF is planning to go out to Calais to look at the possibility of supporting the setting up of a house there. In discussion, AT suggested that someone from the Guildford diocese, might feedback to Br. Hugh SSF after she had taken part in a diocesan visit to Calais.

2.4.3 AS had received a letter from Audrey Atkinson. She is a full time Prison Chaplain and had asked whether a T.O individual or small group could exist in a prison. After some discussion it was agreed to have an extended debate on the issue at the June Chapter. KEN would talk with AS. **Action....HM.**

2.4.4 HM had received a message from Br. Benedict SSF to say that there would be a memorial service in London and at Hilfield for Br. Damian SSF. The interment would be on Friday 11<sup>th</sup> March at 12.30 pm at Hilfield. Anyone intending to go should let Hilfield friary know. CR said that there was to be an Episcopalian Memorial Service for him in Scotland. **Action ...All LTs.**

2.4.5 Sr. Carolyn Clare will take Life Vows at Freeland on 2nd April. Anyone wishing to go should let Freeland know. **Action.....All LTs.**

2.4.6 AS had received a request from Br. Sam SSF. At some point in the near future, he would be retiring from his role in the Hilfield community. Could Chapter think of anyone who might like to live alongside the Hilfield community and test their vocation to live there?  
**Action.....All Chapter.**

## 2.5 Proposed Forward Planning

HM drew Chapter's attention to proposed forward planning of Chapter business. The June 2016 Chapter would include :

General Chapter – report on planning- ongoing (WS)  
Annual Report on Complaints and Appeals Policy (JW)

Annual Report on Safeguarding Policy (JW)  
 Annual Report from Contemplative Group (JP)  
 Annual Report on JPIC (TH).

The Friday evening extended discussion has now been revised to be:

June 2016 Possibility of an individual or a small tertiary group in prison (leader to be decided)  
 Oct 2016 Attracting Younger Tertiaries and Companions / Associates (PD); (this will follow the First Order Chapter, who will discuss the issue).  
 Later Date Relationship between Tertiaries and their Dioceses (leader needed).

### 3. Election to Profession (with Prayer)

(AS reminded Chapter about respecting the deadline for sending in names - a fortnight before the date of Chapter- and HM said that any Area Team meetings which may decide on this need should be scheduled in good time before Chapter Meetings in order to meet this deadline). **Action..LTs.**

The following were elected to profession, with prayer:

Barbara Read	London East & Essex South
Pordou Osanna Eweka	London East & Essex South
Rebecca Abbott	London West
Colin Cox	Sussex
Dr Richard Mann	Wessex
Ben Davies	Blackmore Vale
Eric Austen	Blackmore Vale
John Deaken	West Midlands
Glenys Lucas	West Midlands
Rev. Philip Averay	Severn
Rev. Anne Faulkner	Severn (not eligible before Sep 2016)
Christopher McLeod	Oxford
David Spencer	Oxford
Sharon Andrews	Nottinghamshire
Susan Blake	Lincoln (not eligible before Sep 2016)
Michael Thompson	Durham
Leon Rogers	Durham
Dorothea Skelton-Foord	Durham
Catarina Olson	Sweden (not eligible before Sep 2016)
Oystein Bakkevig	Sweden (not eligible before Sep 2016).

### 6. Reports from Link Tertiaries

HM drew Chapter's attention to those issues already raised by the Link Tertiaries meeting and subsequent discussion and action. (listed under item 1.1)

Further to the agreement to produce a 'welcome pack' for new Area and Chapter post-holders, it was agreed that 'online links' should be developed which link to current resources. Provincial officers should be responsible for drafting the documents for their own Area equivalents. **Action PB.**

A group should be set up to look at 'Succession Planning' – this could link with Induction guidance; see Agenda item 7.

Tertiary's Individual Reports would be dealt with under item 9.2

## **7. Reports from Minister Provincial and Office Holders**

### **7.1 Minister Provincial**

- A reviewer for the Pacific Province Franciscan booklets was required. PT offered to do this. **Action.....PT.**

- Guidance was needed on the matter of whether Chapter wanted to provide prayer support for its members. It was generally felt that this could be helpful, though of course it was a private matter for Chapter individuals to request.

- AS wished to take forward the development of an 'Induction Guide' for new Chapter Members and proposed setting up a working group. Various offers were made to draft relevant documents for such a Guide:

eg Link Tertiary Role (RD)

Treasurer's Role (JL)

Role Descriptions for Chapter Office Holders should also be reviewed **Action HM**

A longer induction period was proposed to be necessary for PFG and PNG.

**It was agreed** that there should be a two meeting handover, with the Blessing of a Ministry taking place after the second Chapter Meeting. **Action..HM.**

Two members of Chapter would work to develop this induction guide (CJS and RD), with a deadline of Easter. It may then be added to the existing section within the Chapter Handbook.

It would be brought back to the next Chapter **Action CJS and RD.**

It was the responsibility of every Chapter Member to check the Area Team Handbook where they had responsibilities or linkage. **Action. All Chapter.**

### **7.2 Provincial Formation Guardian**

Feedback was given by PB on the event held in London on 14<sup>th</sup> November 2015 entitled 'Forming Franciscan Communities'. This event was held in response to a request for Training of Local Conveners.

Two more similar meetings had been scheduled for November 2016, in Manchester and Berwick.

Discussion followed in which various details of wording were queried, and during which the following points were made :

- The event had avoided the word 'training' but it had encouraged community.
- There was a stated wish to support 'outside causes'. This was good but, in accordance with TO policy, it should not be done 'in the name of TSSF'.
- Similarly, raising funds for Franciscan Aid was good, but 'Area funds' should not be used for that purpose.
- It was important that it should be made clear that TSSF is a 'Community'. We are not a federation; we are knit together in 'Community' and prayer.
- It could be seen as 'too directive' to have the 'questions for the General Chapter' included in the programme.

AS queried who should continue to develop such future meetings, and several expressions of positive support were received. It was proposed to hold back on planning further meetings at this stage.

In response to these points, PB replied that he had been invited to speak at meetings about the General Chapter plans. Several members agreed that Areas wanted to discuss the questions, and want to get involved.



AS suggested that help was needed for PB, and requested a meeting of the Formation Team.

However, there was no resolution to these discussions because, at that point, PB left the room and was not present for any further business of Chapter.

### 7.3 Novice Guardian

PD introduced the document 'Becoming a Novice Guardian'.

After some discussion, he proposed that the document should be adopted, this was seconded by PT.

**Chapter voted to adopt it, 9 votes in favour, none against.**

There was further discussion on training for NGs. In some Areas this had included the Novices too. It was proposed that training should be in Areas, or shared between Areas (e.g. in East Anglia). Guildford had had similar thoughts of sharing for NG training.

PD does not give training courses direct, but JP reminded Chapter that there was a duty to set up Area training annually.

PD then reported on the reception given to the new 'Postulancy Notes'. He reminded Chapter that the Notes had been agreed – but also commented that as members of Chapter change, not all members are aware of past Chapter decisions.

It was suggested that the new Notes should be run for the rest of the year, and PD would then ask for feedback. They had already been discussed by the Formation Team.

**Action .....PD.**

Discussion followed on the relative merits of making these Notes available to all on the Website, or whether they should be a resource for Novice Guardians.

Chapter was reminded of a previous proposal to have an 'intranet' section on the web-site, where information would be available to tertiaries only. It was asked that the Comms. Group should consider this.

**Action.....CJ.**

PD stated that it was felt to have been very important to make the 'ground rules' of Third Order membership clear.

An earlier Agenda item was then returned to:

**6.1** JW reported on the reception of the St Francis film 'Finding Saint Francis'. It had received its premiere in November 2015 at the National Film Theatre. It had a distribution of 1000 copies. JW had compiled a booklet of comments for Chapter.

It had received 3 reviews, and was accompanied by a booklet of stories and reflections (which would be used by 4 Lent Groups). The booklet was available as a free download.

The verdict on the film was that although initial sales were not bad, they would benefit from further help to promote it.

Copies of the DVD could be provided on a Sale or Return basis at Area Days.

It could also be used in Formation (to replace the 'postcards' mentioned in the Novice Training pack)

There are now only three members of 'Little Portion Films'. JW would be looking for volunteers to be 'Friends of Little Portion' to spread the word and encourage take up of the film. It can be downloaded and streamed.

Denise Eastal is in charge of Sales. AS thanked JW, and commended the film to Chapter.

#### 7.4 Provincial Communications Coordinator

CJ reported that the disability leaflet was nearly complete and would go into the Area Team Handbook (ATH).

A new Intercessions Compiler was needed and an advert for the job would be posted in TON.

CJ also pointed out where other help was needed:

Verena Tschudin, editor of Little Portion, was in need of future help with the 'Publisher' programme (JW was helping at present);

The Web Team need help with 'Wordpress' for the website....**Action.....LTs.**

Novice notes would be updated. At present 'Distributions' at Freeland holds a large quantity of the old Novice notes. Could they be used?

The T.O website could host subsidiary websites, such as an Area site or a Prayer and Study website.

AS commented that Franciscan Aid would like a presence on the website. The contact should be with CJ. **Action .....CJ.**

The question of whether the TO Principles should be online for local printing, or reprinted centrally, was discussed.

The cost of central reprinting should first be ascertained. A reprinting could be funded by the Order, but after further discussion it was decided that printing locally 'on demand' was the better option, with cost guidelines to be given to Areas. **Action....CJ & JL.**

Both TON and Little Portion were reported to be going well.

AS reported that JPIC was keen to know whether the newsletter from C.Ugbo had arrived in Areas. LTs Please check. **Action .....LTs.**

AS asked CJ to tell Mollie how much her work on the data base for the Order was appreciated. **Action.....CJ.**

#### 7.5 Provincial Secretary

HM reported on the successful election of Shelagh Norton as Link Tertiary for Scotland and Ireland.

JW would have completed 6 years on Chapter in June. The election process would be started following the present Chapter using the latest approved format.

JP and TH were both due to complete their 3 year discernment. The process, as laid down in the Chapter Handbook, would be started after Chapter. **Action.HM.**

There were two important job vacancies: A replacement Knox Dick fund administrator was urgently needed to succeed Rachel Cornish, and a new Intercessions Compiler was needed to relieve Mollie Kingham ( see 7.4).

**Action... All Chapter.**

**HM also outlined proposed dates for 2018, which were accepted.** The Chapter dates for 2017 were approved in February 2015.

#### 2018:

##### February Chapter

Thursday 8 <sup>th</sup> Feb	12.00 Link Tertiaries Meetings
Friday 9 <sup>th</sup> Feb	Full Chapter
Saturday 10 <sup>th</sup> Feb	Full Chapter

## June Chapter

Thursday 14<sup>th</sup> June 12.00 Full Chapter convenes – Quiet half day  
Friday 16<sup>th</sup> June Full Chapter  
Saturday 16<sup>th</sup> June Full Chapter

## October Chapter

Friday 12<sup>th</sup> October 12.00 Full Chapter (SSF, CSF and OSC in attendance)  
Saturday 13<sup>th</sup> October Full Chapter  
Sunday 14<sup>th</sup> October Full Chapter.

Discussion followed on the election processes. AS reported that latest statistics were encouraging, and revised nomination comments by the 'proposer' had appeared helpful. The suggestion of including the phone number of the candidate's Area Minister was declined. It was suggested any such enquiries would be best done informally.

AS reported that HM had compiled a 'Book of Decisions' from the Chapter Minutes. Chapter was obliged to support those majority voted decisions, unless subsequent Chapters had reason to change them. As an example, 'Dealing with Criminals' is now in the hands of the MP, and will be handed over to the new Safeguarding Officer when this person is appointed. KEN advised Chapter that, in the US, such recorded decisions are called 'norms' HM was thanked for all his work on compiling the book.

## 8 Provincial Treasurer's Report and Accounts

JL had presented a short report.

Gift Aid was being claimed monthly.

The TSSF allotted Margaret Thame Bequest money had been handed over to the Knox Dick Fund. It had been arranged in such a way that money could be transferred from that fund in future for other purposes, if need be.

Some discussion followed on the administration of the Knox Dick Fund. Although the scrutiny process had been agreed by Chapter, there had been instances of upset feelings caused by the questions about a tertiary's personal financial affairs. The allocation of trust funds would continue for now using present parameters, with sensitivity, but it was decided that the administration of the Knox Dick fund should go on the June agenda, and Rachel Cornish should be asked to give feedback. **Action.....HM.**

JL reminded Chapter that it was time for Areas to be setting budgets for the year ahead (1 Jun 16 to 31 May 17). RD will prepare guidelines **Action..LTs RD.**

TSSF Accounts would be presented to June Chapter. Area Treasurers need to send JL a financial report by 31<sup>st</sup> May. **Action .....LTs.**

The question of investing funds needed to be addressed. At present, £70,000 was held in an ordinary bank account. That was too much to be held in such an account.

RD reported that there were two categories of financial affairs which needed to be sorted out, Reserves and Area Finances. The Finance Committee would meet in May to discuss Area Finances. In October it would discuss the Reserves Policy.

Meetings for Area Treasurers would be arranged. The treasurers would be given the choice of meetings in either July or September 2016, and in either London or Manchester. The deadline for replies was the end of February.

The meetings would be an opportunity for dialogue and agreeing methodology.

**Action.....JL & RD.**

AS asked for a decision on item 2.4.2 (request for help for the Calais 'Jungle' Camp). RD proposed the sum of £1000, subject to clarification of scope and need. **Chapter agreed.** AS would be in touch with Br.Hugh SSF. **Action ....AS.**

JL requested an email update on progress on help in Calais to allow release of funds before June Chapter. **Action.....AS.**

## **9 Main Chapter Discussion Items**

### **9.1 Tertiary's Annual Report Form.**

Although PB was not present, it was proposed by HM that the main proposals for the 2016 Annual Report Form, (consultation timelines and draft survey questions, with suggested 'core questions'), which were contained in PB's paper to Chapter, should be accepted because the form/guidance will be reviewed and considered by Chapter in June.

### **9.2 Provincial Annual Review**

It was urgent that the content for the Provincial Review should be decided. With minor changes to the suggested wording, it was agreed that HM should draft the material from the LTs meeting (Review of Life around the Province) and the Emerging Priorities for the coming year. This would be done and circulated as a priority, for approval by Chapter before end March. **Action.....HM.**

## **10. Issues and decisions arising from Friday evening's discussion on General Chapter.**

### **10.1 Planning a General Chapter in the future**

Following the discussion on the planning of a future General Chapter, the following points had become clear:

Chapter should adopt the following proposals listed in 'Setting up and managing the project':

- 1) Provincial Chapter should establish the terms of reference for the team(s) preparing General Chapter; covering scope of work, authority, accountability, skills required (if relevant); duration of project; reporting back to Chapter etc.
- 2) Two distinct skill sets are required; one to identify and propose content, and the other to organise the practicalities.
- 3) The Minister Provincial should be an ex-officio member of the team(s).
- 4) Where major expenditure is involved, the Provincial Treasurer, or a member of the Finance Sub-Group, should be co-opted onto the team.
- 5) As trustees and representatives of the Order, Chapter members should be fully engaged, and beware of paying 'insufficient attention' to Chapter papers that seek their approval.

- 6) Comments and criticisms on emerging material should be made direct to those responsible for its development.

Statute 3.3.3 needed to be amplified as a remit for a committee handling a big project – boundaries, timescale, responsibility, feedback and structures all needed to be clear.

HM would sort out the parameters of future committees, and circulate a draft paper for June Chapter. The document, once approved, would go in the Chapter Handbook. **Action .....HM.**

It was also clear that either the Provincial Secretary or Minister Provincial should be given the authority to halt proceedings if the project was not working.

The role of Chapter was to listen, rather than direct the content of future General Chapters.

### 10.2 The use of the Area Team Handbook

It had become clear during discussions that the Area Team Handbook (ATH) was not as well-known as it should be by Area Teams.

LTs should alert Area Teams to the Handbook, and they should be urged to review it, and feed back to LTs any parts in need of updating. It was available on the Web. LTs should do the same with the Chapter Handbook. **Action....all LTs.**

RD asked for two documents, already agreed by Chapter, but not yet in the published Handbook, to be circulated to all LTs. These were: 'Four Marks of Profession' and 'Engaging Absent Tertiaries'. It was requested that HM send those documents out with the draft minutes. **Action .....HM.**

### 10.3 Formation Guardian's Engagements

In the light of PB's absence it was necessary to reassign speakers for some future Area meeting dates.

The following Chapter members volunteered to stand in:

27 Feb	Newcastle	AS
5 March	West Kent	JW
19 March	Somerset	RD (or CJ)
23 April	East Anglia	CJS
8 October	Cornwall	RD

WS was happy for LTs going to those meetings to host a Q and A session on the Convocation in May 2017, but should not direct any discussion on the questions set for Convocation discussion in Local Groups.

It was also suggested they could show the 'Finding Saint Francis' film, or use the film study guide, as a basis for discussion.

The volunteers should liaise with AS.

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

There were also two further dates planned for 'Forming Franciscan Community'

12 Nov	Berwick
26 Nov	Manchester

No decision has yet been reached on what to do about those dates, but CJS suggested that Lesley Anne di Marco could be consulted.

#### **10.4 Emerging Priorities for Future Chapter Business**

The following were agreed to be the main emerging priorities for the coming year;

- 'Welcome and Induction of new Chapter and Area Team members'
- Raising awareness of information available for Area Teams
- The Assisi booklet on Ageing
- Empowering Areas in 'forming', recognising discretion and creativity at Area level.

#### **10.5 Progress Report on General Chapter**

WS gave a report on progress in planning the General Chapter 2017, which would take the form of a Convocation of delegates, two from each Area. Local Groups had been asked to discuss two questions, which were on the website. Letters had been written to Area Ministers, and to individual tertiaries.

Date – 17<sup>th</sup> – 18<sup>th</sup> May 2017

Venue – Hayes Conference Centre, Swanwick, Derbyshire.

The deposit had been paid.

120 people were expected – 84 from Areas.

The Bishop Protector would be attending, and would celebrate and preach.

JP and TH would sort out the worship and music.

The primary facilitator would be Nicholas Henshall, Dean of Chelmsford.

The programme:– arrive, coffee, Eucharist, lunch, small discussion groups for one hour. Other suggested activities – presentations from Franciscan Aid, JPIC, Prayer and Contemplation, 'Finding Saint Francis' film.

The question was asked about Chapter involvement – members would be silent and listening, but would have a role in collating the discussion.

Following some discussion on whom else to invite, RD suggested 6 admin, and 10 visitors. An invitation to Justin Welby would be sent **Action .....AS.**

Names of delegates, 2 per Area, need to be with WS by 1<sup>st</sup> November 2016.

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

The name of the facilitator, Nicholas Henshall, was ratified by Chapter.

He was proposed by PT, seconded by RD. All voted in favour.

#### **12 AOB**

No items had been designated.

#### **13 Feedback from Minister General**

KEN reported on a generally healthy Chapter. Though there had been conflict, the goal should be '**conflict transformation**' rather than '**conflict resolution**'. Communication had been generally good. He suggested it was important to keep things in proportion. The province was big, and there was a lot of work to do.

#### 14 **Minister Provincial's Brief Summary**

AS thanked Chapter, and requested feedback from the visiting guest Area Ministers. Both AT and JC thanked Chapter for the opportunity to be present, and would send a more detailed response by email.

AS proposed special thanks to Carol Robertson, retiring Link Tertiary for Scotland and Ireland, who was presented with a gift in recognition of her six years of valuable service on Chapter.

#### 16 **Confirmation of Dates and location for future meetings:**

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

<b>2016</b>	June	Thurs	16 <sup>th</sup>	June	1200	Quiet Half Day (Bishop Protector)
		Fri	17 <sup>th</sup>	June		Full Chapter
		Sat	18 <sup>th</sup>	June		Full Chapter
	October	Fri	14 <sup>th</sup>	Oct	1200	Full Chapter (with SSF; CSF and OSC attendance)
		Sat	15 <sup>th</sup>	Oct		Full Chapter
		Sun	16 <sup>th</sup>	Oct		Full Chapter.

The Chapter dates for 2017 were agreed in February 2015 and will also take place at Bishop Woodford House. These dates were promulgated with the revised Chapter programmes in March 2015.