

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 4-006

29 November 2017

**RELIGIOUS ACTIVITIES POLICY**

**1. PURPOSE**

The Citadel places a high value on diversity and the rights of cadets to freely exercise the tenets of their respective religious faiths. The purpose of this Memorandum is to set forth policies and procedures for the Religious Activities program of the college, with the exception of worship services, and for the scheduling and use of Summerall Chapel

**2. REFERENCE**

U.S. CONST. amend. I

S.C. Code Ann. S 1-32-10, et. seq. (Law co-op. 1976)

**3. DEFINITIONS**

- A. Distinctive Faith Group support: Religious activities designed to support the exercise of precise requirements of denominations or religions.
- B. Para-Church support: Religious activities provided by Christian faith-based organizations which normally work outside of and across denominations. They are usually, though not always, independent of the oversight of a specific church.

**4. POLICY**

- A. General. The religious program at The Citadel is designed to support cadets' and other students' free exercise of their religion. The Citadel does not endorse any particular religion or denomination. Religious activities programs at the college are open to all cadets, students, staff and faculty, and their family members. Campus religious groups and organizations are granted the same access to college facilities as other approved student organizations, consistent with the [College Regulations](#).
- B. Supervision. The Chaplain to the Corps of Cadets is responsible to the Commandant to the Corps of Cadets for all religious services, programs, and chapel events that take place on The Citadel campus. As Director of Religious Activities, the Chaplain coordinates and supervises all religious activities at the college, to include distinctive faith group, denominational and para-church activities, and ensures that all activities are conducted in accordance with [College Regulations](#) and policies.

### C. Religious Organizations.

1. General. Distinctive faith, denominational and para-church organizations, in cooperation with the Chaplain to the Corps of Cadets, further the free exercise of religion at The Citadel.
2. Authorization. No religious activities may be undertaken and led on campus by a third-party distinctive faith, denominational, or para-church organization without the authorization of the Chaplain. Religious organizations on campus must be endorsed by a denominational faith group or a nationally recognized para-church organization. While campus pastors or ministry directors may be under the oversight of a local church, no individual congregation may sponsor a standalone religious activity.
  - a. Campus pastors or ministry directors must have endorsing credentials on file with the Director of Religious Activities Office.
  - b. Distinctive faith, denominational, and para-church groups must be approved annually pursuant to [Memorandum 4-1, Campus Cadet Organizations](#) and [The White Book](#).
3. Meetings.
  - a. The Director of Religious Activities will coordinate location/room assignments for all authorized Religious Activities. All support requests must be submitted to the Director of Religious Activities.
  - b. Distinctive faith groups and denominational Christian church groups will be scheduled to meet on Monday evenings from 1830 to 1945. Para-church ministries will be scheduled to meet on Thursday evenings from 1830 to 1945. Permission will not be granted for distinctive faith, denominational, or para-church groups to meet on Tuesday evenings.
  - c. No mandatory cadet activity may be scheduled at such time as to inhibit a cadet's attendance at religious activities in support of his free exercise rights.
  - d. All meetings must end in time for cadets to return to the barracks no later than 1950 hours. Exceptions may be requested through the Director of Religious activities to the Commandant.
4. Suspension or dissolution. A distinctive faith, denominational, or para-church group may be suspended or dismissed from operation on The Citadel campus for failure or refusal to comply with college regulations or guidelines.

D. Use of Summerall Chapel: The Chaplain is responsible for the utilization and maintenance of Summerall Chapel. All activities at Summerall Chapel must be scheduled through the Wedding/Chapel Use Coordinator for entry in the chapel use calendar.

1. The use of Summerall Chapel is limited to memorial services, worship services, weddings and other appropriate activities which do not detract from the perception of sacred space dedicated to the well-being and spiritual health of individuals.
2. Duly ordained and/or licensed clergy will officiate memorial services, worship services, and weddings. Weddings may also be officiated by notaries, judges, and other officials authorized by law to administer oaths in South Carolina. Exceptions to this policy must be approved by the Chaplain to the Corps of Cadets/Director of Religious Activities.
3. Fees, as set forth in [Annex A](#) must be paid before the requested time and date will be reserved in the chapel use calendar. Reservation of the chapel does not automatically constitute the availability of the chaplain for a service. Coordination for the chaplain must be done separately through the Chapel Office.

## 5. COMPLIANCE

Non-compliance with this policy by students or employees may result in disciplinary action. A distinctive faith, denominational, or para-church group may face corrective action to include, but not limited to counseling, advisement, rectification, sanctions and/or other disciplinary measures or be suspended or dismissed from operation on The Citadel campus for failure or refusal to comply with policy or [College Regulations](#).

## 6. NOTES

### A. Dates of official enactment and amendments:

Approved by the Commandant on 29 November 2017.

### B. Responsible Department:

Religious Activities

### C. Responsible Official:

Chaplain to the Corps of Cadets/Director of Religious Activities

### D. Cross References

[Memorandum 2-20 Religious Accommodations](#)

[Memorandum 4-1 Campus Cadet Organizations](#)

[White Book, Organizations, Functions, and Standard Operating Procedures](#)

Chapter 4. Cadet Organizations, Club Sports, & Religious Activities

[Blue Book, Regulations for the South Carolina Corps of Cadets](#), Chapter 2, Cadet Life

## **7. RESCISSION**

Memorandum 2-22, dated 8 November 2010.

## **8. REVIEW**

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, EFP, 29 November 2017//  
EUGENE F. PALUSO  
Captain, U.S. Navy (Retired)  
Commandant

Attachment:

[Annex A](#), Summerall Chapel Schedule of Fees and Services

**Annex A**  
**Summerall Chapel Schedule of Fees and Services**

1. Weddings.

- A. Wedding fees include one (1) white floral arrangement located on the altar, two (2) seven-branch candelabras with candles, eighteen (18) pew candle holders with candles, and one (1) Unity Candle Stand (**candle not included**).

The fees do not include the Organist or Cadet Sexton.

B. Rates.

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|--|--------|
| 1. Citadel graduate or Current staff or faculty:   | \$800  |
| 2. Active Duty Military, Current student of The Citadel's College of Graduate & Professional Studies (CGPS) program, Member of South Carolina General Assembly, or child of a graduate/ child of a current Citadel employee: | \$1500 |
| 3. General Public (to include grandchildren of Alumni):  | \$3000 |

- C. Cancellations. If the reservation is cancelled at least six months prior to the reserved date, a portion of the usage fee is refunded, as follows: **25% of Chapel Fee.**

2. Funerals and Memorial Services.

- A. Funeral and memorial service fees include a white floral arrangement located on the altar.

B. Rates.

- |  |        |
|--|--------|
| 1. Citadel president or past president:                              | No fee |
| 2. Present / past faculty / staff / BOV.                             | No fee |
| 3. Faculty/staff spouse or child:                                    | \$500  |
| 4. Graduates, their spouse, or former faculty/staff spouse:          | \$500  |
| 5. Memorial service, for the college, for cadets, faculty, or staff: | No fee |
| 6. Cadet funeral:  | No fee |

3. Music Concert.

A. Concert fees include use of the organ or piano, as appropriate. Any other musical accompaniment must be live; pre-recorded musical accompaniment is prohibited.

B. Rates.

- 1. For profit. \$2000
- 2. Not for profit. \$800