

**Minutes of Chapter Meeting**  
**held at 12.00 p.m. on 15 March 2016 at the vicarage of St. George Bickley**

**Present** - Roger Bristow, George Collett, Liz Davis, Paul Farthing, Andrew Jablonski, Anne Jablonski, Alan Keeler, Andrew McClellan, Carol Morisson, Richard Norman, Steve Varney

**Apologies** - Jan Durrans, Lyn Hallam, David Herbert, June Hurn, Napo John, Dave Johnston, Angela King, Alison Newman, Ruth Peet

**Other** - Katrina Barnes, Iain Broomfield, Richard Finch, Richard Handforth, Andy Hobbs, David Howath, Matt Lloyd, Alan Mustoe, Anne Townsend

Julie Bowen's Collation as the Vicar of St. Andrew Bromley was to happen at 7.30 p.m. on the evening of this Chapter Meeting.

**Kemnal Park Cemetery** - Officiants must ask for Christian symbols to be put out. There are no hymn books available, there are some photocopied sheets, make sure you plan ahead. The staff do not automatically fade out music, discuss how you will let them know what you want.

**Anointing Ministers on Maundy Thursday** - Roger and George added their names

**Handymen** - There is a scheme for retired police officers to serve the community, details below.

**Stewardship** - Brian Pull has been appointed the new Diocesan Stewardship Advisor. Please use him. See the Diocesan Website <http://www.rochester.anglican.org/resources/stewardship/the-journey.php>  
The conversation included using Just Giving, CAF online giving, Just Text Giving, giving people quarterly financial update after the morning service, thanking people for their giving and not limiting stewardship to money.

**Publicity** - People said they could do with help for their websites. Church Edit has been promoted by the Diocese and is used by a number of parishes and the Diocese. Clever people can use 'analytics' to determine the use of their website. Facebook is also used to keep in touch with people.

**Mission Action Planning** - Alan described how Beckenham Deanery is getting its parishes to identify their activities, analyse them in terms of their effectiveness and share the information. This allows people to get a wider perspective about what is possible and to be of assistance to one another. Doing Together What you Cannot Do Apart, to coin a phrase. This will be taken up through the Deanery Synod.

**Funeral Ministry** - There was a discussion about the document taking forward our development of funerals within the Deanery, see attached. A following discussion included the value of a church funeral, having resources like readings on our websites, noting that there are civil celebrants who include religious material as well as humanists who do not. We discussed building a rapport and pastoral relationships with the families and funeral directors. We agreed to take on the items in the document that seek to develop the funeral ministry in the Deanery.

**Conflict of Interest Policy** - Andrew Jablonski spoke about a situation he had and the policy he has settled on. This is important for the work of charities it means an increase in professionalism and a disciplined approach. It sits along side other policies such as the safeguarding policies. For more information contact Andrew.

**Thy Kingdom Come** - We noted the letter from the Archbishops about a call to prayer at Pentecost of this year.

**Date of Next Meeting** - 12.00 p.m. on 18 May at the Chapel of Bishop Justus School

## Reliable Local Handymen

Retired police officers in Bromley are pioneers in an ambitious national network of highly vetted handymen.

Helping to combat the ongoing problem of cowboy builders and dodgy tradespeople, local retired police officers with a passion for home maintenance are taking up tools to provide peace of mind to the residents and businesses of Bromley and surrounding areas.

Typically police officers retire after 30 years service and a huge number are still eager to continue playing an active and productive role in their communities. All handymen prove themselves capable and experienced in home maintenance works before joining the network and carry recent CRB Checks.

Managing Director, Nick Orde-Powlett, hopes that the company's rigorous selection process will bring security and peace of mind to people in Bromley:

"Our vetting process is second to none. All of our handymen are friendly retired police officers with many years working in the community under their belt - they understand peoples' concerns and fears better than anyone else and they genuinely care."

Handyman John Dell states: "I find it very satisfying to work for people using my DIY skills, who struggle to get a decent honest tradesman and have found an organisation where they can get what it says on the tin, trustworthy handymen who provide a reliable service. I am always taken aback by how grateful they are once the job is done to their satisfaction."

More information can be found on the website [www.trustinblue.com](http://www.trustinblue.com) and bookings can be made either by calling freephone 0800 255 0 255 or emailing [helpdesk@trustinblue.com](mailto:helpdesk@trustinblue.com)

# DEVELOPING FUNERAL MINISTRY

Recently, Roger Bristow, George Collett, Alan Keeler and Steve Varney met to work on the details of the Bromley Deanery developing its funeral ministry.

There are several proposals that come out of their discussions

1. To have an agreed understanding of working with Funeral Directors, see below
2. To have a code of conduct that we can share with Funeral Directors, see page 2 of this document. When agreed by the churches to publish this as an attractive leaflet.
3. To have a deanery scheme of churches relating to Funeral Directors to build supportive working relationships.
4. To have a gathering of Funeral Director and church staff as a way to beginning this process of developing our mutual desire to serve our community.

## WORKING WITH FUNERAL DIRECTORS

The staff of a Funeral Director company are fellow professionals who seek to provide high quality service to their customers at a very sensitive time with many issues to resolve.

There can be experiences from the past where churches and Funeral Directors have not done their best. At one extreme the staff of Funeral Directors may be anxious about clergy even to avoiding church contact. Church pastoral care is both for the families of the bereaved and their fellow professionals.

The staff include:

- The Conductor who on the day is responsible for all aspects of relating to the mourners, the transport, paperwork and relating to the staff of other institutions such as church, crematorium or cemetery.
- The Arranger who works in the office, relates to the next of kin over their wishes. They ensure all parties such as officiants, crematoria and cemeteries are available along with their own companies resources such as cars drivers and bearers. Their can be other services such as embalming or viewing to arrange. The arranger is the key person who decides who will conduct the funeral service.
- There are as mentioned drivers, bearers and embalmers and perhaps others, all who may be part of a given funeral and may give opportunities for contact or care.

Among the churches we should be visiting our Funeral Directors to build relationships with the same care that we pay to the next of kin and mourners at a funeral. For instance visiting and knowing the staff. Certain churches may well have their regular Funeral Directors they work with but a Deanery Strategy will ensure all Funeral Directors are covered.

In the same way that the next of kin are part of the church pastoral care and will be followed up. It is good practice to speak with a Funeral Director after the funeral to ask how it went and thank them for their service.

On a wider note the ministry of funerals will include a range of church staff including readers and retired clergy along with neighbouring churches. Care should be made to encourage and support all of these relationships.

Ministers will also be working in a context with officiants from other denominations, other faiths or of no faith. There is an opportunity for recognising common ground and developing mutual understanding.

# FUNERAL SERVICES AND THE CHURCH OF ENGLAND

## Our commitment to conduct funerals

All Church of England churches will be willing to conduct a Christian funeral of all the residents of our parishes including those who say they are “not religious”.

If a person requesting a funeral shows that the deceased had some awareness of faith we will be delighted if you would consider the local church to conduct the service. Such awareness might include saying prayers, having had a favourite hymn or Bible passage or significant contact with a church such as a Christening or marriage.

We are very willing to conduct funeral services in our church buildings as well as at a crematorium or cemetery chapel.

We will answer all calls concerning funerals within 24 hours.

If the vicar is unavailable, the church will find an alternative minister to conduct the service.

## The service we offer

Wherever possible, in advance of the service we will meet the family of the bereaved, or at least speak on the telephone, to discuss their requirements.

We will be open to suggestions from the family for music, readings and other aspects of the service they would wish to include.

Unless it is impractical or the family do not wish it, we will arrange for a follow-up visit to the bereaved on behalf of the church.

We will not charge more than the statutory funeral service and church fees, and only claim legitimate travel expenses. In many cases these are less than alternative practitioners

If you have concerns about these intentions not being met you will be welcome to talk to an Area Dean who has a responsibility for a local group of churches.

## Contacting a local church

Parish boundaries can be a bit of a mystery. If you have the Post Code of the deceased's residence [www.achurchnearyou.com](http://www.achurchnearyou.com) will be a very easy way to find their local church and provide you with contact details.