

SELWYN COLLEGE CHAPEL MANAGEMENT POLICY

1. According to its statutes, Selwyn College shall have a Dean of Chapel who is a clerk in Anglican orders, who may be, but need not be, the Chaplain. The Head of House, if a clerk in Anglican orders, shall be the Dean of Chapel; unless, at his or her request and with the approval of the Visitor, the Governing Body shall resolve that for the period of the Head's office, another person shall be Dean of Chapel. (*Statute 26.1*)
2. If the Head is not a clerk in Anglican orders, or if the Governing Body has passed a resolution to say so, the Dean of Chapel shall be a Fellow who is a clerk in Anglican orders appointed by the College Council, subject to the approval of the Visitor. He or she may be, but need not be, the Chaplain. (*Statute 26.2*)
3. 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 28.3*)
4. The Dean of Chapel may delegate the direction of the music in Chapel to a suitably qualified person. (*Statute 26.4*)
5. If the Dean of Chapel is granted leave of absence, the College Council may appoint another person to act in his or her place. The person so appointed shall have all the powers of the Dean of Chapel. (*Statute 26.5 and Statute 20.8*)
6. The Chaplain is appointed by the College Council to perform services in Chapel and to carry out such pastoral and other duties as the College Council shall from time to time determine. (*Statute 27.1*)
7. The Chaplain shall be a clerk in Anglican orders, or, with the approval of the Visitor, some other person whom the Visitor certifies as suitably qualified for the office. (*Statute 27.2*)
8. The College Council may appoint an Assistant or Junior Chaplain to assist the Chaplain in his or her duties. (*Statute 27.3*)
9. The Dean of Chapel and the Chaplain (if a different person) participate in the College's annual appraisal process.
10. The Dean of Chapel and Chaplain, both as Fellows and, in the Chaplain's case, also as a College employee are required at all times to adhere to the College's agreed rules and regulations.

11. 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 lead *Prevent* officer when necessary.
12. It is the responsibility of the 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.
13. 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 and/or Chaplain will endeavour to be supportive in ensuring such other needs are met as best as possible within the college or, if necessary, elsewhere.
14. All meeting of faith groups in College involving speakers must adhere to the College's *Faith Groups Policy*.
15. 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.
16. 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.