

# THE THIRD ORDER OF THE SOCIETY OF ST. FRANCIS

## European Province

### CHAPTER MINUTES

16 – 18 June 2016

#### SUMMARY OF ACTIONS PLACED AT PROVINCIAL CHAPTER

2. PD was concerned that in some cases the noviciate was being rushed. PD to write to all Areas to make that point and investigate further. **Action.....PD**
- 5.2 PT to advise his cluster that information about Saints. Francis and Clare can be found in the film 'Following Saints Francis', and the accompanying study guide. **Action.....PT.**
- 5.6. WS to advise Newcastle Area that novices could represent their Area at the Convocation. **Action.....WS.**  
WS to write to those concerned who would need to relocate Areas, and subsequently inform TSSF Mem. Sec. of their new Areas. **Action.....WS.**
- 6.1.1 AS to advise David Swain that EH would act as Chapter correspondent with the Franciscan International Study Centre at Canterbury. **Action .....AS**
- 6.17 AS to contact Greenbelt Safeguarding Team and SSF, following SSF acceptance of the safeguarding policy proposed by JW. **Action.....AS**
- 6.2.1. Draft Assisi Booklet on ageing to go to Chapter in February 2017 **Action. PB & PT**  
The Report of Disability Team is to be consulted. CJ to forward to PB. **Action....CJ**
- 6.2.3 PB to forward revised Annual Report Form to AFGs and LTs **Action.....PB**  
Guidance on form is to include point that reporting should precede renewal. **Action.....PB.**
- 6.2.4 PB to convey Chapter's sincere thanks to JP and Debby for the four introductory weekends on Spiritual Direction. **Action.....PB.**  
The formation Team will also consider further Spiritual Direction issues and training in future; building on the Spiritual Direction work of Jeremy & Debby Plummer.  
**Action..... PB and Formation Team**
- 6.2.5 RD to consider helping PB with reformatting PDF Area Team Handbook. **Action...PB & RD**
- 6.3.3. PNG to put questions on the review of postulancy papers to Chapter before they are sent out to ANGs. **Action.....PD**
- 6.4.1 Copies of TSSF Principles 'Brown Book' to be printed and held in TOD. **Action...CJ**  
Chapter agreed to welcome a suggested article on Sri Lanka. **Action...CJ.**
- 6.4.3 Chapter agreed to invite TSSF Mem. Sec (Mollie) to a future Chapter Mtg. **Action HM**
- 6.4.4 TSSF web-team to initiate the requirements for a redesigned web-site before approaching a web designer. **Action...CJ & Web team.**
- 6.4.5 Chapter agreed the requirement for setting up a 'Drop Box' for papers. **Action...CJ.**

- 6.5.1 Start action to elect Jeremy Plummer's replacement **Action...HM & Chris Petrie.**
- 6.5.2 Action to be started to elect new Provincial Secretary. **Action..HM & Chris Petrie.**
- 6.5.3 Approved role descriptions to be inserted into Chapter Handbook. **Action ....HM & CJ**
- 6.5.4 Approved Project Management guide to go into Chapter Handbook. **Action HM & CJ.**
- 7.02 Budget; A line for £2000 to be added for future Chapter Conduct. **Action .....JL**
- 7.1.1 Formation team to consider how Mary Whittam Bequest (for Spiritual Direction and retreat conductors) could be used. **Action.....PB & Formation Team**
- Three new funds for TSSF related 'reserves' are to be set up. **Action....JL & RD**
8. WS to invite BR. Benedict SSF & Sr. Sue CSF to Convocation **Action....WS**
- Agenda time needed in Feb 2017 and June 2017 Chapters for GC. **Action HM & AS**
- Nicholas Henshall (GC facilitator) to be invited to October 2016 Chapter **Action HM & WS**
- WS to prepare a 'draft' convocation programme for October 2016 Chapter...**Action.....WS**
- Sue Green (TO Dist.) to be thanked for information on stock held. **Action.....CJ.**
9. Summary of agreed points from the discussion on 'Conduct of Chapter', together with draft Terms of Reference for Working Group/Commission to be produced and circulated for comment, to facilitate the early setting up of the Commission....**Action.....AS, HM, & TH**
10. Susan Walker to convey Chapter's thanks to JP for his contemplatives report. **Action.....SW.**
- HM to write to invite JP to October Chapter for farewells. **Action.....HM**
11. Chelmsford Protocol for Safeguarding to be adopted in its entirety. **Action .....TH**
- Three year discernment process to be used for SGOs in 2019. **Action....TH & SGOs**
- Finance line to be added to budget for Safeguarding. **Action.....JL**
13. TH to convey sincere thanks to Caroline Ugbo for all her JPIC work. **Action .....TH**

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## European Province

### CHAPTER MINUTES

16 – 18 June 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)  
Tim Higgins (Link Tertiary, Wales, Severn, West Midlands and Marches) (TH)  
John Wiltshire (Link Tertiary, London and South East England) (JW)  
Rona Duncan (Link Tertiary, South West England) (RD)  
Shelagh Norton (Link Tertiary, Scotland and Ireland)  
Peter Thompson (Link Tertiary, Central South England and Channel Islands) (PT)  
Wendy Scott (Link Tertiary, Yorkshire and East Midlands) (WS)  
Elizabeth Horwell (New Link Tertiary, London and South East England) (EH)

#### Non-Trustees Present:

Alva Dahl (Swedish Area Novice Guardian, on behalf of Christer Sall) (AD)  
Richard Ames-Lewis (Area Minister Cambridge Area, representing Carole Selby) (RA)  
Sue Walker (Area Formation Guardian, Mersey Valley, representing Jeremy Plummer) (SW)  
Jane Gillbe (Knox-Dick Fund Administrator) (JG)  
Katharine Ames-Lewis (Chapter Minutes Secretary) (KA)

#### Minister Provincial's Introduction

AS welcomed the visitors to Chapter, and expressed warm appreciation to Bishop Stephen for conducting the introductory quiet day on Thursday.

#### 1. Preliminary Matters

1.1 Apologies had been received from Carole Selby and Jeremy Plummer. RA gave a brief report on the latest news of Carole's health.

1.2 Minutes of the previous meeting on 11-13 Feb were approved as a true record, with no amendments. Proposed by PD. Approved unanimously.

#### 1.3 Matters arising

AS thanked HM for listing the useful 'Summary of Actions' which had accompanied the last Minutes. Chapter members were asked to look through that list.

Actions still to be done – JW had not yet identified trained mediators.

AS had not written to invite Justin Welby to Convocation (and **Chapter agreed** that it was not now necessary to do so).

HM was working on putting paperwork on 'the cloud', but the task was a long one.

RD would trial the revised Chapter Handbook and Link Tertiary Guide. (PT and RD would act as 'buddy' to the two new Links).

## 1.4 Correspondence

1.4.1. AS explained the background to a previous letter requesting funding for the project to visit and support recently formed tertiary groups in Sri Lanka. It was important to make efforts to co-operate across the Provinces and this was underlined by the decision of the trustees of the Central Fund to grant that funding.

Andrew Mayes and Lesley Anne di Marco, who were undertaking that visit, would need our prayer and support.

1.4.2 A letter had been received in thanks for money sent to help with accommodation for volunteers working at the Calais camp under the care of Hugh SSF. There were pictures of their work on the SSF website.

1.4.3 Cards had been made from Anne Spalding's photos and were available at £3.00 per set.

## 2. Election to Profession (with Prayer)

(AS thanked Links for the prompt return of names)

The following were elected to profession, with prayer:

James Cooper	London South
Judith Russenberger	London West
Stephen Harding	Canterbury
Pauline Porter	Sussex
Christopher McDermott	Sussex
Cathi Bryant	Wales
David Wood	Wales
Catherine Chambers	East Anglia
Sam Gibson	Oxford
Sandra Tauson	Mersey Valley
Steven Hersey	Mersey Valley

PD was concerned that in some cases the novitiate was being rushed. It should be a full two years before names are sent to Chapter for election to Profession.

AS proposed that PD should write to all Areas to make that point and investigate further.

**Action .....PD**

## 5. Link Tertiary Priority Issues

5.2 PT brought several questions from his Cluster. Approval was expressed for the following: Area Officers may work in tandem, if they wish, for ease of handover.

TSSF may be promoted with posters (a banner is available on loan from T.O distribution) at, for example, a Vocations Day.

Area Ministers could share names of good speakers, perhaps using the email network.

Information about Saints Francis and Clare can be found in the film 'Following Francis' and the accompanying study guide.

**Action .....PT**

5.6 WS wanted to know whether novices could attend Convocation. **Chapter agreed** they could. WS would write to the novice in the Newcastle Area.

**Action.....WS**

WS reported that one of her Areas, York South and North Derbyshire, was too small to be viable. The final Area Meeting would be in October 2016. Three members in Sheffield would

need to join another Area. The Area Minister, John Wood, as well as WS, would write to all concerned and WS will subsequently inform TSSF Mem. Sec. of the new Areas that tertiaries have moved to. **Action.....WS**

## 6. Priority issues raised by Minister Provincial

6.1.1 AS drew attention to the points of information in her report, previously circulated. She explained that David Swain, representing AS and PD, had requested that a Chapter member should act as correspondent with the Franciscan International Study Centre in Canterbury. **Chapter agreed** to the offer by EH to fulfil that role. **Action....AS**

AS said that she felt that it would be good to renew a relationship with the Centre.

6.1.2 In response to David's second request, that Chapter should find someone with appropriate training skills to undertake the Spiritual Direction Course offered by the Study Centre, AS proposed that Chapter should investigate that and other courses. PB said that the Formation Team wished to build on Jeremy and Debby Plummer's work on Spiritual Direction; (see 6.2.4)

6.1.3 Chapter was invited to sign a card of good wishes for Carole Selby.

6.1.4 AS drew attention to the Provincial Engagement Group's 'Mobile Monastery'. Anyone interested should contact Sr. Beverley. CSF.

6.1.5 It had been agreed to leave the boundaries of the SSF Companions deliberately fuzzy. Companions unlike Tertiaries are not required to meet up with others in order to test their vocation.

6.1.6 There was a strong possibility of there being a joint SSF/TO steering group for JPIC.

6.1.7 Safeguarding at Greenbelt – AS would contact the Greenbelt Safeguarding Team as well as the First Order Brothers, following the decision by SSF that the safeguarding policy suggested by JW should be adopted. **Action.....AS**

## 6.2 Provincial Formation Guardian

6.2.1 Assisi Booklet on Ageing.

PB invited PT to speak about the proposals. Chapter was asked to endorse the editorial team listed. **Chapter agreed this.**

The Terms of Reference were discussed. The wording, subject to further consideration, was: *'To write, edit and publish, with the approval of Provincial Chapter, a booklet concerning Ageing within the Third Order. This will focus on the gifts and challenges of ageing, promoting its gifts and suggesting ways forward concerning its challenges.'*

The other five sections of the Terms of Reference are:

*To gather content from within the Order and beyond;*

*To clearly define roles within the editorial group;*

*To agree a costing for the publication of the booklet;*

*To plan distribution;*

*To set a deadline for the first draft of no later than February 2017, for consideration by Chapter.*

The booklet is intended for three categories of reader – the ageing tertiary, those who care for them, and their visitors.'

It was recommended (JW) that the Age UK website has some excellent material and should be referred to for both cross reference and information.

The points made during discussion included the following:

Chapter needs to see a draft of the booklet and agree it (PB) The draft should be presented to February 2017 Chapter with the aim of printing by June 2017. **Action..... PT & PB.**

Material already in the Area Team Handbook should be used (JG)

The report of the Disability Team should be consulted. CJ would send it to PB. **Action....CJ**  
JL was content with the proposed cost.

### 6.2.2 Commentary on the 'Principles'.

Denise Mumford and David Swain would be in contact with PB, AS, TH and PD in July 2016. They would hope to have a proposal for the Oct. Chapter.

### 6.2.3 Annual Report of Tertiaries

PB asked for comment on the wording of the core text for Annual Report Forms 2016.

He explained that The Report Form was intended to be a reflective tool.

Some discussion followed on the need to keep the language simple.

The following amendments were suggested:

The words 'Professed Life' should be substituted for 'your profession'. (JG)

Exact age should replace the request for 'decade'.

Guidance should be given on the exact meaning of 'common life'? (RD)

**Chapter agreed** to the content and tone of the rest of the Report Form.

PB would send the form direct to AFGs and to LTs.

**Action.....PB**

He also drew attention to the Annual Report Form draft guidance, for the Area Team Handbook.

In further discussion the following points were made:

AS stressed that 'confidentiality' is not like the confessional. A full report needs to be given by the AFG to the Area Team. Areas can't be properly run without the sharing of information.

This is very important for safeguarding.

JG made the point that Reporting should happen before Renewal. **Chapter agreed this.**

PB undertook to add that point to the guidance.

**Action.....PB**

SW asked whether copies of the rule should be retained by the AFG.

**Chapter agreed** that the rule should be signed, and then returned to the originator.

TH asked whether there could be further help for members to understand 'Community Obedience' as part of the 'Four Marks of Profession'.

### 6.2.3 Forming Franciscan Community

Events in Berwick (12 November) and Manchester (26 November) had been arranged.

Expenses for those attending should be claimed. **Chapter agreed.**

### 6.2.4 Spiritual Direction weekends

PB proposed that Jeremy and Debby Plummer should be thanked for the four introductory weekends on Spiritual Direction. **Chapter agreed** that PB should convey hearty thanks.

**Action .....PB**

The Formation Team would consider further Spiritual Direction issues and training in the future.

**Action.....PB and Team**

### 6.2.5 Area Team Handbook

PB proposed that the Team Handbook should be structured as an online library.

He invited comments on the proposed structure.

It was suggested by RD that the handbook also needed more user friendly pieces.

PB asked for a volunteer to help with the necessary rewriting (reformatting of PDF).

JL offered to help with the reformatting of the PDF for the ATH.

**Action.....PB and JL.**

## 6.3 Provincial Novice Guardian

6.3.1 PD reported receiving continued enquiries from the website. RA expressed the view that website enquiries perhaps tended to be from younger people.

6.3.2 PD reported on a successful visit to Swedish Tertiaries.

6.3.3 The postulancy papers would be reviewed after October. PD would put the questions to Chapter before they are sent out to ANGs.

**Action.....PD**

## 6.4 Communications

### 6.4.1 Third Order Distribution.

**It was agreed** that when Comms had a definitive up to date copy of the Manual, a PDF of it should be sent with an issue of TON so that members can check their hard copy version.

**It was agreed** that the 'Brown Book' (the small paper bound copy of the Principles) should be printed and held in TOD, at the cost of £30.00 for 50. JL hoped it would be publicised.

**Action ...CJ**

### 6.4.2 Little Portion.

**It was agreed** that Little Portion could be left in churches/libraries.

**Chapter also agreed** that a suggested article on Sri Lanka would be welcomed. **Action. .CJ**

### 6.4.3 Membership Secretary.

CJ had noted in his report that, in order to comply with data protection, Mollie needs to have an original or a scan of the Novice form so that she has a visible signature of agreement to holding information. **Chapter agreed** that LTs should make this clear to all Areas.

**Action.....LTs**

CJ had also suggested inviting Mollie to a future Chapter meeting. **Chapter agreed.**

**Action ....HM**

### 6.4.4 Website.

CJ had reported major problems with the website following a software update. Chris Petrie was bearing the brunt of the problems.

There followed a proposal from RD that something important had to be done about the website: the Order relies on good access to information from the site, and our website is too antiquated. We need to be honest and seek professional help to redesign the site, and train volunteers to keep it up – or have a professional maintenance contract.

JL confirmed that we could afford a maintenance contract.

There was general **agreement by Chapter** that this needed to be done.

The proposal was made that two people, with at least one on Chapter, should compile a list of requirements for a redesigned website. When they had had wish-list feedback, a web designer could then be approached.

CJ suggested that the 'Web Team' could be the starting point for the process.

AS made the point that the work could start immediately, not waiting for the October

Chapter. **Chapter agreed.**

**Action .....CJ and the Web Team**

### 6.4.5 Organisation of Chapter Reports and Papers.

CJ asked for better labelling of all paperwork – names and titles should be clear for quick retrieval.

PD proposed setting up a '**dropbox**' for all Chapter papers. **Chapter agreed.** **Action CJ**

## 6.5 Provincial Secretary

### 6.5.1 Personal Discernment and Election requirements.

HM reported that Tim Higgins would serve a second three year term.

Jeremy Plummer had decided that it was right for him to stand down at this point.

**Chapter agreed** that Chris Petrie should put the election process in hand for Jeremy's successor.

**Action .....HM and Chris Petrie**

There followed some discussion about whether the detailed reasons for standing down should be shared with Chapter. TH suggested that 'exit interviews' might be helpful.

6.5.2 HM would stand down from February 2017, after 6 years. The election process for his successor should start following this June Chapter. **Chapter approved.**

**Action ....HM and Chris Petrie.**

6.5.3 Chapter was asked to approve the Role Descriptions previously circulated. At PB's request, the role description of PFG was not considered at this time, in light of problems encountered with the role as written, and the impending work of the commission (see 9.0).

**Chapter approved all other RDs.** The old Role Descriptions need to be deleted from the Chapter Handbook.

**Action .....HM and CJ**

### 6.5.3 Knox-Dick Fund.

At this point on the agenda, HM's request for Chapter to approve the terms of the Knox- Dick Fund were combined with item 7.2 'Knox- Dick Review' and discussed .

RD explained that the K-D Fund had been topped up by the Margaret Thame Bequest. In the past the Fund had been topped up from the General Fund. The Fund stands at £60,000 in a share-holding investment.

JG, the new Knox-Dick Administrator, was happy with the guidelines. She proposed that up to £500 per annum could be used from the capital if income is insufficient to meet demand. After some discussion, **Chapter approved the proposal as well as the terms of the Fund.** JG had had good support from JL and HM and would value the support of LTs.in particular cases. AS thanked JG for taking on the role of Knox- Dick Administrator.

### 6.5.4 Draft Generic Project Management Guide.

HM had previously produced and circulated this document.

AS suggested that it should be used as a checklist .It should go into the Chapter Handbook. Two small amendments were proposed to the checklist and **Chapter Approved** the revised Project Management Guide.

**Action .....HM & CJ**

At the conclusion of HM's Report, WS expressed warm thanks to HM for his writing of the Annual Review.

## 8. General Chapter

The order of the Agenda had been altered to take this topic next.

WS gave a verbal update report on arrangements for the Convocation in May 2017.

She stressed the timings:

- JP and TH will lead on the music and worship aspects for the convocation.
- each Area should send the names and contact details of two representatives to WS at Francistide 2016.
- In Jan 2017 forms would be sent out to each Rep.(Anne Lindley was acting as administrator).

WS continued with several other points of information about content of the Convocation.

Benedict SSF and Sue CSF had been invited, and Sue has accepted.

WS requested some time at the February 2017 Chapter for further explanation, and in June 2017 time should be set aside for reflection on the outcomes. **Action....HM, AS for Agenda**

In answer to discussion of the conduct of the consultative aspect of the Convocation, **it was agreed** that Nicholas Henshall, the facilitator, should be invited to October Chapter.

**Action ....WS, HM**

Chapter needs to be assured that enough time would be given to feedback of Area concerns from the Representatives. Chapter requested WS to prepare a draft programme for the October Chapter.

**Action....WS.**

Before moving to item 7, AS drew attention to the leaflet prepared by TH advertising a weekend in October 2016 'Sacred Land'.

She also urged LTs to take signed profession cards with them for future use

She asked CJ to thank Sue Green for the information on what is held at T.O Distribution.

**Action ....CJ**

## **7. Provincial Treasurer and Accounts**

### **7.0.1 Annual Report of the Trustees**

PD thanked RD for the preparation of a wonderful Annual Report.

The 'pie chart' numbers would go into the Report and the Central Fund Accounts would also be incorporated.

AS wished to say that the wording of Note 2 on p.2 of the Central Fund Accounts had been changed. It should now read:

' The grant is to finance a visit by two tertiaries from the European Province to support work resulting from the visit of the Minister of the Asia Pacific Province when new T.O groups were set up in Sri Lanka'.

### **7.0.2 Budget**

JL went through the Budget June 2016 – May 2017 asking for approval for the following items:

'Minister Provincial Contingency Fund'

JL had suggested a sum of £500.00 for this purpose. After WS had queried whether this should be increased, AS said she had agreed that it was enough. **Chapter approved.**

(A question was asked about the Provincial Secretary's expenses.

JL explained that HM's travel expenses are separately accounted for, and HM said he only claimed for a portion of printer ink and paper used).

Comms. Website. An initial sum of £3,000 had been suggested in case Chapter had agreed the need for the specification of a professional web design. **Chapter approved.**

Community Formation. A sum of £3,300 for the Community Formation events such as in Berwick and Manchester was proposed.

PB commented that this was the estimate if all attendees claimed for travel, and he would not want to presume on their generosity. (AS urged all to claim expenses) **Chapter approved.**

Assisi Booklet.

The sum of £1,725, not including printing and distribution, for the production of the Assisi Booklet on Ageing was proposed. **Chapter approved.**

Convocation.

The sum of £19,379.60 was budgeted.

WS confirmed that the deposit on the venue at Swanwick had already been paid.

It was noted that the Trustees travel expenses were averaged at £70.00 per head.

**Chapter approved.**

Assisi Flat.

The sum of £1,000 had been set aside for the support of the Assisi flat.

JL asked what agreement had been made to review or renew the arrangement. RD suggested a three year term. The proposal was made that Chapter continue with this support to the Assisi flat of £1,000 per annum, to be reviewed in 3 years' time. **Chapter approved.**

Area Treasurers' Meetings.

The sum of £2,790, to include travel costs, had been proposed. **Chapter approved.**

Provincial Contingency Fund.

The sum of 3.000 had been proposed. (This would be, for example, for the sum sent to help in the Calais camp). **Chapter approved.**

Further discussion: TH suggested a fund which would finance the further work that Chapter had agreed was necessary on its 'Conduct'.

RD proposed that another line should be added to the budget with a 'broad brush' sum of £2,000. **Chapter approved.** **Action..... JL**

In answer to a question from PB, JL said that the anticipated surplus for the new financial year was £9 - £10,000.

AS expressed grateful thanks to JL for all his work on preparing the budget.

HM proposed a vote of thanks to RD for all her early work in sorting out the finances.

JL explained that the forthcoming Area Treasurers' Meetings, on Sept 3 and Sept 10, should clarify the issues about how Areas are financed. Following those meetings, guidelines for Treasurers would be produced. He would be trying to reach consensus and understanding.

The issues arising would come back to October Chapter. **Action..... JL and RD.**

## 7.1 Finance sub-Committee's Report

### 7.1.1 Reserves Policy

RD reported that the Independent Examiners were requiring that a reasonable policy on Reserves should be included within the Financial Statements for 2016 – 2017. It was urgent to do so. There were three aspects to this Policy.

- Mary Whittam Fund  
This should be set up as a 'designated fund' (it should have been set up in 2007). It is a fund for support of spiritual direction and retreat conductors. It stands at £13,000.

RD proposed that it should be set up as 'The Mary Whittam Bequest'. **Chapter approved.** (PB asked whether the Formation Team could consult on how this fund could be used. This was agreed as a good idea). **Action.....PB and Team**

RD explained that the cost of the 2017 Convocation (£25,000) would come out of Reserves.

- For General Chapter 2021 a sum of £6,000 should be set aside and added annually.
- A Development Fund of £20,000 (for development of TSSF) should be set up.

RD said we need to provide for the Development of the Order; this might provide for the development of the website. It would also be a sign that the order had planned for future development. PB agreed the need for planning and discernment.

TH would like a further discussion on how much a Franciscan Body needs in Reserves.

RD agreed such a discussion was necessary.

AS thanked RD for the work on a Reserves Policy. She proposed that the three new funds should be set up. **Chapter agreed.** **Action.....JL and RD.**

## 11. Annual Report on Safeguarding

JW reported that, as previously explained to Chapter, a safeguarding protocol had now been agreed with Chelmsford Diocese. The protocol needed to be endorsed by Chapter.

The safeguarding team consists of two safeguarding officers and a 'lead role' on Chapter:

- Jan le Billon (Area Minister, Channel Islands, SGO)
- Mary Plank (professed tertiary, Reading, SGO)
- Tim Higgins (Link tertiary, Chapter lead)

Both safeguarding officers have previous experience in safeguarding.

The proposal was made to adopt the Chelmsford protocol in its entirety. **Chapter agreed.**  
**Action.....TH.**

The Team would take responsibility for the existing people who are subject to safeguarding. JW added that we need to develop a clear policy for T.O. members released from custody. We also need to review how the protocol relates to a 'dispersed community', rather than a parish community.

AS added some thoughts. In the event of a novice receiving a custodial sentence, the novitiate should be suspended. In the event of a professed member receiving a custodial sentence, support should be offered. As an Anglican Order, we have to comply with the Diocesan directive on these matters. We need to do further work on a policy for T.O members discharged from custody.

TH thanked JW for all his work in setting up the safeguarding team. TH's role was a link to Chapter on all these matters.

JW drew attention to item 14 of his report: 'We anticipate that communication and cultural issues in TSSF, including some resistance and /or scepticism, will present as many issues for our SG team as safeguarding activity itself'.

He concluded by listing items 21 – 29 of his report, for approval by Chapter:

- 21 Agree this report, subject to any amendments.
- 22 Communicate these arrangements, including key named contacts and the referral route, to all in TSSF: to include making them, and Chelmsford's SG policy and procedures, clear and easily accessible on the TSSF website.
- 23 Treat Area Ministers as the key SG contacts unless/until areas appoint a named team member as their SG lead, but encourage the establishment of specific area SG leads.
- 24 Update or delete the existing SG policy in the Chapter Handbook.
- 25 Develop any additional guidance re. the TSSF dispersed context.
- 26 Develop a policy on tertiaries discharged from custody following abuse- related convictions.
- 27 Purchase a laptop, with back up disk, to contain all TSSF SG records securely and confidentially. To be held and maintained by one of the SGOs.
- 28 Invite the SGOs to Provincial Chapter in October 2016.
- 29 Recognise the specialist nature of SG team roles but apply the three year discernment process in 2019.

**Chapter approved all these recommendations.**

**Action .....TH and SGOs**

JL requested that a line for safeguarding should be added to the budget. **Chapter Agreed**  
**Action .....JL.**

## 9. Decisions/ policy issues, following Thursday evening extended discussion on 'Conduct of Chapter'

HM thanked JW for chairing Thursday evening's discussion. A strong recommendation had been made for a group to look at the subject of 'Chapter's Conduct of Business' TH stressed that we need to design Chapter Agendas, thinking carefully about how we use our time. He asked for the meeting to discuss his proposals now rather than later. It was not, however, thought to be appropriate to reopen the wider discussion at this point. AS made the proposal for a 'Chapter Commission' which would pull all the circulating ideas together. Details of the composition of the Commission, chair, remit, accountability and whether it would need a facilitator (perhaps from SSF/CSF?) were all left undecided. A summary of the notes from the evening discussion, to include TH's proposals, would be produced.

### Chapter agreed to the setting up of a Commission

Action....AS, HM, TH

It was agreed by Chapter that HM would produce a summary of the discussion points condensed by JW, and accepted from the evenings discussion. He would combine this with a draft proposal for the Terms of Reference for the working group/commission, incorporating TH's proposals and the relevant general steps for management of a project. This would be circulated as a priority for comment, in order to take this work forward without delay.

Action.....HM.

## 10. Contemplatives Annual Report

Chapter was invited to comment on Jeremy Plummer's Report.

AS asked SW to convey Chapter's thanks to Jeremy for his Report.

Action..... SW

HM would write to Jeremy inviting him to come to Chapter for farewells.

Action....HM

## 13. JPIC Annual Report

TH explained that things were changing with JPIC.

The key issue to address is the perceived split between the active and the contemplative.

JPIC is being recognised as a core part of formation.

Caroline Ugbo will hand over to Philippa Bird in September.

Chapter sent many thanks to Caroline for all her work with JPIC.

Action .....TH.

AS made a plea for all reports to be written in plain English.

14. There were no items under AOB.

## 15. Minister Provincial's Summary

AS felt that Chapter had learned a lot during the sessions of the past three days.

She particularly noted that for any project the Terms of Reference need to be carefully considered, written and agreed.

Chapter needs to 'own' any project and take responsibility for it.

Thanks were offered to JW, for whom this was his last Chapter, and AS presented him with a small present and a card. He would be missed.

JW replied that he had enjoyed Chapter 'to a very great extent'.