

An Introduction to Chaplaincy

The term “chaplain” originates from the story of St. Martin accompanying an impoverished man in the rain, which took place at the gate to the city of Amiens, France in 337. As crowds hurried past the half-naked and close-to-death beggar, Martin - a military officer at the time - took out his sword and removed his cloak. Martin sliced his cloak into two pieces, giving one half to the man and using the other half to cover himself.

After being so moved by this powerful turn of events, Martin dedicated his life to serving the poor, and years later, his cloak became a treasured spiritual symbol. The cloak was kept in a building that came to be known as a *cappella*, or “chapel”, and the person assigned to look after the sacred relic was deemed the *capellano*, or “chaplain.” To this day chaplains can be identified as “the keepers of sacred things.”

At a time when chaplains are found within a variety of institutional settings and social movements, chaplains serve a vital role within the particular context of higher education, as learning requires those who are entrusted to care for that which is “sacred,” or in other words, “worthy of awe and respect.”

Chaplains serve alongside people of diverse religious, spiritual, moral, and ethical backgrounds, and are called upon to draw from various traditions and practices to build community, explore belief, provide guidance, lead rituals, facilitate cooperation, and offer unconditional care.

The Role of Chaplain at Syracuse University

Those called upon to serve as “Chaplain” are guests of Syracuse University who contribute to the mission of Hendricks Chapel. As representatives of diverse religious and spiritual expressions, Chaplains draw from various traditions and practices to build community, explore belief, provide guidance, lead rituals, facilitate cooperation and offer unconditional care.

Syracuse University, through the Office of the Dean of Hendricks Chapel, welcomes and supports the presence and programs of chaplaincies whenever in the best interests of the campus community. The Dean of Hendricks Chapel, as a member of the Chancellor’s Executive Team, is responsible for guiding, nurturing and enhancing religious and spiritual life at Syracuse University, and is therefore called upon to provide all chaplaincies with the resources, strategic direction, and infrastructure to foster and support an inclusive and accessible campus community of opportunity for a richly diverse student body.

Syracuse University seeks to host chaplaincies that represent religious and spiritual expressions that contribute toward Hendricks Chapel’s mission to “lead in service to the common good through religious, spiritual, moral and ethical life.” In addition to their presence on campus, chaplains are also expected to meet the professional expectations within their particular Sending Organization (i.e., the external religious organization from which the chaplain comes). Chaplains serve at the pleasure of the Dean of Hendricks Chapel in collaboration with the respective Sending Organization.

To qualify as a Chaplain at Hendricks Chapel of Syracuse University, one must:

- Be appointed by, and be in good standing with, a Sending Organization with an established presence, appropriate resources, and transparent beliefs, traditions, and operations.
- Obtain a letter of appointment by the Sending Organization, on the Sending Organization's letterhead, which contains information about why the individual is suitable for the role of chaplain at Syracuse University.
- Provide a written commitment from the Sending Organization that it is responsible for supervising the chaplain while the chaplain engages with the Syracuse University community.
- Agree to devote sufficient attention to Syracuse University students, faculty, staff, and alumni, and furthering the mission of Hendricks Chapel.
- Have appropriate leadership qualifications, which may include ordination, licensing, formal appointment, or other arrangements as deemed mutually acceptable by the Sending Organization and Dean of Hendricks Chapel.
- Successfully complete a criminal background check, to be organized by Syracuse University.
- Endorse and abide by "The Ethical Framework for Religious and Spiritual Life at Syracuse University," and all other applicable University policies.

Chaplain Role

- Serve as religious and spiritual advisor to members of the Syracuse University campus community, with a primary focus on students, but also to include faculty, staff, and alumni.
- Provide, assist, and/or invite members of the campus community to connect with a religious or spiritual community when deemed to be appropriate (as highlighted in "The Ethical Framework for Religious and Spiritual Life at Syracuse University").
- Encourage student attendance at the Student Assembly of Interfaith Leaders.
- Assist with campus emergencies, including student illness and death, as well as in times of national or community crisis.
- Participate, as possible, in University events, functions, opportunities, and retreats.
- Serve all students, faculty, staff, and alumni of Syracuse University in an open and inclusive manner. Chaplains must not practice, condone, facilitate, or collaborate with any form of discrimination, including but not limited to discrimination on the basis of creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.
- Participate within interfaith services and programs.
- Collaborate across campus as circumstances and requests dictate.
- Act as a privileged and confidential resource to all University community members.

- Represent Hendricks Chapel or their own faith traditions in programs across campus and at Syracuse University functions, and collaborate across campus.
- Coordinate with Hendricks Chapel in response to all media-related requests and inquiries, to ensure suitable representation of Syracuse University in public forums.
- Endorse and comply with “The Ethical Framework for Religious and Spiritual Life at Syracuse University.”

Privileges of Chaplains at Syracuse University

Those called upon to serve as Chaplains at Syracuse University receive a number of privileges and benefits in order to enhance their ongoing service to the campus community.

Within the framework of a “guest/host” relationship, chaplains are guest volunteers of Syracuse University in that they are not employed by the University, yet are considered members of the Syracuse University community. As guests of Syracuse University called upon to serve alongside the campus community, chaplains will be:

- Eligible to participate actively in campus ceremonies as deemed appropriate by the relevant University body, and eligible to be invited to campus events - such as lectures, presentations and receptions - through affiliation with Hendricks Chapel.
- Invited by the Dean of Hendricks Chapel to respond in times of crisis and provide care to students and other members of the campus community, as well as to represent Hendricks Chapel at relevant Syracuse University functions.
- Able to obtain a Syracuse University identification number and ID card, which enables library privileges, recreational facility privileges, and a discounted rate at the bookstore.
- Eligible for an email account and internet access via the Syracuse University network. These accounts are considered “sponsored accounts” with Hendricks Chapel.
- Listed in the Syracuse University Campus Directory and included in the Hendricks Chapel website, calendar, social media accounts, physical signage, and other relevant materials.
- Eligible for remitted tuition (for the chaplain only), in accordance with Syracuse University policies.
- Eligible to purchase campus parking through the Office of Parking Services.
- Eligible to have chaplaincy-sponsored events publicized to the campus community.

Role of Sending Organization for Chaplains

- All chaplaincies must be sponsored by an established Sending Organization, meaning an external religious organization that has an established presence, appropriate resources, and

transparent beliefs, traditions, and operations. Chaplains cannot be sponsored by a single congregation or community.

- In partnership with the respective chaplain, the Dean of Hendricks Chapel takes responsibility for communicating Syracuse University's mission, goals, and Ethical Framework to the chaplain and the Sending Organization.
- The Sending Organization must sign the Letter of Agreement indicating its acceptance of the terms of agreement. The Letter of Agreement must be signed and returned to the Dean of Hendricks Chapel.
- In appointing a chaplain to be hosted by Hendricks Chapel, Sending Organizations are encouraged to consult the Dean of Hendricks Chapel during the selection process. The final candidate must meet with the Dean of Hendricks Chapel prior to appointment. All appointments must be jointly approved by the Sending Organization and the Dean of Hendricks Chapel.
- Representatives of the Sending Organization are expected to meet annually with the Dean of Hendricks Chapel.
- Sending Organizations are expected to assist in the mediation of conflict that may arise between their sponsored chaplaincy and the University.
- Sending Organizations must provide supervision for the appointed chaplain with contact at least once each semester.
- Sending Organizations remain responsible for all activities conducted in their name, as specified in the Letter of Agreement.

Chaplains Who Work with Non-Syracuse University Volunteers

In addition to sponsoring a Chaplain, a Sending Organization may also request to send additional volunteers to assist in the service of the chaplaincy under the following conditions:

- A formal request is made to the Dean of Hendricks Chapel.
- All additional volunteers are supervised by the Chaplain, who is deemed responsible for compliance with the Ethical Framework for Religious and Spiritual Life at Syracuse University and all other University policies.

If approved, those serving as volunteers may be eligible to receive a Syracuse University identification card, email account, and internet access via the University network through the Office of the Dean of Hendricks Chapel.

Upon completion of service with the University, the respective Chaplain is responsible for returning the identification card of any volunteers to the Associate Dean of Hendricks Chapel.

Chaplains' Council

The Chaplains' Council is primarily comprised of the Chaplains of Syracuse University, and may include other respective volunteers as mutually deemed appropriate by the Chaplains and Dean of Hendricks Chapel.

The Associate Dean of Hendricks Chapel holds primary responsibility for convening the Chaplains' Council and is called upon to develop the agenda and communicate action items. The Dean of Hendricks Chapel will attend meetings whenever possible, in order to provide strategic direction, offer University updates, and receive counsel and feedback.

At least one (1) meeting each month will be designated as "Chaplains Only", to provide chaplains with an opportunity to engage solely with one another.

The objectives of the Chaplains' Council are as follows:

- To create, strengthen, and sustain relationships among Chaplains at Syracuse University.
- To facilitate communication and collaboration among Chaplains and staff of Hendricks Chapel.
- To facilitate mutual assistance, both personal and professional, whenever deemed possible or appropriate.
- To generate joint programming in service to the campus community.
- To provide advice and counsel to the Dean of Hendricks Chapel, with particular attention to how the Office of the Dean can best support the service of Chaplaincies.
- To keep each of the Chaplaincies informed about the work of the other religious operations on campus, as well as the efforts of Hendricks Chapel staff.
- To spark innovation and creativity in response to the evolving needs of the campus community.
- To respond to community crises and contemporary events. This includes, but is not limited to, composing joint statements on significant events, organizing vigils or prayer services, and representing religious and spiritual communities at Syracuse University events.

Role of the Chaplains' Council Coordinator

In an effort to strengthen the relationship between chaplains and the Hendricks Chapel staff, the Dean of Hendricks Chapel has the ability to appoint a Chaplains' Council Coordinator. A stipend will be awarded and the role shall be appointed annually.

Responsibilities include to:

- Work closely with Dean and Associate Dean to help strengthen the relationship between chaplains and the Hendricks Chapel staff
- Facilitate weekly chaplains' council meetings when Dean and Associate Dean are not in attendance
- Attend weekly staff meetings as appropriate and at the invitation of the Dean

- Meet weekly with the Associate Dean in an effort to keep lines of communication open, plan for upcoming meeting and events, and troubleshoot any matters of concern
- Serve, as needed, on planning committees for various Hendricks Chapel programs (e.g. Orange Central events, annual Rev. Dr. Martin Luther King Jr. Celebration, Service of Commemoration...etc.)
- Offer guidance and perspective to Hendricks Chapel staff on behalf of the Chaplains' Council and vice versa (to the Chaplains' Council on behalf of the Hendricks Chapel staff)
- Advocate for chaplains' needs (e.g. need for name badges, signage within Chaplains' Suite, FWS students..etc..)
- Support assessment efforts by facilitating review and improvement of various programs (e.g. Interfaith Blessing of Students, Pan Am Flight 103 Memorial Service, Chaplains' Tabling Efforts...etc..)

End of Service and Resignation

The Dean of Hendricks Chapel has discretion to dismiss Chaplains from their service to the University at any time for any reason. Violations of these guidelines, the Ethical Framework, or other University policies may result in immediate dismissal, though the Dean will attempt to implement progressive disciplinary or corrective measures where possible. An offense that damages the image and reputation of Syracuse University, Hendricks Chapel, or Sending Organization will result in immediate dismissal.

Any chaplain who can no longer fulfill the University Code of Ethical Conduct, Ethical Framework for Spiritual Life or the above guidelines must immediately communicate a written resignation to the Dean of Hendricks Chapel.

Any Chaplain who has been dismissed or who resigns will immediately lose their Chaplain privileges, and must immediately return any University property to the Dean of Hendricks Chapel.

Updated April 12, 2022