

# Cornell United Religious Work (CURW) Terms of Affiliation

updated 3.3.21 OG

## I. INTRODUCTION

1. Since its founding in 1865, Cornell University has had a vested interest in providing for the spiritual care of its community members. After years of inviting local clergy and observant faculty members to provide ad hoc support to religious students, CURW was formed in 1929 as a first-of-its-kind intentionally interfaith consortium of ministry professionals to serve the spiritual needs of Cornell's various religious student groups. That same mission was expanded in 2015 with the creation of the Office of Spirituality and Meaning-Making (OSMM), which assumed leadership of CURW. OSMM is charged by Cornell's Division of Student and Campus Life with providing spiritual and ethical support for students of all creeds, including the religiously unaffiliated, and promoting access to and oversight of religious activity on campus.
2. In keeping with the values and vision of our founders, Cornell does not directly employ ministry professionals associated with particular sects; rather, Cornell invites qualified individuals to apply for affiliate status with CURW. Affiliation with CURW comes with both benefits and responsibilities. Affiliates are granted access to select Cornell facilities, resources, and other benefits for the purpose of serving the spiritual, ethical, and religious needs of students. In exchange for these benefits, affiliates are expected to abide by a set of professional responsibilities and behavioral expectations.

## II. APPLICATION FOR AFFILIATION

1. Affiliation with CURW is granted in one of three classifications: *spiritual advisors*, *campus ministers*, and *support staff*. The classification *spiritual advisor* is reserved for those who are employed by Cornell University and who advise a spiritual or religious student organization. The classification *campus minister* is reserved for those who are *not* employed by Cornell University, are affiliated with an outside organization, and whose educational or professional training qualify them to advise a spiritual or religious student organization. Spiritual Advisors and Campus Ministers hold equal status with regard to their participation in the CURW consortium of ministry professionals. The third category, *support staff*, is reserved for individuals who are *not* employed by Cornell University, are affiliated with an outside organization, and whose primary role is administrative rather than student facing.

2. Application Criteria for Spiritual Advisor Affiliation. Those seeking to gain affiliate status as *spiritual advisors* for the first time must submit an application in writing to the Director of CURW. Applications are due each year on the first business day of June. The application will include:

- a. **Letter of interest.** A letter from the applicant indicating their desire to provide spiritual and religious support to students in an interfaith consortium of ministry professionals such as the one CURW strives to cultivate (see §IV.1).
- b. **Resumé.** A current resumé or *curriculum vitae* of the applicant.
- c. **Letter of support.** A letter of support from an existing Cornell spiritual or religious student organization indicating that the applicant is currently their advisor or that they intend to make the applicant their advisor. In the absence of an existing student organization, a group of at least 5 students may co-sign a letter of support indicating their intent to form a new registered student organization and to invite the applicant to serve as their spiritual advisor.
- d. **Signed affiliation covenant.** A signed copy of the affiliation covenant indicating that the applicant agrees to abide by the Terms of Affiliation.
- e. **Application fee.** The application fee for each person seeking CURW affiliation is \$100. Applications will not be considered until payment has been made. Payment may be made via check (made payable to *Cornell University*) or budget transfer.
- f. **Background check.** CURW reserves the right to require criminal background checks as a condition of establishing and renewing spiritual advisor affiliate status.

3. Application Criteria for Campus Minister Affiliation. Those seeking affiliate status as *campus ministers* for the first time must submit an application in writing to the Director of CURW. Applications are due each year on the first business day of June. The application will include:

- a. **Letter of interest.** A letter from the applicant indicating their desire to provide spiritual and religious support to students in an interfaith consortium of ministry professionals such as the one CURW strives to cultivate (see §IV.1). This letter should also indicate which registered student organization(s) the applicant will be supporting through their work.

- b. **Resumé.** A current resumé or *curriculum vitae* of the applicant. Resumé should highlight the applicant's educational/professional preparation for serving in an interfaith campus ministry context.
- c. **Attestation from sponsoring organization.** The applicant must provide an attestation signed by an authorized representative of his/her sponsoring organization on organizational letterhead using the attached template.
- d. **Facility Use Agreement.** The applicant must provide a Facility Use Agreement signed by an authorized representative of his/her sponsoring organization, together with a certificate of insurance demonstrating required insurance coverages.
- e. **Signed affiliation covenant.** A signed copy of the affiliation covenant (form attached) indicating that the applicant agrees to abide by the Terms of Affiliation
- f. **Application fee.** The application fee for each person seeking CURW affiliation is \$100. Applications will not be considered until payment has been made. Payment may be made via check (made payable to *Cornell University*).
- g. **Credentials for support staff.** If the applicant intends to employ additional staff to support their ministry, such as those provided by a local or national organization, then the applicant must collect and submit with their application the materials detailed in §II.3. b, c, e, and f above for each additional support staff person they intend to employ.
  - i. If and when applicants are approved for affiliation, they will be notified whether their support staff will be granted "*support staff*" status under their Campus Minister's affiliation; however, support staff may not use the title "campus minister" or "spiritual advisor" unless they individually apply for and receive that status from the CURW affiliate screening committee.
  - ii. Support staff must agree to abide by the same behavioral expectations established for campus ministers. Campus Ministers assume responsibility for supervising their support staff and communicating pertinent information to them from Cornell and/or the Director of CURW.
  - iii. Should the need arise for a change to a campus minister's supporting staff structure in the middle of the year, the campus minister must immediately inform the Director of CURW of the change. Midyear applications for new individuals to receive support staff status under their Campus Minister's affiliation will be considered on a case-by-case basis.

4. Application Process. Applications for new affiliation are due each year on the first business day of June for those seeking affiliation during the following academic year. Application materials will be reviewed by a screening committee to be comprised of: the Director of CURW; a student representative of the Cornell Interfaith Council; a senior member of the Dean of Students staff; the SCL Business Manager (or their designee); and the Director of the Office of Campus Activities (or their designee). The screening committee will determine, in its sole discretion, whether or not to grant affiliate status to each applicant. The committee's decisions are final. Applicants will be notified of the status of their application in writing prior to the start of the next academic year. Those granted CURW affiliation will have their one-year term of affiliation begin on August 1 and end on July 31 of the following year.
5. Reapplication. All CURW affiliates must re-apply annually for continuation of their affiliate status. Reapplications are due each year on the first business day of June for those seeking to maintain their affiliation during the following academic year. The re-application process will be initiated at the end of each academic year by the Director of CURW. The renewal application will consist of:
  - a. **Spiritual Advisors** will provide an updated resume (if relevant), a brief annual report summarizing the impact of the prior year's work, a newly signed copy of the affiliation covenant, and the \$100 application fee.
  - b. **Campus Ministers** will provide: an updated resume (if relevant); a brief annual report summarizing the impact of the prior year's work; a renewed attestation from their sponsoring organization; a newly signed copy of the Facility Use Agreement; a newly signed copy of the affiliation covenant; and the \$100 application fee. If relevant, Campus Ministers will also include updated materials indicated in §II.3. b, c, e and f above for each support staff.

Affiliates will be notified of the status of their reapplication in writing prior to the start of the next academic year. Those granted a continuation of their affiliation status will receive a one-year extension to their term of affiliation effective on August 1 and ending on July 31 of the following year.

### III. **BENEFITS AND RESPONSIBILITIES**

1. Cornell University and CURW affiliates enjoy a mutually beneficial relationship. Our united religious work and shared interests are safeguarded by the benefits and responsibilities (expectations) enumerated in this covenant.

2. Benefits. There are numerous benefits granted to CURW affiliates for the duration of their term of affiliation in support of the service they provide to Cornell students, including:
- a. A Cornell University affiliate ID card, which comes with swipe access to many University buildings, TCAT Zone 1 bus privileges on weekdays, access to select events that are restricted to the Cornell community (such as Slope Day), and Omni ride and bus service outside of Zone 1.
  - b. A Cornell University netID and email address.
  - c. Access to cloud-based data storage through Cornell Box and Cornell OneDrive.
  - d. Access to Cornell's Eduroam wireless infrastructure to connect to the internet and university network.
  - e. Access to Scheduling@Cornell's 25Live room reservation system.
  - f. Access to CampusGroups, home of Cornell's student organizations, which offers software to support programming for their registered student organization.
  - g. Access to Cornell University students, including an annual listing of new students who voluntarily share their religious affiliation and contact information.
  - h. Access to CURW marketing tools and channels.
  - i. Access to Anabel Taylor Hall and its facilities, including meeting rooms and programming spaces for student organization and CURW-sponsored events.
  - j. Membership in the CURW consortium of colleagues, including participation in monthly meetings, professional development opportunities, retreats, and social gatherings.
  - k. The option to pursue certain additional University privileges, including access to fitness centers, parking permits, library lending privileges, and a Meal Choice account **at the cost of the affiliate.**
  - l. The ability to use Cornell's name for publicity and other purposes in accordance with university guidelines and policies, and is subject to approval by University Relations through the [Cornell Brand Center](#). Note: when entering into legally binding contractual agreements, organizations that refer to Cornell in their official name must use the university name in a locational sense. For example, "Cornell Spiritual Support Group" should be "Spiritual Support Group at Cornell."

3. Professional Behavioral Responsibilities. All CURW affiliates—campus ministers, spiritual advisors, and any staff they employ on their behalf—must agree to abide by the following behavioral standards as a condition of their affiliation:
  - a. **Cornell Standards of Conduct**. Affiliates must agree to abide by the standards of ethical conduct enumerated in [University Policy 4.6](#) and to avoid all prohibited forms of misconduct enumerated in [University Policy 6.4](#), including bias, discrimination, harassment, and sexual misconduct.
  - b. **Campus Code of Conduct**. All members of the Cornell community, including CURW affiliates, are expected to familiarize themselves with and abide by the principles and polices enumerated in the [Campus Code of Conduct](#).
  - c. **Student Organization Handbook**. When sponsoring activities with/for student organizations, or when advising student organizations, CURW affiliates must agree to abide by all policies enumerated in the [Student Organization Handbook](#).
  - d. **Data Stewardship**. When working with personally identifiable information (PII) of students, CURW affiliates must agree to abide by the standards of data stewardship and custodianship enumerated in [University Policy 4.12](#).
  - e. **Non-Proselytizing Policy**. OSMM strives to promote the free practice of religion and spirituality on campus while also ensuring compliance with applicable university policies. In order to promote an environment on campus that is free of coercion and where religious pluralism may flourish, CURW affiliates agree to:
    - i. Make no attempt to seek conversions by inducing someone to disaffiliate from one religious group and swap that affiliation for another;
    - ii. Make no attempt to conceal or obfuscate their sponsorship of an event, program, or activity;
    - iii. Only engage members of the Cornell community in conversation of a religious/spiritual nature until such time as an individual indicates that they no longer desire to continue such a conversation.
    - iv. Make no attempt to proselytize in residence halls, nor visit student residences, unless personally invited to do so by the student.

#### IV. UNITED RELIGIOUS WORK

1. Additional Affiliate Expectations. In addition to abiding by the above named professional behavioral responsibilities, every campus minister and spiritual

advisor must also agree to meet the following expectations, which support CURW's united religious work, as a condition of their affiliation:

- a. Be open to serve all Cornell students, including those beyond the affiliate's religious or ethical tradition, in the event that they are asked to do so.
  - b. Attend monthly CURW affiliate meetings. Affiliates who miss meetings for three consecutive months may have their affiliation revoked.
  - c. Attend occasional meetings with Director of CURW for consultation, review of affiliation status, exploration of co-programming opportunities, and/or any other relevant issues that may emerge in the course of implementing the united religious work.
  - d. Attend professional development workshops at least once each semester. These workshops will cover a variety of topics, such as Clery reporting, crisis response, Title IX obligations, best practices around diversity and inclusion, interfaith cooperation, and other topics relevant to university campus ministry.
  - e. Support the interfaith cooperative programming initiatives of CURW through at least one of the following avenues:
    - i. serving on a CURW committee; and/or
    - ii. co-sponsoring an interfaith event, project, or initiative in collaboration with another CURW affiliate and/or the Office of Spirituality and Meaning-Making.
2. CURW Committees. The Director of CURW shall oversee several committees that animate the united work of CURW. Committee membership will be up for review annually. The Director of CURW will convene committees as needed in addition to the following standing committees:
- a. New Student Program Committee, which will be responsible to assist with coordinating the welcome efforts for new students each year.
  - b. Campus Response Committee, which will be responsible to assist with planning CURW's response to major events, student crises, and/or deaths within the Cornell community.
  - c. Inreach Committee, which will be responsible to assist with celebrating important events in the life of CURW and creating opportunities for the community to gather, network, and socialize.

