

THE THIRD ORDER OF THE SOCIETY OF ST. FRANCIS

European Province

CHAPTER MINUTES

14 – 16 October 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)
Tim Higgins (Link Tertiary, Wales, Severn, West Midlands and Marches) (TH)
Rona Duncan (Link Tertiary, South West England) (RD)
Shelagh Norton (Link Tertiary, Scotland and Ireland) (SN)
Peter Thompson (Link Tertiary, Central South England and Channel Islands) (PT)
Wendy Scott (Link Tertiary, Yorkshire and East Midlands) (WS)
Elizabeth Horwell (Link Tertiary, London and South East England) (EH)
Andrew Schofield (New Link Tertiary, North West England) (ASc)

Non-Trustees Present:

Alva Dahl (Swedish Area Novice Guardian, on behalf of Christer Sall) (AD)
Nicholas Henshall (Dean of Chelmsford, Facilitator for Convocation) (NH)
Anne Lindley (Administrator for Convocation) (AL)
Mary Plank (Safeguarding Officer) (MP)
Br. Benedict SSF
Sr Sue CSF
Sr Paula CSC
Katharine Ames-Lewis (Chapter Minutes Secretary) (KA)

Minister Provincial's Introduction

AS welcomed Nicholas Henshall and Anne Lindley to talk about the 2017 Convocation. Welcome to Mary Plank, one of the two appointed Safeguarding Officers, and to Benedict, Sr. Sue and Sr. Paula. Andrew Schofield, new Link Tertiary, would be arriving in the evening.

1. Preliminary Matters

1.1 Apologies had been received from Jeremy Plummer, Chris Jenkins, Jan le Billon, Guy Buckler, and Carole Selby.

AS passed on news of Carole's health: she was currently undergoing a bone marrow transplant, but was able to renew at her Area meeting.

Cards for signing had been organised for Jan, Chris, Carole and Jeremy Plummer.

PD agreed to write a summary for TON of Chapter business, and to record a summary of Chapter proceedings.

Action...PD

1.2 Minutes of the previous meeting of 16 – 18 June were approved and signed as a true record, with no amendments.

1.3 Matters arising.

AS thanked HM for the Summary of Actions attached to the Minutes.

2. PD reported that on checking the existing rules, novices can be put forward for ratification after 18 months. He would raise the question about whether it should be so, or extended to 2 full years later in the meeting.

6.1 David Swain had been told that EH would act as Chapter Correspondent with the Franciscan International Study Centre. John Wiltshire would act as inter-denomination correspondent.

6.25 Handbook formatting was pending.

6.4.1 Copies of TSSF Principles 'Brown Book' had been printed.

6.4.3 Mollie Kingham would come to Chapter in Feb. 2017

6.5.2 There are two candidates for post of Provincial Secretary –election is in progress.

9. AS thanked HM for all the work on the draft Terms of Reference for the 'Conduct of Chapter' working group.

11. The Chelmsford Protocol for safeguarding had been adopted in its entirety. A finance line for safeguarding had been added to the budget.

1.4 Correspondence

1.4.1 There will be a Conference on Anglican Religious Communities at Lee Abbey 4-7July 2017. There was a limit of 5 places per community. Christine James is coordinating. Chapter agreed allocation of places will be on a first come first served application basis. Applicants please let Caroline Baston know (cjbaston17@gmail.com). Action.....LTs.

1.4.2 AS had received an offer from Simon Cocksedge to write an Assisi Booklet on prayer. A sample of a Grove booklet written by Simon was put on view.

1.4.3 AS had received a request from Charles Burch, Vocations Officer of St Alban's Diocese, for a Third Order contact. AS had passed on the name of Guy Buckler.

1.4.4 AS had received a letter from an RC sister looking for tertiaries in the Liverpool Area – and has handed the matter to ASc to determine which community she came from.

ActionASc.

6. Convocation and Outline programme

This Agenda item was taken next, as Nicholas Henshall and Anne Lindley were attending Chapter for the Friday afternoon only.

Nicholas Henshall introduced himself. He would be the facilitator for the Convocation in May 2017 at Swanwick. As a cathedral Dean, he had to be concerned with 'strategic management of change'. The aim of the Convocation for Chapter was to hear, receive and seek to respond.

Chapter should be assured that Bp. Stephen Cottrell would be an inspirational speaker.

Each of 8 small groups (10 -11) at the Convocation would need a facilitator, a scribe and a spokesperson. Chapter members were encouraged to offer to be facilitators.

Groups would be asking the question, 'What do we want Chapter to do?'

To capture individual responses and comments, 'graffiti boards' would be provided for use of 'post-it' notes.

AS thanked Nicholas Henshall for his explanation of the draft programme. Anne Lindley, the Convocation Administrator, then explained she was dealing with the Hayes Conference Centre, Swanwick and was delighted to be working with WS on the plans. There was a very good software package with free training to make organising easy. 17 Areas had responded so far with the names of their 2 delegates. Letters would go out in early January with all the details for delegates and invitations to guests. Sr Sue would ask Sr Joyce to put prayer for the Convocation 17 – 18 May 2017 on the Society’s Prayer Calendar.

WS asked Chapter members who wish to be facilitators to have a word with her. She thanked Nicholas and Anne for all they had done, and would be doing, towards the smooth running of the Convocation.

WS then addressed the ‘Options’ list. Jeremy Plummer would oversee the music.

Questions and discussion followed:

- RD - Could delegates, coming from a distance, stay at Swanwick for a night either side of the event? AL would find out.
- TH – Could role of facilitator and ‘scribe’ be split? Yes.
- TH – In ranking responses, how would NH employ a ‘democratic process’ that did not ‘lose’ prophetic calls to TSSF future? NH’s said his response would be provisional. The response of AS would also be provisional. Subsequent review and analysis would try to ensure no points or issues were overlooked.
- TH – What was the programme purpose of the Q&A with Bishop Stephen and NH? NH and Bp. Stephen know each other well and the exchange of views would be compelling listening.
- PB – How would facilitators be briefed? NH would prepare briefing notes for would be facilitators.
- PB – What would happen at the end? WS felt that Chapter would need to continue to listen and assess for 3 or 4 years. Time would be set aside to discuss it at June Chapter 2017.
- RD – A digest of the items emerging by the end of Convocation should go out to members after June Chapter
- RD – should some sifting of responses be done in advance? NH – no, as that would tend to skew the responses.
- JL – prophetic voices tend to be lone voices. NH – we would need to have silent spaces to ‘wait on God’
- MP – would there be a quiet place for prayer? WS and NH would discuss the possibility.

Action...WS

AS thanked NH and AL for coming to talk to Chapter.

2. Election to Profession (with Prayer)

Andrew Kerry	Oxford
Andy Gosler	Oxford
Susan Adams	Berkshire
Geetha Srinivanson	Guildford
Richard Walker	Solent
Jane Penn	Newcastle
Denis Niblett	Newcastle
Jeni McAughey	Ireland

Jason Melia- O'Brien	Ireland	(Retrospective)
Ruth Brady	Devon	
Helen Fensome	Devon	
Garth Wright	Cornwall	(Retrospective)

5. In Memoriam

The following list of names of those who died during the year was read out and prayers were said at the final Chapter Eucharist:

Name	Professed	Area/ Local Group
Marian Nevell	1960	London South/SE London
Gerald Shaw	1981	Berkshire/East
Noel Lovatt	1973	Mercia/N.Staffs
Penny Norman	1998	Durham/Hild
Rosemary Botting	1983	Guildford/Mole Valley
Evelyn Puddicombe	1979	Devon/North Devon
Rosemary Cayton	1971	Cumbria and Lancs/West Lancs
Judith Harvey	1997	Cumbria and Lancs/East Lancs
Sheila Datson	1982	Wyevearn/Kidderminster
Roy Evans	1994	Shrewsbury/Mid-Shropshire
Lynette Clayton	1997	Somerset/Ilminster
Peter Batchelor	2011	Cambridge/ Linton
Freda Alexander	2004	Scotland/Edinburgh
Vera Edwards	1989	Mercia/North Staffs
Don Wark	1978	Berkshire/ Central
Marion Way	1980	Durham/Durham Central
Mavis Salt	1964	Blackmore Vale/ Yeovil
Stephen Nutt		Mersey Valley/Manchester
Joyce Overington	1991	KentWest/Sevenoaks
Muriel Stammers	1966	Yorks West and Skipton/Leeds
Rosemarie Wise	1978	Durham/Hild
John Sullivan	2001	Devon/Torbay
Jill Lightfoot	1983	Kent West/Tunbridge Wells
Pamela Richardson	1977	Yorks South and North Derby
Thelma Haslet	1977	Ireland/ Ireland North
George Lindley	2001	Yorks West and Skipton/Airedale
Lens Shaw	1981	Wales/West Wales
Anne Campling	1985	Oxford/ Bedouins
Harold Smith	1981	Northampton/Kibworth
Margaret Clarke	1994	Berkshire/East
Humphrey Squire	2010	Blackmore Vale/Poole and Wareham
Gertrude Farman	1994	East Anglia/ Norwich
Audrey Tyerman	2004	East Anglia/South Suffolk
Janet McLeod		Cornwall
Robert Walter		Cornwall

7. Key items from Link Tertiaries to Chapter

7.1. EH wished to bring two issues to Chapter:

7.1.1. London South had suggested that TSSF members across the Province could take part in Archbishop Justin's initiative 'Thy Kingdom Come' May – June 2017. It was agreed that Sue CSF would email a letter on this idea, and AS will pass it on to Links. **ActionAS, LTs.**

7.1.2 Canterbury Area had asked whether Chapter would pay to print a ream of a 2-sided Franciscan flyer. After discussion, it was suggested that the Area could attach a sticker to the existing enquirer's leaflet, giving local contact details. HM reminded Chapter that the existing leaflet had been produced and approved after thorough discussion by Chapter. AS felt that it was very important that the Areas did not develop different written material. PD pointed out that the proposed extra leaflet made no mention of vows. **Action.....EH.**

7.6 WS announced that Saturday 15th October had been the final Area Meeting for the South Yorkshire/ North Derbyshire Area, which was being disbanded. Chesterfield local group was to merge with Nottingham, South Derbyshire and Leicester. Chapter noted the sadness of the occasion for the members concerned.

On a positive note, there were, however, four enquirers in Sheffield.

8. Reports from Minister Provincial and Office Holders

8.1 Minister Provincial

- Greenbelt. There had been no safeguarding issues this year. Liaison with the Greenbelt safeguarding team had worked very well. There had been a T.O. presence in the ARC tent, and Jenny Fox-Eades had written to say how successful this had been. She would like to repeat it next year.
- Prayers were asked for the Convocation 17 -18 May 2017 and for IPTOC 6 – 15 September 2017. Our IPTOC representatives would be: Minister Provincial, Provincial Formation Guardian, and Provincial Novice Guardian. Robert Dimmick would be Secretary.
- Prayers were asked for Finland Tertiaries, who were about to become an Area. In the future, the possibility of a Scandinavian Cluster would need to be considered. Bp. Stephen is looking for a Finnish Bishop as Protector: a new Bishop Protector for Sweden has been appointed. T.O. growth seems currently to be in mainland Europe.

8.2 Provincial Formation Guardian

8.2.1. PB referred to his paper 'Oversight of Formation' and said he had experienced difficulties in Chapter in fulfilling the role of PFG.

The PFG job description, aims and demands on the post holder needed clearer focus.

He drew attention to the Appendix which listed every task under the remit of, or associated with, the PFG, which in his view was an unmanageable load.

After discussion, in which several Chapter members expressed their concern, PB was assured of Chapter's intention to pay careful attention to the difficulties he had experienced with workload, job description, and Formation Team composition.

AS suggested that the most important issue was to address point 8 in his list of 'suggested ways forward' – 'that the PFG role description is redrafted to reaffirm that responsibility for overseeing formation rests with Chapter, delegated to PFG and the Formation Team.'

AS proposed that a small working group should be appointed to go through the Appendix and the Job Description and bring proposals to Feb. 2017 Chapter. Following that, the Formation Team should be reconstituted. **Action..... AS.**

Chapter agreed that the working group would consist of AS, PD, WS, KA. LH is a reserve member and PB would be asked to contribute to the work as an 'expert witness'.

The aims of the group were:

1. to propose how Chapter can fulfil its obligation to oversee formation.
2. to review and, if need be, redraft role description of PFG.
3. to review listed PFG Appendix tasks, propose revisions if thought appropriate, and plan priorities.
4. to establish a wider Formation Team which reflects greater continuity and experience.
5. to report back to Chapter in Feb 2017

In further discussion, AS said that the group was not a group for decision making; Chapter would need to agree any decisions or changes.

RD said that Chapter should authorise expenditure for two meetings of the group.

AS proposed to meet before Christmas, and the working agreement could then be drafted after Feb. Chapter. **Chapter agreed.** Action.....AS

8.2.2 PB presented his own Report.

8.2.2.1 Area Annual Reviews and Reports

Link Tertiaries need to communicate arrangements for 2016 and beyond to their Areas.

Each Area to compile an Area Report, as in 2015, through consultation between Team Officers. This to be sent to the Link by end of December. Action.....LTs

PB needs to maintain contact with AFGs on matters of formation, so AFGs would also be requested to report on Area Formation to him. Action.....LTs.

Chapter queried whether the PFG should also have to receive the Personal Report Forms of every AFG. Chapter concluded that AFG annual report forms should go to Area Ministers, and the report required under Statute 4.4.4 would be interpreted as being the AFG's report on Formation in the Area. Action...LTs and PFG.

AS also queried why the PFG should continue to be responsible for the updating of the Area Team Handbook. It was pointed out that RD had offered help to continue the updating. Action..... RD.

8.3. Provincial Novice Guardian

8.3.1 PD presented the spread sheet showing the number of enquirers. (20 Areas had not yet sent in numbers). He concluded there was a marked decline in vocations.

The growth appeared to be happening in Scandinavia and mainland Europe.

In a dispersed community, such as TSSF, enquiry can be pursued by internet and skype.

In Europe, it seemed that the Anglican Church was filling a gap between the R. Cs and the Lutherans.

Benedict commented that four of the SSF brothers were from mainland Europe. He hoped that there might soon be tertiaries in the congregation at Assisi.

HM presented professed membership statistics which showed that TSSF is ageing and declining –

2016 - **1870**; 2015 - **1909**; 2014 - **1937**.

8.3.2 To increase publicity among younger people, PD would like to explore having leaflets in University Chaplaincies. **Action.....PD.**

Sr. Sue added that the Order should be a presence at Diocesan Vocations events. The Vocations Officer might be the appropriate route to make contact.

Following further discussion of the need to understand how to communicate the Franciscan call to younger people, it was proposed by TH that we need space on the agenda for this issue. PD suggested a working party – this should come back to next Chapter. **ActionPD.**

8.3.3 Chapter **agreed**, after discussion, that a novice could be considered for profession after 18 months, so that Profession can happen on the second anniversary of Novicing. This accords with existing guidance. It was agreed, however, that PD could come back to Chapter on the issue of novices serving 2 full years before Areas put their names forward for profession. This could be discussed in the review of Novice Training material, which will be brought to Chapter next February. **Action.....PD.**

8.3.4. RD asked Links to contact AMs for suggested alterations to Area Team Handbook. The suggestions from Areas should be sent to RD, who would be working on the revising and updating of the Handbook, completing the task already set in train by PB. **Action.....LTs.**

8.4 Provincial Communications Coordinator

8.4.1 In CJ's absence, AS presented his Communications Report.

Little Portion editorial team would like to hear good news stories from the Areas. The most recent edition was much appreciated.

8.4.2 The back pages of Little Portion and TON were now helpfully identical.

8.4.3 Membership Secretary. Links need to check that details are correct on the data base, and that Area Secretaries are updating Mollie on any changes. A grid for updating was sent by Mollie to Area Secretaries each year. This should be checked and returned. **Action... LTs**

8.4.4 Roger Marks oversaw the Intercession List. He would be adding prayers on day 19 for Novice Guardians.

8.4.5 Dropbox had been set up for the use of October Chapter – but there had been some problems in managing it. It was agreed that, pending further training, Chapter should send papers for Chapter as attachments to emails, as well as using Dropbox.

HM usually sends an updated contact list and Discernment grid when he sends out the Calling Notice preceding each Chapter.

8.4.6 The Website questionnaire prepared by CJ was felt to be very brief.

RD suggested that anyone with further detailed thoughts on the Website should get in touch with CJ. **Action....All Chapter members.**

The Website Team needs to draw up Terms of Reference, and this should be brought to Chapter for agreement before anything more can be done. The Website development should be an Agenda item soon. **Action..... CJ and Comms. Team.**

8.4.7 AS returned to the suggestion of commissioning an Assisi Booklet on Prayer - item 1.4. Chapter agreed that a Proposal and costings were needed and, given the number of books on prayer already in print, clarification of what an Assisi booklet might offer.

PT agreed to forward costings for the Ageing booklet to AS.

Action.....PT and AS.

8.5 Provincial Secretary's Report

8.5.1 Paul Alexander TSSF would like to make his home at Bullaven, near Ivybridge, Devon, available for small group retreats. More details from Paul (Paul @littleportionfilms.com), or via HM.

8.5.2 Uncontested Elections.

HM had commented in his report on the possible problems in the case of uncontested elections.

He proposed that Chapter should have the final say on the acceptance of a candidate, and should be able to consult the Area Team.

Sr. Sue CSF and TH both felt that it would be wise for Areas to be consulted in all cases, contested or not.

Chapter agreed to adopt the directive: 'Chapter may (by majority ruling) decline to endorse the election of a potential office holder if sufficient grounds are presented to take this step' HM would modify the guidance forms on elections.

ActionHM.

8.5.3 PD is due to undergo personal discernment to serve a second three-year term.

Chapter approved the administration of the process by HM.

ActionHM.

8.5.4 Chapter noted that voting for the new Provincial Secretary would end on 5th November. The handover would then begin.

Action..... HM.

8.5.5 HM proposed that the format for Provincial Chapter's Annual Report to the Province should be unchanged from last year:

- 'Review of life Around the Province (to be drafted by Links at Feb. 2017 meeting)
- Report of Chapter 2016
- Emerging Priorities (incl. 'Conduct of Chapter' and Convocation)
- The Financial Summary, by JL and RD
- Statistical Summary.

HM would draft the document for Chapter's approval before it is submitted to TON. The initial draft would be brought to Feb. Chapter.

RD expressed her appreciation of how helpful the Annual Report had been

Chapter agreed this format.

Action... LTs, JL, RD, HM.

9. Reports from Ministers Provincial SSF, CSF, CSC

See Part B of Minutes.

10 Provincial Treasurer

10.1 Main Budget and Annual Report

10.1.1 RD reported that the Accounts now contained everything they should. It was a public document.

On p.16 of the Accounts, expenditure had been neatly and helpfully broken up.

10.12 JL reported that currently 30% of tertiaries do not contribute financially. Information would be sent to Area Ministers to discuss with Area Teams.
To ensure clarity, all tertiaries need to be reminded that contributing financially is one of the 'Four marks of TSSF Profession'. The question on financial contribution on the tertiary Annual Report Form should make clear that there should be a 'Contribution to the Central Provincial Fund' via the Provincial Treasurer. Action.....PB.

10.13 Of those who do give, only 30% are giving by Gift Aid (although it is of course understood that many do not pay tax).
RD would be designing flyers for Areas to draw attention to this. Action..... RD.
JL was responsible for overseeing the administration of Gift Aid.

10.14 It was proposed to place the investments into a Higher Yield Shareholding Account. Chapter was asked to agree that funds should be put into one of the Shareholding accounts of CCLA (Churches, Charities and Local Authorities Fund) at 5% interest.
After a query on the speed with which the request was being dealt with in Chapter, RD explained past Chapter decisions, namely that funds had been allocated for specific future tasks.
HM said that the investment would be a responsible way of complying with the Charity Commission's advice, that we should not hold too much in Reserves.
Chapter agreed to the investment proposal. Action..... RD.
The Annual Report and Accounts were unanimously **accepted by Chapter and signed by AS.**

10.2. Progress Report on Budget 2016 – 17

JL referred Chapter to the pie chart which he had issued with his report.

10.3. Report from Finance sub-group

RD reported that the Finance sub-group met on 26th Sept. The following key points emerged:

The Area Treasurer Guidelines had met with the approval of Area Treasurers.

The Guidelines should be made a part of the Area Team Handbook.

Retreat deposits should be paid by retreatants in good time. Provincial Funds cannot be used for that purpose. There would be a transition period for anyone who had already paid advanced deposits using Area funds; they should not do so in the future. It was an individual's responsibility and could not normally be borne by the fund if an individual subsequently retracted a commitment.

Chapter was asked for its approval of the Guidelines. **Chapter agreed.** Action....RD.

10.31 Sweden Area

RD is taking responsibility for working on the Sweden Area finances. Their situation is different, as Sweden funds itself. There were several issues, including different start dates for the financial year.

RD asked for Chapter's authority to allow her to negotiate a fair deal with Sweden. This in turn would form the template for Finland, and Mainland Europe in the future. RD might have to travel to Sweden – there was a cost implication.

AD said the Sweden Area was happy in principle, but the difference in the financial year was a problem.

RD made clear that Chapter would be paying for Sweden's travel expenses to Convocation.

Chapter agreed to give RD authority to negotiate with Sweden.

Action...RD.

10.3.2 It was proposed and agreed that there should be a future discussion on the cost of postage of Little Portion.

Action.....RD.

AS thanked JL and RD for all their hard work on the finances.

11. Working Group and Task Group's Terms of Reference

11.1 'Conduct of Chapter'

After discussion of two different versions of a suggested 'statement of intent', a vote was taken and version 2 was decided on.

Subsequently, however, Chapter agreed to rescind the result of this vote, and to withdraw both versions, relying instead on the wording of the 'Preamble'.

The Working Group's first task would be to consider the Terms of Reference and confirm to HM that it understands the project's remit. **Chapter approved** the amended Terms of Reference.

The Working Group membership had all accepted the invitation to serve:

Bishop David Walker (chair); Ven. Caroline Baston; PD; PB; AS; Sr Sue CSF; Anne Spalding.

HM would issue the approved WG Terms of Reference to the WG and contact Bishop David to ask him to begin the work.

Action.....HM.

11.2 'Commentary on the 'TSSF Principles'

AS presented the Terms of Reference for the Working Party.

Chapter approved the document.

Action.....AS.

11.3 New Website project. It is hoped that the web team would draw up terms of reference to bring to the February 2017 Chapter.

Action....CJ; Web team.

11.4 Proposed template for TSSF task groups.

RD proposed acceptance of the template. **Chapter agreed**, with a few amendments.

AS said that such a template enabled a Working Party to get on with Chapter's Support and Authority.

RD would send the amended document to HM for checking. It would be issued with the Minutes, and would go into the Chapter Handbook.

PB pointed out that it should also be in Word, to be separately downloaded.

Action,,,RD; HM.

12. Safeguarding – Progress and Policy

The Saturday evening extended session of Chapter was spent discussing Safeguarding.

With PD in the chair, TH and MP introduced the topic.

TH, and both MP and Jan Le Billon, (the two appointed safeguarding officers) had met with John Wiltshire and the Chelmsford Safeguarding Manager in May 2016. Subsequently, both the TSSF Safeguarding Policy and a Safeguarding 'Outlines for Action' document had been prepared.

MP introduced herself. She explained that the TSSF Policy had been made specific to the T.O as a dispersed community. She then reviewed the content of the Policy.

p1. Each Religious Community must adopt a safeguarding policy
p2. All tertiaries must be made aware of it. All Chapter members must fully understand it; Area Teams must understand it, and appoint a Team member to keep up to date.
p3. Definition of 'vulnerable adults'.
p4. Contacting the safeguarding officers. The policy contains an email address and phone numbers of MP and Jan. Both are there to offer advice and support. Written records would be kept.
p6 Tertiaries in prison – procedure on release.
p8 (Disclosure and Barring Service) DBS checks – the policy suggested these for all officers at Area level and above.
A wide-ranging discussion followed. Several comments were made on the DBS section.
MP agreed to do further work on that section. **Action TH, MP**
AS thanked MP for drafting and presenting the Policy.
Chapter approved version 1 of the Safeguarding Policy, subject to the amendments discussed by Chapter. The Policy would be reviewed and ratified by Chapter in Feb. 2017.
It was noted that care must be taken with the presentation of the Policy in Areas. **Action TH**

13. Assisi Booklet – Ageing

PT presented the report on the progress of the production of the booklet.
MP agreed she would check the draft on the issue of 'vulnerable adults'.
RD and TH felt that use of 'Power of Attorney' could usefully be signposted for the elderly.
CS had received several useful testaments from individuals and more would be welcomed,
It was advised that a length of 40 sheets would be fine for the document contents.
A first draft would be ready for Feb Chapter.
AS expressed thanks to PT. **Action..PT.**

14. JPIC Annual Report

TH highlighted priorities in the submitted report.
TH explained that at a recent meeting of the JPIC steering group, thanks were conveyed to Caroline Ugbo, who is standing down.
The steering group was assured of Chapter's support.
The new work programme aims to connect contemplative prayer and action in the world.
For example, the 'Adventures in Vocation' programme for tertiaries.
In discussion, it was clear that more focus and clarity on the purpose of JPIC would be welcome.
ASC suggested adopting the idea of a 'Holy Year' dedicated to one JPIC issue. TH would discuss with steering group. **Action.... TH.**
AS stressed that JPIC was very important.
She also asked about Lesley –Anne's trip to Sri Lanka. TH presented the Work Programme.
TH was thanked for his work with the steering group.

15. Study and Prayer Enabling Group

PB is the Chapter Link. Helen Hood's Report was received by Chapter.
There are two annual events – the Alnmouth Francis-tide week, and the spring Freeland Study and Prayer weekend.
The website access to past papers of Study and Prayer events had been refreshed.

16. AOB

16.1 AS invited comments on Chapter from Br. Benedict, Sr. Sue and Sr. Paula.

Sr.Sue – wanted to encourage Chapter. There had been a lot of detailed and demanding work. The Order probably does not know the full extent of what Chapter does. One problem is that the composition of Chapter changes frequently, so the members do not know each other very well.

Benedict – the Chapter shows a great deal of expertise. There is sometimes disagreement, but that is to be expected.

Paula – everyone on Chapter is different, there is a lot of variety. She wished members could get to know each other better.

16.2. AS asked for confirmation that Chapter programme includes a quiet half day each year in June. A leader needs to be booked for 2017; or perhaps it should be an activity day?

Action.....AS; HM.

16.3 Area Ministers have asked how the Provincial Minister could support them. AS would be in touch with Area Ministers to discuss

Action.....AS.

16.4 AS announced that she would be standing down a year early, in June 2017. Her successor would then be able to attend the Convocation and IPTOC 2017 as a 'lead in'. HM & C. Petrie would begin the election process, with a two Chapter handover.

Action.....C. Petrie & HM.

16.5 As it was AD's last Chapter, she was given a small present, and Chapter prayed her farewell at the Eucharist which followed the end of the chapter meeting. ASc was also commissioned as LT and Trustee, at the final Eucharist
The meeting ended at 10.45 am on Sunday 16th October.