



ST PETER'S COLLEGE CHAPEL PROTOCOLS

(revised May 2023)

INTRODUCTION

St Peter's College Chapel is a place of Christian worship as well as a public space used for a variety of College events such as concerts, lectures, theatrical events and operas. The Chapel may also be used by other outside bodies subject to agreement. The Chapel was formerly a Church of England parish church and is unique among Oxford College Chapels in so far as it remains under Faculty Jurisdiction. This means that everything that takes place in the Chapel must be consonant with the teaching and faith of the Church of England as enshrined in ecclesiastical law. The Master and the Chaplain are responsible for overseeing the appropriate use of the Chapel. The Chapel will be open for private prayer during term time from 8-8.50am and at other times on request to the Chaplain.

HOW TO BOOK THE CHAPEL

1.1 To avoid double booking it is essential that everyone wishing to book the Chapel follows these procedures. An 'event' constitutes anything that might take place in the Chapel including things like exhibitions and displays, musical instrument tuning, fire inspections and special cleaning.

1.2 The Chaplain, Director of Music and Master will ensure that the regular slots for services, rehearsals, lectures or other events that take priority are entered on the Chapel booking system before week minus two of Michaelmas term and by week ten of the previous term for bookings for Hilary or Trinity terms. Regular approved groups may contact the Fellows' Secretary (Ms Anne Millard) after week ten of the previous term to discuss their bookings for the coming term. Any provisional bookings should be confirmed or cancelled as soon as possible, preferably by week minus one of the term to come.

1.3 ***ANYONE wishing to book the Chapel further ahead than the current term or more than week minus two of the term to come** will have the event agreed by the Chaplain as well as the Registrar who has oversight of the wider Chapel and College calendar. The only exceptions to this are the regular College Chapel services and Choir rehearsals on Sundays, Thursdays and some Tuesdays.

CHAPEL BOOKING PROCEDURE FOR STUDENTS, OUTSIDE ORGANISATIONS, OR STAFF WHO ARE NOT ON THE LIST BELOW OF PERSONS AUTHORISED TO BOOK THE CHAPEL

2.1 General musical activities must be authorised by the Director of Music, Quintin Beer.

2.2 Operas and any staged or theatrical production must be authorised by the Chaplain, the Director of Music (if music is involved) and the Dean.

2.3 Other activities must be authorised by the Chaplain.



2.4 St Peter's students are reminded that the permission of the Junior Dean must also be sought for dramatic rehearsals, performances and gatherings of more than 8 people. Please see the College Regulations for further details.

PROCEDURE FOR CHAPEL BOOKINGS MADE BY AUTHORISED STAFF

3.1 Authorised staff (see 3.2 below) may book the Chapel through the Fellows' Secretary **for events of the current term or events from week minus one of the term to come. (*see above for events further ahead).** Events must *not* be booked through the Porters' Lodge. If you have the facility to book an event in Chapel directly using Turbo please ensure you also liaise with the Fellows' Secretary so that she can keep an overview of Chapel bookings. If you are planning an exhibition in the Chapel please discuss this with the Registrar, Dean and Chaplain so they are aware of any impact this might have on Chapel use. If you have any questions regarding the suitability of your event for Chapel, then it is important that you discuss this in the first instance with the Chaplain.

3.2 List of staff authorised to book the Chapel with the Fellows' Secretary:

The Master, Professor Judith Buchanan

The Executive Assistant to the Master, Ms Amanda Jones

The Bursar, Mr Douglas Shaw

The Catering Services Manager, Mr Eifion Davies

The College Archivist and Records Manager, Dr Alison Ray

The College Registrar, Ms Catherine Whalley

The Commercial and Events Manager, Mr Charlie Kisiel

The Dean, Dr Tim Mawson

The Development Director, Ms Brett de Gaynesford / Mr Tim Pottle

The Director of Music, Mr Quintin Beer

The Domestic Bursar, Mr Kevin Melbourne

The Facilities Manager, Ms Lidia Hemmings

The Fellow for Music, Professor Sarah Hill

Emeritus Fellow for Music, Dr Roger Allen

PRACTICAL POINTS FOR CHAPEL USERS

4.1 Anyone using the Chapel must abide by the College's regulations as well as those of the Chapel which are subject to the regulations of the Diocese of Oxford. Masks are no longer required: socially distanced seats are usually available on request.

4.2 Anyone using the Chapel is responsible for adhering to the College Health and Safety regulations including those relating to fire. The normal maximum occupancy for the College



Chapel is 200. Additional seats are available and larger groups *may* be accommodated after discussion with the Chaplain or Domestic Bursar.

4.3 Student groups, school parties and outside groups should note that the event organiser (the person named on the booking form) is responsible for ensuring the quiet and orderly movement of their group around the College and for upholding the Chapel Protocols and College regulations. In the case of student groups, this will normally be a member of St Peter's College or St Peter's Choir.

4.4 The section of the Chapel known as the sanctuary (the area at the East End beyond the pulpit and opposite the main door) should not be used for non-liturgical events, though the bottom step that forms the threshold to this area may be used. The two heavy wooden chairs and the book rest stalls in front of them should not normally be removed due to their fragility. However, for public events such as lectures or concerts, they may be moved further back in the sanctuary with the permission of the Master, the Chaplain, the Dean or the Director of Music, but they **MUST** be put back immediately after the event. The vestry (room beside the organ) is out of bounds to anyone booking Chapel. The choir stalls may be used by prior arrangement with the Chaplain and the Director of Music.

4.5 The area in front of the organ pipes is the Chavasse memorial area and should not be disturbed.

4.6 The upright piano may be used as a rehearsal piano. The other instruments (main organ, grand piano, harpsichord and chamber organ) may only be used with the written permission of the Director of Music.

4.7 Except for refreshments supplied by College catering, no food or drinks are allowed in the Chapel except for bottled water. We ask that you do not bring cups of hot drinks into the Chapel. If you would like to put on refreshments for your concert or event, permission may be given by the Master, the Chaplain or the Director of Music.

4.8 The permission of the Master, the Chaplain and the Director of Music must be sought in writing to live stream or to make, take or use photographs, films, videos inside the Chapel. Any photography, filming or live streaming must adhere both to the Diocesan filming regulations and the College's regulations.

4.9 Quiet during examination period: Please note that during weeks 4-9 of Trinity term no full rehearsals or events with excessive noise will be permitted.

4.10 No amplified music should be played without the written permission of the Chaplain or Director of Music. Noise levels should not be excessive.

4.11 During term time the Chapel back door, side door and Tower doors should be unlocked between 7am and 10.30pm. Nevertheless, if a key is needed, the person responsible for the booking must collect the key to the Chapel from the Porters' Lodge and return it immediately after the event is due to end.

4.12 Please make sure that when you book your Chapel slot you allow sufficient time to set up and clear away. You should not enter the Chapel before the time of your booking if the Chapel is occupied.



4.13 School Groups are responsible for supervising their pupils and for ensuring that family and friends attending any event in the Chapel are aware of the Chapel and College regulations, particularly about food and drink, photography, filming and recording in the Chapel. All school groups must use the designated toilets. The leader of the school party is responsible for the safeguarding of their pupils and should liaise with the school's liaison office, as well as the Chaplain, before their visit. They are responsible for their own risk assessment which should be forwarded to the Chaplain and the Schools' Liaison officer before their visit. The St Peter's safeguarding policy and information about the lead safeguarding officer can be found [here](#).

4.14 The Chapel is accessible to wheelchair users, who may enter the College either through the Lodge or through the main Mair Gate (there is a 'drop off' facility outside these double gates: contact the Porter's Lodge for further information). A ramp can be provided to gain access to the Sanctuary of the Chapel if necessary. Please contact the Chaplain for further information.

4.15 There is an ear loop in the Chapel and large print orders of service are available on request.

CLEARING UP

5.1 Seating should be restored to its normal format as soon as the event ends. A diagram with photographs of the 'normal' format is displayed on the shelf at the back of the Chapel. Please check that chairs are straight and rows are properly aligned.

5.2 Lights should be switched off (switches are in the cupboard at the back by the main back west end door).

5.3 Clearing up: all programmes, leaflets, service sheets and lecture notes must be removed from the Chapel at the end of the event. They may be put in the College's recycling bins: if you do not know where the bins are, please ask the Porters.

5.4 Rubbish. If your event is on Friday or Saturday, you are responsible for emptying dustbins and putting the rubbish in the College dustbins or recycling bins (ask the Porters for directions). At other times, if you have an excessive amount of rubbish, then you are also asked to empty the bins into the main College dustbins. Black dustbin bags may be found in the cupboard to the left of the west door where the light switches are. Please check that no hot drink cups have been left in the Chapel bins. Please note that any mugs or water bottles found may be disposed of.

5.5 Items should not be left in the Chapel after your event unless you have the permission of the Dean or Chaplain. This includes all equipment (projection screens, bottled water, props, musical instruments, clothing etc). Any items that are left may be removed and fines may be imposed.

5.6 In the case of evening events, the Chapel should normally be cleared that evening, although the Dean or Chaplain may permit for things to be left overnight and cleared away the following morning. When there are productions which go on for successive nights, the Dean will give special instructions which must be followed.



GUIDELINES FOR BOOKING THE CHAPEL FOR STAFF

Under the terms by which the College uses the Church of St Peter le Bailey, the Chapel may not be rented out for profit. Modest fees to cover costs will normally be charged for non-student groups.

The Church is principally a place of prayer and Christian worship. All activities that take place must be consonant with the teaching of the Church of England; space is set aside every morning during term from 8-9am for private prayer and reflection.

Priority for groups using the College Chapel is as follows:

1. Liturgical use, private prayer/reflection and appropriate Christian activities.
2. Organ scholars wishing to practice (several weekly slots will be set aside each term)
3. St Peter's College official events as authorised by the Master/Registrar (e.g. Freshers week/alumni)
4. St Peter's College group music lessons such as keyboard, harmony and conducting lessons
5. St Peter's College music students or choir, or College members wishing to practise
6. St Peter's College music society groups/associated ensembles
7. St Peter's College lectures/events
8. University student groups run by a member of St Peter's College who can be responsible for the rehearsal/event
9. University student groups run by persons with proven reliability/known to us.
10. Other local music groups (orchestras and choirs).

Please note that to preserve peaceful study conditions in College during term time, only one orchestra or group producing loud music ('loud' music is music that can be heard in student rooms or the library) will normally be allowed each week. This excludes the choir rehearsals/College concerts.

Permission may exceptionally be given for concerts or events on Saturday nights by outside bodies during term time where (a) it is not in conflict with any College-based plans and (b) Chaplain, Director of Music, Registrar and Master agree that its degree of disruption to Chapel and community is outweighed by the cultural enrichment and community engagement it may bring.