



Penola  
CATHOLIC COLLEGE  
EST. 1995

## USE OF COLLEGE CHAPELS POLICY

### **Our Chapels are:**

St. Joseph's Chapel, Broadmeadows Campus  
St. Mary of the Cross chapel, Glenroy Campus

### **Introduction**

Our Chapels on each Campus are an integral part of the faith life of our Penola Catholic College community. They are sacred places of prayer, reflection and worship, with the Blessed Sacrament present, drawing in our community members in times of joy and sorrow. In every instance this sacredness is to be maintained and perpetuated by all who use either of our College Chapels.

Our St. Joseph's Chapel on the Broadmeadows Campus was commissioned by the Sisters of St. Joseph in 1924 and was the place of worship for the Sisters, nurses and those living at the St. Joseph's Babies Home until its closure. In its history the Chapel has also served as the place of worship for the Christian Brothers Community living on the site and for a time our local Chaldean Catholic community.

Our St. Mary of the Cross Chapel on the Glenroy Campus was commissioned by the Sisters of Charity as the place of worship for Sancta Sophia College, one of the three predecessor Colleges. It was re-commissioned as the St. Mary of the Cross Chapel in 2005.

### **Appropriate Use of the College Chapels**

It is vital to the preservation of our Catholic identity that the sacredness of our two beautiful Chapels be maintained. This means that it is not appropriate to use either Chapel for any means that does not have an explicit connection to the Catholic faith. Examples of this might be non-liturgical music classes or rehearsals, general meetings or morning or afternoon teas.

Appropriate uses of the Chapel could include: regular visits by Religious Education classes or other classes with an explicit prayer focus, liturgical celebrations, visits of Canonical Administrators to RE classes or Seasons for Growth gatherings.

Any use not falling within the guidelines must be approved by the Deputy Principal Faith and Mission, who will seek further advice from the Canonical Administrators where necessary.

## **Use During School Hours**

During School Hours, St. Joseph's Chapel shall be exclusively available for the general use of the College Community

## **Use Outside School Hours**

### **School Community**

The Chapel will be available for the use of the school community for celebrations such as Mass, Liturgies, Sacraments of Initiation, Weddings and Funerals. The Chapels should also be available for groups related to the school community, e.g. Parents & Friends and past students, for similar celebrations.

### **Other Organisations**

The Chapel will be available to other organisations with the express permission of the Principal for the following: to celebrate Mass, Weddings, Funerals or other Liturgies, after the following conditions have been agreed to:

- All requirements of Canon Law will be met.
- Those using the Chapel provide their own Catholic priest to celebrate and that the celebrant confirms this in writing before the booking is confirmed.
- Designated fees are paid to the College to cover costs of caretaker, property use, etc.
- Respect and care of all College property be guaranteed.
- Where required, proper recording of Sacraments is guaranteed.

### **Marriage Records**

A Marriage Register be kept at the College for the recording of all Marriages celebrated in the College Chapel. This register is to be sighted by the Parish Priest (or Canonical Administrator) of St. Dominic's Parish, Broadmeadows annually.

The College will forward pre nuptial records to the Broadmeadows Parish for safe and confidential storage of all Marriage documents.

Records of other Sacraments received in the College Chapels should be kept in the Parish of the recipient of the Sacrament.

## **Bookings**

Staff from Penola Catholic College can make a booking for either Chapel via the Booking system on MyPenola if it is for activities directly involving student or staff groups.

All external bookings for the use of either College Chapel must be made through the appropriate College Officer.

The College will produce and make available a Statement of Policy and Regulations regarding the use of the Chapel. This document is to be made available to those interested in using the Chapel.