

THE THIRD ORDER OF THE SOCIETY OF ST. FRANCIS

European Province

CHAPTER MINUTES

9 – 11 February 2017

Present:

Trustees:

Averil Swanton (Minister Provincial) (AS)
Jamie Hacker Hughes (Minister Provincial Elect) (JHH)
Howard McFadyen (Provincial Secretary) (HM)
Martin Allen (Provincial Secretary Elect) (MA)
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)
Andrew Schofield (Link Tertiary, Northwest England) (ASC)

Non Trustees:

Mollie Kingham (Membership Secretary) (MK)
Will Capel (Area Minister, Oxford Area) (WC)
Helen Mossop (Area Minister, London East and Essex South) HMO
Katharine Ames-Lewis (Chapter Minutes Secretary) (KA)

Minister Provincial's Introduction

AS welcomed Jamie, the newly elected Minister Provincial, and Martin, new Provincial Secretary.
She also welcomed Helen Mossop, Will Capel, and Mollie Kingham.

1. Feedback to Chapter from Link Tertiaries Meeting, held earlier in the day 9th Feb.

1.1 TH presented a report on the Links' meeting.
1.2 A full Chapter discussion followed.
Both items are contained in the Appendix to the Minutes.

2. Preliminary matters

2.1 Apologies had been received from Christer Sall. Elizabeth Horwell was standing down as Link Tertiary for family reasons with immediate effect. Jeremy Plummer was not well enough to travel. in order to attend the Eucharist for us to pray our farewells.

2.2 **Minutes** of the previous meeting of 14-16 October 2016 were approved and signed as a true record. One spelling correction was made in the list of Election to Profession : Geetha Srinivasan.

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

2.3 Matters arising from the 'Action' List

1.4.1 There was some confusion over how many places are available to TSSF on the Lee Abbey Conference. Action TH to check

1.4.4 ASC had declined the contact from 'RC' sister.

8.2.2 It was confirmed that AFGs send their personal report forms to their AM.

Thanks to Rona for working on the Area Team Handbook update.

8.3.2 PD was working on university contacts, and the approach to young people.

ActionPD

8.4.3 Links to check that Area Secs. talk to MK (Membership Secretary). JL stressed that correct addresses are needed for eg for gift aid – it is a legal matter.

Action.....LTs

8.5.3 PD's three year discernment had been completed.

10.12 JL – Cheques for contributions need to be made out to 'Third Order Society of St Francis' not TSSF or SSF. **Cheques for 'Franciscan Aid' should not be made out to the Third Order or SSF, but to 'Franciscan Aid' itself, which is a separate organisation.**

10.14 £50,000 will be moved from the Knox-Dick to CCLA as a Designated Fund.

Action.....JL

11.14 RD has amended the 'template for TSSF task groups', as approved by Chapter

14 The idea of a JPIC 'Holy Year' is on the agenda of the JPIC steering group.

16.2 AS and JHH will devise material for the June 2017 quiet day.

Action JHH, AS

16.3 AS reported that AMs' email correspondence had been very helpful.

2.4 Correspondence

2.4.1 AS had received a letter from Richard Scott inviting a Chapter member to attend the Centenary Convocation of the TO in Cincinnati, USA, in his place, at the invitation of Anita Catron. This would be in June 2017. Anyone interested to contact AS.

2.4.2 AS had been in touch with Michael Perham. He is seriously ill. A card would be sent.

2.4.3 Sister Damian is continuing to hold her own, despite her serious illness. A card would be sent.

2.4.4 Denise Easteal had been in touch with a discounted deal on the Francis film DVD. More info later in the meeting.

3. Election to Profession (with prayer)

Anne Whittlesea	Canterbury
Peter Allen	London South
Penny Molyneux	London South
Roger Molyneux	London South
Peter Coombes	London and South East Essex
Tim Rose	Blackmore Vale
David Wheeler	Cornwall
Pam Hitchens	Avon Vale

Alasdair Kay
Saxon Barrie
Angela Morfett-Jones
Eilleen Ridge
James Longe
Rosie Livingstone

Notts, Leic and Derbyshire
Notts, Leic and Derbyshire
Lincs
Yorks West and Skipton
East Anglia
East Anglia

Note: PD would write a paper for June 2017 Chapter on the length of the novitiate.

Action....PD

HM commented that the paper trail for novices needed to be accurate. The novicing record should be sent to the Membership Sec. immediately after the novicing ceremony.

Action...LTs/ ANGs

LTs should note that the names for Profession, Leave of Absence and Release should be sent to the Provincial Secretary, Minister Provincial, copy to the Mem. Sec. at least 2 weeks before Chapter. This gives time for the names to be checked by the Mem.Sec.

Action....LTs

A standard Leave of Absence form will be in the online Area Team Handbook.

MK has sent a list of Missing Tertiaries to LTs. Please check.

Action...LTs

6. Reports from Link Tertiaries and Office holders

6.1 HMO reported that she had met the Brussels Group. It is functioning well. There was some uncertainty as to whether they are already a Local Group in their own right, or whether they are still under the wing of the East London Area. PD confirmed that the Brussels group is a Local Group. Whether they might become an Area in the future (with Vienna? Assisi?) would be a matter for evolution.

The Brussels Group needs to be sent TON by East London Comms , for onward distribution.

Action...HMO

Note – Cluster Reports are intended for everyone on Chapter – agreed by Chapter-October 2016.

There had been no report from Sweden.

7. Reports from Minister Provincial and Office Holders

7.1 Minister Provincial

7.1.1 It was important that Chapter should seek assessment of all its activities, and that assessment should be also be part of the induction process for all new postholders in Areas.

7.1.2 Publications – Denise Mumford's Commentary on the Principles was nearing completion.

AS had learned with hindsight that Terms of Reference are needed before a project task is started.

The suggested Assisi Booklet on Prayer was mentioned, and discussion followed on what the nature of such a booklet should be and what process was the correct one to follow.

It was decided that AS would thank Simon Cocksedge for his offer to write a paper on Franciscan Prayer but the decision on whether it would be printed as an Assisi booklet, or put on the new website as part of available resources would be taken later.

ActionAS

7.1.3 Elections – AS would like to gather suggestions on the various methods of conducting elections. The Conduct of Chapter Working Group has this task as part of its remit.

Action....Chapter, AS

7.1.4 Expats and lone tertiaries. AS would like to track them down. Guildford Area has agreed to consider how best to look after them. Would LTs enquire about expats known by their Cluster.

Question: How do we help them to make an annual Report and Renewal?

Action...LTs, AS

7.1.5 Formation Working Group –AS asked PD to present the Working Group's recommendations.

PD explained the back ground (see previous Oct 2016 Chapter Minutes) to setting up the Working Group (comprising AS, PD, WS, KA with PB attending the second of two meetings).

PD said it was recognised by Chapter that PB had had a difficult time, and it had been felt essential to redesign the PFG Job Description, and re-cast the Formation Team.

The main conclusions of the report are: *(numbers from the Report itself)*

6. Chapter needs to own formation.
7. The present PFG job description is undoable.
8. The Formation Team should not be postholders.
9. The Formation team should be enlarged.
10. The PFG job description needs to be redrafted.

Recommendations:

- Formation Team should consist of all LTs , PB and PD.
- The Team should meet the day before Chapter.
- The Team would be able to report to Full Chapter immediately.
- A skills data base could be drawn up to aid the implementation of formation plans.

Discussion followed, in which the Working Group's recommendations were welcomed.

PB said he felt pleased with the outcome of the Group's work, but wanted to stress that he had been excluded from the process.

Chapter **agreed** the Recommendations, and LTs agreed to coming a day earlier for each Chapter.

PB had not been consulted on the proposed revised PFG role description and presented a list of amendments to the draft circulated to Chapter. As his successor would be sought after May, the wording needed to be agreed by this Chapter. It was proposed that the Working group should look at the proposed amendments with PB and bring back an agreed text later in this meeting to Full Chapter for approval. This was later done.

The Working Group largely agreed the amendments, including a provision for review in February 2018 and 2021. AS asked that it be noted that she was not entirely happy with the amendments to the role description for the PFG, and that this together with the other Role Descriptions should be re-assessed within 18 months. The Working

Group's text was agreed and Apart from this, the Working Group had agreed the amendments. Copies were then distributed to Chapter.
PB also raised a list of further points for consideration by Chapter which time at this meeting did not permit to be considered.

This revised Job description needs to replace the old one in the Chapter Handbook
Action....CJ

7.3 Provincial Novice Guardian

PD reported on

7.3.1 Brussels

7.3.2 Finland

7.3.3 Channel Islands

7. 3.4 Postulancy Notes. PD had received responses from 30 Areas on their experience of using the Notes. The Formation Team had agreed some suggested amendments to the Notes.

After discussion, it was agreed that there needs to be a clear statement that the Notes need to be 'moderated' by the ANG to be used as appropriate by the individual postulant, and not just dumped on him/her without comment or guidance. JL pointed out that the numbering of the Notes was not consistent with the numbering in the guidance for ANGs on Postulancy.

ActionPD

Chapter was asked to affirm the existing policy that the Postulancy should focus on discernment of vocation and that the Noviciate should focus on formation.

Chapter agreed.

Chapter was also asked to approve the revised Postulancy Notes and Guidance.

Chapter Agreed .

AS thanked PD for his work on the Notes.

7.3.5 PD explained that his paper on St Clare was intended for general use by any wishing to study the difference between the ministry of Francis and Clare. It should be put in Resources on the new website. After some comment on the paper's suitability for devotional use, it was agreed to be generally informative and helpful.

Action..PD

7.2 Provincial Formation Guardian

7.2.1 The Formation Team had made the proposal that AFGs and AMs should prepare a joint Annual report, with input from the Area Team. These reports to go Links and PFG.

AS proposed that the new Formation Team should look at the proposal.

Chapter **Agreed** this **Action...PB, new Formation Team**

Chapter was also asked to agree how the guidance for Area Annual Reviews should be updated.

HM suggested the guidance should be left unchanged. In response to a query, it was restated that AFG personal reports will go to the Area Minister (as agreed at the October 2016 Chapter). The review, and possible development, of Area Annual reviews would be considered by the new Formation Team.

Action....New Formation Team.

7.2.2 Forming Franciscan Community events had been held in November 2016 in Berwick and Manchester. PB had made available for Chapter a pack of background materials, programme etc.

Several comments were made by Chapter members about how good the events had been.

After comment on the four questions raised at these events (listed in PFG's report), it was suggested that the new Formation Team's task would be to consider them.

Action....PB, Formation Team

PB invited Links to contact him if there would be interest in a Forming Franciscan Community event, or something similar, in their cluster in November 2017. There is funding for this.

Action.....LTs

Chapter agreed that a gathering for AFGs, scheduled between October 2017 and Feb. 2018, should have a budget of £1,700.

Action.....PB

AS said the question of planning for the 800th anniversary of the creation of the Third Order should be left until after the Convocation. It could be placed on the Forward Planning list.

Action....MA,JHH

7.4 Provincial Communications Coordinator

7.4.1 Following up the many items for consideration in CJ's report, and after a full discussion, the following points were decided and agreed by Chapter:

Little Portion and Intercessions Booklet printing and postage costs:

The packaging should be recyclable, and the sisters at Freeland should continue to do the work as before.

Action....CJ, Comms team

Chapter agreed it wanted a hard copy, full length version of the Intercession Booklet.

The details of print run should be left to Comms. to decide. Action....CJ, Comms

7.4.2 RD confirmed, and Chapter agreed, that as we do not make data 'public', signatures from Postulants are not needed to comply with the data protection act.

7.4.3 Link tertiaries are asked to consult Areas to find someone to recommend for the LP editorial board.

Action....LTs

LTs to note – there would soon be a need for a new editor for LP, with the possibility of splitting editing and commissioning. PB asked that Verena be asked to put together a job description.

A new editor for TON would soon be needed as well.

There would also be the need for a new Membership Secretary to replace MK

Action....LTs

7.4.4 Website.

RD explained the Website Working Party Terms of Reference, previously circulated.

There was now a need to move to an intermediate stage before the terms of reference could be implemented. The aim would be clear the clutter from the existing website. It would be done by Alex Petrie, son of Chris Petrie.
Cost - £3,000. Time – 1 week

After several comments in favour, Chapter agreed this proposal.

RD explained that the Specification could be received by October 2017, but not before. It would then be put out to tender.

ActionRD

7.4.5 Details of ages of tertiaries still need to be requested for the data base.

The following proposal was made:

a carefully worded letter, explaining the need for data on age for the data base, should be sent to all members. MK agreed to draft the letter.

An article in TON would address the same issue.

In autumn 2017, Area Ministers would ask Area for details. Local groups can gather the info.

It was agreed that year of birth should be asked for, rather than the date of Birth

Action.....Comms

7.5 Provincial Secretary

7.5.1 JHH had been elected on a 31% turnout. This was a higher figure than in the past. JHH would be commissioned at the June Chapter 2017.

MA , new Provincial Secretary elect, would be commissioned at the end of Feb. Chapter.

Garry Ward is appointed as the new Returning Officer.

7.5.2 PB would have completed 6 years in Feb 2018. His successor needs to be in place by October 2017. The process for finding his successor should start in May 2017.

The same timetable should be adopted for Elizabeth Horwell's successor as Link Tertiary. **Chapter agreed.**

Action.....MA

7.5.3 RD and CS are due to conduct their personal discernment process following Chapter. **Chapter agreed.**

Action..... MA

PD has agreed to serve a second three-year term.

7.5.4 KA has decided, after review, to step down from the post of Minutes Sec. after June 2017.

All LTs are asked to look for a new Minutes Sec. as a priority to take over from KA.

There is an honorarium of £500 p.a with this appointment

ActionLTs

7.5.5 TH is asked to complete the 'emerging priorities for this year'(2017) for inclusion in the Provincial Annual Review for TON.

Action.....TH, HM

7.5.6 Future Planning

June 2017 – Formation Team will meet at midday Wednesday 14th June

There is a change to dates for 2018.

Formation Team arrives at BWH 4.00 pm Thursday 21 June

Full Chapter arrives 12.00 Friday 22 June

Dates for 2019 are now booked. **Chapter agreed.** A revised will be issued

Action.....HM

Further discussion followed on elections process. AS would report back from the WG on suggestions on the election processes.

AS would prepare a proposal for June Chapter.

Action....AS

HM would inform AS of a 2013 paper about election processes and subsequent election developments

Action....HM

8. Provincial Treasurer

8.1 It was proposed to send an increased donation to Freeland. The amount would be increased from £2,500 to £3,000. Chapter agreed.

Action....JL

JL would be asking Chapter members for monthly budgets. He would also be asking Area Treasurers for monthly

Action...JL

Claims should be made promptly, especially near the end of the financial year.

8. 2 RD reported that the Finance Committee had not met but hoped to do so before the June Chapter

8.2.1 The resolution of the Swedish accounting will be discussed in detail with the Swedish Area. I hope to have a constructive solution to present to Chapter following these discussions. It will be on the agenda for June Chapter.

RD would be going to Sweden in May.

8.2.2 The leaflet 'Giving to TSSF' is aimed at members who don't yet give at all.

Treasurers and AMs have been sent this as a pdf. It can be printed off as necessary.

RD asked whether a similar leaflet on bequests would be helpful.

AS suggested making contact with Franciscan Aid.

Action....RD

8.3 RD would like the financing of 'The Franciscan' to be on the same footing as the one for the donation to Freeland. The amount given to support the production of 'The Franciscan' is the largest part of our expenditure.

Exact costs were needed for 'The Franciscan'.

JL agreed that for Charity Commission rules, costs and donations need to be clearly separate.

Chapter agreed that the cost of the Franciscan should be verified.

Action.....RD

In further discussion, appreciation was expressed by WC for the clarity of the pie chart on expenditure.

JL confirmed that all Area Treasurers have a copy.

It was felt that it would be useful for all members to see it, with the further explanation that income is almost all from members' contributions. JL would consider this; (see 9.2 below)

A decision is needed on how the pie chart is sent. It needs to be in colour. CJ said that it could be done.

8.5 AS reported that she had been offered a deal on a reprint of the DVD of the film 'Finding Francis'.

She would hope to negotiate a deal with Denise Eastaerl for 50 copies (1 per Area).

Action...AS

8.6 Area Team Handbook.

RD has placed a draft of the revised Handbook on Dropbox. It will be evaluated by HMO and JHH. This needs to be completed by mid –May

Action...HMO, JHH

AS needs to write the section on ex-pats.

ActionAS

It should be sent out (with some sections missing) after June Chapter as it is badly needed now.

The completed Handbook would be available in October.

Chapter agreed, with grateful thanks to RD.

9. Main Chapter Discussion Items

9.1 Progress report on Conduct of Chapter Working Group.

PB gave a brief outline of the different areas of enquiry assigned to the members of the WG:

AS on roles, appointments, elections and training, getting people into the room and keeping them, churn rates.

PB and Anne Spalding on modelling community – Chaplain, facilitation, communication outside meetings.

PD and Caroline Baston on handling the business – what do the Trustees have to do, what can be delegated, and how; how do we develop big policies.

Note: JHH has been asked to join the WG. Chapter was asked to ratify this, retrospectively, and did.

9.2 Provincial Annual Review

HM had already mentioned the Review in his report. After further discussion, CJ said that the pie chart could be sent out as a separate colour pdf at the same time as TON. HM proposed this could be issued together with the Annual Review.

Action.....CJ

9.3 Assisi Booklet on Ageing

PT regretted that a first draft was not yet available.

The editorial group would be meeting in Birmingham in April.

The aim would be a first draft by June 2017 Action.....PT
During further discussion, RD commented that there was a need for practical guidance on caring for elderly members in Local Groups, but that this would be better included in the Area Team Handbook, not the Assisi Booklet.

10. May 2017 Convocation

WS reported on the arrangements for Convocation. There are 81 delegates so far. There was discussion about rescheduling the JPIC group (only 4 had signed up), but it was thought best to keep it.
A Chaplain had been appointed –Robin Turner.
JHH would do the summing up at the end. Action.....JHH

Chapter would need to decide on the priorities for further consideration; this would be the task for the next few years.
AS and JHH agreed they need to time to think through the outcomes soon after Convocation in order to plan June Chapter Action.....AS, JHH

Chapter agreed that the final Eucharist should be filmed. Some discussion followed on whether this should be done by Hayes Conference Centre, or be done in house by T.O. Action.....WS
AS asked WS for clear guidance on what to say at the opening of Convocation. Action.....WS/AS

11. Safeguarding

TH said that Mary Plank had stepped down from being Safeguarding Officer.
TH referred to his report:

1. The Policy document remains in draft.
2. An Area Day has been arranged in March 2017 for one Area. The day would end with the Eucharist and anointing.
3. The question of who will need to be DBS checked is still under consideration.

TH hoped that the Safeguarding Document would be brought to June Chapter for ratifying. Action TH
Another issue to be considered in June is whether there could be funding for therapeutic counselling.

12. AOB

RD asked whether the Order has a CCL Licence? JL said no.

13. Minister Provincial Elect's Summary

JHH had noted a lot of interaction while we were working and living together. The worship had been very good.
The induction handover time was working well. AS and JHH had said the Office together over the phone. The 2 Chapter handover was a very good idea.
He was looking forward to Convocation in May, and a meeting with First Order brothers and sisters at Hilfield in early June.

AS gave a vote of thanks to Howard as retiring Provincial Secretary. He was thanked for all his hard work over six years. HM thanked Chapter very much – he had never been bored! He would be praying for Chapter.

Chapter closed at 12 00 noon