

# Directives and Procedures

for

## Spiritual, Religious, and Faith Activities on Campus

(With DMM funding information: Appendix I  
and Use of Sacred Spaces: Appendix II)

This document primarily provides guidance for Student Religious Organizations and student leaders involved in spiritual, religious, or faith activities on campus.

Religious congregations or organizations, non-profit organizations, parachurch groups, and/or individuals (including students) representing external groups are addressed in Appendices.

Developed by DePaul University

Division of Mission and Ministry Office of Religious Diversity & Pastoral Care

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## Introduction

DePaul's Division of Mission and Ministry is charged with the pastoral care and support of the DePaul community, fostering the religious, faith, and spiritual life among DePaul students, faculty, and staff as part of DePaul's mission: "Guided by an ethic of Vincentian personalism and professionalism, **DePaul compassionately upholds the dignity of all members of its diverse, multi-faith, and inclusive community.**" (DePaul Mission Statement 2021). This mission challenges and calls all within the university community to work toward an inclusive, respectful, and collaborative relationship with people within the university of every or no faith, religious, and spiritual tradition.

The Division of Mission and Ministry holds to the legacy of St. Vincent DePaul and St. Louise de Marillac and honors their legacies by ensuring that student religious, faith, or spiritual communities, groups, programs, ministries, organizations, or individuals already operating on campus or hoping to organize on campus are congruent with the Vincentian tradition of being:

- Rooted in faith and prayer.
- Opening and welcoming communities, which connect faith to everyday life and people of all walks of life.
- Dedicated to the service of others, especially to people who are poor or marginalized.
- Based on personalism that calls for a belief and practice in the sacred dignity of all people.

To this end, Division of Mission and Ministry staff seek to:

- Support a vibrant faith and spiritual life for students of all religious faiths or spiritualities.
  - Sustain a mutually supportive and cooperative interfaith and ecumenical culture at DePaul University.
  - Encourage and develop an environment of dialogue and personal engagement.
  - Support and sustain the Vincentian model for service and reflection.
- Division of Mission and Ministry staff maintain oversight for campus religious, faith, and spiritual activity through the Student Engagement Area (SEA), which includes:
- Catholic Campus Ministry (CCM),
  - Religious Diversity and Pastoral Care (RDPC),
  - Vincentian Service and Formation (VSF).

DMM provides support for campus religious, faith, and spiritual activity to ensure that the best interests and needs of students are served and the best interests of the University are protected and promoted. To this end, this document directs and unifies all existing and developing campus spiritual, faith, and religious organizations or activities on campus and provides information on SRO funding (see Appendix I).

Students engage in spiritual, faith, or religious organizations either through programs and ministry offered directly through SEA or through a registered **Student Religious Organization (SRO)**.

***Student Religious Organizations (SROs) are campus religious, faith, or spiritual organizations with a primary goal, clearly stated within the group's constitution, as on-going promotion of spiritual, religious, and/or faith development among students on campus.*** These organizations are sustainable, developed by students through CCM or RDPC, officially registered and recognized through DeHub (the Office of Student Involvement and DMM), and rely upon on-going support, guidance and oversight by a DMM staff member (each SRO is required to have a DMM staff member serve as advisor).

## **SRO Guiding Principles**

All DMM ministry programs and SROs follow specific directives and maintain high standards, which are critical to the establishment and on-going recognition of religious, faith, and spiritual organizations on campus.

**SROs are student led, mission guided, and unique!**

### **1. SROs are student initiated and led.**

### **2. SROs uphold DePaul's mission and vision, and university policies and directives.**

As part of DMM, all spiritual, faith, and religious organizations or groups on campus embrace the Vincentian mission, function out of the institution's value system, adhere to the Directives and Procedures set forth by DePaul Division of Mission and Ministry, and adhere to the Policies and Procedures proceeding from the University.

### **3. SROs are guided by the unique nature of the group or organization.**

To eliminate duplication of ministry activities, DMM works with students to determine if ministry needs are met through organizations or groups already established on campus. If this is the case, DMM staff encourage and assist interested students to become involved in established entities. If a particular

ministry, faith, or spiritual need is not already being met on campus, DMM staff guide students in appropriate directions for developing their unique ministry on campus. (see **How to start a new SRO** below)

**4. SRO leaders are engaged in DMM Common Formation (training) and encourage SRO members to participate in the broader DMM community.**

Members of religious, faith, or spiritual groups or organizations on campus are part of the DMM community. A member of the DMM staff advises each group. SRO members are expected to recognize their connection to the Division of Mission and Ministry by engaging in broader DMM community activities and events, particularly the Vincentian Formation program (See Appendix V). **SRO leaders are mandated to participate in the Vincentian Common Mission Formation program and may be mandated to participate in additional training, programming, activities, or retreats.**

## Starting a New SRO

*Student interest, need and initiation are always the primary motivations for establishing a new SRO.* SROs can only be established in consultation and collaboration with DMM staff who will provide direction and guide students through proper channels.

**The first step in forming a new group  
is to share your vision, mission and dream with a DMM staff person.**

Students interested in developing a new spiritual, religious, or faith group on campus should follow these steps.

- 1. Speak to CMM or RDPC staff and share the vision and need for the group.** (a group will not be able to complete registration without this conversation)
2. If staff and students see the need, students will be directed to continue in the process and staff will guide students in fulfilling necessary steps for establishing a new SRO:
  - a. ask a DMM staff member to serve as advisor (the advisor **MUST** be a DMM staff member)
  - b. develop a formal mission statement and vision for the new SRO.
  - c. develop a constitution. (Templates can be found in DeHub.)
  - d. find TEN friends who are interested in joining.
  - e. determine who the initial officers will be.
  - f. review items in a-d with DMM advisor.
  - g. begin the official registration process through DeHub
3. Once the official registration process has been completed through DeHub, the group is allowed to function on campus.

### PLEASE NOTE:

1. Students who are developing a new group may not market their group on campus, reserve rooms on campus for the purpose of meeting, or meet in public areas on campus such as Residence Hall/school lounges.
2. Only officially registered SROs can access funding, room or spaces on campus, or assistance with marketing the organization.

## SRO Support and Funding

DMM is a partner with each SRO on campus. Because of that partnership, SROs not only have the guidance of the DMM staff advisor, but SROs can anticipate the following types of support from DMM.

**Every SRO gets a lot of perks from its partnership with DMM!**

Following are the ways in which SROs receive support from DMM:

- Activities and events co-sponsored by DMM/SEA.
- **Funding source for activities and events. (See Appendix I)**
- Assistance in reserving rooms/spaces for meetings, events and activities.
- Priority usage of the Interfaith Sacred Space (See Appendix II).
- Catholic SROs may use the Louise de Marillac and Our Lady of the Miraculous Medal Chapels (See Appendix II).
- Access to common DMM spaces for meetings and casual gatherings.
- Limited use of some DMM computers.
- Access to DMM swipe card equipment.
- Social media invitations to on-going leadership and personal development activities as well as DMM sponsored events, programs and activities throughout the year.
- Social media links for promoting SRO activities/events.
- Access to DMM student leaders for the purpose of collaborative programming.
- Regular, personal, and intentional pastoral care and leadership development opportunities offered by staff.
- Limited graphic design assistance. (Please note: **Use of DePaul logos** on any flier, letterhead, posters, advertisement, etc. **is not allowed**. Use of RDPC, VSF or CCM logos may be used ONLY with permission from DMM staff. Strict branding policies must be followed if permission is granted.).
- Leadership development, orientation, and leadership support for student leaders and external partner leaders (Community Ministry Associates/Partners—See Appendix IV)
- Support and advocacy for programs, activities, and events.
- Annual planning and evaluation assistance.
- Spiritual guidance, support, and care for leaders and members.
- Annual recognition and affirmation of student leaders and graduates.

**Beginning in the fall of 2024, DMM oversees and grants fund for SRO events and activities. Two types of funds are available, and both require applications and planning.**

Beginning in the fall of 2024, **DMM oversees and grants funds for SRO events and activities**. There are **two types of SRO funds available** to all fully registered SROs in good standing: **DMM Snap and DMM Annual Funds**. DMM Snap funds are smaller grants that can be accessed within two weeks of an event. DMM Annual Funds require advanced planning, a detailed budget and event plan. The SRO advisor must approve of both types of funds prior to funds being granted. **Detailed funding instructions can be found in Appendix I.**

## SRO Leaders

**Student leaders are the primary leaders for every SRO...and they represent the entire DMM family.**

### Student Leaders

Primary leadership within campus spiritual, faith, and religious groups and organizations belongs to the students.

Student leaders will always drive the mission and work of each SRO or developing group.

Student leaders will be determined in accordance with SRO constitutions and in the requirements of OSI (See DeHub). SRO leaders will be required to fill leadership requirements established by DMM. For example, student leaders are required to participate in and promote DMM activities and events as well as participate in leadership development opportunities offered by DMM and by specific DMM offices with which the leaders are associated.

### External Leaders

In a few instances external leaders from local faith or worshiping communities, groups, para-church organizations, or national/international programs may be invited by students and **approved by DMM** staff to work with an SRO. **No external leaders are allowed on campus for ministry purposes unless they have been vetted and approved by DMM staff and approval is determined on an annual basis.**

**External leaders who engage in regular and on-going (more than once a quarter) contact with students on campus must be approved by DMM staff prior to any engagement on campus. These leaders must also provide an annual Felony Certification which will be kept on file by DMM staff for seven years.** Felony Certification forms can be obtained from and are on file with the SRO advisor.

External leaders must be invited by students to help support the SRO and may not impose themselves upon the student Organization or students themselves. (Please refer to Appendix IV.) Student leaders must initiate the introduction between external leaders and DMM staff.

**Leaders who are NOT students and who represent an external partner (church, parachurch) MUST be vetted by DMM before they can work with students on campus.**

**External partners are restricted to advising, consulting, or spiritual care/formation with students and they will not engage in program development, facilitation, or marketing (including tabling).** This ensures that students maintain primary leadership roles in determining the direction, focus, and implementation of activities, events, and marketing of their group or organization.

**External leaders and SRO advisors guide or advise and  
ALLOW STUDENTS TO LEAD.**

**NOTE:** Generally, external leaders are not allowed to work with students on campus and they are never allowed to solicit students or promote ministries on campus.

Approved external leaders are referred to as **Community Ministry Associates** (paid by external entities to support DePaul students) or **Community Ministry Volunteers** (non-paid volunteers).

Community Ministry Associates (CMAs) and Community Ministry Volunteers (CMVs) **must be vetted by DMM staff prior to any contact with students on campus.**

The vetting process includes but may not be limited to:

- a formal (annual) conversation between the CMA/CMV and DMM staff.
- review of an annual registration form that includes a Felony Certification as required by the University Office of General Counsel.

Upon DMM approval CMAs and CMVs must adhere to specific DePaul University policies and procedures and DMM Protocol and Standards for External Leadership (Please refer to Appendices IV and V).

External leaders are always encouraged to not only attend signature DMM events but they are **required to promote** attendance at events by SRO leaders and members. The following DMM activities are to be attended by all SRO leaders and CMAs and CMVs are strongly encouraged to attend the bolded events:

- DMM Student Leader training as specified by SRO's advisor
- Vincentian Student Common Mission Formation Program
- **RDPC Quarterly Interfaith/Ecumenical events that promote interfaith and ecumenical unity**
- **VSF Vincentian Service Day (spring quarter)**

## **Advisors and Accountability**

SRO must have a DePaul faculty or staff advisor whose primary purpose is to advise, guide, and educate the group on specific issues relating to the university.

**DMM staff serve as the primary SRO advisor and are invited by SRO  
leaders to serve in this capacity.**

A DMM staff member will always serve as the primary SRO advisor and will be listed as the advisor on OSI registration forms and on the organization's DeHub page. A secondary faculty or staff advisor may also work with the organization. **Student leaders must consult annually with DMM staff regarding faculty or staff advising.**

Faculty or staff advisors will follow the guidelines provided by OSI and are encouraged to participate in training events provided by OSI (See DeHub—Advisors).

**Leaders and members of SROs are held accountable to school policies and procedures by the SRO advisor.**

Participants and leaders involved in DMM ministry programs and SROs (including all Community Ministry Associates and Community Ministry volunteers) will adhere to University Policy, Division of Mission and Ministry Directives and Procedures, and the OSI Standards of Accountability (See DeHub).

Leaders and members of SROs or DMM programs are held accountable to all policies, procedures, protocol, expectations and standards by DMM staff.

Division of Mission and Ministry staff recognizes the broken human condition, which may lead, on occasion, to issues that call for corrective action. The Division of Mission and Ministry maintains a pastoral and fiduciary responsibility in such situations to act in adherence to DePaul's uncompromising commitment to respect the dignity of all human beings. Any actions taken will follow the Dean of Student directives around infractions.

## Annual Review and Registration

**All SROs must register annually with DMM (through DeHub) in order to maintain status as a registered Student Religious Organization.**

**SRO student leaders meet annually with their advisor for annual reviews and in preparation for annual registration through DeHub.**

Prior to registration, SROs will meet with the DMM advisor for an annual review.

The review may focus on the following:

- Establishing and reviewing annual goals.
- Adherence to SRO constitutions.
- Adherence to University mission and values.
- Adherence to DMM, OSI, and University policies, procedures, standards, directives, and expectations.
- Consideration of the continued need for or sustainability of the SRO.
- Development of strategies or goals for growth or for dissolving the SRO
- Leadership and membership participation in DMM sponsored training/leadership development events and activities through the year.

During the annual review meeting, DMM advisors in consultation with student leaders will decide whether or not to register an SRO for the upcoming year. If the SRO will continue, DMM staff will work with SRO leaders to finalize registration through DeHub.

The following points are critical to annual registration:



- The first step in the annual registration process is meeting with DMM staff advisor for annual review and in preparation for completing the registration process.
- Details for annual registration with OSI are found on DeHub with regular updates posted. Staying connected through DeHub will help student leaders meet deadlines, plan for training, etc.

## SROs Supporting One Another

**SRO leaders serve as role models of respect and kindness on campus.  
Part of that respect is shown by supporting one another.**

Leaders and members of SROs represent DMM and serve as role models for respect and kindness on campus. Supporting and respecting one another and the faith traditions of others is part of every SROs work on campus. Ways in which this support and respect are show include the following:

- Refrain from scheduling events on the same dates or times as DMM key events such as the Vincentian Service Day, DMM retreats or training events, Interfaith or Ecumenical quarterly events, or other activities or events indicated by specific DMM offices and listed in DeHub.
- Make every effort to schedule around other DMM events open to the larger community such as but not limited to the Annual MLK Worship Celebration, Fast-a-thon, Interfaith Seder, retreats, religious holidays (see Religious Holiday calendar on DMM Website), etc.
- Actively invite and accompany SRO members to join you and participate in key DMM activities as described above.
- Work closely with DMM staff and invite others to you your events.

All activities and events of SROs will be consistently congruent with Vincentian traditions and the mission and values of the University (See DePaul Mission Statement, DMM Website).

## Appendix I

The Division of Mission and Ministry

**Student Engagement Area Student Activities Fund**

### **DMM SEASA Funding**

*For questions and assistance with DMM SEASA Funding, contact your advisor or the [SEASA Administrator](#).*

As your organization has completed the student organization registration process with the Office of Student Involvement (OSI), you designated your group as a Spiritual or Religious Organization or a Vincentian Service Organization. If you have been approved as either of these types of organizations your group is eligible to apply for funding from university sources (Student Activity Fee) ONLY through the Division of Mission and Ministry Student Engagement Student Activities Fund (SEASA Fund).

Annually and prior to applying for SEASA funds, your organization's president and treasurer must meet with your advisor to review the SEASA Funds application processes. It is the responsibility of the organization leaders to arrange this meeting.

Your organization must be in good standing with OSI and DMM to receive SEASA Funds.

Usage of all SEASA Funds must be in alignment with spending guidelines and used for events for DePaul students.

SEASA Funds help offset financial expenses of Religious and Spiritual Organizations and Vincentian Service Organizations for the purpose of enhancing the student experience at DePaul.

There are two types of SEASA Funds available to Spiritual or Religious Organizations or Vincentian Service Organizations: SEASA Annual Funds and SEASA Snap Funds.

### **SEASA Annual Funds Application Process**

- SEASA eligible organizations are encouraged to plan for the entire year, developing an events calendar, securing rooms for events, and carefully considering event details and budgets. Organizations are encouraged to apply for all annual events early in the fall quarter.
- Requests for SEASA Annual Funds should be submitted through the SEASA Budget Request Application in DeHub BY 5 PM ON THE LAST FRIDAY OF SEPTEMBER 2024 and allocations will be announced within two weeks after this deadline. However, if a group is unable to develop an annual plan by the September deadline, SEASA Annual Funds requests will also be accepted BY 5 PM ON THE LAST FRIDAY OF JANUARY 2025 and BY 5 PM ON THE LAST FRIDAY OF MARCH 2025. Allocations will be announced within two weeks after these deadlines. Please note that SEASA Annual Funds will be allocated as applications are received up until funds have been fully allocated for the year. NOTE: Organizations may only apply for SEASA Annual Funds three times per academic year. (September, January, March). Because funds are distributed on a first come, first served basis, submitting requests in September is strongly encouraged.
- The president or treasurer must complete the SEASA Budget Request Application through your DeHub portal treasury for each annual event.
- Your organization's SEASA Budget Request Application must be complete and correct and submitted by the quarterly deadlines to be considered for funding. SEASA Budget Request Applications include budget details, catering and menu information, and the event time, date, and secured location (on or off campus). Estimates for speakers or performers should be included and estimates must become confirmed amounts at least two weeks prior to the event. Confirmed amounts cannot exceed estimated amounts. A brief description indicating the purpose, goals or expectations, and type of event is also required.
- Any on-campus event that exceeds \$300 catering charges must use Chartwells Catering. Special accommodations for halal and Kosher catering are available and must be discussed with the organization's advisor who will work with the organization and Chartwells for accommodations.

#### **NOTE:**

Organization presidents and treasurers should ensure that an organization's request for funding indicates the organization is acting as a good steward of funds.

### **SEASA Snap Funds Application Process**

- Eligible organizations may apply for these funds anytime throughout the academic year. SEASA Snap Funds will be distributed until these funds have been fully allocated for the year.
- The president or treasurer must complete the SEASA Budget Request Application through your DeHub portal treasury for SEASA Snap funds.

- Applications for SEASA Snap Funds must be made through DeHub at least two weeks prior to an event and approval of funding will be confirmed at least one week before the event.
- Snap funding events must be open to all DePaul students.
- Snap events must be events that students can actively participate in; Snap funds cannot be used for fundraising or operational expenses.
- Only one Snap Funding application is allowed per event per student organization. If a student organization decides to collaborate with another student organization, up to two organizations can apply for Snap funding for the event.

### **Payment Processing Steps**

Once SEASA Funds are awarded, student leaders have three options for making purchases:

1. **Contracts.** For services on campus, contracts are essential. Contracts must be completed for (but are not limited to) DJs, speakers, performers, venues, and vendors. Student leaders will work with their organization's advisor to complete contracts, including securing vendor signatures. All completed contracts must receive final approval/sign-off by DMM VP's at least two weeks prior to the event. The organization's advisor submits the fully executed contract to Accounts Payable.
2. **Invoice/Vendor Payment.** Student leaders provide invoices and supporting documents to the organization's advisor who submits unpaid invoices and supporting documents to Accounts Payable for payment.

## **Appendix II**

### **Use of DePaul's Sacred Spaces**

DePaul's Sacred Spaces include:

- The St. Louise de Marillac Chapel  
Located in Lincoln Park, first floor of the Student Center, 2250 N. Sheffield  
(Capacity: 50)
- The Our Lady of the Miraculous Medal Chapel  
Located in the Loop, first floor of the Lewis Center, 25 E. Jackson  
(Capacity: 60)

The Interfaith Sacred Space

Located in the Lincoln Park Student Center, next to the Louise de Marillac Chapel (first floor)  
(Capacity: 45)

In addition, both campuses provide **Muslim prayer spaces** open to all whenever the buildings are open (no scheduling necessary):

- Lincoln Park: located on the third floor, Suite 329 of the Student Center
- The Loop: located on the fourth floor, Room 436 of the Computer and Digital Media building.

Available by swiping in with a valid DePaul ID.

**As Sacred Spaces, these distinct areas of DePaul are reserved for activities that include worship, ritual, prayer, meditation, Bible study and sacred music. Use of these spaces for all other activities such as SEA ministry or service meetings, fellowship activities or class visits are permitted by permission only.**

(See below for Scheduling Sacred Spaces)

### **Guidelines for *all* Sacred Spaces**

- Food and beverages are not allowed (except for ritual use or with special permission from [DMM staff](#)).
- Each space must be left as it was originally found, with furnishings placed back and any materials, books or refuse removed.

### **Rules for St. Louise de Marillac Chapel**

Worship, prayer, meditation and sacred music are permitted by all Christian based groups, with scheduling preference given to the Catholic community.

- While Christian groups or individuals are invited to use the chapel, the altar (which has been consecrated) may only be used for Catholic liturgy and prayer. Similarly, items should never be placed on the altar.
- Chairs, piano and liturgical furnishing (altar, podium, etc.) may only be moved or rearranged with prior permission from the Catholic Campus Ministry Liturgist.

### **Rules for Our Lady of the Miraculous Medal Chapel**

- Worship, prayer, meditation and sacred music are permitted by all faith/spiritual groups, with scheduling preference given to the Catholic community.
- While groups or individuals are invited to use the chapel, the altar (which has been consecrated) may only be used for Catholic liturgy and prayer. Similarly, items should never be placed on the altar.
- When non-Catholic liturgies or practice take place the curtains around the Tabernacle at the Miraculous Medal altar must be pulled and should be re-opened when the prayer or practice is complete.

### **Scheduling Sacred Spaces**

To schedule either of the Catholic chapels (Louise De Marillac or Our Lady of the Miraculous Medal) contact the Catholic Campus Ministry Liturgist or [Director](#).

To schedule the Interfaith Sacred Space, the [Director of Religious Diversity and Pastoral Care](#).

## **Appendix III**

### **Travel**

*All DMM student students are required to adhere to the student [travel policies](#) of the University if they are engaged in any type of travel related to DePaul.*

#### **International Travel**

Any SRO planning international travel as part of its programming must inform their advisor at least six months prior to travel

The SRO advisor will work closely with SRO leadership to ensure that student health, safety, and travel precautions are taken.

#### **Local Travel**

Local travel is travel within the Chicago land area (Cook, DuPage, Kane, Lake, McHenry, and Will counties).

#### **Non-local Travel**

Non-local travel is travel outside the Chicago land area (Cook, DuPage, Kane, Lake, McHenry, and Will counties). If students are traveling outside the Chicago land area, anyone driving their own vehicle, or a rented vehicle must adhere to the following:

- Requires driver over the age of 21 that is [university certified driver](#).

- Passengers (staff or students who are not a university certified driver) must sign a travel waiver (see below for more information on travel waivers).
- Travel waivers must be submitted to DMM staff one week prior to travel.

**Travel Waivers** are required for all Local, Non-local, and International travel.

**Travel waivers are to be submitted to the Advisor no later than 24 hours prior to travel. The Advisor will hold waivers for seven years as per General Counsel requirement.**

Any students planning on traveling for any DMM purpose within or beyond Chicago-land must inform DMM staff early in the planning process (a minimum of four weeks prior to travel) so that staff can support and advise the group in their preparations.

## Appendix IV

### **DMM Directives and Standards for External Leadership**

*These directives and standards are supported by DePaul's non-solicitation policy.*

*These Directives and Standards support DePaul University Policies that require all Student Religious Organizations be guided by the needs and interests of students, be led by students, and advised by DePaul faculty or staff.*

#### **Student Contacts, Solicitation, Evangelization or Outreach**

- Members of community religious or spiritual organizations (congregations, temples, synagogues, para-church organizations, etc.) are not allowed to come onto campus to recruit or solicit DePaul students or to engage students in activities, events, programs or ritual (worship, prayer, liturgies) associated with their religious or spiritual organization.
- Posting of bulletin board posters or flyers is not allowed by outside communities. Depending on the event, DMM may approve posting for a one-time event BUT such approval MUST be obtained by DMM first and then by OSI. Contact the [Director of the Office of Religious Diversity and Pastoral Care](#).
- *Use of DePaul logos on any flier, letterhead, posters, advertisement, websites, social media, etc. is not allowed.*
- Community members are not allowed to solicit DePaul students, faculty or staff for recruitment of other students for the purpose of establishing a religious or spiritual organization, group, or program on campus or for encouraging participation in an off-campus or campus activity sponsored by an external individual or entity.
- Any individuals representing an off-campus, external religious or spiritual organization with interest in engaging DePaul students in ministry on campus or in establishing a new Student Religious Organization or ministry program on campus must meet with Division of Mission and Ministry Staff *before* engaging with students, faculty or staff regarding their intentions. Failure to set-up such a meeting prior to any engagement on campus with students, faculty or staff will result in the individuals' immediate dismissal from campus as well as refusal of consideration of future requests for access to students, faculty and staff on campus.

(DePaul Division of Mission and Ministry provides guidelines for appropriate outreach BY STUDENTS on campus. See Appendix V.)

## **External Leadership**

External leadership refers to members or leaders from local faith or worshiping communities, groups, para-church organizations and/or national/international programs.

At times external leaders have been invited by students to work with students on campus. Prior to inviting external leaders to campus, students must speak with DMM staff. The staff person will then set up a meeting with the external leader to determine possibilities for further interaction between students and external partners on campus. **External partners who have not met with DMM staff and who have not been properly vetted are not allowed to work with students on campus.**

Working with students on campus includes but is not limited to meeting with students on campus for the purpose of advising and guiding, offering pastoral care, text studies, conversation, prayer, ritual.

On rare occasions, external leaders who have been properly vetted may be allowed to work with students on campus. Vetted and approved external leaders are referred to as **Community Ministry Associates** (paid by external entities to support DePaul students)

OR

**Community Ministry Volunteers** (non-paid volunteers).

## **Community Ministry Associates and Community Ministry Volunteers**

### **Vetting and Reviews of CMAs and CMVs**

Community Ministry Associates (CMAs) and Community Ministry Volunteers (CMVs) *are vetted by DMM staff prior to connecting with students on campus.*

The vetting process includes but may not be limited to:

- A formal meeting between the CMA/CMV and DMM staff.
- Review of an annual Community Ministry Associate/Volunteer Registration Form that includes a Felony Certification as required by the University Office of General Counsel. This form will be provided to the potential CMA or CMV during the vetting meeting.

In addition to the initial vetting process, an annual review of each CMA and CMV will take place at least two weeks prior to the beginning of each academic year. At this time an annual Community Ministry Associate/Volunteer Registration Form and Felony Certification will be provided and processed.

DMM staff will determine on a case-by-case basis which potential external leaders may initially work or continue working with DePaul students as CMAs or CMVs. The determination will be based in part upon:

- The ability of the external leader to support and guide rather than lead the SRO.
- The need for such leadership as determined by students and DMM staff.
- The congruency of the group/ministry/program mission and values and practice with Vincentian values and the mission of DePaul University.
- Individual adherence to University Policies, mission, vision, and DMM Protocol and Expectations.
- A sense of true partnership and mutual respect between the CMA/CMV, students and DMM staff.

### **Standards and Directives for CMAs and CMVs**

The Division of Mission and Ministry staff hold all CMAs and CMVs to the high standards that are part of the fabric of DMM and the University. Following are expectations that uphold this standard and the Vincentian nature of spiritual, faith and religious activities on campus:

**Community Ministry Associates will support DMM mission, vision and values in the following ways:**

- CMAs and CMVs will welcome persons from all walks of life and faith traditions, encouraging one another in their faith journeys.
- CMAs and CMVs will conduct their work in the manner of St. Vincent DePaul and uphold the mission and vision of DePaul University. CMAs and CMVs will be familiar with these things which can be found on the DePaul website.
- CMAs and CMVs must adhere to all DePaul University policies and procedures, Office of Student Involvement Standards of Accountability and DMM Directives and Standards. CMAs and CMVs will be familiar with policies, procedures, standards, protocol and expectations. These can be found on DePaul's website or made available by DMM staff.
- CMAs and CMVs will not impose themselves upon the Student Religious Organization with which they work or upon individual students by engaging students in any spiritual, religious or faith conversations or activities unless invited by the student(s). Specifically, this means that CMAs and CMVs will refrain from proselytizing or conversionary activities at any time.
- CMAs and CMVs will allow students to lead, while providing support and guidance. CMAs and CMVs will consistently encourage student-oriented and student-driven leadership for all programs, events, studies, marketing, etc.
- CMVs and CMAs are encouraged to not only attend signature DMM events, but they are required to promote attendance at events by SRO leaders and members. The following DMM activities are to be attended by all SRO leaders and CMAs and CMVs are strongly encouraged to attend the bolded events:
  - Student leader retreats
  - RDPC quarterly Interfaith and/or Ecumenical events**
  - VSF Vincentian Service Day** (spring quarter).In addition, CMAs and CMVs will actively encourage students to participate in DMM service and mission immersion experiences, educational programs, retreats and worship, and Common Mission Formation.
- CMAs and CMVs agree to meet with DMM staff at least once a year but more often if deemed necessary by DMM staff. These may be one on one meetings or meetings with larger communities and invitations to the meetings will come from DMM staff. Active and regular participation for the sake of leadership development, fellowship and information sharing is required.
- CMAs and CMVs will actively encourage students to work collaboratively with other ecumenical and inter-religious groups, organizations, and programs within DMM as well as with DMM staff. This includes active encouragement of student leaders for participation in DMM leadership opportunities, meetings, retreats, etc.
- CMAs and CMVs will consistently guide student leaders in providing DMM and OSI with appropriate annual documentation, learning outcomes, and evaluations.
- CMAs and CMVs will complete an annual Community Ministry Associate/Volunteer Registration Form and Felony Certification which will be reviewed and archived by DMM staff. Certification forms will be provided by DMM staff.

- CMAs and CMVs understand that oversight for their work with students on campus is the responsibility of DMM staff who will meet with the CMA or CMV as necessary.

**DMM Support of CMAs and CMVs**

Community Ministry Associates and Community Ministry Volunteers will be supported by DMM staff in the following ways:

- Respect and honor for different theological, religious, or spiritual perspectives and traditions.
- Mentorship/partnership, support, and development as faith leaders.
- Partnership for recruitment, marketing, promotion and program planning.
- Navigating DMM and the wider university community.
- Information sharing.

**Other External Leaders**

At times Division of Mission and Ministry staff may invite members from congregations, synagogues, ministries, programs, or groups external to DePaul to assist with specific religious, spiritual, or faith leadership roles on campus.

These external leaders might assist with DMM sponsored events such as but not limited to worship celebrations, guest speaker presentations, etc.

These leaders will be held to DePaul’s high standards and work within the parameters of Vincentian values and the mission of the University.

These leaders will also be vetted and will complete the Felony Certification (only when the guest is on campus for programs or working with students more than once in an academic year).

**Appendix V**

**Proselytizing and Conversionary Activities**

**vs.**

**Evangelizing and Outreach Activities**

**NOTE: Because proselytizing and evangelizing are often subjective, it is important for all who believe they are engaging in evangelism to carefully choose words, monitor the situation and refrain from aggressive or harmful behavior. ANY student who FEELS threatened in any way by another is encouraged to report the threat to [Public Safety](#) and [Mission and Ministry staff](#).**

**The following detailed information and examples will assist in better understanding what DePaul encourages around evangelism.**

<u>Proselytizing</u>	<u>Evangelizing</u>
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The word PROSELYTIZE derives from Greek and means “come forward.” The idea is that you come forward and join me (convert) no matter the cost to you.	<i>The word EVANGELIZE comes from Greek and refers to “sharing the good news.” The idea is to simply share and not insist. It does not expect or request conversion.</i>
Proselytizing is an aggressive attempt to convert others to one’s religion or set of beliefs or practices.  Will not take “no” or “I’m not interested” as an answer.	<i>Evangelizing is an attempt to share one’s religion through relationships and sharing that which brings life.</i>
Proselytizing is illegal in some countries and forbidden by the US military because it is deemed threatening to others. It is deemed aggressive and disrespectful of other’s faith or religious beliefs or traditions.	<i>Evangelizing is practiced throughout the world and emphasizes care and respect for others. It is respectful of other’s beliefs.</i>
Proselytizers often prey on those on the margins, those distressed and target certain cultural groups.	<i>Evangelizers honor the cultures of others and respect those on the margins and those suffering.</i>
Proselytizing involves persuasive and aggressive language and attitude.	<i>Evangelizing is non-threatening and involves open and honest conversation and a welcoming attitude.</i>
Proselytizing is highly coercive and creates a sense of threat, lack of safety or discomfort for the other.	<i>Evangelizing is non-threatening and if discomfort is present, it is recognized and honored.</i>
Proselytizing is argumentative and insistent. It does not respect the dignity of others or religious freedom.	<i>Evangelizing allows others to express their beliefs and practices and is always respectful.</i>
Proselytizing is judgmental in nature and often employs guilt, emotional blackmail and/or maneuvering to succeed in conversion.	<i>Evangelism is inviting, transparent, uses a “no strings attached” approach and never offers threats of severe consequences (to the person or their soul) if the invitation is not accepted.</i>
In proselytizing the other is always wrong and will ultimately be condemned for this.	<i>Evangelization always respects the beliefs of others and never indicates that they are wrong in their beliefs. Condemnation or consequences of one’s beliefs is never brought up.</i>
Proselytizers find and articulate faults of others’ faith, community or beliefs and practices.	<i>Evangelizers affirm others’ faith, community, beliefs or practices.</i>

Proselytizing often begins with one message or tactic and changes to another as in a “bait and switch” situation.	<i>Evangelizing is always open, honest, forthright and consistently transparent.</i>
Proselytizing is considered derogatory because of its disrespectful, dishonest and close-minded nature. Those proselytizing will use several tactics to push their agenda and won’t take “no” for an answer.	<i>Evangelizing is careful to extend an invitation and then respect the response immediately. Those evangelizing do not push their agenda.</i>
Through proselytizing, conversion is the result of aggressive persuasion. It is the ultimate goal, and it is necessary.	<i>Through evangelism, conversion is the result of authentic relationship, open discourse and a change of heart. Conversion is never anticipated. The goal is building relationship for the sake of being in relationship with another.</i>

**The following are examples of conversionary tactics known as proselytizing which are not allowed at DePaul:**

**“Your church/community has problems. It is being surrounded by evil because it is sinful.”**

In extreme cases the one trying to convert might even ridicule and scoff at the other’s beliefs and community. These are unkind, disrespectful and most often dishonest commentary about the other person’s beliefs and practices.

**“MY church is growing, and people are on fire. You can be part of that instead of struggling with a church that is so sinful and lacking in good leadership.”**

Often the one trying to convert will find out where/if the other is engaged in a spiritual practice or community already. If so, the proselytizer will compare the two communities even if they have no idea what the other community might look like or truly believe. If they do know the community or faith, they will speak about all its flaws.

**“If you join us you will find joy and be part of a community that will always be there for you. If you don’t you will always be searching and you will be condemned. You’ll never find peace. You’ll never succeed. All your problems are the result of your bad path.”**

This is emotional violence, psychological abuse, and manipulation. This type of moral exploitation can be very convincing but extremely harmful.

**“By sharing your student loan money, you will find hope and salvation. Giving is a sign of your commitment to a new life. You will be rewarded.”**

The request for money or social connections doesn’t usually come up immediately but **insistence** on sharing wealth and resources even later in a relationship is always an indicator of manipulation and is psychological and financial abuse.

**“In this community you will be surrounded by like-minded people. We will find you a roommate who will practice as you do and you will never be alone. We even have many who are hoping to find a partner for life.”**

One of the goals with extreme groups is to enmesh the community so that the sense of belonging and commitment to the community will not be shaken. These tactics usually come later in the conversion process but should always strike concern.

**“It must be difficult being... (Asian/Black/Hispanic/Poor/Lonely/YOU NAME IT!) You don’t need to feel alone. I’m here for you and I have a community that will love you and care for you.”**

Proselytizing is often aimed at those who are perceived to be on the fringes. Students with a sad demeanor, sitting alone in Brownstones, studying alone in the library, eating alone, appearing to be lost on campus are prime targets. Often foreign students and those who exhibit marginalization are targeted. People in distress are often good targets also.

**“Hi! Would you like to grab a cup of coffee and get to know each other?”**

This is problematic if the person inviting the other has a hidden agenda such as sharing their faith or recruiting for a faith, spiritual or religious group on or off campus. This is an example of “bait and switch,” where the person is lured in and then within the conversation stuck with the real agenda.

However, if the agenda is clearly indicated in the invitation the other person has the opportunity to decline or accept the invitation AND the agenda. For example, a transparent invitation around evangelizing indicates the invitation to get coffee and allow the inviter to share their faith perspectives. TRANSPARENCY is key! Transparency in personal verbal invitations as well as through any media is critical. For instance, a media piece that invites people to “join a really fun group” that is spiritual, faith, or religious but does not indicate that clearly is inappropriate.

**“I have a brochure I’d love to share with you, and I’d like to invite you to a concert this weekend. If you give me your phone number, I’ll send the details.”**

DePaul has a strict “no solicitation” policy. Randomly handing out brochures is solicitation, even if one of your peers is handing out the brochures. Asking for your personal information is solicitation. Accepting information from people who are not distributing materials through official tabling channels is not advised. NEVER give your personal information to someone. If you’re interested, ask them for their phone number and then you can decide what you want to do with that information.

## **How to respond to proselytization on campus (or anywhere!)**

Proselytizing and conversionary activities are in direct conflict with DePaul’s mission of respecting the dignity of the other, embracing pluralism, and supporting the faith journeys of all people.

Anyone who feels personally affronted by conversionary practices or who witnesses the same among peers should report the activity immediately to [DePaul Public Safety](#) and report this to [DMM](#).

While proselytizing is often done in public spaces such as lounges, eating areas, res halls, elevators, etc. many proselytizing activities often take place in situations that are more private (like res hall rooms). Exercise extreme caution and seek assistance if experiencing affronts in any area and at any time. Contact Public Safety. Contact any staff person in Mission and

Ministry. When contacting Public Safety and/or Mission and Ministry, please provide these professionals with as many details as possible: **time, place, sense of threat, name of person making the contact, and any other information that you think might be useful to share.**

**In all cases of proselytization, the best defense is NO defense.** The proselytizer WANTS you to engage and wants you to get emotional. They are looking for YOUR weaknesses. The best response any time you encounter anyone who is using any of these tactics is to

- 1. Get the name of the organization to which they belong.**
- 2. Get the name of the proselytizer.**
- 3. Thank them for their thoughts.**
- 4. WALK AWAY!!!**
- 5. Share the information immediately with Public Safety AND Mission and Ministry staff.**

**IF YOU RECEIVE AN INVITATION AND ARE INTERESTED IN PARTICIPATING IN AN ACTIVITY SUGGESTED IN THE INVITATION, PLEASE CHECK IN DEHUB TO SEE IF THE SPONSORING GROUP IS AN OFFICIAL STUDENT RELIGIOUS ORGANIZATION ON CAMPUS. IF NOT, PLEASE DO NOT ENGAGE WITH THIS GROUP AND REPORT THEIR PRESENCE AND YOUR ENCOUNTER WITH THEM TO PUBLIC SAFETY AND MISSION AND MINISTRY.**

*A very helpful comment on proselytization comes from the Catholic church: "The problem with proselytism as it is understood in the twenty-first century is that, by doing the wrong thing for the right reason, the result is not increased unity but even deeper division... One can be very sincere, but very, very wrong."*