

THE OFFICE OF UNIVERSITY CHAPLAIN & AFFILIATED MINISTRIES

**A WORKING AGREEMENT
BETWEEN VANDERBILT UNIVERSITY
AND AGENCIES APPOINTING
PROFESSIONAL STAFF
2000-2005**

1. The Non-Sectarian University. Goals and Purposes.

- A. Vanderbilt University is committed to helping students develop a love of learning, explore their religious concerns and issues, and develop standards of value, a sense of civic responsibility, and their own sense of purpose. The University, therefore, provides both directly and indirectly for the religious and moral development of its students and others in the University community.
- B. University goals for moral and religious development include programs to help those in the University community to:
- (1) understand their own faith and the faith of others;
 - (2) examine and affirm a personal faith or life philosophy;
 - (3) express that faith through association with others, through opportunities for worship, study and service, and through campus forums for the presentation and debate of ideas;
 - (4) examine the relation of their faith or world view to current moral, ethical and social issues and to various academic disciplines and professional and vocational fields.
- C. These goals shall be met by the University itself in a non-sectarian manner, and the University expects all religious groups on campus to give evidence of tolerance, fairness, and respect for the religious traditions of all people in the University and to respect the non-sectarian nature of the University itself.
- D. The Office of University Chaplain & Affiliated Ministries exists to address these aspects of personal development. The Office also does so by recognizing qualified para-church staff members, and by facilitating the registration of qualified religious groups whose goals are in keeping with those of the University. These latter processes are covered by separate agreements which are similar in nature to this Working Agreement.
- E. Constitutional rights and University-enacted statements of the rights of students, faculty and staff shall be respected. No program or practice shall interfere with the free exercise of religion by any person.
- F. Students, faculty and staff shall have the right to practice their particular faith under the rules and regulations of the University. They shall have

the right to organize for religious purposes in accordance with University rules and procedures.

2. Ecclesiastical Agencies, Affiliated Professional Staff, Religious Work. Eligibility for Affiliation.

- A. Affiliation of ecclesiastical agencies and professional staff representatives is viewed by the University as complementing its own goals in unified and cooperative endeavor shared with the University by ecclesiastical agencies, which also serve the more particularistic needs of their own constituencies.
- B. Affiliation presupposes in all cases a duly constituted legal body (synod, diocese, convention, association, presbytery, federation, inter-church board, denomination, etc.) that is chartered by the State of Tennessee as a non-profit corporation serving religious and philanthropic goals. This Working Agreement refers to all such bodies as "ecclesiastical agencies."
- C. The status of affiliated professional staff is open to ecclesiastical agencies with a tradition of providing professional religious work to University students, faculty, and staff.
- D. Affiliated professional staff represents the appointing ecclesiastical agency and shall include ordained ministers and other persons deemed by the ecclesiastical agency to be qualified to serve as its representative. University qualifications for professional staff are specified below in this Working Agreement. The ecclesiastical agency shall certify that the person who is nominated has been trained in religious work in the manner and to the extent that the ecclesiastical agency deems adequate for a professional staff member to serve in a full time capacity at Vanderbilt as a representative of the ecclesiastical agency.
- E. Affiliation is open to ecclesiastical agencies seeking to appoint a professional staff member only when it can be demonstrated to the University that a constituency exists at Vanderbilt (1) in such numbers as to warrant the appointment of a full-time professional staff representative, and (2) that can otherwise fulfill the terms of this Working Agreement.
- F. Affiliation is not open to local congregations and their student departments or classes. Affiliated professional staff may choose to publicize programs of local congregations.

- G. The expected norm is that each affiliated denomination will have one affiliated professional staff representative. Those agencies that wish to have more than one may request approval of the University Committee on Religious Affairs. Approval will be granted or denied as the Committee deems appropriate for each individual request; no general rules or criteria will be formulated with regard to such request and the Committee will use its discretion to make such decision as it deems best under the circumstances. Factors that may be relevant to the Committee's decision include the number of students served, characteristics of individual persons, or spouses who wish to work together, and the method of religious work (such as working in small groups or on an individual basis, or the need for male and female professional staff representatives to conduct activities that will be facilitated by gender distinction, or special services that can be better provided by different people).
- H. Requests for interim appointments will be processed in the manner specified in the preceding paragraph. The expected norm for an interim appointment, if approved, is one year. Approval for a second year interim appointment for the same person will be granted only in extraordinary circumstances.
- I. Requests for permission to assign interns, trainees, or similar persons to the religious work will be considered by the Committee, which will decide according to the facts of each such request in the manner described in the preceding paragraphs.
- J. In making decisions of the kind indicated in the preceding paragraphs, the Committee will base its decisions on the particular circumstances of the request to be decided. The Committee will not be bound to treat all requests in a similar manner or in accordance with a preset rule or abstract formula. The Committee will consider the factors that it deems relevant, which will include University interests and the circumstances of affiliated religious work on campus.

3. Agreement of Affiliation

By agreeing to affiliation, the ecclesiastical agencies and their professional staff agree:

- A. to the development and execution of programs and policies that are in accordance with the University catalogues and manuals;

- B. to provide programs not only for their own constituency in the University, but also, in consultation with the University Chaplain, to cooperate in providing interfaith and ecumenical programs with one or more professional staff members in the Office of University Chaplain & Affiliated Ministries.

- C. to follow procedures whereby no one will be intimidated, threatened, or coerced and whereby participants may freely express their values and beliefs;

- D. not to discriminate on grounds of race, religion, sex or national origin;

- E. to abide by all the provisions of the Code of Behavior for Religious Organizations at Vanderbilt, which will be provided annually to each professional staff member.

- F. to provide for counseling of students in religious and spiritual development.

4. Personnel Qualifications for Affiliated Professional Staff.

- A. The appointing ecclesiastical agencies have responsibility for the employment and evaluation of all of their professional staff who have affiliate status in the Office of University Chaplain & Affiliated Ministries.

- B. It is the obligation of the agencies to nominate responsible and qualified persons who possess the qualities to fulfill the conditions of affiliation. Nominees must meet the following qualifications, and these qualifications shall be substantiated by the ecclesiastical agency in the process of affiliation:
 - (1) a Masters degree, or its equivalent, in religion or a directly related area, with a Doctorate preferred;

 - (2) endorsement from the agency as a professional staff member with formal training in religious work. At least three years experience in religious work is preferred;

 - (3) an understanding of spiritual and religious development in the context of human development;

 - (4) familiarity with the variety of religious experience which contributes to such development;

- (5) willingness and ability to work cooperatively with other members of professional staff, and with others in the University, in meeting the University's goals for moral and religious development;
- (6) ability to respect the non-sectarian nature of the University and, thereby, in conduct of their independent religious work, to understand and be fair to other religious traditions represented in the University.

- C. Full time status. Affiliated professional staff positions will be "full time." "Full time" means at least 30 hours per week during the academic year. In unusual circumstances, the University Committee on Religious Affairs may approve a person for less than "full time" service on a temporary basis.
- D. The University Committee on Religious Affairs may grant approval of a nominee who does not meet these qualifications, if the Committee decides that because of special circumstances the interests of students and the University will be served thereby. Request for approval of such a nominee should show why a qualified person cannot be appointed and the reasons which the ecclesiastical agency believes will justify an exception to the above stated qualifications.
- E. The agencies shall nominate their professional staff for a minimum of one academic year, but preferably longer.

5. The Process of Affiliation. Nomination and Appointment of Personnel.

- A. Agencies may petition the University Chaplain and the University Committee on Religious Affairs for affiliate status for a five-year period.
 - (1) In petitioning, the agencies shall agree to this Working Agreement.
 - (2) In petitioning, the agencies shall state the purposes of their religious work and the types of programs that will be designed to fulfill them. The agencies shall also state how certain purposes may help fulfill the cooperative task of the Office of the University Chaplain as stated at the beginning of this Working Agreement.
 - (3) In petitioning, the agencies shall document and substantiate their nominees' qualifications as required by the preceding section on Personnel Qualifications.

- B. The petition shall be reviewed by the University Chaplain-Director of Religious Affairs and the University Committee on Religious Affairs. Personnel proposed for affiliate professional staff status shall be interviewed by both. Each shall thereafter make a recommendation to the Associate Vice-Chancellor for Student Life.
- C. Upon approval of the petition by the University Chaplain and the University Committee on Religious Affairs and certification by the University on the recommendation of the Associate Vice-Chancellor for Student Life, office space for affiliated professional staff will be allocated by the University Chaplain on a space-available basis.
- D. Upon approval of a new ecclesiastical agency, there will be a one-year trial period, which may be renewed for a second year on recommendation of the University Committee on Religious Affairs and the University Chaplain-Director of Religious Affairs. Thereafter, the ecclesiastical agency will be considered to qualify as an ecclesiastical agency for the purposes of this Working Agreement for the remaining period of the Working Agreement.
- E. Agencies shall consult during the process of appointing professional staff.
- (1) The appointing ecclesiastical agency will consult with the University Chaplain with regard to persons who are considered for the position of affiliated professional staff. Such consultations will relate to the nature of Vanderbilt and religious work at Vanderbilt and the qualifications of the persons under consideration.
 - (2) When, after conducting its processes of selection, an ecclesiastical agency is considering the candidates most likely to be nominated, the agency shall notify the University Chaplain, who shall make such arrangements as are appropriate and practical for the current affiliated professional staff to consult with the University Chaplain and the ecclesiastical agency with regard to the persons under consideration. If any such person is present in Nashville, the agency shall notify the University Chaplain, who shall make arrangements for such person to meet with the current members of professional staff.
 - (3) A person who is nominated by an ecclesiastical agency will meet with the current affiliated professional staff, to become acquainted and discuss the work of the professional staff and campus religious work. Arrangements for such meeting will be made by the University Chaplain, preferably in one or two group meetings. The

professional staff as a group, or any member thereof, may report to the University Committee on Religious Affairs regarding the meeting with a nominee, but such report shall not be required.

- F. All newly affiliated professional staff will be expected to participate in a program of orientation organized and provided by the University Chaplain.

- G. Change in personnel. The agency shall, where possible, give at least three months advance notice when a change in personnel is to be made. Proposal and nomination of a new professional staff representative shall be conducted as specified in this Working Agreement.

6. Programs, Services, Activities

- A. The University Chaplain shall serve as liaison between the University and the affiliated professional staff.

The University Chaplain shall also facilitate meetings between the affiliated professional staff and the recognized para-church staff.

The University Chaplain shall accomplish these purposes by announcing and convening regular meetings to facilitate communication, cooperation, and efficiency. The presence and participation of affiliate professional staff is to be expected unless excused in advance by the University Chaplain for a reasonable cause.

The University Chaplain as herein provided shall encourage, foster and develop programs of a cooperative nature with the affiliated staff. Such cooperative programs should provide opportunities for members of the University community to understand and express their faith or moral commitments. They may include seminars, counseling, worship, and other programs for the examination and application of religion and ethics, service opportunities, and advocacy for particular practices and policies in public life.

The University Chaplain shall advise the Provost of the religious holidays of major faith groups so that the University may be sensitive to the desire of all religious persons to participate in the activities of their faith without conflict with academic requirements.

- B. The University acknowledges that programs developed for particular constituencies by the professional staff will vary depending on the requirements of the specific agencies.

- (1) The programs of affiliated professional staff shall be treated as on-campus programs, having the status of programs of registered student organizations.
 - (2) The programs of an agency directed toward its particular constituency in the University shall be the responsibility solely of the affiliated professional staff member. Any statements and actions on his or her part in regard to those programs shall be clearly identified as non-University statements and actions, and they shall not imply endorsement or responsibility of the University.
 - (3) The name, "Office of University Chaplain & Affiliated Ministries," shall not be used in the sponsorship of cooperative programs without the knowledge and consent of the University Chaplain.
 - (4) Affiliated professional staff who are developing and executing cooperative programs shall keep the University Chaplain and the other affiliated staff currently informed about those programs. They shall maintain a common calendar with each other and the recognized para-church staff members, to provide information about plans and dates for meetings and programs.
- C. During each fall semester, all affiliated professional staff shall meet with the University Committee on Religious Affairs to discuss religious activities on Campus and other matters of interest. The purpose of this meeting will be to discuss and interact, to be better acquainted and informed. During each spring semester, a similar meeting will be held, which shall also include representatives from the ecclesiastical agencies.

7. Facilities and Working Arrangements

The Office, currently at 2417 West End Avenue, is provided by the University to assist in meeting the goals and definitions existing herein.

Office space for each agency's affiliated professional staff shall be allocated as previously provided in this agreement--for a five year period. It shall be rented to the agency, payable annually.

Affiliated professional staff may have offices in other locations only on approval of the University Committee on Religious Affairs and such offices must always be located within the geographical boundaries of the University campus.

The University Chaplain allocates an office for secretarial and support services for affiliated professional staff. The University Chaplain's budget provides for a salary and benefits for an Office Assistant position, calculated on 30 hours per

week basis during the academic year and 16 hours per week during the summer term (including Maymester). The University Chaplain's budget will provide for office equipment necessary for reasonable secretarial and support services. However, each agency shall be responsible for its own costs of telephones, computers, E-mail, FAX messages, office supplies, printing, copies, etc., including any equipment particular to an agency's program.

8. Other University Spaces

All University spaces outside the chaplains' building used for either independent or cooperative programs of affiliated staff shall be arranged through established University procedures. Where there is a rental rate for such space, it shall be the rate internal to the University. Payment of fees shall be the responsibility solely of the agency and its affiliated staff.

9. Finances

The University shall provide financially for its offices and programs. The agencies appointing professional staff shall provide financially for their own personnel, office space, telephones, supplies and equipment, independent programs, etc., as previously provided for in this agreement.

10. Rights and Privileges

- A. Professional staff may use the title University (denomination) Chaplain. Other titles may be used, as deemed appropriate by the ecclesiastical agency, in consultation with the University Chaplain and the University Committee on Religious Affairs.
- B. Affiliated ecclesiastical agencies may propose fund-raising appeals for budget support to University or University-related constituencies (e.g. parents of students and Alumni/ae). Such a proposal shall be submitted to the University Chaplain who shall submit it for review and approval to the Office of Alumni and Development. If the proposal is approved, the appeal shall observe all University regulations and shall be supervised by the University Chaplain.
- C. For all campus programs, the professional staff shall be eligible to use the campus mail service, place notices in the University calendar, hold meetings in University spaces, distribute publicity about programs on campus, and have access to voluntary religious preference information.
- D. Affiliated professional staff shall be accorded faculty library privileges in the University libraries and faculty privileges for the use of the gym. They shall be eligible for faculty rates established for using the campus recreation center. Affiliated professional staff may use University parking subject to the use of the appropriate sticker under the applicable regulations concerning traffic on campus.

11. Violation of the Working Agreement

If an ecclesiastical agency or member of professional staff violates (a) this Agreement, or (b) University standards or requirements, or (c) professional standards, the University Chaplain or other member of the Office of the University Chaplain shall consult with the person or persons alleged to have committed the violation. It is expected that such consultation will reach a voluntary agreement to remedy harm caused by the violation, if any, and to assure that the violation will not be repeated. In the event that such agreement cannot be reached, the University Chaplain shall report the matter to the University Committee on Religious Affairs. The Committee shall investigate, meet with the persons involved and others as may be appropriate, and make recommendations to the alleged violator and to the University Chaplain. If such recommendations do not resolve the matter, the Committee may revoke the affiliation of the violator, and such revocation will terminate the violator's status as affiliated agency or professional staff. In any event, the Committee may make recommendations to the University for measures the Committee deems appropriate.

12. Evaluation, Renewal, Termination of this Agreement

A. This Working Agreement will be in force for five years. If the University does not intend to renegotiate and renew the Working Agreement, it shall so notify the agencies no later than July 1st of the previous year.

B. Each member of the affiliated Professional Staff will meet each fall with the University Chaplains and the University Committee on Religious Affairs to discuss goals and programs for the current year.

Each spring a representative of each affiliated ecclesiastical agency along with the agency's affiliated professional staff member will meet with the University Chaplains and the University Committee on Religious Affairs to discuss and evaluate the goals and programs of all the agencies affiliated with the Office of University Chaplain & Affiliated Ministries.

C. Periodically, as requested by the University Chaplain, the agencies shall engage in a self-study relative to the agreement, its obligations, personnel qualifications, and they shall, by that date, submit reports to the University Chaplain and the University Committee on Religious Affairs.

The University Chaplain and the University Committee shall each submit reports and recommendations by each spring, to the Associate Vice-Chancellor for Student Life.

This agreement shall be renewed by the University only upon the recommendation of the Associate Provost and Dean of Students and renewal shall become effective for each affiliated agency upon its written acceptance of the agreement, or modification thereof.

D. If any affiliated ecclesiastical agency wishes to withdraw from the Working Agreement, it shall give the University one academic year's

notice of its intention to do so.