

SELWYN COLLEGE CHAPEL MANAGEMENT POLICY

1. According to its statutes, Selwyn College shall have a Dean of Chapel who is a priest in Anglican orders, who shall also be the Chaplain. (*Statute 19*)
2. The Dean of Chapel has control over the services in the College Chapel, is responsible for the 'Sacred Vessels, ornaments and books in the College Chapel' and his or her consent shall be necessary for any use of the Chapel for purposes other than those expressly authorised by the Statutes and any regulations made under them. He or she shall also have such other duties and responsibilities as the College Council shall from time to time determine. (*Statute 19; Regulation 5 section 3.3*)
3. The Dean of Chapel may delegate the direction of the music in Chapel to a suitably qualified person. (*Statute 19.4*)
4. The College Council may appoint one or more Assistant or Junior Chaplains to assist the Chaplain in his or her duties. (*Statute 19.5*)
5. The Dean of Chapel shall participate in the College's annual appraisal process.
6. The Dean of Chapel, both as a Fellow and also as a College employee is required at all times to adhere to the College's agreed rules and regulations.
7. Any Assistant or Junior Chaplain shall, by virtue of their appointment, be required at all times to adhere to the College's agreed rules and regulations.
8. When deciding whether to give or withhold permission for the use for the Chapel other than for purposes laid down by statute, the Dean of Chapel will always take into account:
 - a) the nature of the Chapel as a consecrated building;
 - b) current legislation ensuring freedom of speech in universities;
 - c) any other legislation currently in force, including the requirement of colleges to comply with the duties set out in the Counter-Terrorism and Security Act 2015 and the *Prevent* duty guidance issued by government. Should any issue arise under the latter legislation the Dean of Chapel will take advice from the *Prevent* Lead when appropriate.
9. It is the responsibility of the Dean of Chapel in the role of Chaplain to provide, as appropriate, pastoral care to all students, Fellows and staff of the College. The Chapel is likewise a space for all. Students, Fellows and staff and all are welcome at all services and events. Whenever the Chapel is open and not otherwise in use, anyone of any faith or none may use it for private silent prayer or reflection.
10. Where, as a Christian place of worship, the Chapel is not an appropriate space for providing for the worship or other needs of College members not of a Christian tradition, the Dean of Chapel will endeavour to be supportive in ensuring such other needs are met as best as possible within the college or, if necessary, elsewhere.

11. All meeting of faith groups in College involving speakers must adhere to the College's *Faith Groups Policy*.
12. The Dean of Chapel shall ensure that all College staff and volunteers working in the Chapel, including the Chapel Administrator, Director of Music, Choir Administrator, Organ Scholars, Chapel Clerk, Sacristans and Chapel Wardens, are aware of this policy and the *Faith Groups Policy*.
13. Any complaint about the use of the Chapel shall be directed in the first instance in writing to the Dean of Chapel, who shall normally send a response within seven days to the complainant, copied to the Master.

AMR/MJS
November 2023