

**SOUTH WEST MINISTRY TRAINING COURSE**  
**RESIDENTIAL WEEKENDS AT**  
**THE COLLEGE OF ST MARK AND ST JOHN, PLYMOUTH (MARJON)**

**Information**

**Contact during weekends**

If your family or friends need to contact you urgently during a weekend, day school or Easter School, they may do so using the mobile telephone number

**07930 286348**

The phone will be held by a member of staff while the Course meets and during the few hours immediately before. Similarly if you need to contact the staff after they have left for the day school or weekend, this mobile will enable you to do that. Please make sure that you, your family and friends make a note of this number. At all other times, please use the usual contact number, which is 01392 264404.

**Accommodation**

You will be accommodated as hotel guests in the Jack Rabbit Innkeepers Lodge in en-suite rooms. Information on the Inn can be found at their website on: <http://www.innkeeperslodge.com/lodgedetail.asp?lid=78> and a map of how to get there is on the same site (press the 'directions' tab).

The full address is Jack Rabbit Vintage Inn, Innkeeper's Lodge Plymouth, Derriford, 8-9 Howeson Lane, Plymouth, PL6 1ZZ and the telephone number is 01752 783585.

Breakfast is provided at the Inn, but all other meals are taken at Marjon. There is a bar at the Inn if you wish to socialise after the teaching sessions. The cost of accommodation and meals is paid by SWMTC, but drinks in the bar etc are your own responsibility. You do not need to bring any towels or bedding with you, just your personal effects and study materials. An umbrella may be useful!

It is a short downhill walk (12-15 minutes) to Marjon, but you may take your car if you need to. There is parking available at Marjon.

**Arrival**

You may park in the car park of the Inn. The inn will not release room keys until a member of staff arrives to hand over the cheque and, although this is planned to occur in good time, delays due to travel are unpredictable, so please report to the Inn between 17.00 and 18.30 hours on the Friday. You

will then be given your room key and you can drop your things in your room before going to dinner at Marjon.

The residential officially begins at 19.00 hours with dinner in the Private Dining Room in Marjon, directions to which can be found on the map. We do not have an 'official' gathering place before the start of the residential although some people arrange to meet in the Jack Rabbit bar beforehand and then walk on down to Marjon.

There is shop in the main campus building where you can buy bottled water and other refreshments.

### **Teaching sessions**

The accommodation for the teaching sessions is at Marjon, in the Henry Durowse Centre (HDC) block. You will be advised which room you will be using at dinner on Friday evening. A virtual tour of Marjon can be seen on their website:

<http://www.marjon.ac.uk/thecollege/tour/>

and maps are available on our own website at:

<http://www.swmtc.org.uk/maps.html>

or on Marjon's site at:

<http://librarygateway.marjon.ac.uk/documents/map.pdf>

Lunch and dinner are provided at Marjon, normally in the Private Dining Room although this can change if they have other bookings. Lunch on Sunday will be a packed lunch which you will be able to collect from the Chaplaincy Centre. Please let Patricia know if you do not wish to take a packed lunch.

### **Library**

The Library is accessible to all students for reference purposes, but unless you have a Marjon library card, you will not have borrowing rights. Borrowing rights can be arranged through UK Libraries Plus by following this link:

[http://librarygateway.marjon.ac.uk/resources/library\\_resources/UKlibrary.asp](http://librarygateway.marjon.ac.uk/resources/library_resources/UKlibrary.asp).

Fill in the registration form and take it to **University of Exeter Library** with your student card. They will stamp the form to show that you are a student at Exeter and you can then produce it at Marjon Library, where it will entitle you to borrow up to five books. There is no cost involved. The Marjon Library is open on Monday to Friday from 08.30 to 20.00 hours and on Saturdays and Sundays from 10.00-16.45.

There will also be a selection of books from the SWMTC library available for you to borrow. If you need particular books, please email Patricia before the weekend and she will make sure they are sent to Plymouth for you.

### **Chaplaincy**

The SWMTC Chaplains for the Ordination Training weekends are Andi Hofbauer and John Searle, for the Joint Weekend of Ordination Candidates and Readers in Training John Searle and Juliet Horwood. We are very

grateful to the Chaplaincy Team for their good offices and the relationship we have with them is highly valued. The Revd Dr Gayle Rawlings, and the two pastoral assistants work closely with SWMTC to ensure that things run smoothly. All of our worship takes place in the Chapel and we also use the Chaplaincy Centre for morning and afternoon teas and coffees. Please ensure that you leave the Chaplaincy Centre clean and tidy and that all the cups are washed, and please restore all furniture to its original layout.

The tutor groups take it in turn to prepare teas and coffees and to clean up afterwards. Tutor groups are also responsible for leading worship. The rota for 2008-09 is as follows:

	<b>Worship</b>	<b>Coffees</b>
Easter School	Exeter	
WE1	Staff	Exeter
WE2	Plymouth + Readers-in-Training	Truro
Day Schools	Exeter	Plymouth
WE4	Truro	Exeter
WE5	Plymouth	Truro
WE6	Truro	Plymouth

### **Problems and queries**

If you are unable to be present for any part of the weekend talk with your staff tutor and let Patricia know as early as possible.

For any domestic issue, please ring Patricia on 01392 264404 or email on [admin@swmtc.org.uk](mailto:admin@swmtc.org.uk). For any other issue, please contact your staff tutor.

### **Accommodation policy**

The Jack Rabbit Inn charges us for each room, regardless of the number of occupants and, because of the high cost of accommodation, financial constraints and our own reflections on the situation we have decided to move forward in the following way from the academic year 2007-08

- First, we will operate an opt-out and entirely voluntary policy with regard to single room bookings. What this means is that in the first instance you will be booked a single room unless you indicate that you are prepared to share with another person. In that case Patricia will facilitate the process of joint room booking.
- Second, those students who live locally need not be resident at the Jack Rabbit overnight but may sleep at home if they prefer.

### **Booking Accommodation for this year**

We are at a stage in our planning for next year when we need to book, as accurately as possible, numbers of rooms with the Jack Rabbit motel. Patricia will be in touch with you soon in order to establish what your intention is. This

process will be administered entirely through her and if you have specific questions, please contact her; although of course you are very welcome to contact me if you have any wider questions or concerns. In her communication to you, you will note that she has set a date for your responses. Please can I impress upon you the importance of responding before the deadline. If we can establish accurate figures by 23<sup>rd</sup> July, we may be able to save some money on booking; if however our figures prove to be wrong we will inevitably be financially penalised.

### **Note**

If you are reading this in electronic format, the hypertext links (the bits in blue) are designed to take you directly to the correct website when you click on them, but the efficacy of that depends on the programs and settings of your own computer. If they do not work, simply copy and paste them into the "Address" line of Internet Explorer or another web browser.