

## Notes from a meeting of the Chaplaincy User Forum Wednesday 8<sup>th</sup> May 2019 (Term 3 2018/19)

Purpose and terms of reference of the Chaplaincy User Forum:

<https://warwick.ac.uk/services/chaplaincy/about/userforum/>

**In attendance:** Representatives from Student Faith Societies (SFS): Christian Union, Christian Focus, Islamic Society, Catholic Society.  
Representatives from Students' Union (SU).  
Chaplains: Anglican (Rev. Kate), Jewish (Rabbi Fishel) and Catholic (Fr. Harry)  
Chaplaincy Coordinator (Alex)

**Chair:** Leo Carranza (Students' Union)

### 1. Welcome and introduction

Members of the Forum introduced themselves.

### 2. Apologies

Jewish Israeli Society, Buddhist Society, Hindu Society, Sikh Society.

### 3. Summary of actions from last meeting

#### a. Introduction of new Chaplaincy Coordinator (Alex).

Alex outlined the role of the Chaplaincy Coordinator.

#### b. Joint SU/Chaplaincy mailing list for all Faith Societies.

**ACTION:** Alex and Georgie to collaborate and check permissions in light of GDPR.

#### c. Confirmation of new SFS execs.

All SFS execs now confirmed.

#### d. Hindu – Sikh – Muslim South Asian Friendship group

**ACTION:** Rep from ISOC to take forward as part of InterFaith Week.

#### e. Food Bank collection point in Rootes.

These are now in place. Donations collected by Trussell Trust for distribution. Clothing (incl. suits) collections also planned.

### 4. Open Day – June 21/22

#### a. SFSs need to update notice boards: ask Alex for printing and resources asap

**ACTION:** All SFSs to ensure their notice board is refreshed before 21<sup>st</sup> June.

#### b. Reps (not necessarily execs) attend to meet prospective students

Prospective students benefit from meeting existing students from SFSs.

**ACTION:** Each SFS to arrange provision at these events.

### 5. Welcome Week 23-29<sup>th</sup> Sep

#### a. Events planned for the Chaplaincy:

The following events will be part of the official Welcome Week calendar:

- i. Catholic Mass & lunch (2 Sundays)
- ii. Anglican/Free Church service & supper (2 Sundays)
- iii. Open Chaplaincy 9-5 every day
- iv. Bagel Lunch, Wednesday

v. Muslim prayers & refreshments, Friday

vi. Crafternoon, Wednesday

b. Volunteers to help at these events please

**ACTION:** Request that SFS attend these events to help newly arrived students to feel welcomed and cared-for.

**ACTION:** All SFS Welcome Week events should be booked through the Welcome Week system, not via Alex.

## 6. Update from SU

- Development and Training: Contact Georgie Wood for any assistance.
  - Online training (compulsory for SFS presidents) in order to take part in Societies' Fair.
  - Societies' Fair (Wed 25<sup>th</sup> Sep): Applications by end of wk5/6. New budgeting system released by wk5.
  - **ACTION:** Email from Georgie to follow re. the above.
- Website: Contact Sam Parr
  - New website with Community Hubs incl. one for Students of Faith (name to be confirmed).
  - All SFSs to provide content and links.
  - **ACTION:** Email to follow re. the above.
  - **ACTION:** Alex to coordinate with Sam re. Chaplaincy website.

## 7. Chaplaincy update:

a. Food hygiene course (11<sup>th</sup> June) names to Alex asap

**No hygiene certificate = No food-related bookings in the Chaplaincy.** **ACTION:** All SFSs who regularly use kitchen facilities (CU, CF, CathSoc, ISOC and JISOC) need to send names to Alex by 15<sup>th</sup> May who will pass the names on for registration.

b. Bookings reminder

Alex reminded SFSs that bookings are only confirmed once an email confirmation has been sent. Until confirmation email has been sent, the event may not take place.

## 8. SFS – questions, issues, ideas etc.

- ISOC - Open Iftar: Date to be confirmed, all are welcome to attend. **ACTION:** Invitation to follow.
- CU/ Hot Choc – Security asked for confirmation of booking. **ACTION:** Alex to contact Mark Kennell and also put a copy of booking confirmation in envelope in cupboard below digiscreen.
- CF – Emails don't appear to have been received – **ACTION:** Georgie to follow up.

## 9. AOB

- Interfaith Week (T1/Wk7) suggestions: Football tournament (**ACTION:** ISOC to lead) and Quiz night (**ACTION:** CF and Rev. Kate to lead)

## 10. Summary of actions agreed (Chair)

## 11. Next meeting: Term 1 week 2 (9<sup>th</sup> October 2019)