

University of Essex

Multi- Faith Chaplaincy Committee

Terms of Reference

1. Origins

The Committee shall exercise its authority in accordance with the provisions of this document which shall be known as the 'Terms of Reference.' This replaces the former 'Instruments of Management' document.

2. Multi-Faith Chaplaincy Committee: responsibilities and membership

2.1 The Committee shall be responsible to the Registrar and Secretary, through the Director of Student Support, for:

- Working to promote the Multi-Faith Chaplaincy purpose- including (in no particular order)
 - To advise individuals (students and staff) on religious/ spiritual / faith matters
 - To advise the University on religious/ spiritual / faith matters
 - Where facilities are provided, to offer a place of worship and regular services for staff and students
 - To coordinate celebrations, spiritual events and festivals
 - To provide spiritual and social activities
 - To provide pastoral support for students and staff of all faiths or none
 - To promote links and relationships with the wider community
 - To support student faith societies
 - To encourage interfaith dialogue and multi faith activity where there is a desire for this among members
- Ensuring that members observe the memorandum of understanding with the University;
- Considering the strategic development of the Multi-Faith Centres;
- Identifying gaps in provision and seek to build links with groups not currently represented when the need arises;
- Making recommendations for the allocation of any space provided by the University and agreeing arrangements for room bookings by members;
- Making recommendations regarding the appointment of new / replacement Chaplains and associated roles at all campuses,
- Ensuring that all groups wishing to work within the chaplaincy are deemed appropriate to do so.
- Liaising as necessary with the appropriate University officers.
- Providing an annual report to the University

2.2 All recognised Chaplains, Chaplaincy Assistants/ Volunteers and the Presidents (or equivalent) of student faith societies are eligible for membership of the Committee. In addition, each group shall have the option of appointing a second representative to the Committee. Members of the Committee may send their deputies providing they have been officially recognised. Faith Representatives/ Advisers are not eligible for membership of the Committee but may attend by invitation. See 'terminology' document for definitions of roles.

2.3 The Committee may at its discretion co-opt up to three other persons to membership.

2.4 The Director of Student Support (or nominee), the Students' Union Vice President (Welfare and Community) and the Students' Union Vice President (International) shall be ex-officio members of the

committee. Either the Vice President (Welfare) or the Vice President (International) shall attend Committee meetings.

2.5 The Director of Student Support shall appoint a member of staff to act as secretary to the Committee.

3. Format and procedures

3.1 The Multi-Faith Chaplaincy Committee shall decide its own pattern of meetings, subject to the proviso that at least three meetings in each calendar year in must be held.

3.2 It is suggested that the Committee initially meet twice each term, in week 2 and week 8 of each term combining the previous MFCC Committee of Management meeting and Chaplaincy Team meetings.

3.3 The meetings will be split into three sections,

a) Formal business; recognition of new members, election of officers, budget management and annual timetable.

b) Chaplaincy matters; including organisation of multi-faith events and representation at University events and committees, pastoral matters in general.

c) Closed business; to discuss items of closed business such as specific pastoral matters where it is not appropriate for student society officials to be present.

3.4 Space and maintenance issues should not be the main focus of the committee and that these matters should be considered by the Standing Committee and reported back to the committee accordingly.

3.5 Additional decisions may need to be taken outside of these meetings; where possible these decisions should be made by the Standing Committee or conducted via email, whichever is more appropriate.

3.6 Each year, the Committee shall appoint, from among its membership, the following officers: Chair, Vice-Chair and Treasurer. The officers should normally be a Recognised Chaplain. The officers shall be appointed for one year and shall not normally serve in a particular post for more than three consecutive years.

3.7 Members should raise items with the MFCC Secretary when asked for agenda items. Late business can be submitted during any other business at the end of each meeting. Agendas, minutes and papers shall be prepared by the Secretary.

3.8 The Multi-Faith Chaplaincy Committee shall be quorate if either more than 50% of its membership are present. At meetings of the Multi-Faith Chaplaincy Committee, when a vote is taken, a matter shall be determined by the majority of the members present and voting on the matter. In the case of equality of votes, the Chair shall have the casting vote.

3.9 The Multi-Faith Chaplaincy Committee may appoint such sub-committees as it thinks fit and may as it wishes delegate functions to such sub-committees.

3.10 Minutes and/or reports of the Multi-Faith Chaplaincy Committee shall be made available to relevant University Committees. A representative of the Multi-Faith Chaplaincy Committee may be selected to attend relevant University Committees by invitation.

3.11 The Multi-Faith Chaplaincy Committee is a University-wide body which includes all campuses. Chaplains and associate roles at all campuses should be invited to committee meetings (in person or by video conference).

4. Standing Committee

4.1 The Standing Committee is constituted as follows:

- Chairperson
- Vice-Chairperson
- Treasurer
- One other recognised member of the Multi-Faith Chaplaincy Committee.

The Standing Committee will deal with matters on behalf of the Multi-Faith Chaplaincy Committee between meetings, including those relating to space and maintenance.

5. Room Bookings and Security

5.1 Room booking requests should be submitted to the Secretary prior to the first term for regular bookings. Each group can make a request for any time at this point, previous year bookings are not automatically carried forward and any clashes will need to be resolved by the groups involved. There will also be a separate timetable for Welcome Week. Any further bookings can be made by emailing mfccsec..

5.2 Security arrangements are the responsibility of the University Security Manager. When the facilities are locked for safety reasons access may be requested to patrol/ security staff.

6. Terms of Reference: Modification

6.1 The membership and terms of reference should be confirmed annually at the first meeting of the academic year to ensure that all members are familiar with the purpose of the meeting.

6.2 It shall be open to the Multi-Faith Chaplaincy Committee to recommend to the Registrar & Secretary changes to the terms of reference and to associated documentation. Notice of such changes must have been given to all members of the committee at least two weeks before the meeting at which they are considered, and before a recommendation may be made to the Registrar & Secretary it must be supported by two-thirds of the membership of the Committee who are present and voting.

University of Essex
Student Support
February 2013
Updated March 2014

Appendix 1

Multi-Faith Chaplaincy Centre Committee Membership as at October 2012

Chair Nick Lear (Baptist)
Vice Chair Paul Keane (Catholic)
Treasurer Caroline White

Chaplains/Religious Representatives

Anglican: Julia Murphy (from November 2012)
Baptist Union: Nick Lear
Catholic: Paul Keane/Patricia Barclay
Chinese Christian Fellowship: Oi Ling Lam
Congregational: Patrick Baxter
Friends International: Linda Pepper
Greek Orthodox: Alexander Haig
Jewish Community: Norma Stephenson/Malcolm Wiseman
Methodist: John Allison/Philip Bingham
Unitarian: Alan Hayman
United Reform: Ken Forbes

Students' Union Society Representatives

Christian Union
Chinese Christian Fellowship
Islamic Society
Jesus Alive Fellowship

Believers Loveworld (not yet recognised)

In Attendance/Invited

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| MFCC Secretary | Liz Alley |
| Student Support | Rachel Fletcher |
| Students' Union | Lily Flaherty (VP Welfare and Community) |