

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

MEMORANDUM
NUMBER 4-006

15 July 2021

FAITH BASED AND 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 faiths and religious practices. The purpose of this Memorandum is to set forth policies and procedures for the free exercise of religion by the Corps of Cadets and the Faith Based and Religious Activities program, 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: In order to ensure proper free exercise of religion support beyond what the chapel can offer, distinctive denominational and para-church faith communities are enabled to come on campus to provide worship and religious activities designed to support the exercise of precise requirements of denominations or religious communities.
- B. Cadet Religious Club Support: In addition to ministers and representatives from distinctive faith groups providing for free exercise to the campus community, Citadel students are able to form clubs that are faith based/religious in nature. These clubs operate under the club policy under cadet activities in coordination with the Citadel Chaplain and Chapel staff.

4. POLICY

- A. General: The faith based and religious programing at The Citadel is designed to support the cadets' and wider campus community's free exercise of their religion as protected by the U.S. Constitution. As a state institution, The Citadel does not endorse any particular religion or denomination. Attendance of faith-based activities 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 approved student organizations are, consistent with the [College Regulations](#).

B. Supervision. The Chaplain to The Citadel and Corps of Cadets is responsible to the President for all faith-based services, programs, and chapel events that take place on The Citadel campus or through approved off-campus events. 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, coordinates with Cadet Activities regarding faith-based student clubs, and ensures that all activities are conducted in accordance with [College Regulations](#) and policies.

C. Faith Based and Religious Organizations.

1. General: Distinctive faith, denominational and para-church organizations, in cooperation with the Chaplain to The Citadel and Corps of Cadets, further the free exercise of religion at The Citadel. Their ability to come on campus and offer access to specific faith-based is essential to The Citadel's ability to properly provide proper access for the students' free exercise of religion.
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 appropriate endorsing credentials on file with the Chapel Office.
 - b. Distinctive faith, denominational, and para-church groups must be approved annually pursuant to [The White Book, Chapter 4, Section 6, Chaplain and Religious Services/Activities](#).
 - c. Cadet faith-based clubs must be approved annually pursuant to [The White Book, Chapter 4, Section 1 Experiential Learning and Cadet Activities, and Section 6, Chaplain and Religious Services/Activities](#).
3. Meetings.
 - a. Mondays and Thursdays from 1830-1945 are the authorized times for distinctive faith-based and religious groups to meet. Permission will not be granted for distinctive faith, denominational, or para-church groups to meet on Tuesday evenings. Groups can meet on one or both nights, with the understanding that the Monday night meeting time is being blocked off from competing events to protect "free exercise" and that other non-religious/non-mandatory events will be running concurrently on Thursday nights.

- b. Monday night from 1815 -1950 will be reserved for the essential acts of devotion and worship without other scheduled conflicts. No other events (see C below) will be scheduled to interfere with in order for students to have adequate access to worship with the faith group of their choice. Thursday nights are open for the scheduling of any organizational activity, religious or not, but the student must still have the option to freely attend a faith-based meeting on Thursday evenings. This second night allows faith-based and religious groups to engage in catechetical and other important religious practices that occur in addition to worship services.
 - 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 or her free exercise rights. The President, Provost, and Commandant, in consultation with the Chaplain, are the only approving authorities who can grant exceptions to this policy. These exceptions will be reviewed to ensure regular encroachment on "free exercise" time does not occur.
 - 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.
 - e. The Chaplain/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. Student Faith based club rooms will be reserved in coordination with Cadet Activities.
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 Chapel Operations Manager or 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 The Citadel and 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](#). Disciplinary action against faith-based cadet clubs will be done in coordination with cadet activities.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Commandant on 15 July 2021.

B. Responsible Department:

Chapel/Faith-Based and Religious Activities

C. Responsible Official:

Chaplain to The Citadel and the Corps of Cadets/Director of Religious Activities

D. Cross References

[College Regulations](#)

[Memorandum 4-006 Religious Accommodations Policy](#)

[White Book, Organizations, Functions, and Standard Operating Procedures; Chapter 4, Section 1 Experiential Learning and Cadet Activities, and Section 6, Chaplain and Religious Services/Activities.](#)

7. RESCISSION

Memorandum 4-006, dated 29 November 2017.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT

OFFICIAL

//Signed, EFP, 15 July 2021//

THOMAS J. GORDON
Colonel, U.S. Marine Corps (Retired)
Commandant

Attachment:

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

Annex A
Summerall Chapel Schedule of Fees and Services

1. Weddings.

- A. All weddings must adhere to the Summerall Chapel wedding policy. 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 (candles not included).

The fees do not include the Organist, Cadet Sexton, or minister.

B. Rates.

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 are at the discretion of the chaplain and include a white floral arrangement located on the altar.

B. Rates.

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| 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. All outside musicians must be approved by the chaplain or chapel staff designee. Events will be required to utilize and compensate a chapel sexton for their event.

B. Rates.

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

4. Approved Intra-Campus Event:

All intra-campus requests for use of the chapel must be approved by the Chaplain to ensure adherence to the use policy and will have fees set appropriate to the size and nature of the event. In most cases the utilization and compensation of a chapel sexton will be required at a minimum.