**PURPOSE**
To articulate the administrative oversight of the Spiritual Centre. To establish a fair process by which religious/spiritual organizations and individuals are authorized to establish chaplaincies and provide religious/spiritual support to the Algonquin College Community.

To ensure volunteers associated with the Spiritual Centre have the appropriate credentials to provide spiritual/religious support to the Algonquin College Community.

**SCOPE**
All religious/spiritual organizations and individuals wishing to provide religious services and spiritual care at the Spiritual Centre or at other venues at the College.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaplaincy(ies)</td>
<td>Religious/spiritual organizations authorized by the College to perform volunteer work and/or provide spiritual care to the College Community. (See 4.5.)</td>
</tr>
<tr>
<td>College Community</td>
<td>Includes all students, visitors to the College, full-time employees, part-time employees, volunteers and contractors of Algonquin College.</td>
</tr>
<tr>
<td>Multifaith Advisory Council</td>
<td>Multifaith Advisory Council [“MFAC”] is comprised of members from the approved Council chaplaincies, the Spiritual Centre Coordinator, the Manager of Health Services (or other designate assigned by the Director, Student Support Services). The Chair of the Council is the Manager, Counselling Services or designate.</td>
</tr>
<tr>
<td>Spiritual Centre Coordinator</td>
<td>A person employed by Algonquin College to co-ordinate the Spiritual Centre.</td>
</tr>
</tbody>
</table>
POLICY

1. The Spiritual Centre shall provide an environment for positive religious/spiritual engagement. The Spiritual Centre shall strive to serve, support, nurture and celebrate the religious and spiritual well-being of all within the Algonquin College Community.

   In adopting this policy, the Spiritual Centre will be an element of the Health and Wellness programs offered by Algonquin College, and will be guided by the following values:

   a) To uphold the values of the College – caring, learning, integrity and respect;

   b) To ensure a healthy environment where each member of the Algonquin College Community’s spirituality can be practiced and expressed freely and with integrity;

   c) To ensure that the practices and expressions of spirituality do not infringe upon the rights of others or any College Policy;

   d) To ensure a fair and equitable process by which chaplaincies of various religious/spiritual organizations or individuals are authorized to provide spiritual care to the Algonquin College Community;

   e) Most programming will be suitable for both staff and students, when this is not the case; advertising and marketing will clearly indicate if the event is for students or employees; and

   f) All programming requests will be required to demonstrate how the programming will contribute to the religious and spiritual wellness of attendees, and any programming that does not meet this criteria is to be avoided.

2. The Manager, Counselling Services or other designate assigned by the Director, Student Support Services, is responsible for overseeing the Spiritual Centre. Algonquin College shall employ an individual, the Spiritual Centre Coordinator, to oversee the daily co-ordination of events in the Spiritual Centre.

3. Responsibilities of the Spiritual Centre Coordinator

   3.1 Report to the Manager, Counselling Services or other designate as assigned by the Director, Student Support Services.

   3.2 Call quarterly, or as needed, Spiritual Centre meetings of authorized chaplaincies intended to improve communication among Spiritual Centre volunteers.

   3.3 Be a member of the MFAC.

   3.4 Co-ordinate educational sessions from outside organizations to enhance the services
of the Spiritual Centre.

3.5 Fulfill other responsibilities as required and/or determined by the Manager, Counselling Services or other designate as assigned by the Director, Student Support Services.

4. Chaplaincy Membership (Requirements)

4.1 Chaplains serving the Algonquin College community should be educated, trained and appointed by and accountable to their own communities.

4.2 The Spiritual Centre interprets the above Chaplaincy criteria, (4.1), in the following way:

4.2.1 "Educated" – Ordinarily, this means having at least a post-secondary degree plus additional education, preferably at the graduate level. The College recognizes that various communities have different qualifications for the education of their chaplains. Additional education and development is encouraged.

4.2.2 "Trained" – Ideally, the chaplain's background includes not only academic work but also supervised training in the practical work of religious leadership, spiritual and/or pastoral care.

4.2.3 "Appointed and Accountable" – Chaplains are appointed by and accountable to the authoritative body(ies) of their own community. Letters of support stating this shall be held by the Manager responsible for the Spiritual Centre.

4.3 Chaplaincy members are required to:

a) Provide credentials and a brief biography for listing on the Spiritual Centre website and other communication materials;

b) Agree to support Algonquin College core values and the values of the Spiritual Centre;

c) Observe and subscribe to all College policies; and

d) Sign a Confidentiality Agreement to protect the privacy of sensitive information that may be shared.

4.4 Chaplains should not be representative of a single congregation or facility but should endeavor to represent the larger spiritual community.

4.5 Salaries and budgets for chaplaincies are met entirely by their respective communities. Therefore, member chaplaincies are not Algonquin College employees and are considered volunteers of the Spiritual Centre.
4.6 At the end of each academic year, each chaplaincy will submit an annual report to the Director, Student Support Services. Guidelines for the annual report are found in Appendix 2.

5. Chaplaincy membership (Distinctions and Commitments)

All Multifaith chaplains, regardless of weekly time commitments, are valued members of the Spiritual Centre team. For the sake of good order, three types of member chaplaincies are distinguished:

5.1 Full-time Chaplaincy is required to:
   a) Serve on campus between 20-36.25 hours per week during the Fall and Winter semesters;
   b) Attend at least 75% of the Spiritual Centre meetings and participate/provide input;
   c) Agree to support Algonquin College core values and the values of the Spiritual Centre;
   d) Pre-determine the days and weeks he/she will be on campus;
   e) Have full speaking and voting rights on the MFAC (if appointed as a member); and
   f) Partake in an Annual Review of their chaplaincy.

5.2 Part-time Chaplaincy is required to:
   a) Serve on campus between 9-19 hours per week during the Fall and Winter semesters;
   b) Attend at least 50% of the Spiritual Centre meetings and participate/provide input;
   c) Agree to support Algonquin College core values and the values of the Spiritual Centre;
   d) Pre-determine the days and weeks he/she will be on campus;
   e) Have full speaking and voting rights on the MFAC (if appointed as a member); and
   f) Partake in an Annual Review of their chaplaincy.

5.3 Visiting Chaplaincy is required to:
   a) Serve less than 9 hours per week during the Fall and Winter semesters;
   b) Attend at least one of the Spiritual Centre meetings and participate/provides input;
   c) Agree to support Algonquin College core values and the values of the Spiritual Centre;
   d) Pre-determine the days and weeks he/she will be on campus;
   e) Have full speaking rights on the MFAC (if appointed as a member); and
   f) Partake in an Annual Review of their chaplaincy.
5.4 Liaisons

Liaisons do not have the same requirements as member chaplaincies but are valued members of the community that the Spiritual Centre wishes to partner with to enhance spiritual health at the College. Liaisons are:

a) Required to agree to support Algonquin College core values and the values of the Spiritual Centre;
b) Required to represent a community that has support as a resource and advisor;
c) Not required to be on campus for a specified number of hours;
d) Have full speaking rights on the MFAC (if appointed as a member); and
e) Expected to provide the applicable credentials required and may be asked to provide a brief biography for listing on the Spiritual Centre website and communication material.

6. Administration of the Spiritual Centre

The Spiritual Centre is administered as a service to students in the portfolio of Student Support Services.

6.1 Office Allocation and Use

Office spaces within the Spiritual Centre are for the use of chaplaincy members (full-time, part-time and visiting). Offices are equipped by the College with a desk, chairs and phone (no voice mail).

The Manager will determine the assignment of office facility using the following guidelines:

a) There is equal access to office space by all full-time chaplains;
b) Office spaces do not belong to a certain faith but are assigned according to need;
c) Office space bookings and allocations are made for an academic year and will be reviewed and revised each year, as necessary;
d) Each office space should be used to its potential;
e) Office spaces assignments will be based on the varying needs of different time-commitments of chaplaincies: namely, “full-time”, “part-time” and “visiting”;
f) When possible, full-time chaplains will have their own office spaces, part-time chaplains may need to share and visiting chaplains will have office space made available as need dictates and space permits;
g) Office spaces are provided for the purpose of administration and counselling members of the Algonquin College Community;
h) There shall be no solicitation (including but not limited to exchange of money for goods/products of any kind) in the Spiritual Centre; and

i) Donations to individual religious/spiritual organizations are not to be solicited; however, modest free will offerings may be accepted by a community agency offering a religious service.

6.2 Website

The Spiritual Centre website is maintained by Algonquin College. Chaplaincies may submit suggested content and weblinks subject to review and approval by Algonquin College.

6.3 Telephone and Email

As volunteers of the Spiritual Centre, telephones are available for outgoing calls only in the office spaces. Telephones are available for incoming calls while volunteers are present—no voice mail is available. Volunteers will not be given Algonquin College electronic identities, email accounts, or business cards. Non-College email addresses are the responsibility of each chaplaincy and may be submitted for inclusion on the website pending approval.

6.4 Prayer Room/Chapel

The prayer room/chapel is a multi-purpose space designed primarily for group worship, individual and group prayer, spiritual celebration, and meditation of members of the College Community. For scheduling, see Section 2 of the Spiritual Centre Procedures.

All activities in the Spiritual Centre must be open and available to Algonquin College community members. Events that are exclusive to one religious/spiritual group will not be authorized.
## PROCEDURE

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Process for approving, renewing and removing chaplaincies</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 <strong>Approving chaplaincies</strong></td>
<td></td>
</tr>
<tr>
<td>1.1.1 Religious/spiritual organizations or individuals wishing to apply for chaplaincy membership will complete a “Certificate of Religious/Spiritual Group Endorsement”, downloaded from the Spiritual Centre website and provide a letter on original letterhead of the organization explaining how their proposed chaplaincy will meet the mission and values of the Spiritual Centre/needs of the College community.</td>
<td>Individual chaplaincy</td>
</tr>
<tr>
<td>1.1.2 Documentation must include:</td>
<td>Individual chaplaincy</td>
</tr>
<tr>
<td>a) Protocols that the endorsing religious/spiritual community uses to verify credentials and suitability for chaplains/leaders affiliated with their community;</td>
<td></td>
</tr>
<tr>
<td>b) Confirmation of commitment of the sponsoring spiritual council to provide ongoing support/advisement to the individual chaplain practicing at the Spiritual Centre;</td>
<td></td>
</tr>
<tr>
<td>c) Confirmation of willingness to consult with College officials on issues related to the Spiritual Centre;</td>
<td></td>
</tr>
<tr>
<td>d) Contact information for the sponsoring spiritual council and/or representative so that the College Manager may verify documentation provided.</td>
<td></td>
</tr>
<tr>
<td>1.1.3 An interview will be held between the applying chaplaincy and the designated Manager of the Spiritual Centre and the Spiritual Centre Coordinator. The interview will be based upon competencies established by the Ontario Multifaith Council.</td>
<td>Manager</td>
</tr>
<tr>
<td>1.1.4 If the interview and application documentation meet the Spiritual Centre’s criteria, the application will be brought to the MFAC for recommendation.</td>
<td>Manager</td>
</tr>
</tbody>
</table>
1.1.5 The MFAC is responsible for receiving and approving new membership chaplaincies according to membership criteria (see Policy Section 4 and 5). An initial one-year probationary membership may be granted by a three fourths majority vote of the MFAC. (See Appendix 4 for the MFAC Terms of Reference).

1.2 Renewing Chaplaincies

At the end of each academic year, the MFAC may renew all or some chaplaincies including probationary memberships, after conducting a review of the annual report of the Spiritual Centre and any other pertinent information regarding the chaplaincies which has been brought to the attention of the Director of Student Support Services.

1.3 Complaints About Chaplaincies/Volunteers

The Manager, Counselling Services or other designate assigned by the Director, Student Support Services is responsible for receiving all complaints about issues arising in the Spiritual Centre. The Manager will attempt to resolve issues, and involve the MFAC in their advisory capacity as required.

1.4 Removing Chaplaincies/Volunteers from the Spiritual Centre

1.4.1 In the event that a chaplaincy does not adhere to the missions, values or policies of the College or Spiritual Centre, and persists in contravening both the letter and the spirit therein, an initial meeting will be held by the MFAC to hear the issues surrounding the offending chaplaincy.

1.4.2 Following the initial meeting, a letter will be sent by the Chair, MFAC, to the chaplaincy under review outlining the observations, recommendations and possible consequences of non-compliance.

1.4.3 If there is no resolution to the problem, and if the Chaplaincy continues to not conform to the missions, values or policies of the College or Spiritual Centre, the Manager will recommend
to the MFAC removal of the chaplaincy under review. Ratification of the recommendation will be determined by three fourths vote of the existing Chaplaincies. The College reserves the right to make the final decision when exceptional circumstances exist.

2. **Reserving the Prayer Room/Chapel**

2.1 Individual chaplaincies contact the Coordinator to reserve space on a “first-come, first-served” basis.  

2.2 A monthly schedule will be created and posted on the Spiritual Centre website. A weekly schedule will be posted in the Spiritual Centre.  

2.3 Individuals wishing to reserve a space for prayer outside of regularly scheduled events are asked to contact the Coordinator of the Spiritual Centre for assistance.  

2.4 All activities submitted for consideration to the Coordinator must be submitted at least two weeks before the event date and must be open to all members of the Algonquin College community. Individuals and groups should not assume the event is authorized until notice has been provided by the Coordinator.

**SUPPORTING DOCUMENTATION**

- Appendix 1 Request for Authorization to Engage in the Algonquin College Spiritual Centre  
- Appendix 2 Application to Lead Activity in the Spiritual Centre  
- Appendix 3 Certificate of Religious/Spiritual Group Endorsement  
- Appendix 4 Annual Report from Chaplaincy  
- Appendix 5 Multifaith Advisory Council Terms of Reference  
- Appendix 6 Confidentiality Agreement

**RELATED POLICIES**

- SA 02 Ombudsman  
- SA 03 Student Complaints  
- SA 07 Student Conduct  
- IT 01 Acceptable Use of Computer Networks and Accounts

**RELATED MATERIALS**

None
APPLICATION TO LEAD AN ACTIVITY IN THE SPIRITUAL CENTRE

Algonquin College interviews and approves persons who wish to provide religious services and spiritual care in multi-faith environments. Based upon your training, experience and the endorsement of your faith group, you will be assessed as to your suitability for such a volunteer position.

You are asked to complete this application form. If there are questions you are unable, or choose not to answer, please state the reasons. If you need more space, please feel free to attach paper to this form.

Name of Applicant: ____________________________________________________________________

Student Number (if applicable): _________________________________________________________

Email: ___________________________________ Phone Number: ____________________________

**Type of Activity**

- O Religious
- O Prayer
- O Khutbah
- O Meeting/discussion group
- O Education
- O Religious counselling
- O Other (specify)

O Spiritual and not affiliated with an organized religion

Specify Activity: _____________________________________________________________________

Description of Activity________________________________________________________________

___________________________________________________________________________________

**Frequency of Proposed Activity**

- O One time __________________________________________________________________________
- O Occasionally _______________________________________________________________________
- O Regularly _________________________________________________________________________

Preferred Days and Times: __________________________________________________________________________________

Preferred Start Date: __________________________________________________________________________________

Number of Participants: minimum _______________ maximum ____________________________

Special Equipment Needed: ______________________________________________________________________________
Do you represent a recognized religious or spiritual organization?  ___ YES  ___ NO  
If so, please complete Appendix 2.  

Qualifications (certification, training, experience): __________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

References (name, position, email, phone number): _________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

To ensure that all activities in the Spiritual Centre are equally accessible to all students, there shall be no solicitation of money for goods or services offered in the Spiritual Centre, and no solicitation of donations to individuals or organizations.  

As an activity leader at Algonquin College’s Spiritual Centre, I agree to the following:  

To uphold the values of caring, learning, integrity, and respect;  

To ensure a healthy environment where each member of the Algonquin College community can practice spirituality freely and with integrity and respect;  

To ensure that the practices and expressions of spirituality do not infringe on the rights of others or contravene any College policy.  

Signature of Applicant: __________________________ Date: ____________________

Please mail this completed form to:  
Shelley Neilson, Spiritual Centre Coordinator, Student Support Services, Algonquin College 1385 Woodroffe Avenue, Ottawa, Ontario K2G 1V8
REQUEST FOR AUTHORIZATION TO ENGAGE IN THE ALGONQUIN COLLEGE SPIRITUAL CENTRE

Algonquin College interviews and approves persons who wish to provide religious services and spiritual care in multi-faith environments. Based upon your training, experience and the endorsement of your faith group, you will be assessed as to your suitability for such a volunteer position.

You are asked to complete this application form. If there are questions you are unable, or choose not to answer, please state the reasons. If you need more space, please feel free to attach paper to this form.

1. NAME: ____________________________________________

2. ADDRESS: ____________________________________________

__________________________________________________________________________ (Postal code)

3. E-MAIL: ____________________________________________

4. PHONE: (___)_____________ (___)_____________
   (Business) (Home)
   (___)_____________ (___)_____________
   (Fax) (Cell)

5. LANGUAGES SPOKEN PROFICIENTLY: ______________________________________

6. ORDAINING/COMMISSIONING AUTHORITY (If applicable):

__________________________________________________________________________ (Date)

7. FAITH GROUP AUTHORITY: __
   (Name)

   (Address)

   ______________________________________________________________________ (Postal code)

8. EDUCATION:

9. College or University:

   Name and Location          Dates Attended         Post-secondary
degree Completed
   From    To

   ______________________________________________________________________
   ______________________________________________________________________
10. Theological and/or Post-Graduate Studies:

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Dates Attended</th>
<th>Post-secondary degree completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

**Supervised Pastoral Education:** List in chronological order your four (4) most recent units of S.P.E. (either P.C.E. or C.P.E.)

<table>
<thead>
<tr>
<th>Centre</th>
<th>Level</th>
<th>Dates Attended</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

11. Faith Group or Religious Training:

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Dates Attended</th>
<th>Courses Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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</tbody>
</table>

12. OTHER RELATED EXPERIENCES THAT QUALIFY YOU: (Please describe – use additional pages, if required):

<p>| |</p>
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<tbody>
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</table>

13. Authorization

Pursuant to Section 39(1) of the Freedom of Information and Protection of Privacy Act, I (print name in full) authorize Algonquin College and its staff, to contact the person or organizations listed below for the purposes of obtaining reference information.
14. REFERENCES:

A. Spiritual Advisor or other person who will attest to spiritual/religious maturity:

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Position/Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of Organization)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td>(postal code)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(e-mail)</td>
</tr>
</tbody>
</table>

B. S.P.E. Supervisor or other person who will attest to clinical abilities:

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Position/Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of Organization)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td>(postal code)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(e-mail)</td>
</tr>
</tbody>
</table>

C. The person to whom you have sent the certificate of faith group endorsement:

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Position/Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of Organization)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td>(postal code)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(e-mail)</td>
</tr>
</tbody>
</table>

15. FAITH HISTORY

Please briefly answer the following questions.

A. Give a brief background of your religious affiliation and personal faith development.

B. Describe a personal understanding of a belief that comes directly from your faith tradition and how that belief has changed for you over time.
C. Describe some of the cultural practices of your faith group or community and their significance and meaning for you.

D. How do you deal with your Faith Group’s stance concerning other Faith Groups, when it is in conflict with your personal beliefs?

16. CERTIFICATE OF ENDORSEMENT

If you are applying for chaplaincy membership, please send Appendix 2, “Certificate of Religious/Spiritual Group Endorsement” to the faith group authority indicated in Appendix 1 #7. Please have your faith group authority complete the form and return it to:

Doug Stringer, Manager, Counselling Services Algonquin College
1385 Woodroffe Ave. Ottawa ON K2G 1V8
Phone: (613) 727-4723, ext. 6465
Email: stringd@algonquincollege.com

I hereby declare that to my knowledge the foregoing information is true and complete, and if authorized to volunteer for Algonquin College’s Spiritual Centre, I approve my credentials and a brief biographical information be publicized in College communications regarding the Spiritual Centre.

(Date) (Signature of Applicant)
ANNUAL REPORT FROM CHAPLAINCY

Chaplaincy:

Academic year: 

Spiritual Leader/Chaplain completing report: 

Summary of activities held in the Spiritual Centre:

Insert Summary

Estimated number of Algonquin College community members who participated in events at Spiritual Centre in this Academic year:

Insert Data
MULTIFAITH ADVISORY COUNCIL (MFAC) - TERMS OF REFERENCE

The MFAC:

1. Consists of representatives of each supervisory/authoritative body of each approved member chaplaincy, the Coordinator of the Spiritual Centre and the Manager, Health Services (or other designate assigned by the Director, Student Support Services). The Chair of the Council is the Manager, Health Services or designate.

2. Provides guidance and support to issues arising in the Spiritual Centre and approves new applications, renewals and recommendations or removal of member chaplaincies.

3. Receives, reviews and transmits the Annual Report of the Spiritual Centre to the Director, Student Support Services.

4. Provides consultation in connection with the appointment of chaplains in order to ensure Multifaith co-operation.

5. Ensures adherence to Algonquin College Mission/Values and the Spiritual Centre Policy.

6. Provides recommendations regarding matters of conflict resolution within the Spiritual Centre to the Director, Student Support Services.

7. Meets annually or at the call of the Chair.
NON-DISCLOSURE CONFIDENTIALITY AGREEMENT

I, __________________________, THE UNDERSIGNED HEREBY AGREE AND ACKNOWLEDGE:

1. That during the course of my association with the Spiritual Centre and Algonquin College, there may be disclosed to me certain confidential and sensitive information including, but not limited to, student and employee personal information.

2. I agree that I shall not during, or at any time after my association with the Spiritual Centre and Algonquin College, use for myself or others, or disclose or divulge to others, any, confidential information in violation of this agreement.

3. This agreement shall be binding upon me and my personal representatives.

Signed, __________ day of ____________________________, 20______.

______________________________    ______________________________
Algonquin College Representative    Employee

______________________________
Witness