



## University of Denver Religious Council Policies and Procedures

### Vision

**The University Chaplain passionately advocates for the integration of religious, spiritual and ethical voices and values at the University of Denver.**

### Mission

#### **To that end, the Chaplain's Office**

- nurtures the life of the heart and spirit, both individually and corporately;
- supports the integrity of each individual community member's quest for truth, meaning, and belonging;
- celebrates the diversity of the world's religious and spiritual traditions, especially as represented at DU;
- promotes meaningful encounters, engagement and understanding across lines of religious and disciplinary commitments; and
- challenges the community to translate its commitments into action.

The University of Denver Religious Council ("DURC") aids the Chaplain's Office in accomplishing that mission. DURC is a group of official representatives of religious groups recognized by the University as serving an existing campus constituency. Not all DURC members are University employees or students; those who are not are guests authorized to exercise designated privileges. It is expected, however, that all DURC members demonstrate the ability to function harmoniously together, with respect for the University's educational environment and the beliefs and values held by other members of the University community. To that end, the individual DURC members must agree to abide by University policies and procedures generally and these DURC policies and procedures in particular.

The purpose of these policies and procedures is to set forth University requirements for admission of applicants to DURC and the procedures and rules of conduct that must be followed after an individual has become a DURC member.

The admission or denial of an individual to membership in the DURC is not an indication that the University endorses or disapproves of such individual's views or beliefs or otherwise takes a position with respect to the religious group represented by any DURC member. Admission to DURC membership is an acknowledgment that the University has accepted the member as a part of the overall support services provided by the University.

## Types of Affiliation & Benefits of Council Membership

Individuals may be affiliated with the DURC in several ways. Regardless of manner of affiliation, however, all have an equal say in the deliberations of the Council, and are held to the same high standards. Categories of affiliation are:

- Student Group Advisors (non-employees who advise registered student groups)
- Affiliated Advisors (non-employees who deal with distinct populations on campus, but are not associated with a registered student group; or who are associated with pan-University groups that cannot be “registered” according to the AUSA—such as graduate student fellowships)
- Faculty / Staff Advisors (DU employees who either advise registered student groups, or who deal with distinct populations on campus)
- Student Group Leaders (DU student leaders of registered student groups which do not have Advisors; or pan-University groups that cannot be “registered” according to the AUSA—such as graduate student fellowships)

There are advantages, of course, for any religious group to become recognized by the Undergraduate Student Government (USG). Recognized student groups, for example, are able to apply for funding through USG. They have certain rights/privileges regarding reserving rooms throughout campus, etc. Campus ministries interested in learning more about those kinds of rights/privileges should inquire through the USG.

Affiliates of the DURC who are DU Faculty, Staff or Students have access, by virtue of their relationship to the University, to many of the University’s resources and amenities (library, email, etc.) Those affiliates who are not DU Faculty, Staff or Students will be recognized by Human Resources as representatives of “Affiliated or Sponsored Community Organizations”. As such, and subject to DU’s acceptable use policy regarding technology (<http://www.du.edu/uts/policies/duaup.html>), they will receive:

- an E-mail address with “@du.edu” address and 250 Mb Storage;
- access to webCentral, Blackboard and Portfolio;
- access to the Campus Wireless Network and the off-campus VPN Network; and
- access to Penrose Library, MyPeak and Interlibrary Loan.

In addition to the privileges accorded an “Affiliated or Sponsored Community Organization”, DURC members, by virtue of their relationship to the University Chaplain, also are entitled to:

- use/reserve Driscoll Student Center, Penrose Library, and other designated facilities in accordance with University policies and procedures, and, in the Driscoll Student Center, the privileges accorded a department of the Student Life Division, insofar as the use of the facilities serves the DU Community
- Faculty / Staff rates at the Coors Fitness Center,
- post announcements, in accordance with University requirements, relating to meetings or events that are to be conducted,
- access to the University campus, except as otherwise limited by the University,
- discuss individual DURC services with those students wishing to engage in such discussion,
- participate in all activities that the Religious Council members are invited to attend, and

- distribute literature, provided that a copy of the literature is provided to the University Chaplain and provided further that the time, place, and manner of distribution satisfy the requirements of University policy on this subject.

## Policies

All members of the DURC agree that:

1. as guests of the University of Denver, DURC members agree to abide by all of the applicable policies and procedures established by the University.
2. the establishment of the DURC is not intended to indicate University approval or disapproval of any religion. The University views its students as adults capable of assuming responsibility for making decisions, either on their own or with input from parents or others from whom they decide to seek guidance;
3. While the University celebrates the greatest religious diversity and practice possible on its campus, limited resources and the practical need to limit the size of any representative body, necessitate insuring that each council member represents a relatively sizable campus constituency. All activities engaged in by each member, in his or her capacity as part of DURC, must be part of the support services offered to students, faculty, staff or administrators, and are not intended as religious services to the general public or any non-students;
4. in their work with the students at the University of Denver, if a student appears to need medical attention or professional counseling, the DURC member will alert the student to services available through the Health and Counseling Center, as appropriate;
5. DURC member activities must not interfere with the privacy or activities of students, faculty or staff. Each DURC applicant or member acknowledges the University's continuing right to establish and enforce, to the extent permitted by law, policies governing conduct of University guests, as those policies may be amended from time to time. Without limiting the generality of the foregoing, it is understood that the University may limit the total number of DURC members based on (a) available resources, (b) any DURC member's failure to comply with University policy, or (c) the University's determination of whether a significant constituency exists for a particular religious group's services as part of DURC;
6. DURC members are not permitted to
  - utilize the DURC resources to interfere with the freedom of students to observe their existing beliefs, provided that nothing in these policies and procedures shall prevent any member of the DURC from discussing the tenets and spiritual aspects of a particular member's religion and any perceived advantages thereof,
  - coerce, intimidate or harass other DURC members or any faculty, member or students,
  - enter the University residence halls without an invitation from one of the student residents,
  - contact, call or initiate discussions with any student that has indicated he or she does not wish to discuss or otherwise interact with such DURC member,
  - identify themselves as officers, employees, or agents of the University, or as otherwise being authorized to speak on behalf of the University,
  - interfere with any educational or student group activity, or
  - intentionally misrepresent the religious/spiritual views held by any other person, or otherwise intentionally deceive or attempt to deceive any students, it being understood that in representing the religious/spiritual beliefs of others it is incumbent for each

- DURC member to use reasonable efforts to be knowledgeable concerning the particular beliefs being represented;
7. DURC resources shall not be used to solicit charges for services or other compensation. While engaged in DURC activities, DURC members shall not engage in any line of business or provide any other services other than the religious support services contemplated by these policies;
  8. DURC members shall clearly identify the name of their organization on all publicity, displays or other organizational materials posted, distributed or erected on campus;
  9. DURC members shall clearly identify themselves as representing their particular ecclesiastical or para-church/religious agency (i.e., not the Office of the Chaplain or the University of Denver) in all written, visual, oral or electronic communications with students, parents, the press, or the general public. Identification as DU staff, and false or deceptive promotions or advertising concerning a religious group, its activities, or its representatives are prohibited;
  10. DURC members will use their best efforts to work in harmony with each other even though there may be significant differences in religious beliefs. DURC members must express their religious beliefs, whether written or oral, in a respectful, non-antagonistic manner;
  11. DURC members are required to attend DURC meetings on regular basis. A minimum of three-fourths (3/4) of the scheduled/announced meetings must be attended.
  12. DURC members agree they may be asked to attend orientation meetings as required by the University policies;
  13. DURC members agree, upon request, to submit any literature proposed for use on campus to the University Chaplain before distribution. This requirement is intended solely for the purposes of allowing the University to remain informed about distribution activities;
  14. DURC members agree to provide to the University Chaplain an annual update of their application form, as well as an annual report of their organization's activities. This report will be submitted between the first and fifteenth of June of each year;
  15. any disputes among DURC members with respect to the interpretation of these policies and procedures or with respect to any action taken by a DURC member, shall be resolved by the Chaplain, who may provide his or her interpretation of the policies and procedures (such interpretation to be conclusive of any question subject to the appeal right described below), or, or in addition, may conduct such investigation and resolve any dispute in the manner he or she deems to be in the best interest of the University, provided that such resolution shall not be made in an unlawful, including unlawfully discriminatory, manner. Any DURC member may challenge the Chaplain's interpretation or other resolution of a dispute by appealing the matter to the Associate Provost of Student Life whose decision shall be final;
  16. the University has the right to amend or rescind these policies and procedures at any time, provided that any such action is not unlawful or unlawfully discriminatory; and
  17. failure to comply with these policies will jeopardize the agency's/individual's membership in the DURC.

## Application Procedures

The University will make all decisions on whether or not to admit any applicants to DURC. In order to be considered for DURC membership, the following procedures must be followed by the applicant:

1. The Applicant will complete an appropriate application for affiliation with the DURC through the Office of the University Chaplain (the application will depend on the type of affiliation).
2. The Office of the University Chaplain must receive from the applicant a signed letter from the applicant's supervisor/superior/representative body recognizing the authority of the applicant to be a representative of the religious organization on campus.
3. The applicant will be interviewed by the University Chaplain, the extant DURC, and such other groups or individuals as may be designated by the University from time to time, each of which will be asked to provide an evaluation of the applicant with respect to
  - the existence of a significant constituency on campus for the applicant's services (should there be a question as to the existence of a significant constituency, the applicant may be given one year to give evidence of such a community),
  - the willingness of the applicant to comply with applicable policies and procedures, and
  - any other matter relevant to the preservation of the DURC as an effective and orderly support service. All such evaluations will be considered by the University in its sole discretion.
4. The applicant agrees to submitting to a background check (as is required of any member of an "Affiliated or Sponsored Community Organization" who has contact with students)
5. The applicant agrees to provide an appropriate insurance rider, as outlined in the "Request for Certificate of Insurance" required by the Office of Risk Management.
6. The University has the sole authority to determine whether there is a significant need for the applicant's services, based on demonstrated student, staff, faculty or administration need, and to make a decision on whether to accept or reject the applicant, based on such reasons as the University determines are in the best interests of its community and the University's educational mission.
7. Applicants who are accepted will be required to execute and abide by the Covenant.
8. It is understood that only the applicant will be permitted to become a member of DURC and exercise the privileges of that office. Those privileges may not be transferred or assigned by the applicant to any other individual (even if the other individual represents the same religious organization) without the University's prior written consent.
9. The foregoing application procedures shall not be applied in an unlawful or unlawfully discriminatory manner.

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