

**BETH SURYOYE**

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**RESIDENTS' HANDBOOK**



## **WELCOME to Beth Suryoye!**

Beth Suryoye is a spiritual house located in the heart of Salzburg to provide a residence with a Syriac spiritual atmosphere primarily for the students reading for an MA in Syriac Theology at the University of Salzburg. This residents' handbook has been prepared by the Syriac Theological Seminary Salzburg (STSS) to provide you with general information about accommodation, along with rules and guidelines as well as services available to you.

### **Mission Statement**

Based on the Syriac tradition the mission of the house is to provide spiritual formation to students in an ecumenical context under the auspices of the Syriac Orthodox Patriarchate of Antioch.

Beth Suryoye is committed to the fostering of knowledge and appreciation of the Syriac spiritual, liturgical, cultural, and intellectual heritage in all aspects. In this context, speaking classical Syriac is always appreciated, but English is the official working language in the house.

### **Code of Behaviour**

The experience of living in Beth Suryoye is most enriching, both academically and socially, if the residence is seen as a place of cooperative interaction and learning. In this kind of residential community, the rights and responsibilities of the individual resident must be balanced between the rights and responsibilities of the community as a whole. A proper balance is achieved when all individuals are aware of both their personal rights and of their responsibilities towards others and toward the community in general.

All members of the Beth Suryoye community are expected to conduct themselves in a manner which affirms the principle of non-discrimination and creates a climate of understanding and mutual respect for the dignity and worth of every person in the community.

Residents are entitled to enjoy a reasonable right to privacy, to consideration for their personal feelings and needs and to live in an environment in which both personal possessions and communal space is respected. They have a

corresponding responsibility towards other members of the community.

## **Prayers & Prayer Times**

**Monday to Friday:** Morning: 6.30  
Noon: 12.00  
Evening: 18.00

**Saturday:** Morning: 7.00  
Evening: 17.00

**Sunday:** Morning: 8.00 followed by Qurobo Alohooyo.  
Evening: 17.00

Liturgical services are part of the formation and training of the students, therefore all residents are obliged to attend. In order for students to have the opportunity for quiet meditation, please note that students are expected to arrive **at least 5 minutes** before the beginning of the common prayers.

Students who cannot attend prayers for health or other reasons should inform the spiritual director in advance.

Students will be assigned prayer responsibilities in turn when they should lead the prayers. The individual dates will be allocated by the spiritual director and can be found on the notice board. Students should prepare themselves in advance and all students are expected to be active participants in the liturgy.

## **Beth Suryoye House Curriculum**

In order to help students improve their skills and knowledge of Syriac language, liturgy and spirituality, some evening courses will be offered in the framework of the house curriculum (although the courses might take place at the University). This will work partly on a “student help student” basis and be supervised by malphone of Beth Suryoye.

Students will be divided into groups according to their Syriac linguistic and liturgical levels. Some with a greater knowledge of Syriac language and liturgy will help and teach other students. One course will offer extra Syriac lessons and the second course will focus on learning Syriac liturgical

prayers. After ascertaining student levels, Fr. Gabriel will divide students into groups, some to teach and others to learn.

Courses will be held for an hour twice a week in the winter semester on: **Monday and Friday from 19.30 – 20.30.** (May be subject to alteration). By the end of the semester the aim is for each student to achieve a satisfactory level in Syriac language and liturgy.

**Meditation** After each evening prayer, there will be a 10 minute (max. 15 min) spiritual meditation presented by a student, focusing on one part of the evening prayer and reflecting a spiritual understanding and a proper interpretation of the meanings behind a chosen liturgical prayer.

At the end of the semester each student should submit his presentations to the spiritual director. They should include at least one Syriac meditation.

**Speaking Syriac** In addition to the in-house courses on Syriac and liturgy, it should be remembered that as stated above: “speaking classical Syriac is always appreciated”. The hope and aim is for all students to be able to communicate in Syriac by the end of the first semester.

### **Community Life/Daily tasks**

As part of the life of the community students will be assigned daily tasks in pairs.

The different tasks could include being part of the meal crew, laying the tables, clearing up after supper including washing up, cleaning communal areas, putting out the rubbish and gardening. The tasks assigned by the administrator of the house, will be changed regularly on a rotation basis. Details of the tasks can be found on the noticeboard.

### **Dining Room**

1. Mealtimes: **Breakfast:** 7.15 – 7.45  
**Lunch:** 12.15-12.45  
**Supper:** 18:45 - 19:15
2. Dishes and glasses are not to be removed from the dining room.
3. Pyjamas or any improper clothes are not to be worn during meals.
4. No special diets can be accommodated.

5. On special occasions or exceptional days, any changes will be announced in advance.
6. Students should expect to follow a schedule of helping to prepare meals and cleaning up.
7. Prayers before and after meals are mandatory for everyone.

## **Student Rooms**

**Furnishings:** Each room is furnished with a bed, mattress, duvet, pillow, one blanket, desk, chair, bookshelf and cupboard. Everyone is responsible for bringing other personal bedroom requirements (such as bed linen).

**Damaged and/or Missing Items:** Residents will be held responsible for any damage and/or missing items discovered during the final room check at the end of the academic year. The administrator will ask for repair fees and/or cost of replacement.

**Maintenance:** Repair needs should be reported in writing as quickly as possible to the director. Maintenance personnel will enter the resident's room only if the resident is present or if prior permission has been given by the resident to enter his or her room.

**Fire Plan:** You must become familiar with the Fire Plan posted inside the house for your own safety. **DO NOT REMOVE IT.**

## **Key Deposit:**

Room keys will be issued on arrival. Each student needs to give a deposit of 50 euros. Loss of keys or stolen keys must be reported to the administrator immediately.

The cost of replacing keys is 200 Euros.

## **Housekeeping**

1. Residents are responsible for cleaning their own rooms. Your room should be maintained in a condition of cleanliness that is acceptable within a group living situation.
2. Rubbish is to be emptied regularly and food not to be left out. Garbage container and recycling boxes are on the kitchen floor. Please keep this area clean and tidy. Rubbish should be separated according to the law of Austria, details of which can be seen above the individual bins.

### **Amenities**

1. **Linen Exchange and Laundry Facilities:** Washing machines and a dryer are available with an ironing board on the second and third floor.
2. **Mail:** Your mail can be picked up from the mail boxes in Beth Suryoye. The director and the administrators will leave official letters concerning community life in each mail box. It is the students' responsibility to check mail regularly.
3. **Bicycles** belonging to residents can be kept in the bicycle rack in the parking area. Use of the bicycle rack is at your own risk.

### **Theft, property loss or damage**

1. Beth Suryoye is not responsible for the loss, theft, damage or destruction of any resident's property.
2. It is not acceptable for any resident to destroy, steal, deface or damage the property which includes residence rooms and their contents.
3. Each resident is financially responsible for damage that occurs in common areas within the property unless the individual responsible is identified.
4. It is strongly recommended that residents keep their rooms locked at all times when not occupied.

### **Students' right to privacy**

1. Your room is your home during the academic year. We will do everything possible to respect your privacy. That is why visitors who disturb your privacy will not be permitted to visit again, if they have been reported to the administrator.
2. In the event of emergency maintenance, every effort will be made to inform the resident prior to entry.

## **Noise**

1. It is essential to respect the rights of fellow students who need a quiet environment to study and sleep.
2. The following “quiet hours” are therefore mandatory  
**Quiet hours:** Sunday to Thursday: 22.00 - 9:00  
Friday and Saturday: 23:30 - 10:00
3. During exam time it is especially important that you be considerate of your fellow residents.
4. Shouting, insulting behaviour and excessive noise will not be tolerated at any time.
5. Stereos or televisions are allowed **BUT** be considerate of your neighbours who may be studying, sleeping, or simply in the mood for a little silence. Keep the volume low at all times, and “off” when anyone asks for quiet.

## **Streaming and content**

Residents are forbidden to illegally stream music, films or other content, and should be aware of copyright restrictions. Equally residents should not access content which contradicts the underlying religious and ethical values of the church e.g. political extremism and incitement, involvement with sects or gambling.

## **Visitors**

1. All visitors must follow Beth Suryoye policies and regulations as outlined in the Residents' Handbook.
2. Residents are responsible for their visitors. This includes any behavior and/or actions that cause damage to the premises and/or disturb other residents.
3. Visitors are required to pay for meals and accommodation (fees according to the director).
4. Visitors are not received in bedrooms but in the public rooms.
5. Visitors are required to vacate the building at 21.00.
6. No visitors may sleep overnight unless special permission is obtained from the administrator. A visitor may not spend more than three nights in Beth Suryoye and should pay the required fees.
7. Visitors must use the appropriate bathrooms allowed for visitors.

### **Building Security**

1. The main entrance door is to be kept locked at all times.
2. Do not let strangers (people you do not know) into the building. Please inform the administrator if you see strangers in the house.
3. Room and residence keys are not to be duplicated and/or loaned to anyone.
4. Security and privacy can be maintained by reporting all strangers who appear not to have legitimate business in the building to the director.

### **Health and Safety Regulations**

1. Abusive or violent behaviour toward any person (resident, staff or visitor) is unacceptable and subject to discipline.
2. Residents will not possess firearms, explosives (including fireworks) or other potential weapons.
3. There will be no unauthorized entry into another resident's room.

### **Fire Safety**



1. Fires of any kind are forbidden. Candles and other similar open flames are not permitted.
2. Only approved extension cords or multiple plugs with built-in circuit breakers may be used.
3. Corridors and stairwells must be kept clear of obstructions.

## **SMOKING IS STRICTLY FORBIDDEN ANYWHERE IN THE BUILDING**

### **Emergency Procedures**

1. Residents must become familiar with the Fire Plan and the official meeting point outside the building.
2. **Evacuation of the Building:** In case of an emergency which requires building evacuation, the alarm will sound and the following procedure must be observed:
  - (i) Everyone must evacuate the building using the nearest exit, clearing the building by a good distance and standing out of the way of all emergency vehicles and personnel.
  - (ii) Each resident should wear firm shoes and a warm coat.
  - (iii) When leaving your room in a fire emergency, carry a towel to cover your face in case of smoke.
  - (iv) Close your window.
  - (v) Close your door but leave it unlocked.
  - (vi) Leave the lights on in your room.
3. **Reporting Emergencies:** Residents must report fires or any other emergency immediately to the Abbot.
4. **Smoke Alarms:** Each room is equipped with an electronic smoke detector. If a fire occurs within the room, the alarm will sound. Any student who causes the smoke alarm to activate by not adhering to the house rules e.g. by smoking or using candles etc., may be required to pay the fees of the fire department.

Questions about any aspect of the residence may be directed to the Abbot or supervisor of the house.

### **House Rules and Expectations**

By signing a contract to live in Beth Suryoye, you have agreed to abide by all Christian ethics and not just limited to those mentioned in the above pages.

It is assumed that good will and common sense will ensure that student life at Beth Suryoye will function harmoniously.

We hope you enjoy your stay in Beth Suryoye.

### **Syriac Theological Seminary Salzburg**

#### **President**

H.E. Archbishop Mor Polycarpus

#### **Hon. Chairman**

H.E. Archbishop Mor Filoxinos

#### **Vice-President**

Mr Gabriel Malas

#### **Supervisor**

Dr Aho Shemunkasho

#### **Spiritual Director**

Fr. Paul George

#### **Administrative Assistant**

Luka Kalas

#### **Housekeeper/Cook**

Nanor Moses

#### **House services/Gardener**

Keghan Hagop



His Holiness Moran Mor Ignatius Aphrem II announces and prays for the Syriac Theological Seminary Salzburg (General Assembly in Gronau/Germany, 28<sup>th</sup> February 2015)



His Holiness Moran Mor Ignatius Aphrem II and His Eminence Archbishop of Salzburg Dr Franz Lackner OFM bless Beth Suryoye (Salzburg 19<sup>th</sup> October 2015)

13.2.2020