

**Notes of a Meeting of the Chaplaincy User Forum**  
**Wednesday 24<sup>th</sup> February 2016**

**In attendance:** Representatives from faith societies (Buddhist; Catholic; Christian Focus; Christian Union; Hindu; Islamic; Jewish; Sikh)

Chaplaincy Coordinator

Chaplains: Anglican (Kate), Jewish (Fishel) and Catholic (Fr Harry)

Student Union Societies Sabbatical Officer (George) (Chair)

1. Welcome and Introductions

Members of the Forum introduced themselves. It was noted that election for society execs are taking place over the term and representation is likely to change for the next meeting.

2. Apologies

Noted that members of every faith society active in the Chaplaincy had representation at the meeting, with the exception of Rev Gospel Choir.

3. Summary and update of actions from last meeting

It was noted that, as requested, the Chaplains had discussed whether general bookings of the Islamic Prayer Hall; Chapel and Jewish Meeting Rooms could be made. Whilst people are welcome to use the chapel for personal quiet space, none of the 3 spaces are available for general bookings because of the particular nature of the religious space which has been provided.

Chaplains had also been asked to explore whether the library space might be available for separate bookings. This had been discussed and taken to the University who will explore whether any changes to the space could be made to enable access to the toilets and the kitchen from the main space and foyer if the library was in use for a booking.

It was noted that Inter-Faith week had taken place back in November and that there was space on the agenda for reflection.

4. Update from Student Union

George explained his role as Societies Sabb Officer to the group and expressed his enthusiasm at the creation of the forum, bringing societies together. The group had questions of clarification on the SU policy around the expenditure of Society finances; and on the use of space in the SU, which George was able to answer. It was noted that the next grant application process will be open shortly, although the terms of funding had not yet been agreed so George was unable to give more information at the time. It was noted that the Societies Officer is happy to hear directly from any Society needing clarification or help on processes.

George also clarified the speaker request process within the SU and noted that any external person coming to work with societies, whether lecturing or networking (even if Alumni) in a society endorsed event, needed to be cleared through the Speaker Request process set up in the SU.

It was noted that elections for execs are taking place and that George and the SU team are available for questions and support on the process. Societies were encouraged to explore the resources for elections on the SU website.

5. Update from the Chaplaincy

Building works: Chaplains gave an update on progress on building works to the IPH and Jewish Meeting Room and apologised for the disruption the works are causing. It is hoped that they will be complete by the end of term 2.

Kitchen use: the group discussed the possibility of making the Chaplaincy Central kitchen restricted for vegetarian food preparation only. While a member of the Buddhist society noted that they would support such a move on moral and ethical grounds, the presence of meat in the kitchen does not stop them from using it currently. Other vegetarians present agreed, noting that the issues are more around the cleanliness of the kitchen and how well things are put away, than the preparation of meat in the space itself. In the meantime, society reps asked that the kitchen be restocked with forks and tea spoons (which continually go missing).

**Action: Chaplains to consider how to improve storage and processes for cleaning in the kitchen. CU representative to purchase forks and teaspoons and claim expenses back from chaplaincy.**

Notice board: Agreed that days when materials would be provided for societies to update their notice boards would be useful.

**Action: Anglican Chaplain to organise two notice board updating events – different days of the week early on in term 3.**

Scriptural reasoning: Noted that a Scriptural Reasoning workshop would be held on Wednesday 16<sup>th</sup> March at 2pm to which all faith societies are invited. If it goes well, it could become a regular feature of Chaplaincy life.

Website: Noted that the website has been updated.

**Action: Societies to check the pages on the Chaplaincy website to ensure migration has happened correctly. A page to be added for the User Forum, including membership, dates of meetings and terms of reference.**

Food Hygiene course: The Chaplaincy Coordinator reminded the group that a member of each society that uses the kitchens regularly for the preparation of food for large events needs to attend a day long food hygiene course in May. Details to follow.

## 6. Review of Inter-Faith Week

When asked for highlights of the Inter-Faith week, forum members mentioned the Quiz Night on the Monday and Bagel Lunch. It was agreed that events which had been arranged jointly between societies, be it two or more, had gone very well. It was agreed to run the week again in November 2016, noting there will more time to prepare together this year because the Forum has been established.

**Action: Societies to begin discussing ideas for joint events in Inter-Faith week and to bring ideas for discussion to the next User Forum.**

## 7. Any Other Business

Society reps were asked for any comments, questions or requests. Chaplains were asked if it would be possible to get more tables for use in the Central Space.

**Action: Chaplaincy Coordinator and Chaplains to discuss where new tables could be stored and arrange for them to be ordered.**

## 8. Date and Time of Next Meeting

**Wednesday in Week 8: 15<sup>th</sup> June 2016 at 12.30pm (lunch will be provided).**