

Acadia University Chaplaincy Committee

Terms of Reference

The Chaplaincy Committee is a Presidential Committee formed to advise the President and the Chaplain with regard to the activities of the religious and spiritual life of the University, and to be a 'consultative' forum. The Committee keeps minutes of each meeting and cares for the offerings that are received at chapel and other religious services.

Membership:

1. The University Chaplain
2. The Student Chapel Assistants
3. The President or a representative from the Administration (three year term)
4. Faculty representative from the Acadia Divinity College (three year term)
5. One member of the Board of Governors (three year term)
6. Three members of the University Faculty representative of Faculties and Schools appointed by the President for a three year term (three year terms)
7. The University Organist or a representative assistant organist
8. A member of the Students' Representative Council
9. The President of the Acadia Divinity College Students' Association
10. The President of each of the student religious clubs of the University. E.g.:
 - a. Inter-Varsity Christian Fellowship
 - b. Chinese Christian Fellowship
 - c. International Gospel Choir
 - d. Student Christian Movement
 - e. Any other group deemed to be religious in purpose
11. The clergy of the Wolfville Churches that are members of the Wolfville Area Inter-Church Council. These are *ex officio*.
12. Representative of the S.E.I.U.

Officers:

The Executive shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. The Chair will be appointed by the University President. The Vice-Chair shall be the University Chaplain unless acting as Chair. In this case, the Vice-Chair shall be appointed by the University President. The Secretary and Treasurer will be selected from the Chapel Assistants by the University Chaplain.

The Chair: The Chair sees that the regular meetings are held, an agenda published, and conducts the business at these meetings. The Chair may call special meetings when they are deemed necessary.

The Vice-Chair: The Vice-Chair acts when the Chair is unable to fulfil the duties assigned. It is not uncommon for the Vice-Chair to set the agenda and publish it for each meeting on behalf of the Chair. The Vice-Chair usually keeps the actual membership list up-to-date.

The Secretary: The Secretary keeps complete minutes of each meeting, and has them published and distributed to each member of the Committee and the University President. This may be done electronically.

The Treasurer: The Treasurer is responsible for the collecting of the Sunday evening (and any other special service) offering, counts it in the presence of another person, removes the chapel envelopes and delivers them, unopened, to the University's Development Office. The cash is deposited in the Chaplaincy Committee account, and a true record kept of these transactions. A monthly report is given to the Committee of these transactions. The Chaplain keeps the account cheque book, and sees that the annual dispersions are made and a report given to the committee.

Functions of the Committee:

The Committee shall meet once a month during the academic year, excepting December and April (i.e. September, October, November, January, February, March). Primarily advisory in nature, the Committee will have the following functions:

1. To discuss and reflect upon the spiritual and religious life and work on the campus of Acadia University.
2. Coordinate, in consultation with the University Chaplain, the activities of the various religious groups and committees at Acadia University.
3. To discuss and reflect upon any new ministries that might be deemed suitable to the University.
4. To be responsible for the disbursement of the Chapel Offering funds kept in the Committee's bank account (the 'loose offering' on Sundays, etc.). One half is given to the Chaplaincy Endowment Fund, and one half to worthy charities deemed so by the Committee.
5. To coordinate activities with local clergy when appropriate.

The Baccalaureate Service:

This is a presidential service of the University that is held in conjunction with the Convocations of the University, a tradition held since the first 'Anniversary' (Convocation) in 1843. Although the Chaplaincy Committee has no direct involvement with this service, it is noted that the University President consults with the University Chaplain about its order of service and those who participate. The Baccalaureate Sermon preacher is invited by the President after consultation with the University Chaplain. Every attempt is made to invite a person to speak who is conscious of Acadia University's traditions, environment and chaplaincy ministry. There is no necessary connection between any recipient of an honorary degree and the preaching of the Baccalaureate Sermon.