



ST. PAUL'S

St. Paul's Church Arran Quay is administrated by the Office for Evangelisation and Ecumenism. Members of its staff and team also are based and work from this Church also. This team's primary focus is Youth Outreach.

Some other groups have permission for use of the Church also.

The focus of the Church is Intentional Ministry and Mission towards Youth.

- There are two regular groups who use the Church on Saturday evenings (St. Kevin's Taizé Group) and Sunday morning and afternoon (St. Gregorious Syrian Orthodox Church)
- Please remember to keep all public areas clean and tidy.
- Expect to find the Church in good care and try to leave the Church in a tidy condition for the next group.
- There will be times when one or more group will be using the facilities of the Church, so a common agreement and understanding will be required.
- Groups and Church users need to collaborate and work together and leave the Church in proper manner.

Kitchen and Common Areas/Toilets

- Try to ensure these areas are left clean and tidy.
- Re. Kitchen – there are guidelines posted in Kitchen – please follow and make note.
- All dishes must be washed in the Dishwasher and all counters left clean.
- Toilets are in regular use – so please ensure that your group leaves the toilets in a fitting manner (if there are issues, please indicate this to the Administrator).

Using Church

- The Church is a sacred space, but can be modified for particular group activities.
- Please return seating to a tidy format.
- If mass is being celebrated – you need to let the Administration know. (Each group takes responsibility to bring its own sacred vessels and vestments as required)
- Currently the Blessed Sacrament is not reserved.

Entrance Space

- The entrance space is being redesigned as an area for work and hospitality. If this space is needed, it also needs to be booked.
- Do not move the desks as they are used by volunteers and staff on a regular basis.

Fire, Health and Safety, and Locking

Alarm

- It is the responsibility of each group who books and uses the Church to follow the instructions of opening and closing. (These numbers will be supplied to you separately)
- Ensure you understand the order of keys and code for alarm setting.
- If an alarm is activated after your use, due to omission of procedure, the call out fee will be passed on to your group.

Safety and Fire

- The Fire Officer for the Church is Mary Dent – Office for Evangelisation & Ecumenism.
- If the Church is being used – front gates and doors must be unlocked and supervised.
- There are three entrances to the Church – be advised to monitor open doors, in order to oversee who is using the building.
- The alarm needs to be unset – on entrance to the building and reset on leaving.
 - Ensure it is correctly set/unset – a call out fee might be passed on to you/your group if it is triggered erroneously.
- All fire doors cannot be blocked at any time.
- If the car park is being used – it is important to park in the spaces provided and not to block fire exits or yellow boxes.
 - Any group who does not co-operate with this policy will be notified.
- If gates are being opened it is the responsibility to ensure they are correctly locked when exiting the building.
- There are three gates – two with keys and one with a keypad.
 - At times people may enter the campus who are not part of your group/activity and it is important that you can monitor the building and car park to keep the environment safe.
 - New security doors have been introduced also – codes will be supplied on request if required.
- If particular incidences occur – Local Gardaí Station is Bridewell – 01-6668200

Cost of Usage

- A small surcharge will apply for use of the buildings, in order to cover some of the facilities (Gas, Heat, Electric etc)
- This will be agreed with the Administrator on booking.

Payment Details:

Bank	Bank of Ireland
Branch	O'Connell Street
Account Name	Dublin Diocesan Central Services
Account No	87751076
Sort Code	900033
BIC	BOFIE2D
IBAN	IE56BOFI90003387751076

Child Safeguarding Policy Statement

- All users of the Church, associates, representatives and volunteers must adhere to our Diocesan norms on Child Safeguarding.
- This policy is guided by the Diocesan Office for Child Safeguarding.
- Any questions, queries or incidents - Andrew Fagan, Director of Child Safeguarding
[Tel: 01 8360314](tel:018360314)



**I have read and understand all of the terms of usage of St. Paul's.
I/we wish to book St. Paul's**

Group Name:

- **Date:**
 - **Purpose:**

 - **Timeframe:**

 - **Space Required:**

 - **Person in Charge and Numbers:**
 - **Person taking charge of keys**

 - **Groups are in charge of their own opening and locking and must request codes from Administrator.**
 -
 - **Method of Payment – Checks payable to Archdiocese of Dublin**
- Or**

Bank	Bank of Ireland
Branch	O'Connell Street
Account Name	Dublin Diocesan Central Services
Account No	87751076
Sort Code	900033
BIC	BOFIE2D
IBAN	IE56BOFI9000338775107

- **Post this information to st.pauls@dublindiocese.ie**