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 support to 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-ordinator, 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) should contact the Chaplaincy Co-ordinator in the Chaplaincy Office in the first instance, see contact details within Appendix A. The Chaplaincy Co-ordinator 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-ordinator 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-ordinator 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).

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

**Review**

This statement of principles is dated 4th October 2022 will be reviewed annually.

Signed ……………………………. 

James Breckon, Director of Estates

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Date</th>
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<tbody>
<tr>
<td>Sheila Hope</td>
<td>Chaplaincy Co-ordinator and signed off by the Chaplains</td>
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<tr>
<td>Alan Warwood</td>
<td>Head of Facilities</td>
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<tr>
<td>Andy Bastable</td>
<td>Building Facilities Manager</td>
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<tr>
<td>Duncan Stiles</td>
<td>Head of Assurance, Risk and Property</td>
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<tr>
<td>Estates Leadership Team</td>
<td>For review</td>
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<tr>
<td>Steve Twynholm</td>
<td>Operations Director</td>
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<tr>
<td>James Breckon</td>
<td>Director of Estates</td>
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<td>Published Location:</td>
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<td>Health, Safety and Wellbeing</td>
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<td>Estates Office</td>
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<td>University of Warwick</td>
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Appendix A.

Key Contacts

Chaplaincy Co-ordinator 02476 523 519
Sheila Hope Chaplaincy@warwick.ac.uk

Chaplains:

Anglican 02476 528 158
Rev Annie McCormick Annie.McCormick@warwick.ac.uk

Catholic 02476 523 522
Deacon David Palmer David.A.Palmer@warwick.ac.uk

Free Church 02476 523 520
Rev Mark Rowland Mark.rowland@warwick.ac.uk

Jewish 02476 522 521
Rabbi Fishel Cohen fishel.cohen@warwick.ac.uk

Muslim 02476 550 667
Shaykh Imran Suleman 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:

**Director with oversight of the Chaplaincy** Hannah Friend, Director of Wellbeing and Safeguarding (x50649 /Hannah.Friend@warwick.ac.uk)