



HIGH POINT UNIVERSITY
Chapel & Religious Life Office

Religious Life
Policies and Guidelines
2018-2019

Revised August 2018

I. Introduction to Religious Life at High Point University

Rooted in our United Methodist tradition, and that tradition's importance to the life of HPU, the Chapel and Religious Life Office affirms that all people are created in the image of God and have innate worth. By this standard, High Point University respects our community's diversity of beliefs and practices by affirming the dignity and worth of all persons and encouraging the spiritual growth and exploration of all members of the college community. High Point University is at once unapologetically committed to its Christian tradition and heritage, which inspires a vision for multi-faith and multicultural flourishing. Consequently, the fidelity of the college community extends beyond the Christian community to the whole of humanity, rooted in a deep respect for openness to the world's various theological perspectives and religious traditions. The policies and standards set forth in this document that shape the college's religious life, therefore, grow out of a community that values the freedom of inquiry, conscience, and unity in difference.

High Point University is a private college and property owner. The university retains the legal right to prohibit anyone from campus, including persons whose actions are at odds with the mission of the University, e.g. by not recognizing the dignity and worth of all persons; by conveying bigotry of any form; by judging, harassing, or excluding a person or persons based upon that person's difference, including race, gender, or sexual orientation; by demeaning another religious or cultural tradition present on campus.

This document outlines the framework for HPU's religious and spiritual life, *Covenant of Mutual Respect and Understanding* for religious student organizations and their leadership. This document recognizes the rapidly shifting nature of religious and spiritual life in the world and on campuses of higher learning, including HPU. This document sets the foundation for all participants in religious life on campus, and it is subject to regular review every five years—or at the request of the President, Senior Vice President of Student Life or Minister to the University—to better incorporate best practices on a college campus.

II. Ecology of Religious Life at High Point University

Since High Point University's founding in 1924 by Methodist Protestants, the religious and spiritual life of campus has been an integral part of fulfilling the mission of the school. The University has faithfully committed itself to fostering the religious and cultural diversity on its campus. This is not at odds with its Methodist roots; quite the opposite. The University's appreciation for diversity of thought and cultures comes from its United Methodist Heritage, understanding that "God's world is one world" (UMC Book of Discipline, 165 VI). The University provides support for the Chapel and Religious Life Office and appoints the Minister to the University, who provides leadership for the religious and spiritual life for the campus.

1. Hayworth Chapel and Religious Life Office | Minister to the University

The Chapel and Religious Life Office, led by the Minister to the University, is responsible for the religious and spiritual life of High Point University. This office provides support and coordination between campus ministers and ministries and provides orientation for these groups to the life of campus. This means familiarizing these groups to the mission of the University, including its procedures and protocols for campus organizations. The Minister to the University will be the liaison between the advisors of religious organizations and the University. The Minister to the University does not intend to impede or hinder the well-being of these groups. However, the Minister's role is to help resolve conflicts that may arise between groups, as well as making sure religious activities are carried out in line with standards set for religious groups on campus. The Minister to the University reserves the right to intervene to maintain these standards and carry out the mission of the University.

2. Campus Ministry Status

Each High Point University religious life organization **must have** an advisor who is an employee of the University. The advisor is expected to participate in the oversight of the group's planning and activities. These advisors, along with student leaders, serve as the parties responsible for being in dialogue with the Minister of the University about the group's activities.

An official student religious group may request an outside religious advisor. This outside religious advisor (also known as a "campus minister") is not required and shall not replace the requirement of having an advisor that is employed by the University. A campus ministry shall have no more than 2 campus ministers. Persons desiring to be a campus minister may only do so at the request of a campus ministry's student leadership.

Neither the religious organization or campus minister may represent a single congregation, local church, or church body in their ministry on campus. Campus ministers may only serve general constituencies and faith traditions, and may only advise the denominationally based small group or group from a select tradition. The campus minister may not advise other organizations on campus. Campus ministers shall provide at least five hours a week of physical presence on campus, but not more than twenty hours a week. Moreover, if a student religious group ceases to exist officially, the campus minister's status will also be terminated.

All campus ministers shall receive appropriate training from the Chapel and Religious Life Office and peer offices to work with students. These include but are not limited to: Title IX, Counseling, and Multicultural Affairs.

3. Religious Life Council (RLC)

The Religious Life Council is an overarching group that serves to foster communication and coordination among the various religious life groups, abiding by the understanding that all groups seek the common good for one another, the University and surrounding community. The RLC is not a law drafting body, but an oversight and advisory group, helping to provide guidance for the evolution and collaboration of religious life at High Point University. The

group shall consist of the Chapel and Religious Life Office staff, student leader(s) of each organization. RLC meetings will occur regularly during the semester to increase awareness and understanding amongst religious groups on campus.

4. Responsibilities and Privileges of Organizations and Campus Minister

To retain status at HPU, Organizations and Campus Ministers must fulfill the responsibilities:

- a. Organization must be chartered or working toward SGA charter. See chartering guidelines in Appendix.
- b. As a new organization, if organization has a campus minister, he or she will provide a letter of appointment by a sponsoring ecclesial body—on the organization’s letterhead—that will include a statement for the person’s suitability for ministry at HPU;
- c. Complete registration forms annually (in appendices), including the *Covenant of Mutual Respect and Understanding*;
- d. Each organization is responsible for providing an annual calendar of events to Chapel and Religious Life Office by third week of the fall semester.
- e. Participate in all Religious Life Council meetings as scheduled by the Minister to the University;
- f. Collaborate with the Chapel and Religious Life Office to host at least one Wednesday Chapel service during the academic year.
- g. Complete a Year-End report at the spring semester’s conclusion, outlining the year’s successes and challenges. This form helps the Minister to the University to be aware of overall campus ministries in order to report thoroughly to the Senior Vice President of Student Life and Board of Trustees. The Minister to the University may ask a campus minister to meet privately to clarify a report;
- h. Inform students participating in their group of the *Covenant of Mutual Respect and Understanding*, and their expectation to follow through on its terms;
- i. Report to the Minister of the University any critical issues with the understanding that the Minister to the University will reciprocate as allowed by law.

By completing these responsibilities, campus ministers shall enjoy the following privileges:

- a. Recognition as a “Campus Minister of High Point University;”
- b. Eligibility to participate in campus ceremonies at the invitation of the Minister to the University and the ability to attend events and functions through an affiliation with Chapel and Religious Life Office;
- c. Listing on the Religious Life Campus Ministry page on the website;
- d. Being called upon by the Minister to the University to provide spiritual counsel and or provide religious services to students and other members of the community;

- e. Eligible to have a campus parking decal, which provides access to campus.

5. Role of a Sponsoring Religious Agency

The Minister to the University is responsible for communicating the mission and goals of the University to religious agencies that seek to be in ministry with the University. The sponsoring religious agency is asked to consider this mission and vision, discern whether they can abide by the *Covenant of Mutual Respect and Understanding*, and then sign the Letter of Agreement indicating its acceptance of these terms of affiliation. After the completion of this process, the individual representing this religious agency will be recognized as a Campus Minister. This process will be repeated each time a new campus minister is appointed by the religious agency and accepted as a campus minister by student leadership of said group. The sponsoring agency is responsible for updating the Minister to the University with any changes in personnel or policies.

It is encouraged that a sponsoring agency consult with the Minister to the University when selecting a potential Campus Minister. Campus ministers must be requested by the leadership of the student group. Final candidates for campus ministry shall meet with the Minister to the University in order to go over the mission of the University and that of the Chapel and Religious Life Office. All Campus Ministers shall recognize and support the University's commitment to its United Methodist tradition that welcomes the presence and gifts of all people.

III. APPENDICES

CAMPUS MINISTER APPLICATION FORM

By my signature below, I am requesting recognition of my professional presence and services as a religious organizer and minister to the High Point University Campus.

It is my request to be a Campus Minister for the group, agency or organization listed below. I will serve as that group's or organization's external adviser on the High Point University Campus, and I will work exclusively with members of that group.

My signature indicates that I have read, understood, and will abide by the policies listed in this document and by the Covenant of Mutual Respect and Understanding. Moreover, by my signing below, I indicate that my work and ministry will support the mission of both the University and Chapel and Religious Life Office.

Name of Sponsoring Agency/Organization	
Campus Minister's Printed Name	
Campus Minister's Signature	
Date	

By the signature provided below, the Minister to the University hereby recognizes the person above as a Campus Minister, who is given permission to advise and guide the group, agency, organization listed above, to serve in accordance with the terms and policies listed in this document.

Signature	
	<i>Rev. Preston Davis, Minister to the University</i>
Date	

**CAMPUS MINSITER & AFFILIATED ORGANIZATION
REGISTRATION FORM**

Campus Minister	
Phone Number	
E-mail Address	
Name of Sponsoring Agency/Group/ Organization/Denomination	
Mailing Address	
Campus Minister's Direct Supervisor	
Supervisor Contact Number(s)	Work
	Cell
Supervisor E-mail Address	

By submitting this form, I affirm that I have reviewed the 2017-2018 HPU Religious Life Policies and Guidelines as well as the Covenant of Mutual Respect and Understanding and understand the expectations set forth by the HPU Chapel and Religious Life Office in order to maintain good standing as a Campus Minister at High Point University.

Campus Minister's Name (printed)	
Signature	
Date	

RELIGIOUS LIFE ORGANIZATION REGISTRATION FORM

Contact Information

Name of Organization	
Current President	
Contact Phone Number	
Contact E-mail Address	
Organization's Social Media Tags (if applicable)	Facebook
	Instagram
	Twitter

Organizational Leadership

Please list your current leadership board/team for the 2017-2018 academic year.

Title/Officer	Name	Contact Number

Meetings, Gatherings & Events

Please list frequent meetings, gatherings or events for the 2017-2018 academic year. (i.e. small group, bible study, worship service, leadership meetings, organizational meetings, annual trips/retreats, etc.)

Event	Day(s) & Time	Location

By submitting this form, I affirm my organization has reviewed the 2017-2018 HPU Religious Life Policies and Guidelines and understand the expectations set forth by the HPU Chapel and Religious Life Office in order to maintain good standing as an HPU Campus Ministry.

President's Name (printed)	
Signature	
Date	

Year-End Report for Campus Ministry Organizations

Academic Year	
Organization Name	
Campus Minister's Name (if applicable)	
Faculty/Staff Advisor Name	

(May include attachment)

1. Provide a summary of activities and events sponsored by your group this year.
2. Please name and describe the projects completed by this group of which you are particularly proud.
3. What was the most significant challenge you and your organization faced this year? How was the matter resolved?
4. Name and describe projects on which you cooperated with one or more HPU religious organizations or other student group.
5. List sources of financial support for your campus ministry and their amounts.
6. Provide an estimation of members to your organizations.
7. List next year's student leadership, including employee advisor.
8. Briefly list your priorities and goals for the upcoming year and not any new programming.

Advisor Signature		Date
Advisor Signature		Date

High Point University
Chapel and Religious Life Office
A Covenant of Mutual Respect and Understanding
For High Point University Campus Ministries

The Chapel and Religious Life Office and the diversity of campus ministries are central to the overall student experience at High Point University. These ministries encourage persons from diverse backgrounds to develop their intellectual, spiritual, and social capacities. Together, the Chapel and Religious Life Office and multi-faith campus ministries provide comprehensive programming in order to widen vision, to explore, challenge and deepen faith, strengthen character, stimulate creativity, enhance capacity for leadership and service and equip students to think critically and lovingly, act responsibly and work productively as persons of faith in a complex world.

High Point University, a United Methodist Church related institution, maintains its commitment to moral and spiritual values in an atmosphere free of factional discord and bias, inviting and serving individuals of all faiths and persuasions. Celebrating its Methodist heritage, the University affirms the historical value placed on religious freedom, human dignity and the competency of each individual to determine for self matters of faith and practice.

The Chapel and Religious Life Office embodies the University's desire for spiritual nurturing and ethical living. Its mission—in line with the University's mission to *be extraordinary* and provide students the tools for lives of success and significance—is to be a place of *doing justice and loving mercy*. The Chapel office promises to be a place for community, a place for retreat, reflection, and worship, and a place where personal relationships, family concerns, academic pressures, and vocational decisions can be addressed from perspectives of faith.

By my voluntary involvement in a campus ministry at High Point University, I affirm the following:

1. I will encourage and extend at High Point University a sense of mutual respect and understanding between different representatives, organizations, traditions, and practices. In addition, I will foster this sense of mutual respect and understanding in my interactions with students, staff, and faculty.
2. I will endeavor to respect and understand actual differences in religious belief, historic tradition, and faith practice.
3. I will support with prayer my High Point colleagues.
4. I will affirm the commitments to ministry of my High Point colleagues and their loyalty to the diverse communities of faith from which we all gather and to which we remain separately committed.
5. I will practice confidentiality in all that I hear and learn from my High Point colleagues.

6. I will relate with integrity to my High Point colleagues personally and professionally and expect such support from them.
7. I will always clearly and explicitly state the identity of the group or groups I represent in any literature, display, or publicity regarding religious programming online and through the University community.
8. I will extend to my High Point colleagues the freedom to be and to do in accordance with their understanding of God so long as it does not violate the rights of those in the University community. I will respect the rights of any individual to decline an invitation to join the activities with which I am involved.
9. I will recognize the human worth of my colleagues and myself and acknowledge that they receive God's love and deserve my own. I will therefore, hear them out, weigh the wisdom of their words and consider carefully the concerns that prompt them to speak.
10. I will respect the rich cultural and political diversity of my colleagues. I will work diligently to challenge stereotypes unfairly placed upon my colleagues and their respective traditions and ministries.
11. I will respect the relationships that are established in our joint ministries with one with another. I will encourage in these relations the practice of fair dialogue, active listening, the spirit of hospitality, and even the joy of play and laughter.
12. I will assist this group of multifaith campus ministries in its efforts to foster meaningful relations with all students, creating teachable moments in faith awareness and interfaith relations.

We, the undersigned, affiliated with the Chapel and Religious Life Office for campus ministries, do willingly enter into this Covenant of Mutual Respect and Understanding for the 2017-2018 academic year.

Name	Year	Organization
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**BECOMING A CHARTERED
STUDENT ORGANIZATION
AT
HIGH POINT UNIVERSITY**

***Proposed Constitution
Review Guide***

Constitution Guide

Who Should Use the Guide?

All new student organizations must be reviewed and chartered by the Student Life Committee. Chartered student organizations wishing to make changes to the constitution must present those changes to the Student Life Committee to be reviewed and approved. Chartered student organizations that fall out of good standing must appear before the Student Life Committee for charter review.

Purpose of the Guide

This document is intended to assist organization leaders in writing, or rewriting, the constitution. While it does not address every situation an organization may face, it provides advice on which situations need to be addressed by the constitution. Use of the Guide does not permit organization leaders to forego any required or recommended trainings, meetings, orientations provided by the Student Government Association.

Format of the Guide

In bold are section headings and descriptors. Organizations may use the terms provided or use other terms.

In italics are step-by-step instructions intended for the writers. None of this text should appear in the final document.

The non-discrimination policy must be written as it appears in the Guide.

Other Requirements for Review

- 1) Roster. Each organization must submit a list of at least 15 members.
- 2) Signatures of Support. Each organization must submit signatures of support. The name, position, and signature of student officer(s), if known, as well as faculty/staff advisor(s) must be included.

Standardized Constitutions

Some organizations are required by the national office to adopt a standardized constitution. Such constitutions must address the situations included in the Guide. If necessary, organization leaders should include an addendum that addresses any situations not covered by the standardized constitution.

Submission of Constitution

Whether new or revised, all constitutions must be submitted electronically through the [online form](#). (.doc, .docx, or .pdf file). The roster and signature page should be scanned (.pdf, .jpg file) and included also.

High Point University

Organization's Name Constitution

Article I. Name

Organization's formal name should be provided. If abbreviated version is used throughout the rest of the document, the abbreviation should be stated here.

REVIEW:

1. *Does the proposed name of the organization clearly identify the group?*

Article II. Purpose

The primary focus, reason for existence, etc., should be listed here.

REVIEW

1. *Does an existing organization meet the stated purpose?*
2. *What is the value-add for HPU students by adding this organization?*

Article III. Membership

REVIEW

1. *The statement in bold below must be included restricting membership to full-time, HPU day students.*
2. *Are levels of membership defined? i.e. active, inactive?*
3. *If a GPA is required to join, why is this criteria stated and how is this verified?*

Section 1. Student Membership

List the criteria for who can be a member. Depending on the purpose of the organization, criteria will vary greatly. Criteria may include majoring in a certain area, having a minimum GPA, having an interest in the topic or purpose listed above, attendance at meetings, etc. If necessary, differentiate between the criteria for active and inactive members.

Note: Student members must be undergraduate students currently enrolled full-time in HPU's day program.

Section 2. Sanctions for Members

REVIEW

1. *Is the process and criteria for the removal of members clearly stated?*

Include the process by which any member can be sanctioned for not meeting the organization's criteria for membership. Note who will decide a member does not meet criteria, how the member will be notified, the length of time the member has to correct the situation, and the sanction imposed for not making the necessary correction.

Section 3. Non-discrimination

REVIEW

1. *The statement boxed below must be included, as written, in the constitution. Protected classes may be further defined if the organizations so chooses.*

All HPU organizations must include a non-discrimination policy. The following statement must be included as it is written here:

Membership and participation in this organization will not be denied to anyone on the basis of race, ethnicity, religion, national origin, age, gender, disability, or sexual orientation in the practice of recruiting, membership, organizational activities, or opportunities to hold office.

Additional areas of non-discrimination may be included (e.g., political views, personal beliefs, socioeconomic status).

Section 4. HPU Faculty/Staff Advisor

REVIEW

1. *A specific person should not be listed, simply list the requirements*
2. *Does the advisor need to be from a specific discipline or field of study?*
3. *Are the role and expectations of the advisor clearly stated?*

List the criteria for the HPU Faculty/Staff Advisor (e.g., full-time faculty or staff member, has an interest in the organization's purpose). Do not include the person's name.

Article IV. Officers

REVIEW

1. *Is an SGA representative clearly identified?*
2. *Is the process for elections and appointment clearly outlined?*
3. *Are elections held at an appropriate time of the semester to allow for officer transition?*
4. *How are position nominations conducted?*
5. *Is a percentage of membership stated for nominations and elections?*
6. *Are the process and criteria for the removal of officers stated?*
7. *Can any member call for the removal of an officer?*

Section 1. Positions and Duties

Include a general statement about the overall role the officers will serve (e.g., providing leadership, providing vision for the future, ensuring organization is meeting its stated purpose). List each position on a separate line. Include the criteria for that position and whether the position is elected or appointed.

Every organization should have the equivalent of: president, at least one vice president to act in the president's absence, secretary to record organization's activities and meetings, treasurer to maintain financial records, and SGA representative to attend SGA meetings. The organization is encouraged to have more than one SGA representative. Include the starting and ending dates of each officer position.

If some or all officers are referred to as an executive committee or council, the makeup of the group should be defined here.

If a member can hold more than one officer position, state it here. If a member can only hold one officer position, state it here. If the organization does not have an opinion on this matter, a statement is not necessary.

Section 2. Nominations, Elections, and Appointments

If positions are filled by election, include how and when nominations are made, how and when elections will be held. Note the percentage of the membership that must vote to make the election valid (called quorum). If positions are appointed, include how and when appointments are made and who makes the appointments.

If a vacancy occurs during a time other than at the end of the position's term, include how the vacancy will be filled.

Section 3. Removal of Officers

Include the process by which any officer (including the president) can be removed from a position. Note what is required to call for removal. Note the

percentage of membership that must vote to make the removal valid and by what margin the removal is carried out.

Article V. Dues

REVIEW

- 1. A specific amount for dues should not be stated*
- 2. "No dues" should not be stated*
- 3. The process, including when, how and who, decides dues should be stated*
- 4. The process and criteria for deciding dues should be stated*

The decision to impose dues should be made by the organization. State whether dues will be collected, generally describe how the dues will be used, and when they will be collected (e.g., one-time dues, annual dues). If an organization does not choose to collect dues, state it here.

Article VI. Meetings and Business

REVIEW

- 1. The frequency of meetings should be stated but not specific dates*
- 2. The type of business to be addressed during meeting must be stated*
- 3. Are the criteria for special meetings listed?*
- 4. Is it clear who can call for a special meeting? Should allow for all members to call for a special meeting.*
- 5. Quorum must be clearly defined.*
- 6. Procedures for voting must be stated: how to vote, how break a tie, how are votes tracked (ballot)*

Section 1. General Meetings

In general describe the organization's meeting schedule (e.g., regularly, ad hoc, monthly, once per semester, during the summer term, etc.). List who can call a general meeting. If meetings can be scheduled on an ad hoc basis, note how far in advance a meeting must be called and how members will be notified.

Section 2. Special Meetings

List who can call a special meeting, and note how far in advance a meeting must be called and how members will be notified. If a special meeting can be called only for a specific purpose, state it here. Members must have the means to call a meeting without input or approval from officers.

Section 3. Business

List the percentage of membership that must be present to call a binding vote (i.e., do business) and any other rules regarding voting (e.g., who may vote, who may not vote, whether those voting must be present or can vote by absentee

ballot or proxy, how votes will be cast, how a majority is determined, how ties are handled)

Article VII. Amendments

REVIEW

1. *All amended constitutions must be sent to the Student Life Committee for review and approval*

On occasion this constitution may require major or minor modifications. Describe the process by which the constitution can be amended. Include who can propose the amendment, how the membership will be notified of the proposal, how the membership can offer feedback, the method by which the decision is made to accept or reject the proposed amendment (i.e., what percentage of the membership must vote, what percentage must favor the proposed amendment for it to be accepted), and when the proposed amendment would go into effect.

Organization's Name

Roster of Members

Include a numbered list of names, contact information, status at the time of review (freshman, sophomore, etc.). Also include name, position, and signature of officers (if known) and faculty/staff advisor. The following is offered as an example:

1) Geri Bower	student@highpoint.edu	Sophomore
2) Tracy Burgess	student@highpoint.edu	Sophomore
3) Francis Culp	student@highpoint.edu	Freshman
4) Joan Duncan	student@highpoint.edu	Junior
5) Chris Hollins	student@highpoint.edu	Senior
6) Peter James	student@highpoint.edu	Sophomore
7) Howard Jones	student@highpoint.edu	Senior
8) Chrissy Joseph	student@highpoint.edu	Junior
9) Christian Lane	student@highpoint.edu	Junior
10) Beth Parker	student@highpoint.edu	Freshman
11) David Rafferd	student@highpoint.edu	Junior
12) Juan Starr	student@highpoint.edu	Sophomore
13) Bill Thompkins	student@highpoint.edu	Freshman
14) Anna Toni	student@highpoint.edu	Junior
15) Mike Volten	student@highpoint.edu	Freshman

Signatures of Support

Include a statement similar to the one below. If officers are not known, the student leader(s) who are proposing the organization should sign.

By signing below, I acknowledge that I have reviewed the attached constitution and agree to serve this organization in the position shown.

Christian Lane Date
President

Beth Parker Date
Vice President

Joan Duncan Date
Vice President

Rick Easton Date
Assistant Professor of Criminology
Faculty Advisor