



The Chaplaincy Centre

Chaplain – The Revd Paul N Thompson

Guidelines for use

Introduction

University College Plymouth St Mark and St John (UCP Marjon) UCP Marjon is a Church of England Voluntary college and has a Christian foundation. The Chaplaincy Centre is a centre for Christian ministry at the heart of the University College and is available for staff, students and visitors to use within the guidelines of this document.

The Chaplaincy is committed to welcoming and offering hospitality to people of any faith and none consistently. This requires the Chaplaincy Centre's staff and premises to be as open and available as possible throughout the working week.

At present it is not our policy to charge a fee for the use of the Chaplaincy Centre. However we would remind those from outside of the University College that their use of these facilities does incur cost to the University College. Donations towards meeting these costs are therefore always welcome.

1. Common Use of the Chaplaincy Centre.

General Guidelines

- All users of the Chaplaincy Centre, and particularly of the Chapel, are expected to treat the buildings and its furnishings with respect.
- Cups, dishes and crockery used must be washed, dried and replaced in the cupboards.
- Surfaces must be wiped clean.
- All furniture and resources must be replaced to their original positions once used.
- Rubbish must be disposed of in the bins provided. The Chaplaincy tries to recycle as much rubbish as possible and bins are available for plastics, glass, tins and paper.
- Personal belongings must be removed. No responsibility can be taken for personal belongs left at the Chaplaincy centre.
- Printed advertising material may not be left in The Chaplaincy Centre without the express permission of the Chaplain.

The Chapel is at the heart of the University College and symbolises its Christian foundation and identity. It is the usual space for Christian worship at the University College. When not in use for services, it is reserved for prayer and quiet activities such as study, reading or relaxation which do not impinge on others who are seeking peace and quiet.

However, the Chapel also plays an important part in the life of the University College and so will sometimes be used for other activities at the Chaplain's discretion. These might include conferences, performances and exhibitions which do not disrupt the Chapel's primary purpose as a place for Christian worship.

The Quiet Room is set aside for personal prayer and meditation and priority of use will always be given to those who wish to use the room for these purposes. Prayer mats are available for Islamic users. It will not be used for any other purpose without the prior approval of the Chaplain.

The Marshall Room is the lounge of the Chaplaincy Centre and is a meeting and socializing space for all who want to use it. Fairly traded snacks, tea, coffee and hot chocolate are available to buy. Honesty boxes are available to receive payment for these and donations towards the Chaplaincy's costs.

2. Other use of Chaplaincy Centre Rooms

Term Time

Monday to Friday: The Chaplaincy Centre exists primarily for the use of students and staff of the University College. We are therefore anxious not to compromise this primary function by accepting term-time bookings which might limit the availability of Chaplaincy facilities to our primary users. However, we also recognize the value of the space we can offer to members of the University College and other outside groups and agencies who might like to book the space for occasional meetings. In order to make the facilities available to those who want to book space whilst at the same time maintaining our availability for our primary users the following guidelines will be used in term time:

- the Marshall Room will not be available to book at lunchtime (12pm-2pm);
- the Quiet Room will not be available to book;
- the Chapel may be available to book according to the General Guideline for the Chapel outlined above but only when such booking does not interrupt the normal worship pattern of the Chaplaincy;
- Priority will always be given to 'affiliated societies' (cf. below) from the University College when booking any part (or the whole) of the Chaplaincy Centre.

Saturday: The Chaplaincy Centre (but not the Quiet Room) may be booked on Saturdays; although priority will always be given to affiliated societies from the University College and Church of England groups and organizations.

Sunday: The Chaplaincy Centre (but not the Quiet Room) may be booked on Sundays but is not available when the Chaplaincy Centre is holding worship services.

Outside Term Time

With the exception of the Quiet Room, the Chaplaincy Centre is more freely available for meetings, conferences and extended courses and we would be glad to receive bookings during these times.

3. Affiliated Societies

Affiliated Societies are those societies led by members of the University College who:

- have expressed a desire to be affiliated to the Chaplaincy.
- are willing

Either, in the case of Christian groups, to express support for the Chaplaincy's Christian basis and 'Mission Action Plan', and to attend meetings of the Chaplaincy Liaison Committee.

Or, in the case of non-Christian groups, to work out with the Chaplain an agreement of how the Chaplaincy facilities might be useful to them.

- agree that the Chaplaincy and Affiliated Societies will, wherever possible and appropriate, work together rather than separately.

In return, Affiliated Societies will, wherever possible, have the priority in booking rooms, provided the Chaplaincy is notified well in advance.

4. The Content and Nature of Meetings at the Chaplaincy Centre

The Chaplaincy Centre is a centre for Christian ministry, it is therefore appropriate that what takes place there should be in harmony with this. Although activities organized and run on the premises need not be overtly Christian, they should not promote or commend practices which might confuse or impede the ministry of the Chaplaincy.

5. Booking Rooms in the Chaplaincy Centre

By University College Members

In the first instance, all inquiries should be made through the Chaplaincy Assistants at the Chaplaincy Office (x 6528).

By Outside Agencies

In the first instance, all enquiries should be directed through the Chaplain (01752 636847). If the booking involves the use of other University College facilities enquiries should be made through the Conference Coordinator (01752 777188) mentioning the desire to use the Chaplaincy.