

# THE THIRD ORDER OF THE SOCIETY OF ST FRANCIS

## European Province

### CHAPTER MINUTES

14 – 17 June 2017

#### **Present:**

#### **Trustees:**

Averil Swanton (Minister Provincial) ( AS)  
Jamie Hacker Hughes (Minister Provincial Elect) (JHH)  
Martin Allen (Provincial Secretary) (MA)  
Paul Bodenham (Provincial Formation Guardian) (PB)  
Peter Dixon (Provincial Novice Guardian) (PD)  
John Lovatt (Provincial Treasurer) (JL)  
Chris Jenkins (Communications) (CJ)  
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)  
Carole Selby (Link Tertiary, Central and East England) (CJS)  
Andrew Schofield (Link Tertiary, North East and Northwest England) (ATS)

#### **Non Trustees:**

Christer Sall (Area Minister, Sweden) (CS)  
Jenny Standage (Area Minister, London South) (JS)  
Jan le Billon (Area Minister, Channel Islands, & Provincial Safeguarding Officer) (JB)  
Katharine Ames-Lewis (Chapter Minutes Secretary) (KA)

#### **Minister Provincial's welcome**

AS welcomed JB and JS.

#### **1.1 Apologies**

Apologies had been received from Liz Horwell and Garry Ward.

**1.2 Minutes** of the previous Chapter 9 – 11 Feb 2017 were approved and signed as a true record.

**1.3 Matters arising** from the Action List.

2.3 TH and Anne Spalding would be going to the Lee Abbey conference.

7.4.3 The need to find new editors for LP and TON is now urgent **Action.. LTs**

7.4.5 JHH will write to Areas about need for age info. **Action..JHH**

7.5 Alison Tyler (London South) replaces Liz Horwell as Link Tertiary (London and S.E England). Alison would attend Chapter in October. It was noted that she would need careful induction, as Liz would not be around to help. RD has developed an induction pack, including the explanation of the role of trustee. This will be an Appendix to the Chapter Handbook.

Discernment process for RD and CJS had been completed. Both would continue as Link Tertiary.

7.5.4 Angela Alexander would be replacing KA as Minutes Secretary.

8.1 Donation to Freeland had been increased to £3,000.

8.5 No deal had been agreed on the 'Finding Francis' film.

8.6 The AreaTeam Handbook had been revised and evaluated. Many thanks to RD.

10 Thanks to WS and Anne Lindley , as well as Chapter, for all the work on Convocation. Thanks to CJ for filming, to TH for worship, to the Plummers for music. KA has written a report on Convocation.

11. Safeguarding Document was waiting for ratification.

## 1.4 Correspondence

**1.4.1** AS had received a letter from Sr Sue Minister Provincial CSF, asking for working guests for Metheringham, Lincolnshire, to help Maureen in running the house. Sr Liz CSF would be leaving to go to Leicester soon. LTs should enquire about suitable tertiary volunteers.

Contact [maureen@franciscans.org.uk](mailto:maureen@franciscans.org.uk) Tel: 0152632115 **Action..LTs**

**1.4.2** AS explained that Ken Norian, Minister General, had asked for voting on proposed changes to the TSSF Constitution, previously circulated.

Each proposed change was considered in turn.

Proposals 1,2,4,5,6 and 7 were all **agreed**.

With reference to the Proposed change to 1.3ii, a suggestion was made that someone other than the Minister General himself/herself should take the action of contacting the Bishop Protector. **Action.. JHH**

**1.4.3** AS had received the request from Robert Dimmick, Secretary/Treasurer of TSSF Central Fund, for Chapter to consider changes to Appendix A of the Constitution which covers how the fund is operated.

AS asked RD to speak about the Central Fund briefing paper, previously circulated under 7.4.4

Three proposals were placed before Chapter relating to the Fund:

- We agree that the Central Fund should be a separate charity and to take the necessary steps to do this.
- We recognise that there will be legal costs involved and that the TSSF European Province should meet such costs.
- The Independent Examiners should be requested, in view of the fact we are taking steps to rectify the situation, to allow the 2016- 2017 Financial Statements to remain as they are.

An agreement to the proposals needs to be made by the September IPTOC meeting. The three proposals were **agreed**. The other proposals made by Robert Dimmick in Appendix A were then **agreed**. **Action ..RD**

**1.5** PB would compile a report on Chapter for TON. **Action..PB**

## 2 Election to Profession (with prayer)

Toni Ribbens

West Kent

Rebecca Halkes

Cornwall

Helen Armstrong

Durham

Stephen Adesanya

Cumbria and Lancs

Norman Dawson	Cumbria and Lancs
Alf Mossop	Cumbria and Lancs
Michael Speight	Cumbria and Lancs
Robert Lawrance	Newcastle
Vivienne Sommerville	Newcastle
Barbara Driver	South London
Rob Evans	South London
Christopher Oladuji	East London and South East Essex
Jasbinder Nijjar	Wales and the Marches
Gareth Thomas	Wales and the Marches
Apollon Leontas	Beds and Herts
Beryl Clements	Oxford
Steve Bacon	Lincoln
Patricia Tudor Sandahl	Sweden
Elizabeth Bengtsson	Sweden

Note: PD restated that names for profession should only come to Chapter after two whole years of novitiate, all paper work and 8 novice notes have been completed. PD would reissue guidance. **Action....PD**

## 5 Report from Minister Provincial

AS presented her Report, previously circulated. Items on the Conduct of Chapter Working Group would be discussed later in Chapter under 'A.O.B'. Lone tertiaries had been a concern. There is guidance in the new AreaTeam Handbook. AS would be writing to all AMs who are looking after lone tertiaries, in particular in connection with renewing. **Action..AS/JHH**

She believed that much had been done to address the perceived gap between the Areas and Chapter.

AS offered sincere thanks to Chapter for support. 'Servant Leadership' had not been easy. She would continue to pray for JHH as he takes over the role.

## 6 Formation Time

In response to the recommendation that all of Chapter is responsible for formation, PB and PD presented a two hour session on formation in a more informal setting. The long term aim of such a session is to create a 'Formation Plan'.

It was agreed that this had been a very good session, PB was warmly thanked. More detailed notes on the session are to be found in a separate document as an Appendix to the Minutes.

Five agenda items for next Formation Time were agreed **Action.. PFG and Chapter**

### 6.1.1 Role Description for PFG

An amended version of the Role Description had been circulated, following the Conduct of Chapter Working Group's recommendation on Chapter ownership of formation.

The suggested amendments were **agreed. Action, for Chapter handbook.. CJ**

### 6.1.2 AFG and AM Reports

After discussion on aspects of Annual Reporting, it was agreed that a small subgroup of Chapter should meet to resolve the issue.

The eventual decision from the subgroup was :

- The personal report from an AFG should be sent to the PFG (reversing the decision made in Feb. 2016)
- The Area Annual Review to LTs should incorporate a section for the PFG. The whole report is to be sent to the LT and the LT is then to forward it the relevant section to the PFG

Statutes will in due course be reviewed and rewritten which may supercede this decision.

It was **agreed** that PB would contact all AFGs

**Action...PB**

## 7.2 Provincial Secretary

MA reported that Alison Tyler, Link Tertiary Elect for London and S.E England would come to Chapter in October, as would Garry Ward, Returning Officer.

Garth Bunting, Area Minister in Ireland, would also be invited.

Angela Alexander (new Minutes Secretary) would be attending for the Eucharist and Lunch at the end of this Chapter.

AS emphasised that all changes of Area Minister should be sent to Mollie Kingham.

PB thanked MA for the third paragraph of his report, mentioning pastoral care.

## 7.1 Communications

CJ's Report highlighted the following:

- An urgent need for a replacement for Mollie Kingham, Membership Sec, Verena Tschudin (Editor of Little Portion) and Sue Charles (Editor of Third Order News).
- Data protection. Sweden to use the Novice Notification Form **Action PD**
- Margaret Armstrong, Disability Officer, would like to visit Chapter.
- Sue Green would handover T.O Distribution to Chris McLeod.
- Venues need to be OK for disabled people, as well as print size etc in publications.

**7.1.2** CJ presented the draft Proposal from Chris Petrie, Webmaster on a Policy on publication of names and addresses:

'Area Officers should be asked explicitly to consent to their names appearing on the Intercessions List and to be made aware that this is available publicly on the TSSF and Community Obedience website as well as in the printed list.'

Note was taken of the further provisions of the Proposal, set out in the accompanying paper from Chris.

It was **agreed** to approve the Proposal, with three further suggestions for implementation:

- It should be added to the Role Description for Area Officers **Action PD**
- This statement should be added at the end of Election Forms **Action GW?**
- It should be added as a footnote of every issue of TON **Action CJ**

Chris Petrie to be informed of Chapter's decision.

**Action ..CJ**

### 7.3 Treasurer's Report

**7.3.1. Bursaries** – after discussion it was **agreed** that bursaries could not currently be given to the Study and Prayer Group – or to any other group. (RD explained that a bursary fund would need criteria and administration, would set a precedent, and would need to be seen in the light of future decisions on fiscal policy – to be discussed in October 2016.)

It was noted that two Networks – Prayer and Study - and Contemplatives – needed Chapter representation : WS would act for Prayer and Study, JHH would act for Contemplatives until CJS was able to take this on.

JHH said that the principle for all Networks should be 'Review, Report, Renew' Reports to Chapter should follow the following timetable:

October – JPIC

February – Study and Prayer

June - Contemplatives

**Action WS, JHH**

### 7.3.2 Little Portion Packaging

Following discussion on the details of packaging, it was **agreed** to leave arrangements as they are, with Freeland doing the packing.

Further actions – PD will research a 'stuffing machine' for Freeland. JL will research different types of paper envelopes, TH will research the ecological principles at stake.

**Action... PD, JL, TH**

### 7.3.3 Annual Accounts

JL invited comments on the Accounts.

AS queried the absence from the Accounts of a donation to 'Franciscans International'. £1,000 had been given annually in the past.

It was **agreed** that JL would make sure this happens next year.

**Action ...JL**

Assisi flat – JL proposed that the amount donated should be increased to £1,250, from £1,000, to take into account the fall in the pound. **Agreed.**

**Action...JL**

Budgets – 50% of Areas have not yet submitted budgets

## 7.4. Report from the Finance Committee

### 7.4.1 Franciscan Magazine Costs

Following RD's report on 'The Franciscan' costs, AS explained the meeting held at Hilfield a week before Chapter. It was proposed that instead of the previous arrangement whereby TSSF paid £1.75 per copy for every tertiary, TSSF should now pay £1.50 per copy and make a donation of £1,000 a year for 2 years with a review thereafter. Sweden would take 'The Franciscan' as a pdf.

This proposal was **agreed.**

**Action.. RD**

### 7.4.2 Website

RD reminded Chapter that in February 2016 it had been agreed that funds would be approved to 'clean- up' the existing website.

Unfortunately this task had not yet been completed.

RD apologised to Chapter that the project was not going well.

She referred to her report regarding the project and felt she could make no further progress with the project as things were at present.

PB said that there are two tasks – a) to refresh website, with oversight by a Tertiary, and b) to design and run a new website with links to other electronic ways of communication such as Facebook, Twitter etc. A process was needed for the first task. It was agreed that the development of a new website should be referred for discussion

After discussion, it was **agreed** that JHH, RD and CJ would take this forward.

**Action...JHH, RD, CJ**

#### **7.4.3 Sweden**

RD had reported on the financial arrangements for the Sweden Area.

Sweden is happy with the proposals.

Chapter was asked for approval. **Agreed.**

**Action .... RD**

#### **7.4.5 Chair of Finance Committee**

RD presented her Report. In particular, she drew attention to her Proposal on a prudent fiscal policy, which she would like to be held over to October Chapter for discussion and decision.

RD will have completed the review and reorganisation of TSSF Finances by October 2017.

Chapter was very sorry to hear that, following the discernment process, RD had decided to step down from Chair of the Finance Committee as of October. This was due to the comments during the discernment process.

Many expressions of shock and sadness at this decision were shared and RD was thanked most warmly for all she has done for the finances.

JL said there needs to be a replacement to help him.

**Action?**

Following the three year discernment, RD would still continue on Chapter as Link Tertiary.

It was noted that the discernment process needed serious review (see Action point 13.4.4)

### **9 Safeguarding**

This item was presented in the Chapel.

A draft document had been circulated - 'Practising Franciscan Safeguarding'

TH said that a very useful meeting had been held in Chelmsford on 14<sup>th</sup> June with JB, JHH, and Amanda Goh, the Diocesan Safeguarding Officer of Chelmsford Diocese.

TH was preparing a new safeguarding document in line with the existing SSF document.

JB spoke about the rationale of safeguarding: it was all about caring.

She also outlined the necessary procedure: JB should be the first point of contact, as well as the police, following any incident of abuse **via email** [safe@tssf.org.uk](mailto:safe@tssf.org.uk)

**or Telephone to Jan le Billon on 01481 234283**

TH described institutions as vulnerable to abuse. We needed to insure that our ways of working are safe.

The draft document explained all safeguarding actions to be taken.

There was an issue of training and culture in TSSF.

Proposal being developed

– that Areas needed a ‘Safeguarding Representative’ in charge of safe working. Link Tertiaries have a key role.

- Area Team Officers would need to be DBS checked, as well as LG Convenors.

No resolution was agreed on this matter, but JHH would take on the task of communicating with the Order once proposals had been agreed.

JHH thanked TH and JB for the safeguarding presentation and all the work on preparing the draft document.

**Action TH, JB, JHH**

## 10 Convocation Feedback

Nicholas Henshall, facilitator of the Convocation, led Chapter for this item.

Full notes of all the material generated at Convocation had been circulated previously. NH had been struck by the lack of cynicism. It had been a ‘*kairos*’ moment – a turning point.

It was **Agreed** that the 6 strands emerging at Convocation should be accepted :

- Making an impact – distinctiveness
- Going deeper in prayer and discipleship
- Justice, peace and integrity of creation, including ecumenical and interfaith
- Growing the Third Order in depth, engagement and number
- Structure – emphasis on simplicity and simplification
- Energy – recovering our distinctiveness and prophetic edge

Chapter’s aim should be to develop a clear and strategic document in three parts:

- a) Values What kind of an Order are we (with Key Performance Indicators)
- b) Priorities
- c) ‘Smart’ Objectives (Specific, Measurable, Agreed, Realistic, Timescale)

JHH – the process requires dialogue between Chapter and the Order

CJS - suggested the phrase ‘ Community, Conversation, Cross- communication’  
JS asked for clarity for Areas on what to do next.

JHH would write a letter to the whole of the Order soon. This might be separate from TON. This would go out via CJ in the usual way.

**Action....JHH**

After further discussion in small groups and feedback, the following decisions were made:

NH’s feedback document would be edited by JHH, and a summary made (but this is not an action plan)

**Action...JHH**

NH’s feedback document would be posted on the website in its entirety **Action.....CJ**

JHH will prepare a paper on Values (with input from PB, PD, NH, WS) by end of June

**Action....JHH**

It was suggested that there needs to be a 'core group' to develop a Strategic Plan.

- Have we got the technology to support this?
- Should we have a group from outside Chapter?
- What are the selection criteria?
- The Development Fund exists to support these ideas

Other ideas –

- Put film of final session on Youtube – to be shared at an Area Day.
- Invite Convocation reps to Area Team meeting
- We should acknowledge this is about change: there is a risk and inevitability of pain in change.
- 'What would TSSF look like with all its wheels on?'
- Local groups 'once professed, these are my friends for life, unchosen but God given'.
- Develop a skills bank.

NH summed up with the comment that 'Chapter needs to consider Strategic Direction and Accountability'.

He thanked Chapter for the invitation to be the facilitator.

JHH thanked NH warmly for all he had done to enable Convocation.

## **8. Publications**

### **8.1 Assisi Booklet on Ageing**

PT had circulated a first draft of the booklet.

He thanked the editorial team, in particular Carolle Doyle.

Some amendments to the copy had been submitted and would be considered.

**Cost** : a total cost of £821.80 was **approved by Chapter**.

CJ asked for the cost per copy: Freeland needs to know. A price of £1.75 + postage was **agreed**.

RD referred to a report recommending that TOD separate the cost of publications from the cost of postage. CJ asked if I would Liaise directly with TOD on this

**Action RD**

Several concerns were raised :

Who could be approached as layout editor?

Should there be an index/chapter headings?

pictures?

Articles in Little Portion and TON?

No decisions were asked for from Chapter on these questions.

**Action...PT**

The booklet will be run past an AM and PFG, and reviewed in 3 or 4 years

### **8.2 Commentary on the Principles**

AS reported that the Commentary would be ready for printing as an e-book in Sept. 2017

Proof readers were Hugh Beach, Richenda Milton Daws and Howard McFadyen.

### **8.3 Booklet on Franciscan Prayer.**

Simon Cocksedge would put Part 1 'Learning to Pray' on the website.



Parts 2 and 3 would be hard copy. The form of publication, Assisi booklet or other will be decided in October  
JHH agreed to oversee completion. **Action.....JHH**

**8.5** AS suggested that 'The Way of St Francis' (a commentary on the Principles in old brown Manual 1981 and 1991) could be re-issued to complement the daily version No Decision at this Chapter.

PB asked how much responsibility Chapter has for the publications it finances. Discussion followed on policy on publications.  
JHH suggested that not all of Chapter needs to read publications: there needs to be an agreed process.

Proposal : that a publication comes to JHH in the first instance – then Chapter is consulted. **Agreed.**

#### **8.4 Area Team Handbook**

AS thanked RD for all the work on the revision of the Handbook.

RD said that two Area Teams had been asked for comments, as well as two members of Chapter.

- The section on 'Offenders and prisoners' will be added after consultation with Safeguarding into the June 18 edition.
- The Handbook will be put on the website for use as soon as possible. A 'tweaked' version will be issued in 2018.

RD made the following proposals:

1. that Chapter should ratify the ATH v.3 so that it can be circulated to all Area Teams and be assessed on the website. (note – comments to be invited from all parties and a final review undertaken in June 2018) **Agreed.** **Action ...RD**

2. that Chapter should agree that ATH v.3 is recognised as a 'core' manual and that where necessary supplementary manuals for a particular need or speciality can be issued **Agreed.**

3. to agree on the revision of forms and appoint a person to undertake this task **Agreed.** **SN** was appointed to review the forms. **Action...SN**

4. The Area Team Handbook to be the responsibility of the Provincial Secretary. The PS to ensure that the ATH is reviewed bi-annually and kept up to date. The task of the review can be designated to a suitable Tertiary with the approval of Chapter. **Agreed.** **Action...RD, MA**

### **13 Any Other Business**

**13.1** AS reported on the June Hilfield Joint SSF/ CSF Chapter AS and JHH had been invited.

Br Clark Berge has come to the end of his term as Minister General of SSF

Br. Christopher John, from Australia, is taking over.

Among topics discussed was that of Companions of the First Order, numbering 600. SSF Computer advisor is Christine James who is willing to advise if asked.

First Order brothers and sisters are keen to be invited to events.  
Safeguarding practice and planning for Greenbelt was shared.

### **13.2 Election process for new PFG**

MA announced that the Election process for a successor to PB would be started now that there was an agreed revised Role Description.

### **13.3 Convocation**

WS requested 'closure' on her task of organising the Convocation gathering in May 2017.

JHH made a vote of thanks for all the work of WS, Anne Lindley, TH and Jeremy and Debbie Plummer which had contributed to the success of Convocation.

JHH would send a card to Anne.

**Action...JHH**

### **13.4 Conduct of Chapter Working Group**

JHH reported on the results of the Working Group, referring to the written report already circulated. 10 bullet point proposals had been made.

1. That elections to Chapter take place once a year with nominations received by Francistide Chapter, followed by a handover to include the next two Chapter meetings. **Agreed.**
2. That voting continues to be first past the post or with first and second preferences if this is practical for the Returning Officer. **Agreed.**
3. That discussion of the candidates for Election is encouraged, aided by a pro forma for candidates giving details of background, skills, vision for the Role/Order, to include space for 'any other comments' and a photograph. That Cluster gatherings be encouraged for Link Tertiary elections to enable discussion with candidates and retiring Link Tertiary. **Agreed.**
4. That discernment and evaluation for all Chapter members takes place in the second and fourth year of office using a 360 degree appraisal common elsewhere. The minister Provincial to oversee this and insure on-going feedback so that there are no surprises. **JHH will oversee this process.** **Action ....JHH**
5. That the whole of Chapter take direct responsibility for formation, and the formation team be absorbed into formation time within Chapter meetings.

The proposal by AS:

'that Chapter accepts direct responsibility for formation' was **agreed** by Chapter.

6. That the Minister Provincial forms a group of Chapter members to review the culture of Chapter.
7. That the Minister Provincial and the same group plan the agenda, with other members of Chapter able to feed in to it.

A full discussion followed: some salient points:

'we need to be more human rather than bound by offices and structures' (PB)  
'Let's have more breaking up of sessions – different venues' (CJS)  
'boardroom suits decision making, but not when we get widely differing views' (PD)  
'pastoral care of Chapter' (MA)  
'we should be enabling, not disabling' (TH)  
'discernment should come before decision making'(TH)  
'Chapter needs a chaplain (JB)

(Thanks to JS for taking the notes on this discussion)

JHH Proposed: that a group of people should review the way of working/ culture of Chapter, and take on agenda planning (points 6 and 7).

Following discussion, this was **agreed**.

JHH will email to arrange.

**Action....JHH**

AS proposed 'that we accept the proposals of the Conduct of Chapter Working Group.' **Agreed.**

### **13.5 Comments from Visitors**

Jan le Billon and Jenny Standage were invited to share observations from their experience of Chapter.

Jan commented that although there had been moments of tension and difficulty but that she had been struck with the love that was evident, and the care with which names were considered for release/leave of absence.

Jenny had had no idea how much business was conducted by Chapter. She had enjoyed the experience very much.

KA, retiring Minutes Secretary, commented that the experience of Minute taking for so many sessions had been exhausting.

Chapter might like to consider sharing the Minute taking between several people to give the Secretary a break.

The post is described as 'no voice, no vote' and that had been hard – though probably necessary.

**Action ?**

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

AS expressed her thanks to all. She had enjoyed this time at Chapter.

JHH thanked her for all she had done for the Province during her time as Minister Provincial, and presented her with a card and a small personal gift.

Chapter ended at 11.30 am on Saturday 17<sup>th</sup> June

<b>15 Date of next meeting</b>		<b>(with SSF, CSF and OSC attendance)</b>
<b>Friday 13 October</b>	<b>12.00</b>	<b>Full Chapter</b>
<b>Saturday 14 October</b>		<b>Full Chapter</b>
<b>Sunday 15 October</b>		<b>Full Chapter</b>

**NB future dates should be clarified with Bishop Woodford House**