

**GENERAL SYNOD**  
**JULY 2015 GROUP OF SESSIONS**  
**AT THE UNIVERSITY OF YORK**  
**GENERAL NOTES**

**BOOKING OFFICE**

1. The Booking Office will be transferred to York on **Thursday 9 July** and it will operate from the following address:

General Synod York Booking Office  
Room P/L005, Exhibition Centre  
The University of York  
Heslington  
York  
YO10 5DD

Telephone enquiries may be made to the office at York from 3.00 pm on Thursday 10 July until 13.30 pm on Friday 11 July. The telephone number will be 01904 323713.

2. **After 1.30 pm** on Friday 10 July telephone enquiries should be directed to the Synod Information Desk on 01904 323395 and 01904 323396.
3. If you are posting anything to the Synod office which is likely to be delivered after Tuesday 7 July, it should be sent to the Booking Office address at York rather than to Church House.

**TRAVEL**

4. The map enclosed with the second circulation gives a clear overview of the campus. There is a taxi rank in the station forecourt. Buses 4 and 44 (marked 'University' or 'Heslington Hall') leave from in front of the station and run every 10-15 minutes.

**PARKING**

5. Car parking facilities are available at all the colleges and are clearly marked. Please park in the Pay and Display car park nearest to the college in which you are staying.

If you have requested parking as part of your booking, you will find a parking hanger included in the second circulation. Please note parking is free at weekends, which is why the hangers are only valid

for 3 days. **Please ensure that you write on the hanger the days (excluding the weekend) that you need parking.**

If you have not requested a parking hanger, you can purchase one when you arrive at the University from the Information Desk in the Central Hall, but only after 3.00pm on Friday 10 July. You may, therefore, need to pay for a short time when you arrive.

Your parking hanger should be clearly displayed on your rear view mirror.

If you do not have a parking hanger, you will need to use the pay and display machine while you are resident.

Cars must not be parked in the college forecourts, though the unloading of luggage is permitted. Cars are parked in the car park at the owner's risk.

## REGISTRATION

6. **There is no formal registration.** You will find details of the college where you are staying in your confirmation email/letter and you should report to the porter's lodge as listed below to collect your room keys.
7. You will be able to collect your room keys from college porters **from noon** on your day of arrival. Collection points are as follows:

James residents	James foyer
Vanbrugh residents	Vanbrugh foyer
Alcuin residents	Alcuin foyer
8. The colleges can be easily identified on the map. Please make sure you report to the correct one in order to avoid the inconvenience of having to walk to another college carrying heavy luggage.
9. If you have requested lunch on Friday, it will be served in your designated dining hall from 12.00pm.
10. Everyone who is resident or eating in a restaurant will need to carry a photo pass. If you are a Synod member, this will be your yellow Synod pass. Staff members should bring their staff passes. **Please remember to bring your pass with you!**

All other attendees who have booked meals must have submitted their details and photo in advance so that a pass can be produced. These should be collected from the Passes Office in the Berrick Saul Building (room B/S 008) (see below). Passes will not be produced for extra attendees who have not pre-booked. Additional staff for display stands will be provided with official name stickers. Meal tickets can

be purchased from the information desk by 10am (for lunch) or 1pm (for dinner) on the day the meal is required. There are convenience stores on campus for those who prefer to buy a sandwich.

**For security reasons, photo passes must be worn at all times. You will also have to present your pass at meal times.**

If you forget to bring your pass, you will need to obtain a temporary photo pass from the Passes Office (room B/S 008 in the Berrick Saul Building), to gain access to the Central Hall and be served at meal times. The Passes Office will be open from 11.30am on Friday 10 July.

## **VOTING CARDS**

11. If you are a voting member of the Synod, you can collect your voting card from the Information Desk in the Central Hall concourse from 14.00 on 10 July onwards.

## **CATERING**

12. If you are staying in **James College**, your designated restaurant is the **Galleria** in the **Roger Kirk Centre**.

If you are staying in **Vanbrugh** or **Alcuin**, your designated restaurant is the **Vanbrugh restaurant**.

Unless you have explicitly booked **in advance** to attend a fringe meeting or to have a particular meal in the other restaurant, **you must eat in the restaurant used by your college of residence**. The college restaurants need to plan carefully to avoid running short or wasting food, so please help us and them by eating in the place you have been assigned.

**Security passes or valid tickets** must be presented at all meals.

**Catering at fringe meetings is only available to those who have booked in advance.**

13. All meals are self-service and are available at the times stated in the timetable at the end of these notes.

14. Coffee and tea will be available free of charge in the Central Hall Concourse throughout the Synod at the following times:

Morning – 10.15 am to 12.00 noon (Monday and Tuesday)

Afternoon – 3.00 pm to 6.00 pm (every day)

A Costa Coffee café will be also open for cash sales both in the Roger Kirk Centre and Derwent College. Opening times are available from college porters.

15. There are bars in Vanbrugh and James Colleges, open at the following times:

12.00 noon to 2.00 pm daily  
(except Friday, Sunday)                      Vanbrugh College only

6.00 pm to midnight daily  
(12.30am Saturday)                      Vanbrugh College  
Roger Kirk Centre

## MEALS FOR GUESTS

16. Synod members may bring guests to meals provided that they purchase tickets **in advance** from the Information Desk in the Concourse on the ground floor of the Central Hall on a first come, first served basis.

Tickets for lunch should be obtained by **10.00 am** on the day required.

Tickets for dinner should be obtained by **1.00 pm** on the day required.

**NB:** You cannot purchase tickets for meals on Friday, except by prior arrangement with the Synod Office.

## TIMETABLE

17. A timetable for the group of sessions is set out at the end of these notes.

## WORSHIP

18. Holy Communion will be celebrated in the Berrick Saul Building at 7.30 am on Saturday. Morning and Evening worship will be held daily in the Central Hall (except Sunday morning).

There will also be a celebration of the Holy Communion in the Berrick Saul Building at 10.00 am on Friday 10 July.

A service of Night Prayer will held each evening in the Berrick Saul Building at 10.15pm

Service sheets with the text of the services will be available in York.

## YORK MINSTER

19. Coaches will depart from University Road near Market Square and the Information Centre at 9.00am on Sunday to take members to the

service in York Minster. Please note there are a limited number of seats and tickets will be issued on a strictly first come, first served basis. Tickets for the coaches will be available from the Information desk from 2.00pm on Friday 10 July.

## POST AND EMAIL FACILITIES

20. We would encourage you not to have mail sent to you at York. However, if it cannot be avoided, any incoming mail for Synod members should be sent:

c/o General Synod of the Church of England  
Central Hall  
University of York  
Heslington  
York YO10 5DD

21. Post for Synod members will be deposited in the trays in the Central Hall Concourse. The trays are arranged by diocese. **Only post that is addressed to individual Synod members may be placed in the trays.** Unaddressed items will be removed. Flyers may be placed on a designated table in the Concourse.
22. Wi-Fi is available in most of the social spaces on campus and a wired connection is available in the bedrooms. In order to access either of these, you will need a username and password which is free of charge. Cables for internet in the bedrooms can be collected from your college porter.

## TELEPHONES

23. Whilst Synod is sitting urgent messages should be left with the Synod Information Desk in the Concourse to the Central Hall. The numbers to call are 01904 323395 and 01904 323396.
24. At other times, including Sunday morning, urgent messages should be left with the appropriate college porter:

Alcuin	01904 323300
James	01904 323100
Derwent	01904 323500
Vanbrugh	01904 323200

or with the University Security Centre on 01904 324444

## **INFORMATION DESK**

25. The Information Desk in the Concourse is your first port of call for all enquiries relating to Synod business. Opening times are listed in the timetable at the back of these notes.

Come to the Information Desk for general enquiries and:

- to obtain and hand in requests to speak and notice of amendments
- to buy additional copies of Synod papers for this group of sessions (subject to availability)
- to obtain copies of Notice and Order Papers
- to collect coach tickets for the Sunday morning service at the Minster
- to buy meal tickets for guests

## **ACCOMMODATION QUERIES**

26. **Please contact your college porter in the first instance for queries relating to your accommodation or in an emergency.**
27. All maintenance faults and service issues should be reported to your college duty porter, who will try to resolve the problem. If the issues are not resolved to your satisfaction, please notify the Information Desk on the Central Hall Concourse as soon as possible.
28. Additional supplies of soap, tea, coffee and milk and emergency supplies of toothpaste may also be obtained from your college porter.

## **FIRE REGULATIONS**

29. Members must acquaint themselves with the fire emergency procedures. Details are shown on University Notice Boards in colleges and are displayed in bedrooms.

## **PORTERS**

30. College porters are available to give general information and assistance and to deal with emergencies. This service is available 24 hours a day in all colleges. The numbers are as listed above.

## **MEDICAL ASSISTANCE**

31. For First Aid, depending on your location please either make contact with the Information Desk (on 01904 323395 or 01904 323396) or contact your college porter (numbers listed above).

In an emergency please contact the Emergency Services direct with details of your precise location. You should also notify the nearest college porter so that they can provide additional assistance as required.

For other less urgent health issues, you may like to contact the York NHS Walk-in Centre (01904 206862), which is situated at 31 Monkgate, York.

In hot weather, please take care of yourself by ensuring you are adequately hydrated. Wear light and loose-fitting clothing and leave the chamber if you are feeling unwell or oppressed by the heat.

Please notify a member of staff at the Information Desk if you require assistance because you are feeling unwell.

## **CHECKING OUT**

32. **Check out time is 9.30 am on the day you leave, including those who are leaving at the close of Synod on Monday 13 July.** You must, therefore, vacate your bedroom and return your key or swipecard to the porter's lodge by 9.30 am. Any keys/swipecards not returned in this way will incur an additional charge.

Except on Monday 13 July (see below), luggage may be left (at the owner's risk) in the porters' lodges after check-out on your day of departure.

33. Special arrangements have been made for storage of luggage on the last day of Synod, Monday 13 July. Contact your college porter for more details. All luggage left in this way is done so at the owner's risk.

## **GENERAL**

34. Soap and towels are provided, beds are made and the rooms serviced each day.

Facilities are available for making tea and coffee in bedrooms.

You are strongly advised to lock your room (and close windows in ground floor rooms) whenever you go out, even if it is only for a very short time. Valuables are left in your room at your own risk. Please ensure that all valuables are left out of sight (and reach) of windows.

Please pay attention to the instructions for use which come with swipe cards: many need to be 'double-dipped' to ensure that your room is properly locked.

Enquiries about lost property should be made to the appropriate college porter or to the Information Desk in the Central Hall.

There are vending machines for soft drinks, etc., in each college.

The wearing of stiletto heels is not permitted in any University building.

The University operates a strict **no smoking policy**. Smoking is not permitted in any University buildings or in bedrooms. If you smoke in your bedroom, you will be charged personally for a deep-clean of the room, its fixtures, fittings and soft furnishings.

Please note that **the Central Hall** and the **area immediately surrounding** it (i.e. including the Terrace, the external balcony and the area enclosed by the security barriers) are also **no smoking areas**.

There is a general store in the Market Square on the University Campus, where you can also find cash dispensing machines. Banks, a Post Office, newsagent, and general store can be found nearby in Heslington Village. There are also several other cash dispensing machines on the Campus: one is located on the lake side of Vanbrugh College, near to the Central Hall; there is another on the walkway between James College and the Exhibition Centre.

Sporting facilities are available at the University Sports Centre. Ask your college porter for details.



## TIMES OF SITTINGS

### Friday 10 July

10.00am	Holy Communion in Berrick Saul Building
12.00am onwards	Check-in
12.00pm - 1.00pm	Lunch (for those pre-booked)
3.00pm - 6.15pm	<b>Afternoon session</b>
6.20pm	Evening Worship in the Central Hall
6.30pm - 7.45pm	Dinner
8.30pm - 10.00pm	<b>Evening session</b>
10.15pm	Night Prayer in the Berrick Saul Building

### Information Desk Opening Times

2.00pm - 6.30pm

8.00pm - 10.15pm

### Saturday 11 July

7.30am	Holy Communion in the Berrick Saul Building
7.30am - 9.00am	Breakfast
9.30am	Morning Worship in the Central Hall
9.30am - 1.00pm	<b>Morning session</b>
1.00pm - 2.15pm	Lunch
2.30pm - 6.15pm	<b>Afternoon session</b>
6.20pm	Evening Worship in the Central Hall
6.30pm - 7.45pm	Dinner
8.30pm - 9.45pm	<b>Evening session or Article 7 reference meetings</b>

### Information Desk Opening Times

9.00am - 1.15pm

2.00pm - 6.45pm

8.00pm - 9.45pm

### Sunday 12 July

7.30am - 9.00am	Breakfast
9.00am	Coaches leave for the Minster
10.00am	Holy Communion in York Minster
1.00pm - 2.15pm	Lunch
2.30pm - 6.20pm	<b>Afternoon session</b>
6.25pm	Evening Worship in the Central Hall
6.30pm - 7.45pm	Dinner
8.30pm - 10.00pm	<b>Evening session</b>
10.15pm	Night Prayer in the Berrick Saul Building

## **Information Desk Opening Times**

2.15pm – 6.30pm  
8.00pm – 10.15pm

### **Monday 13 July**

7.30am - 9.00am

Breakfast

9.30am

Morning Worship in groups

9.30am – 11.00am

Group work

11.30am - 1.00pm

**Morning session**

1.00pm - 2.15pm

Lunch

2.30pm - 5.45pm

**Afternoon session**

6.30pm - 7.45 pm

Dinner (for those who have booked in)

## **Information Desk Opening Times**

9.00am - 1.15pm  
2.00pm - 5.00pm

## **CONTACT INFORMATION**

### *Accommodation Queries:*

Polly Dunn  
polly.dunn@churchofengland.org  
020 7898 1380

### *Fringe Meetings Queries:*

Jennifer Hornby  
Jennifer.hornby@churchofengland.org  
020 7898 1372

### *General Queries:*

Andrew Brown  
andrewj.brown@churchofengland.org  
020 7898 1374

*Church House  
Great Smith Street  
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*June 2015*