

## ***POLICIES FOR RELIGIOUS AND SPIRITUAL LIFE GROUPS***

### **Syracuse University Religious and Spiritual Life Groups**

Hendricks Chapel serves as the physical and organizational home to all religious or spiritual life groups at Syracuse University. These groups span a wide diversity of religious traditions and spiritual interests. Participation in religious and spiritual life groups is open to all students.

All religious and spiritual life groups support and live out the Hendricks Chapel Ethical Framework for Religious and Spiritual Life at Syracuse University that calls upon each chaplaincy and religious and spiritual life group to honor the freedom, dignity, conscience, personal welfare, and the traditions of every person to whom they serve alongside.

### **Benefits of being a Religious or Spiritual Life group at Hendricks Chapel**

- Access to meeting space at Hendricks Chapel
- Listing in the Campus Directory and inclusion in the Hendricks Chapel website, calendar, and marketing materials
- Ability to, when possible, ‘table’ at orientation or other student events
- Access to communications support to promote programs and events via the *Communication Project Request* form
- Opportunity for financial assistance, via the *Hendricks Chapel Funding Request* form
- Access to the Hendricks Chapel stamp (HC) for distribution of posters and other communications
- Access to Hendricks Chapel office equipment

### **How to become a Religious or Spiritual Life Group at Hendricks Chapel**

- Meet with the Dean of Hendricks Chapel to articulate how a new student group would enhance religious and spiritual life on campus.
- Consider hosting an information session to gauge interest; Hendricks Chapel will assist with this process.
- The group will need to be sponsored by an established Sending Organization (i.e., an external religious organization with an established presence, appropriate resources, and transparent beliefs, traditions, and operations) and have a representative or “advisor” from that

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Organization agree to supervise the group. Groups cannot be sponsored by a single congregation or community.

- In addition to an advisor from the Sending Organization (designated as the Off Campus Advisor), groups must identify a University advisor(s), meaning a current University faculty or staff member or Chaplain who will support, mentor, and guide the group.
- Complete the Hendricks Chapel Religious and Spiritual Life Registration Form with the following information:
  - Name of the proposed religious or spiritual life group
  - Name, address, and phone number of the Sending Organization
  - Name of the national/regional staff person responsible for the Sending Organization at the regional level
  - Group advisor(s) name, address, contact info; at least one advisor must be a University faculty or staff member; and one advisor must be from the Sending Organization; all advisors must agree to a University-initiated background check
  - Student leader(s) name, address, contact info including @syr.edu address
- Supply requested information for a University-initiated background check for Sending Organization advisors.
- Identify student leader(s) to work with the group, the advisors, and the Chapel staff. This student(s) will be invited to attend All Hendricks meetings and included in key communications via the Religious Orgs distribution list.
- Submit a charter or constitution, which must include a statement recognizing the group is open to all students.
- Provide mission and vision statements.
- Develop an engagement plan that will include goals, principles, and values that align with the Hendricks Chapel strategic plan.
- Express a commitment to abide by the Ethical Framework of Religious and Spiritual Life at Syracuse University.
- Once the group is approved by the Dean, the student leader(s) and advisor(s) will be invited to participate in orientation and on-boarding sessions with Chapel staff.

**How to Continue as a Religious or Spiritual Life Group at Hendricks Chapel**

- Complete the annual registration form at the start of the academic year. This form includes:
  - Sending Organization name, address, contact info, and signature
  - Group advisor(s) name, address, contact info; at least one advisor must be an SU faculty or staff member; one advisor must be from the Sending Organization; All advisors must agree to a University-initiated background check
  - Student leader(s) name, address, contact info including @syr.edu e-mail address
  - Updated charter or constitution, which must include a statement recognizing the group is open to all students
  - Mission and vision statements
  - An engagement plan that will include goals, principles, and values that align with the Hendricks Chapel strategic plan.
- Submit an annual end-of-year engagement report to include:
  - Highlights of the year, including major programs and activities
  - Top priorities for the coming year
  - Relevant data
  - Feedback for ongoing improvement of the Chapel
- Identify at least one student to serve on the Student Assembly of Faith Leaders (SAIL), whose mission is to be the greenhouse for leaders of all backgrounds and the incubator for leaders of all future promise
- Attend monthly All-Hendricks Meetings - advisor(s) and student leader(s)
- Provide data for tracking and assessment purposes as requested by the Chapel
- Meet with the Dean or Associate Dean each semester to discuss work on campus and solicit assistance as needed
- Abide by the Ethical Framework
- Abide by the University's Code of Student Conduct, Code of Ethical Conduct, and all other applicable University policies (available at [policies.syr.edu](http://policies.syr.edu))

- Advisors and students must remain in good standing with their Sending Organization

### **Responsibilities of Religious and Spiritual Life Advisors**

To maintain their status at Syracuse University, Advisors to Religious and Spiritual Life Groups must fulfill certain responsibilities of participation and process, as well as the specified norms outlined in the Ethical Framework for Religious and Spiritual Life at Syracuse University. The responsibilities include:

- When newly appointed to service at Syracuse University, submitting the following documents:
  - A letter of appointment by the Sending Organization or other national/local organization, on organizational letterhead, which includes a brief statement of why this person is suitable for the position of Religious or Spiritual Life Group Advisor.
  - An up-to-date position description of the position held within the Sending Organization.
  - Satisfactory completion of a University-initiated background check.
  - A completed Registration Form for Religious and Spiritual Life Groups.
- Participate in an orientation meeting with the Dean of Hendricks Chapel [and on-boarding session with the associate dean] within their first month on campus.
- Participate in monthly All-Hendricks meetings.
- Assist the group with recurring reports identifying key metrics, as determined by the Dean of Hendricks Chapel.
- Assist the group with its Year End Report outlining the year's achievements and challenges. This report will help inform the Dean of Hendricks Chapel in preparing year-end data to be shared with the Hendricks Chapel Board of Advisors, Chancellor, and other key stakeholders.
- Designate a representative(s) to the Student Assembly of Interfaith Leaders (SAIL).
- Inform themselves, other volunteer staff, and their students about The Ethical Framework for Syracuse University Religious and Spiritual Life; and shaping their behavior to meet its specified conduct norms.

### **Privileges of being a Religious or Spiritual Life advisor at Hendricks Chapel**

- Use of a Syracuse University ID card, which enables library privileges and a discounted rate at the bookstore.
- Eligible for an *syr.edu* e-mail account and internet access via the University network. These accounts are considered 'sponsored accounts.'

- Eligible, when space is available, to park on campus for the group's programs and events.

### **Role of Sending Organization for Religious and Spiritual Life Groups**

- The Dean of Hendricks Chapel takes responsibility for communicating the University's mission, goals, and Ethical Framework to the Sending Organization. The Sending Organization must sign the Letter of Agreement indicating its acceptance of the terms of agreement named above. The Letter of Agreement must be signed and returned to the Dean of Hendricks Chapel.
- In recommending an advisor to work with a religious or spiritual life group at Hendricks Chapel, Sending Organizations are encouraged to consult the Dean of Hendricks Chapel during the selection process. The final recommended advisor 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.
- Mediate conflict that may arise between their advisor and religious or spiritual life group and the University.
- Provide supervision for the appointed advisor with contact at least once each semester.
- Provide financial support for programming.
- Maintain responsibility for all activities conducted in their name.

### **Religious or Spiritual Life Group Non-SU Volunteers**

A Sending Organization may recommend for assignment to a particular religious or spiritual life group at Syracuse University other volunteers on the condition that:

- A formal request is made to the Office of the Dean of Hendricks Chapel.
- All volunteers are supervised by the Religious or Spiritual Life Group Advisor and will be responsible for compliance with the Ethical Framework for Spiritual Life at Syracuse University.

Other volunteers beyond the advisor may be eligible to receive a Syracuse University identification card, an @syr.edu email account, and internet access via the University network through the Office of the Dean of Hendricks Chapel.

The Religious or Spiritual Life Advisor and/or Sending Organization is responsible for returning to the Office of the Dean of Hendricks Chapel the identification card of a volunteer who ceases to serve the University.

### **The Student Assembly of Interfaith Leaders (SAIL)**

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In partnership with Hendricks Chapel, SAIL intends to be a setting for students of all backgrounds, with the trust that such efforts will foster and support an inclusive, accessible campus community of opportunity for a richly diverse student body. SAIL's primary goals are:

- To serve as a model for interfaith community and cooperation
- To create and sustain programs and services for the campus and for our local community
- To develop interfaith leaders
- To strengthen all participating Religious and Spiritual Life Groups
- Function as a student advisory committee for the Dean of Hendricks Chapel

Mission statement: As a student-led gathering, SAIL strives to serve our common good through religious, spiritual, moral, and ethical life. Its mission is to be the greenhouse for leaders of all backgrounds, and the incubator for leaders of all future promise. We do this by fostering an inclusive, accessible, and supportive community, and to offer its members the resource, experience, and opportunities they need to learn and grow as empowered students.

Opportunities for SAIL include inter-collegiate conferences, sponsored interfaith training, nutritious feasts, interfaith food-tasting, and the development of an interfaith Library as well as the opportunity to engage with others across campus through art, philanthropic, service, and environmental projects.

Regular gatherings consist of discussions revolving around cultural literacy and the leadership experience. SAIL members invite renowned community leaders to come and share their presence and insights. Finally, members help each other with the concerns, struggles, challenges in their respective organizations by offering suggestions, connections, and support.

The Dean has discretion to revoke recognition of any religious and spiritual life group for violations of the foregoing policies, or violations of other University policies. The Dean will attempt, where appropriate, to implement progressive disciplinary or corrective measures.

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