

SA15 Spiritual Centre

Classification:	Student Affairs
Responsible Authority:	Director, Student Support Services
Executive Sponsor:	Vice President, Student Services
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2013-08-21
Date Last Reviewed:	2024-02-29
Mandatory Review Date:	2029-03-01

PURPOSE

To articulate the administrative oversight of the Spiritual Centre and to ensure it is guided by College values of caring, learning, integrity and respect and embraces inclusivity and diversity. To establish a fair process by which religious/spiritual organizations and Spiritual Care Professionals are authorized to provide religious/spiritual support to the Algonquin College students and employees.

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, share resources and information and provide spiritual care at the Spiritual Centre or at other venues at the College.

DEFINITIONS

Word/Term	Definition
College Community	The College Community refers to learners, employees, contractors, volunteers, visitors, partners, vendors, and service providers at the College.
Multifaith Advisory Council	The Multifaith Advisory Council is a College advisory body that ensures that all organizations and individuals supporting students in the Spiritual Centre are welcoming and inclusive and are aligned with College values and existing policies.
Religious Organization	A organization that adheres to a particular and comprehensive system of faith and worship; a belief in a divine, superhuman or controlling power; and/or a personal conviction or belief that fosters a connection with the divine.
Spiritual Care Professional(s)	Religious/spiritual organizations authorized by the College to perform volunteer work and/or provide spiritual care to the College Community.

Word/Term	Definition
Spiritual Centre Coordinator	A person employed by Algonquin College to co-ordinate the Spiritual Centre.
Spirituality	A state of being that may or may not involve religious worship, but can include a wide variety of practices or approaches, all rooted in gaining greater awareness and insights regarding oneself, others, ones place in the universe and the most meaningful navigation of life.
Student	Any person who is currently enrolled in a course or program at the College.

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 Algonquin College students and employees.**

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:

- To uphold the values of the College – caring, learning, integrity and respect;
 - To ensure a healthy environment where each student and employee at Algonquin College Community can practice their spirituality freely and meaningfully and without prejudice;
 - To ensure that the practices and expressions of spirituality do not infringe upon the rights of others, promote discrimination, in any way impede the Colleges ability to conduct academic activities, or introduces risk to the safety and security of the Algonquin College community;
 - To ensure one religious group does not dominate the schedule, at the exclusion of and to the detriment of other groups, ensuring equitable access;
 - The Coordinator will monitor bookings to ensure a fair and equitable process by which spiritual health professionals of various religious/spiritual organizations or individuals are authorized to provide spiritual care to Algonquin College students and employees;
 - Most programming will be suitable for both student's and employee's, when this is not the case; advertising and marketing will clearly indicate if the event is for students or employees; and
 - 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.
 - Activities within the Spiritual Centre will be administered by the Manager of the AC Hub who will ensure all activities align with College Policies, governing regulations and laws.
- 2. The Manager, AC Hub, Aspire AC & Spiritual Centre 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.

1. Guidelines related to the day to day operations of the Spiritual Centre are maintained by the MFAC, reviewed and updated annually.

3. Administration of the Spiritual Centre

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

1. Office allocation and Use

Office spaces within the Spiritual Centre are for the use of Spiritual Care Professionals (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 Spiritual Care Professionals;
- 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 Spiritual Care Professionals: namely, "full-time", "part-time" and "visiting";
- f. When possible, full-time Spiritual Care Professionals will have their own office spaces, part-time Spiritual Care Professionals may need to share and visiting Spiritual Care Professionals 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.

2. Website

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

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 Spiritual Care Professional and may be submitted for inclusion on the website pending approval.

4. Prayer Space

The prayer space is a multi-purpose space designed primarily for group worship, individual and group prayer, spiritual celebration, and meditation for the College's students and employees. For scheduling, see Section 2 of the Spiritual Centre Procedures.

All activities in the Spiritual Centre must be open and available to Algonquin College students and employees, irrespective of their religious or spiritual affiliations. No student or employee members can be excluded from any event based upon their religious or spiritual affiliations; all students and employees are welcome.

PROCEDURE

	Action	Responsibility
1.	Process for approving, renewing and removing Spiritual Care Professionals	
1.1	Approving Spiritual Care Professionals	
1.1.1	Religious/spiritual organizations or individuals wishing to apply to become Spiritual Care Professionals 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 they will meet the mission and values of the Spiritual Centre/needs of the College community.	Individual Spiritual Care Professional
1.1.2	Documentation must include: <ol style="list-style-type: none"> a. Protocols that the endorsing religious/spiritual community uses to verify credentials and suitability for Spiritual Care Professionals affiliated with their community; b. Confirmation of commitment of the sponsoring spiritual council to provide ongoing support/advisement to the individual Spiritual Care Professional practicing at the Spiritual Centre; c. Confirmation of willingness to consult with College officials on issues related to the Spiritual Centre; d. Contact information for the sponsoring spiritual council and/or representative so that the College Manager may verify documentation provided. 	Individual Organization
1.1.3	An interview will be held between the applying Spiritual Care Professional and the designated Manager of the Spiritual Centre (referred to herein as the Manager) and the Spiritual Centre Coordinator (referred to herein as the Coordinator). The interview will be based upon competencies established by the Canadian Multi-faith Federation.	Manager
1.1.4	If the interview and application documentation meet the Spiritual Centre's criteria, the application will be brought to the Multi-Faith Advisory Committee (MFAC) for recommendation.	Manager
1.1.5	The MFAC is responsible for receiving and approving new membership Spiritual Care Professionals according to	MFAC

	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 Spiritual Care Professionals	
	At the end of each academic year, the MFAC may renew all or some Spiritual Care Professionals 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.	MFAC
1.3	Complaints About Spiritual Care Professionals/Volunteers	
	The Manager, AC Hub, Aspire AC & Spiritual Centre 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.	Manager
1.4	Removing Spiritual Care Professionals/Volunteers from the Spiritual Centre	
1.4.1	In the event that a Spiritual Care Professional 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 Spiritual Care Professional.	Manager
1.4.2	Following the initial meeting, a letter will be sent by the Chair, MFAC, to the Spiritual Care Professional under review outlining the observations, recommendations and possible consequences of non-compliance.	Manager
1.4.3	If there is no resolution to the problem, and if the Spiritual Care Professional 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 Spiritual Care Professional under review. Ratification of the recommendation will be determined by three fourths vote of the existing Spiritual Care Professionals. The College	Manager/MFAC

	reserves the right to make the final decision when exceptional circumstances exist.	
2.	Reserving the Prayer Space	
2.1	Individual Spiritual Care Professionals contact the Coordinator to reserve space on a “first-come, first-served” basis. Efforts will be made to avoid scheduling events that conflict with known prayer times of Muslim students.	Spiritual Care Professionals
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.	Coordinator
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.	Coordinator
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.	Coordinator & Manager

SUPPORTING DOCUMENTATION

Appendix 1 Annual Report from Chaplaincy
Appendix 2 Confidentiality Agreement

RELATED POLICIES

AA21 Deferred Evaluation
IT01 Information Security
SA 02 Ombudsman
SA 03 Student Complaints
SA07 Student Conduct

RELATED MATERIALS

None

SA15: APPENDIX 1

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

SA15 APPENDIX 2



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