# Millersville University

# Interfaith Council of Ministers

# **Procedure for Obtaining Recognition/Renewal as a Campus Minister**

# *Recognition Procedure*

# An applicant will complete the Campus Minister Recognition/Renewal Form available at the Office of the Vice President for Student Affairs and submit:

# Letter of endorsement to the Office of the Vice President for Student Affairs:

# from the applicant's sponsoring faith community or religious organization stating goals of the applicant's sponsoring body's ministry in public education and local practices, as well as their role within the student organization.

* + - 1. from the sponsoring student organization. If sponsoring organization does not already exist, recognized campus ministers will have two years to work with Millersville University to establish one.

# Job Description.

# Signed Interfaith Council Charter.

# Signed Millersville University Campus Ministers' Guidelines. The Charter and Campus Ministers’ Guidelines will have an attached signature page to be used by the applicant to signify his/her agreement and support. If the applicant can adhere to and support the goals and values outlined in these documents, he/she will sign one copy of each and return them to the Vice-President for Student Affairs retaining one copy of each for reference.

# A minimum of three members (at least two of which must be campus ministers) of the Interfaith Council will form a steering committee to interview the applicant.

# Once the applicant satisfactorily meets the requirements of recognition, the Steering Committee of the Interfaith Council will recommend to the Vice President for Student Affairs that campus minister status should be granted provisionally for a period of 2-years.

# After that time, a decision regarding permanent status will be made by the Vice-President for Student Affairs and will officially recognize the Campus Minister.

# *University Provisions for Recognized Campus Ministers at MU:* In order to perform more effectively their functions within the Millersville University (MU) community, recognized campus ministers will receive the following from MU:

# A staff parking pass.

# Eligibility to serve on university committees.

# Eligibility to participate in university functions/activities appropriate to their recognized status and their ministry.

# Eligibility to reserve a vendor table for their ministry at no charge.

# Eligibility for fitness center membership at staff rates.

* 1. Reserve university vehicles for student organization events.
  2. Eligibility to participate in Student Affairs Professional Development Programs.

# The opportunity to initiate the following technological services:

# Link to a WEB site for their supporting faith community or religious organization.

# Names, campus and home addresses and telephone numbers of the students who self-identify as belonging to the religious tradition which the recognized campus minister represents.

# Listing in the campus Faith & Spirituality site.

# University e-mail address for the sole purpose of Advisor access to "Get-Involved" for their organization.

# Guest WIFI Internet access.

# Inclusion in the campus minister listserve.

# *Returning Campus Ministers*

# Every 4-years, by June 15, all returning campus ministers are required to submit a Renewal Request Form and a letter of endorsement from his/her supporting faith community or religious organization and sponsoring student organization (including the stated goals of the applicant's sponsoring body's ministry in public education and local practices)to the Office of the Vice President of Student Affairs.

# In the event that a recognized campus minister leaves his/her position and the sponsoring body does not immediately replace him/her, the university will hold the sponsoring body's documentation (letter of endorsement, job description, professional standards and/or code of ethics) for a period of two years before requiring that the sponsoring body resubmit said documentation for another applicant.

# *Procedure for Denial or Revocation of Recognition as a Campus Minister at MU:*

# A campus minister or an applicant for campus minister can have his/her status as a campus minister revoked or denied for one or more of the following reasons:

# Failure on the part of the eligible party to comply to the above specified application procedures.

# Violation of the MU Recognized Campus Ministers' Guidelines.

# Failure to assume or to perform the responsibilities required of campus ministers as outlined in the Charter.

# The procedure for revocation and/or denial of recognition shall include:

# Written allegation of violation(s) to the Interfaith Council of Ministers (ICM) Chairperson.

# Written Notification of violation(s) to the accused Campus Minister from the ICM Chairperson.

# A hearing conducted by a three person review board of objective peers appointed by the Interfaith Council of Ministers, chaired by the ICM Chairperson.

# A written list of allegations and recommended sanctions shall be written by the ICM Chairperson.

# The right of appeal by the accused Campus Minister.

# Appeals must be based upon new information not available at the time of the hearing and received by the ICM Chairperson within 72 hours of the receipt of the written disposition.

# Once the appeal period is passed, written list and recommended sanctions for the accused campus minister will be forwarded to the Vice President for Student Affairs, along with a written appeal, if received. Denial of recognition as a campus minister is the responsibility of the Vice President for Student Affairs.

# Millersville University

# **Interfaith Council of Ministers**

# Campus Minister Recognition/Renewal Form

### Applicant Status:

### □ New □ Renewal (Every 4 years)

**Attachments:**

□ Resume □ Job Description

□ Letter of endorsement from supporting faith community □ Signed Campus Ministers' Guidelines

□ Letter of endorsement from student organization □ Signed Interfaith Council Charter

### Information (please print or type)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| City |  |
| State |  |
| ZIP Code |  |
| Telephone (office) |  |
| Telephone (home) |  |
| Telephone (cell) |  |
| E-Mail |  |

### Student Organization Information

|  |  |
| --- | --- |
| Student Club Affiliation |  |
| President |  |
| President Signature |  |
| Campus Advisor |  |
| Campus Advisory Signature |  |

### Denomination/Organization Information

|  |  |
| --- | --- |
| Student Club Affiliation |  |
| Denomination and/or Organization |  |
| Supervisor Name |  |
| Supervisor Title |  |
| Supervisor Telephone |  |
| Purpose and Background of Organization |  |

Please notify the Associate Vice President for Student Affairs immediately if contact information changes and for information on ICM meetings.

### Submit Form To

|  |  |
| --- | --- |
| Michelle Pérez | The official recognition of a Campus Minister is effective upon receipt of a letter from the Vice-President of student Affairs or her designee. |
| Associate Vice President for Student Affairs |
| SMC rm. 107 |
| Email: [michelle.perez@millersville.edu](mailto:mlemaste@iup.edu) |
| Telephone: (717)871-5942 |