

THE WHITE BOOK

CHAPTER 4

Cadet Support Services

Section 6 Chaplain and Faith-Based/Religious Services

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Position: Chaplain to The Citadel and SCCC, and Director of Religious Activities

- I. **Organization:** The Chaplaincy Department presently (MAY2023) consists of the Chaplain to the Citadel and Corps of cadets (who is also the Director of Religious Activities), two associate chaplains (on full time and one part time), the Chapel Manager of Operations, the Organist and Carillonner, and the Director of the Gospel Choir. The Citadel Chaplain and team is responsible to the Commandant for all faith-based and religious services, programs, and chapel events that take place on The Citadel campus.

The Chapel staff 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. The organization's primary mission is to provide for the free exercise of religion, deliver pastoral care, support and 100% confidential counseling, as well as the necessary resources to sustain the faith needs of all cadets, faculty and staff regardless of religious affiliation. Integral to the organization's mission is providing counseling support and resources to all cadets, faculty and staff who do not identify with any religious belief or sectarian affiliation.

- II. **Functions:** Due to the military nature of the institution, military training schedule and environment the religious program at The Citadel is designed to support cadets', other students', and the larger campus community's free exercise of their religion. As a State institution, The Citadel does not endorse any particular religion or denomination. Religious activities and programs at the college are open to all cadets, students, employees, and their family members. Campus faith-based and religious groups and organizations are granted the same access to college facilities as approved student organizations.

The main functions of the Chaplaincy Department are to:

- A. **Provide pastoral care and support (Including completely confidential counseling)**
- B. **Supervise all Faith-Based/Religious Groups**
- C. **Coordinate with Cadet Activities to support faith-based student clubs**
- D. **Chair and Superintend the selection board for the yearly appointment of cadet Chaplains**

- E. Ensure the execution of the Summerall Chapel, Non-Denominational “Protestant” Worship Service and Catholic Worship Service**
- F. Administer the awarding of Special Orders for Religious/Faith-based reasons**
- G. Oversee Summerall Chapel Color Guards**
- H. Manage the Ushers Program**
- I. Manage the Sexton Program**
- J. Manage the Chapel Music Programs**
- K. Maintain Chapel Recognition Program**

III. Procedures:

A. Provide pastoral care and support

- 1. Privileged (confidential) Communication:** Pastoral care and support encompasses providing confidential communication between the Chaplain to The Citadel and any member of the Citadel community seeing the Chaplain in his/her capacity as the Chaplain. Confidential communication shared with the Chaplain cannot be shared with a third party unless the Chaplain has the explicit informed permission of person whose communication is protected by the privilege to share that information with a specific third party.
- 2. Completely Confidential Pastoral Counseling:** The counseling requested of the Chaplain may or may not be of a religious nature, depending on the needs presented. The Chaplain is available to talk about whatever concerns are presented and help to address those concerns and connect the counselee to other resources to ensure they get the help they need.
- 3. Student/Campus Advocacy –** The Chaplain and Chapel staff work to advocate for the needs of the campus community. This includes the advocacy for free exercise, but also any needs that present themselves. The Chapel coordinates with CARE, Title IX, TAC officers, CADIC, the Counseling Center, the Department of Psychology, PSAF, outside helping agencies, academic departments, HR, etc. to ensure student/Citadel campus community needs are taken care of.
- 4. Religious Services:** Regular, weekly worship services at The Citadel are provided at Summerall Chapel, as follows:
 - i. Christian Non- Denominational (Protestant): Sundays 0900
 - ii. Catholic: Sundays 1700 (Sacrament of Reconciliation, 1600)
 - iii. Anglican Eucharistic Service: Mondays 1830
- 5. Religious Retreats:** The Chapel supports off campus faith-based retreat opportunities offered by the various faith groups. Students can participate in one such retreat per semester. The Chapel may on occasion offer such a retreat.
- 6. Prayer Gatherings:** The Chaplaincy Department sponsors regular formal/informal prayer meetings or gatherings. Notices are posted to inform any interested individuals.

7. **Religious Studies:** Topical or book specific religious studies may be sponsored by the Chaplaincy Department. These religious studies are faith-specific in nature. Notices are posted to inform any interested individuals.

B. Supervise all Faith-Based/Religious Groups: It is impossible for the Chaplain to provide for all the various “free exercise” needs of students living on campus. Additionally, due to the military schedule and inaccessibility for proper transportation to off campus worship options, the Chapel Department partners with and supports faith-based and religious groups coming on campus to provide for the “free exercise” needs of our cadets and wider campus community. A faith-based group must be sponsored by a national collegiate organization or proper denominational authority and meet the needs of a faith group preference on campus. Upon compliance with background checks and fulfilling training requirements at The Citadel, coordinated by the Chapel staff, the faith group will be chartered and authorized to conduct its religious activities.

Mondays and Thursdays from 1830-1945 are the standard authorized times for distinctive faith-based and religious groups to meet. The need for meaningful access to distinctive faith services, the size, number, and logistical requirements of the faith-based and religious groups that serve Citadel cadets all necessitate that availability and predictability be lent to these meetings. **NO MILITARY TRAINING or any other mandatory activities may be scheduled during these times** as they would inhibit a cadet's attendance at faith-based/religious activities unless explicitly approved by the President, Provost, or Commandant.

Faith-Based Campus Ministry Groups, include:

- – Anglican
- – Baptist Collegiate Ministry
- – Catholic Campus Ministry
- – Episcopal (TEC)
- – Jewish Student Union
- – Latter-Day Saints
- – Lutheran Student Movement
- – Muslim Student Association
- – Orthodox Christian Fellowship
- – Presbyterian Journey: (PCUSA)
- – Reformed Campus Fellowship
- – Charleston Wesley Foundation (United Methodist)
- – Alpha Christian Ministries
- – VALOR (Campus Crusade for Christ Military Ministry)
- – Campus Outreach
- – The Navigators
- – Fellowship of Christian Athletes
- – Young Life

Note: In addition to those listed, numerous churches, synagogues, and other houses of worship provide weekly opportunity for worship off campus. Contact the chapel office for more information (843-953-5049).

C. Coordinate with Cadet Activities to support faith-based student clubs: In addition to the faith-based groups who come on campus, cadets and other Citadel students may wish to form a cadet club around a specific religious interest. These clubs would fall under the Cadet Activities department as a campus club. Due to their religious affiliation the Chapel will coordinate and assist Cadet Activities in supporting and helping advise these student clubs.

D. Chair the selection board for the yearly appointment of cadet Chaplains and Chaplain Assistants

- 1. Purpose -** Cadet Chaplains are cadet officers who assist the Regimental and Battalion Commanders in establishing, executing, and evaluating a cadet Ministry Plans that optimizes the ability of each cadet in the regiment to practice their religious “free exercise” rights according to their faith and conscience and to excel in the moral-ethical pillar. Cadet Chaplains report to and support the Chaplain to the Corps of Cadets. Cadet Chaplains serve on battalion staffs and Regimental staff. There is one Cadet Chaplain assigned per battalion and a Regimental Cadet Chaplain. All Cadet Chaplains are First Class cadets. Cadet Chaplain Assistants are junior cadet NCOs that assist the cadet chaplains in all the above responsibilities.

Specific cadet Chaplain responsibilities include:

- Create a Ministry Plan that is informed by a spiritual needs/health assessment of the Corps of Cadets, meets the needs of the SCCC Chaplain’s Campus Ministry Plan, and is in accordance with the scope of the Regimental Commander’s leadership.
- Keep the Chaplain informed about matters involving Chaplain support to the corps.
- Under guidance of the Chaplain of the SCCC, establish and maintain liaison with campus ministries, cadet religious clubs, and other religious and moral-ethical offices such as the Krause Center.
- Informs cadet leadership about key religious holidays, holy days and events, the spiritual climate of the Corps, and make recommendations about their operational impact.
- Are a resource to cadets seeking general counsel on religious, moral-ethical, and spiritual matters and refer them to more specific resources as required.
- Maintain a clear line of communication with the Human Affairs team and command teams in order to best serve cadets in emotional, moral-ethical, and spiritual crises in collaborative and synergistic ways.
- Establish an active ministry of presence to all cadets in the Battalion, specifically familiarizing knobs with the Campus/Regimental/Battalion Ministry Plans and campus ministry resources as a part of Challenge Week orientation.

Specific cadet Chaplain Assistant responsibilities include:

- Support the cadet chaplains in creating a Ministry Plan that is informed by a spiritual needs/health assessment of the Corps of Cadets, meets the needs of the SCCC Chaplain's Campus Ministry Plan, and is in accordance with the scope of the Regimental Commander's leadership.
- Help keep the Chaplain informed about matters involving Chaplain support to the Corps.
- Assist with the execution of the battalion ministry plans and ensure the logistical needs are provided for.
- Ensure the Chapel Color Guard, Ushers, and other worship support groups are properly staffed and running efficiently
- Maintain a clear line of communication with the Human Affairs team and command teams in order to best serve cadets in emotional, moral-ethical, and spiritual crises in collaborative and synergistic ways.
- Support their cadet chaplains as they maintain an active ministry of presence to all cadets in the Battalion, specifically familiarizing knobs with the Campus/Regimental/Battalion Ministry Plans and campus ministry resources as a part of Challenge Week orientation.

2. Application process:

- a. Selection Process: During the early part of the spring semester, all interested eligible cadets are required to complete the CQR and express their interest to be a candidate for consideration by the cadet Chaplain or Assistant Selection Board. The basic requirements for service are:
 - i. Be performance, conduct, and academically proficient.
 - ii. Demonstrate spiritual maturity and active engagement in the religious life at the Citadel.
 - iii. Be an academic senior at the outset of the fall semester for the chaplain position or academic junior at the outset of the fall semester for the assistant position.
- b. All interested cadets are scheduled to interview with the selection board.
- c. Upon selection by the selection board, the Chaplain will confer with the Battalion TAC officers and Battalion/Regimental commanders to ensure those selected will be a good fit on the respective staffs. Upon consultation with those entities the final slate of names will be submitted to the Commandant by the Chaplain for final approval.

E. Ensure the execution of the Summerall Chapel, Non-Denominational Protestant Worship Service and Catholic Worship Service

The Chaplain will ensure there is a Protestant and Catholic worship service on campus each week when students are present. These services are provided by the Clergy of The Church at Summerall Chapel (non-denominational "protestant") and Sacred Heart (Roman Catholic) via MOUs with those Christian congregations.

F. Administer the awarding of Special Orders for Religious/Faith-based reasons**Special Orders for religious reasons may be awarded, as follows:**

1. Faith Based/Religious Weekend Retreats: Authorized Campus Ministry Groups may sponsor retreats during the school year. Cadets desiring to attend said retreats submit their names to the particular group they want to go on the retreat with and a roster is submitted to the Chaplain's department with an official request form for Special Orders.
 - a. Cadets with academic deficiencies may be required to perform study hours on the retreat. These will be coordinated with the appropriate representative of the Provost.
 - b. A cadet can only receive one approved Special Orders per semester for a religious retreat.
 - c. Retreats in the local area will not be allowed to begin special orders until after parade (if held). Retreats over 3.5 hrs travel time from campus will normally be granted to begin special orders after the last academic duty for the day.
 - d. Faith based retreats will not be approved for: Homecoming weekend, Parent's Weekend, Commandant's Inspection Weekend, President's Inspection Weekend, and Corps Day Weekend.
2. Personal requests: Individual cadets may submit Special Orders request for ongoing weekly activities at a religious service. The orders are submitted once, covering the designated activity (day of week and time) covering the entire semester.
 - a. Said Special Orders request must be verifiable with the sponsoring religious organization.
 - b. The Special Orders normally cannot cover overnight stays.
 - c. The requesting cadet normally cannot have a conduct deficiency.
 - d. The Special Orders request is submitted each semester.
3. PLEASE NOTE: The Chaplain's department only submits weekend-long Special Orders for individual requests as it pertains to religious holidays and/or holy days of obligation after consultation and approval of the cadet's chain of command.

G. Oversee the Summerall Chapel Color Guards

1. **Mission and Purpose:** The Summerall Chapel trains and maintains a Color Guard that has two major functions. The first is to post and retrieve the colors at various services and functions. The second is to serve as the official sword arch for chapel events.
 - a. Worship Services/Special Functions– The Color Guard (Specific sub-groups can be established for the Protestant and Catholic worshipping communities, but all members of these sub-groups must be trained and

part of the Summerall Chapel Color Guard) will perform sword drill, normally posting and retrieving the colors, as appropriate.

- b. Sword Arches – The Summerall Chapel Color Guard will be the official sword arch for ceremonies. Cadets will be paid per the established chapel policies and the Color Guard commander will be the POC for these events.

2. Selection

- a. The Color Guard will conduct a training and selection process approved by the Chaplain each year. The guidelines for being selected and maintaining a position on the Color Guard will be maintained by the Chapel Office.

H. Oversee the Ushers Program

Ushers occupy a special place of service at Summerall Chapel. Ushers assist during worship services and other ceremonial functions at Summerall Chapel. All ushers are supervised by a head usher who is a Second-Class cadet (assigned to one of the cadet Chaplain Assistants). The ushers can also be broken into teams and supervised by Third or Second Class cadets. Ushers are initially recruited for service during Challenge Week. The ushers will be trained by the head usher under the supervision of the Chaplain and cadet Chaplains. Throughout the course of their service, ushers may be entitled to an overnight or a weekend, depending on their commitment and quality of service.

I. Oversee the Sexton Program

The Summerall Chapel sexton is a paid position. A sexton is trained as a subject matter expert in providing consultation and support and direction for weddings, funerals, memorial services and other ceremony-specific events conducted at Summerall Chapel.

- i. Supervision and training: Sextons are under the direct supervision and training of the Chaplain and/or designee (normally the wedding coordinator).
- ii. Recruiting: Interested candidates make application with the Summerall Chapel Office. All interested cadets are encouraged to apply.

J. Oversee Music Programs

Mission and Recruiting: Summerall Chapel provides avenues for engagement in a number of music programs that support a variety of religious programs and services. Opportunities exist in the following areas:

- i. Worship Team: This group provides contemporary music. This group supports the Non-Denominational (Protestant) worship services.
- ii. Carillon Players: If you have general proficiency in reading music and have some background in keyboards, you may become a student of the carillon. This opportunity will make you proficient in playing The Citadel Carillon. Scholarship opportunities are available to students who play the Carillon.

- iii. Catholic Choir: This choral group supports the Catholic worship services and falls under the supervision of the Catholic campus minister.
- iv. Gospel Choir: This choral group provides support for functions taking place at The Citadel and extend their outreach to the greater Charleston community.

K. Maintain Chapel Recognition Program

1. For Official Units of the Chapel (Color Guard, Praise Band, Choirs, Ushers, Sextons) the Chapel Office will ensure recognition of service through religious uniform ribbons, field jacket patches, and overnights/weekends as applicable (approval for awarded overnights and weekends is submitted to the commandant for approval)
2. For authorized campus ministries the Chapel Office will coordinate with the ministry group leaders to awards active participants and leaders with proper recognition via religious uniform ribbons.