

## The University of Warwick Estates Office

### Chaplaincy Statement of Principles

The Chaplaincy is the focus of spiritual life on campus and welcomes those of all faiths and of none. Within the Chaplaincy there is special provision and to support t those of faith and some of the specific faith requirements, e.g. requirements to pray and preparation of food. The Chaplaincy incorporates the Islamic Prayer Halls, Multi Faith Prayer Rooms at Westwood and Gibbet Hill, the Contemplation Garden at Westwood and a Buddhist Room in the Humanities building and any reference to the Chaplaincy below includes these areas.

Due to the sensitivity and variety of requirements in the Chaplaincy, any Estates staff, contractors or consultants needing to access the Chaplaincy should in the first instance refer to the Chaplaincy Co-ordinators, giving notice along with their reason for access. This does not apply to staff who regularly access these facilities and who are aware of the local requirements such as the plumbers, carpenters, electricians and cleaners who usually cover these areas and are familiar with the requirements.

The Chaplains, in agreement with the University, support their faith groups and the wider university (students and staff) and have external commitments in addition to the University and therefore are not all at the Chaplaincy full time.

#### Procedures

Procedures to be adhered to when Estates staff, Contractors or Consultants need to work in the Chaplaincy or associated areas:

- Estates staff, Contractors or Consultants who need access to the Chaplaincy (including Islamic Prayer Halls and Multi Faith Prayer Rooms WA0.13 (Westwood) and B0.48 (Gibbet Hill). **should contact the Chaplaincy Co-ordinators in the Chaplaincy Office in the first instance, see contact details within Appendix A.** The Chaplaincy Co-ordinators has the responsibility for overseeing arrangements and ensuring that any information passed on will be up to date and relevant. Work should only take place when arranged in advance and by appointment with the Chaplaincy Co-ordinators who will explain access arrangements and other procedures to be adhered to;-
- If the above guidance cannot be applied e.g. in an emergency, the Chaplaincy Co-ordinators should be notified as soon as possible afterwards.
- Staff, Contractors and Consultants must be clean with freshly washed hands as a sign of respect for the sanctity of the space, and tidy and wearing badged clothing showing the company they work for.
- Staff, Contractors and Consultants must be polite, quiet (as far as possible within scope of the work) and respectful – no radios or other similar equipment should be used.
- Staff, Contractors and Consultants should stop work if asked to do so by any of the Chaplaincy Team and refer any queries by users to the Chaplaincy Co-ordinator.

- **No work should take place in the Islamic prayer Halls on Fridays between 11:00 – 15:30 and in the Chaplaincy on Sundays unless by prior agreement.**
- No food or drink may be brought into or consumed in either the Islamic Prayer Halls or Jewish rooms (this is to ensure that the restrictions that do exist are not broken).
- **Shoes must be removed or over shoes worn in the Islamic prayer Halls before stepping off the entrance mats** (this is because it is a sacred place and to prevent dirt from outside entering the prayer area, as when Muslims pray they put their forehead to the floor (also cleanliness of the body, breath and clothes are mandatory as well).
- **Men should never enter the sisters' areas of the Islamic Prayer Halls without the Chaplaincy Coordinator** (The Chaplaincy co-ordinator will ensure that there are no women around or warn them that a man will be coming in).
- Buddhist Room H0.55 in Humanities building. When entering the Buddhist Room shoes should be removed or overshoes must be worn.

This statement will be available on the Estates intranet and externally on request

## Review

This statement of principles is dated 8<sup>th</sup> September 2023 will be reviewed annually.

Signed



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James Breckon, Director of Estates

Sheila Hope, Chaplaincy Co-ordinator and signed off by the Chaplains	Originator of the document. Version 3	30.08.2023
Alan Warwood, Head of Facilities Andy Bastable, Zone Manager Duncan Stiles, Head of Assurance, Risk and Property	For review	04.09.2023 29.08.2023 29.08.2023
James Breckon, Director of Estates	For approval and sign off	08.09.2023
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## Appendix A

### Key Contacts

#### Chaplaincy Co-ordinator

02476 523 519

Sheila Hope

[Chaplaincy@warwick.ac.uk](mailto:Chaplaincy@warwick.ac.uk)

#### Chaplains:

##### Anglican

02476 528 158

Rev Annie McCormick

[Annie.McCormick@warwick.ac.uk](mailto:Annie.McCormick@warwick.ac.uk)

##### Catholic

02476 523 522

Deacon David Palmer

[David.A.Palmer@warwick.ac.uk](mailto:David.A.Palmer@warwick.ac.uk)

##### Free Church

02476 523 520

Rev Mark Rowland

[Mark.rowland@warwick.ac.uk](mailto:Mark.rowland@warwick.ac.uk)

##### Jewish

02476 522 521

Rabbi Fishel Cohen

[fishel.cohen@warwick.ac.uk](mailto:fishel.cohen@warwick.ac.uk)

##### Muslim

02476 550 667

Shaykh Imran Suleman

[Imran.suleman@warwick.ac.uk](mailto:Imran.suleman@warwick.ac.uk)

Please note that mobile telephone numbers for some of the Chaplains are available on the chaplaincy website and for some of them, their extensions link to their mobiles

[www2.warwick.ac.uk/services/chaplaincy](http://www2.warwick.ac.uk/services/chaplaincy)

**Director with oversight of the Chaplaincy:** Andy Smith, Director of Wellbeing and Safeguarding [Andy.A.Smith@warwick.ac.uk](mailto:Andy.A.Smith@warwick.ac.uk)