

FALL 2021

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McMaster Campus Ministries Council

# ORIENTATION BOOKLET

MCMaster CHAPLAINCY CENTRE  
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## I. McMaster Campus Ministries Council – Mission and Philosophy

Purpose/Vision: The McMaster Campus Ministries Council (MCMC) is a group of Christians who believe in God as revealed through Jesus Christ. The Council is committed to interdenominational and ecumenical cooperation including non-Christian groups. The Council seeks to express God's love to the McMaster University Community through the following means:

- Hiring the Ecumenical Chaplain and supporting his/her ministry on campus
- Conducting services of worship
- Providing pastoral care
- Participating in the intellectual life of the campus
- Responding to campus needs and emergencies

Core Values: Inclusive, non-judgmental, compassionate

Orientation: Ecumenical, affirming, holistic

## II. Origins of McMaster Campus Ministries Council and the Ecumenical Chaplaincy

Chaplaincy at McMaster did not begin with the inception of the McMaster Campus Ministries Council. Chaplaincy existed prior to the formation of the MCMC; at the time, individual denominations appointed and support their own chaplain on campus. Today, there is still the independent Roman Catholic and Christian Reformed denominational chaplaincies/chaplains, but instead of separate Anglican, Presbyterian and United Church chaplaincies/chaplains, the birth of the McMaster Campus Ministries Council gave way to the Ecumenical Chaplaincy/Chaplain.

MCMC came into being because of four basic variables:

1. The need for a community to surround one of the existing Chaplains (the United Church of Canada Chaplain), who at the time (1970), found the work isolating and overwhelming.
2. The desire for greater accountability that could be satisfied by such a supporting community.
3. The Chance to extend a chaplaincy 'presence' within the whole of the university and surrounding area, with this community being represented by students, faculty, staff, denominational representatives, and community members from the university and region.
4. To broaden the base of financial support by collaboratively consolidating the Anglican, Presbyterian, and United Churches of Canada in this region to support an "ecumenical" chaplain instead of independent denominational chaplains.

Martin Johns (Department of Physics), John Robertson (Department of Religious Studies), Gerry Harrop (Divinity College) and John Cameron (Department of Physics and Astronomy) were four of the original faculty colleagues who shared the vision of an ecumenically-minded, egalitarian-hearted, Christian chaplaincy for McMaster in the late 1960s to 1970. Johns provided his home at 116 Sterling Street (later to become the residence for the Ecumenical Chaplain and countless MCMC meetings and gatherings) for many of the meetings that identified the four variables above and enabled the birth of the McMaster Campus Ministries Council in the Spring of 1971.

The first course of action by the new Council was the hiring of the first Ecumenical Chaplain in the Fall of 1971. The Ecumenical Chaplains since that time have been:

Norm Perry (1971-1975), United Church  
Walter Tait (1976-1977), Presbyterian  
David McInnis (1978-1981), Presbyterian  
Philip Newell (1982-1988), Presbyterian  
Alison Newell (1986-1987, Associate Chaplain), Presbyterian  
Trudy Lebens (1983-1987, Associate Chaplain), Anglican  
Brian Donst (1988-1995), Baptist  
Theresa Han (1988-1990, Associate Chaplain), Presbyterian  
Carol Wood (1996-2016), Presbyterian  
Andy Crowell (2016-Present), United Church

### III. Relationship between MCMC, the Ecumenical Chaplaincy, and the McMaster Chaplaincy Centre

The McMaster Campus Ministries Council is the 'community' which surrounds and supports the Ecumenical Chaplain, as well as hold them accountable. The Ecumenical Chaplain is not solely responsible for the Ecumenical Chaplaincy, MCMC is. However, the Ecumenical Chaplain is the principal overseer and facilitator of his daily ministries.

The Ecumenical Chaplain – and through them the Ecumenical Chaplaincy – operate out of the McMaster Chaplaincy Centre.

The Chaplaincy Centre at McMaster has three distinct Christian expressions: Roman Catholic, Christian Reformed and Ecumenical. Each of these expressions has a chaplain representing them (including Campus Coordinator in the case of the Roman Catholic Chaplaincy) who provide spiritual care in accordance with their tradition/orientation. Each ministry operates separately but cooperatively with the others, with regular meetings convened by the Ecumenical Chaplain.

While independent of other University services, the Chaplaincy Centre is in partnership with and accountable to the University through the Office of the Associate Vice-President (Student Learning) and Dean of Students.

The Chaplaincy Centre also has an Administrative Assistant who serves all three chaplaincies. MCMC is responsible for the hiring, accountability, and annual review of the Administrative Assistant. MCMC is also responsible for oversight of the Administrative Assistant's remuneration, with all three chaplaincies contributing to the position's salary.

The history and ecumenical nature of the Chaplaincy Centre has made it the de facto service for spiritual care at McMaster for decades. With the advent of the new Spiritual Care and Learning Centre (for Religious, Secular, Spiritual Communities at McMaster) the Chaplaincy Centre will be part of this new mosaic of spiritual care.

### IV. Ecumenical Chaplaincy and Programs

When in-person, the Chaplaincy Centre is a perpetual space for "dropping in" for students, staff, faculty, and community. Beyond the 'open door' philosophy, the following schedule of ecumenical programs, supported by MCMC, are available for all to participate in during the academic year – September to April; however, it is expected of MCMC Members (when possible) to demonstrate this support by their presence, and (when necessary) help organize and promote events.

Meditation Monday (weekly), 12-12:30PM

An intentional time of guided reflection and silence with others.

Soup & Selah (weekly on Wednesdays), 12-12:45PM

Selah is a drop-in time to share and reflect, and at 12:15PM, a brief reflection is offered. \*Soup & Selah is offered in an environment when the campus is fully accessible.

Special/Occasional Programs (subject to health protocols):

International Students Thanksgiving Dinner, Inter-faith/cultural gatherings, Ecumenical Advent/Lent Services, Blue Holiday (grief observed service), Exam Hospitality (Fall/Winter), Spiritual Retreat

These are some of the more regular once-a-term- or once-a-year programs that occur, as others also occur organically independent of the above, depending on the need. "Exam Hospitality" is one of the Ecumenical Chaplaincy's most well-known and appreciated ministries to the University. It also demands all the MCMC to help make it work.

Pastoral Care/Mentoring

A significant piece of the work of the Ecumenical Chaplain is their availability for spiritual care, guidance, and mentoring. This is not something that is expected of Council members, except that as a 'community' surrounding the Ecumenical Chaplain, we expect to support one another and aspire to practice this model of integrity, and care among ourselves as well as for others.

## V. Schedule of the McMaster Campus Ministries Council Meetings

September	Meet and Greet for new members Council Meeting
November	Council Meeting
January	Spiritual Retreat
February	Council Meeting
April	Council Meeting (Annual Meeting)

## VI. McMaster Chaplaincy Centre

Andy Crowell, Ecumenical Chaplain – crowella@mcmaster.ca  
Dr. Michael D. Fallon, Christian Reformed Chaplain – fallonm@mcmaster.ca  
Fr. Bradley Markus, Roman Catholic Chaplain – bmarkus@hamiltondiocese.com  
Paul O'Hagan, Catholic Campus Coordinator – pohagan@hamiltondiocese.com  
Kristine Sabido, Administrative Assistant – chaplain@mcmaster.ca

## VII. McMaster Campus Ministries Council Membership

### i. Ecumenical Chaplaincy Staff



Ecumenical Chaplain  
2016 to Present



Administrative Assistant  
2018 to Present

### ii. Denominational Representatives



Sarah Bird  
Anglican Church of Canada  
Diocese of Niagara



Rev. John Read  
Synod of the Presbyterian Church of  
Canada  
Hamilton Presbytery



Alison Miculan  
United Church of Canada  
Horseshoe Falls Regional Council

### iii. 2021-22 Executive and Committees



Rebecca Pike  
MCMC Chair

Fellowship Administrator,  
Postgraduate Medical Education



Dorothy Pawluch  
Vice-Chair

Retired Associate Professor,  
Department of Sociology



Geraldine Voros  
Past-Chair

Associate Teaching Professor,  
Department of Health, Aging &  
Society



Todd Hoare  
Treasurer

Associate Professor,  
Department of Chemical Engineering



Jennifer Nettleton  
Chair of Personnel

Undergraduate Administrative  
Assistant,  
Department of Religious Studies



Juliet Daniel  
Nominating Committee

Professor,  
Department of Biology



Pat Fraser  
Member-at-large

Retired,  
Department of Economics

iv. Council Members  
Faculty of McMaster



Shiela Boamah  
Assistant Professor,  
School of Nursing



James Gillett  
Professor,  
Department of Health, Aging &  
Society



Gillian Goward  
Professor,  
Department of Chemistry & Chemical  
Biology

Staff of McMaster University



Bassey Blessing  
Postdoctoral Fellow,  
Stem Cell & Cancer Research Institute



Paul Ogunkoya  
Systems Administrator,  
University Technology Services



Karen Richmond  
General Manager,  
McMaster University Student Centre

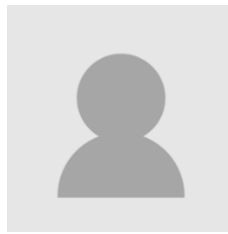


Marlice Simon  
Administrative Coordinator (Research),  
Health, Research Methods, Evidence & Impact

Students of McMaster



Sophia Kooy  
MA Program,  
Department of Religious Studies



Torrin Maag  
Arts & Science Program



Chris Schankula  
Engineering & Society Program

Community Members



Peggy Findlay  
Retired,  
McMaster University Library



Eileen Schuller  
Professor Emeritus,  
McMaster University, Department of Religious Studies

## VII. MCMC Statement of Operations and Fund Balances as of Year End

Year End – December 31, 2020

Revenue		
	Donations	\$62,044
	University Support	
	Interest/Investment	\$2,000
	Program	\$66
		\$64,110
Expenses		
	Salaries and benefits:	
	Chaplain	\$35,178
	Administration	\$3,471
	Program	\$754
	Office	\$568
	Insurance	
		\$39,971
	Excess (deficiency) of revenue and expenses	\$24,139
	Transfer from endowment fund	
	Operating	\$24,139
Assets		
	Checking Account	\$54,555
	Labelle Funds	\$25,457
	Endowment Fund	\$200,744
	Total Assets	\$200,756

The Chaplain and the work of the MCMC is financially supported by the Diocese of Niagara of the Anglican Church of Canada, the United Church of Canada, and the Synod of the Presbyterian Church of Canada. Annual grants, when available, also form a basis of funding as do independent donors.



## VIII. Constitution of McMaster Campus Ministries Council

Revised September 2019

### 1. NAME

The name of this group shall be the McMaster Campus Ministries Council.

### 2. PURPOSE

The McMaster Campus Ministries Council is a group of Christians who believe in God as revealed through Jesus Christ. The Council is committed to interdenominational and ecumenical cooperation including with non-Christian groups. The Council seeks to express God's love to the McMaster University Community through the following means:

- a) Hiring the Ecumenical Chaplain and supporting his/her ministry on campus
- b) Conducting worship services;
- c) Providing pastoral care;
- d) Participating in the intellectual life of the campus;
- e) Responding to campus needs and emergencies.

### 3. MEMBERSHIP

The McMaster Campus Ministries Council shall have at least 20 voting members. The membership shall include:

- a) By election:
  - (1) No fewer than five(5)students, undergraduate or graduate, who are currently enrolled in McMaster University;
  - (2) No fewer than five (5) McMaster University faculty, staff and/or administrators, ideally with no more than two(2)from each group;
  - (3) Others, up to full Council membership, from the McMaster University community, Christian churches in the Hamilton area, and the community at large.
- b) By appointment

One appointee, to be confirmed in writing, from each of the major contributing denominations (Anglican, Presbyterian, and United);
- c) Ex-officio non-voting (employees of Council)
  - (1) Chaplain
  - (2) Assistant to the Chaplains

### 4. ELECTIONS AND TERMS OF OFFICE

- a) Elected members shall serve for a term of two years from the date of election and shall be eligible for re-election.
- b) Committee members shall normally serve for a term of two years and they shall be eligible for renewal.
- c) The old membership shall be retired April 30 each year. The new membership commences May 1 each year
- d) Appointees from the major contributing denominations (normally Anglican, Presbyterian, and United) shall serve at the discretion of the appropriate denominational governing bodies.
- e) Normally the Vice-Chair serves a one(1) year term and becomes the Chair
- f) Normally the Chair serves a one (1) year term and becomes the Past-Chair
- g) Resignation from the Council shall occur by letter or e-mail communication to the Council or by absence without notification from four (4) consecutive meetings.

### 5. ORGANIZATION

The affairs of the Council shall be the responsibility of the membership as a whole. Decisions affecting the work of the McMaster University Campus Ministries shall rest with the Council by majority vote of those in attendance at a regular or special Council meeting.

There shall be at least two (2) meetings of the Council each academic year.

One of these meetings, to be held in March or April, shall be designated the "Annual Meeting" when reports of the year's work will be given. At the Annual Meeting, it will be the duty of the Nominating Committee to present a list of

candidates for election to Council. It is also the duty of the Nominating Committee, in cooperation with the Executive, to present a slate of nominees to form the Executive Committee which shall be elected at the Annual Meeting.

The Executive Committee shall set the time and place of all Council meetings provided that Council members receive advance notice of at least one (1) week.

In order that the life and work of the Council may be properly sustained between Council meetings, there shall be an Executive Committee and three (3) standing committees as outlined in the following subsections.

(a) The Executive Committee

The Executive Committee shall consist of up to seven (7) people, including: Chair, who serves as Chair of the Council, immediate Past Chair, Vice-Chair, Treasurer, Chair of the Personnel Committee and two (2) members-at-large elected by Council. The Ecumenical Chaplain shall normally attend all meetings. The Chair of the Executive Committee may call a special meeting of the Executive without the Ecumenical Chaplain in attendance if issues arise concerning the planning or review of the Chaplain's performance, or the terms of employment. The Executive will apprise the incumbent Chaplain of any outcomes of such meetings that may affect her/his position. The Assistant to the Chaplains may be invited to attend at the invitation of the Executive.

The Executive shall appoint a recording secretary for all Council meetings and on-going business. The Executive may call special meetings of the Council and is empowered to act on behalf of the Council between Council meetings provided that it reports all decisions affecting the Council's ministry at the next meeting of Council.

The outgoing Executive Committee in cooperation with the Nominating Committee will nominate the following year's Executive and nominate a replacement to the Executive Committee for any member who resigns prior to his/her end of term.

(b) Other Committees

The Finance Committee

- (1) There shall be a standing committee to deal with finance. It shall include the Treasurer, (as Chair), and at least two (2) other members appointed by the Executive Committee of Council.
- (2) The duties of the Finance Committee are to:
  - (i) prepare a budget for the next calendar year, which shall be submitted to the Executive Committee and presented at the Annual Meeting;
  - (ii) monitor the budget throughout the year and make regular reports to the Executive Committee;
  - (iii) ensure that all donations are gratefully acknowledged and that income tax receipts are issued;
  - (iv) be involved in the development of new sources of income in cooperation with the fundraising subcommittee.
- (3) The Executive Committee shall appoint a subcommittee for fundraising. The fundraising subcommittee is responsible through the Finance Committee to the Executive committee. The committee should include at least three (3) persons, one of whom must be a member of Council. The committee may draw its membership from members of the university community, members of supporting denominations, the local community, and local Christian churches. The purpose of the fundraising subcommittee is to enlarge the financial support base for the work of the Council, to advise and assist the chaplain in writing grant proposals and to seek donations for long range financial planning.

The Personnel Committee

- (1) There shall be a standing committee to deal with personnel matters. This Personnel Committee shall consist of three (3) members of Council who are appointed by the Executive Committee.
- (2) Normally the MCMC has two (2) employees - The Ecumenical Chaplain and the Assistant to the Chaplains.
- (3) The functions of this committee are to:
  - (i) review and revise the job descriptions for the Chaplain and the Assistant to the Chaplains, (the latter in cooperation with the Roman Catholic and Christian Reformed Chaplains);
  - (ii) administer the processes in hiring and if necessary termination of the Ecumenical Chaplain;
  - (iii) administer processes in hiring and if necessary termination of the Assistant to the Chaplains in

cooperation with the Roman Catholic and the Christian Reformed Chaplains; (iv) prepare contracts and set salaries and provide for pensions, housing and all other financial requirements of the employees, subject to the approval of the Council; (v) conduct an annual performance review of the Ecumenical Chaplain; (vi) conduct an annual performance review of the Assistant to the Chaplains in cooperation with the Roman Catholic and the Christian Reformed Chaplains.

- (4) If a dispute arises during the review process or at any time during the employee's relationship with the MCMC, the Personnel Committee will report the issue to the Executive Committee. The Executive Committee shall appoint an independent ad hoc committee to hear the case. The committee shall consist of three (3) individuals, one of whom is appointed by the staff member involved in the dispute.

#### The Nominating Committee

- (1) The Nominating Committee shall be responsible for recruiting of new members to the Council. It shall normally be chaired by a past member of the Executive. Its membership shall include: one (1) student, one (1) faculty member, and one (1) staff member to be elected at the September meeting.
- (2) The Nominating Committee shall solicit nominations from a variety of sources. The Committee should seek a balance in gender, age, denominational background, theological outlook, and culture. Normally, in the process of soliciting nominations, members of the Nominating Committee will communicate the responsibilities of a Council member to the proposed nominee. Serving as a member on one of the Standing Committees will be encouraged during this time.
- (3) The Nominating Committee will cooperate with the outgoing Executive Committee in nominating the following year's Executive and also in nominating a replacement for any Executive Committee member who resigns prior to the end of his/her term.
- (4) The Nominating Committee shall present its recommendations to the Executive Committee, with a brief resume or vitae, prior to the Annual Meeting. These recommendations will be submitted to Council for election at the Annual Meeting.
- (5) The Nominating Committee shall write a letter, to be signed by the Chair, thanking those members whose terms of office have expired or who have resigned.

#### 6. FINANCIAL SUPPORT

The financing of the Ecumenical Campus Ministry shall be the responsibility of the Council. All funds raised by the Council will be used to promote its stated purpose. The Council will delegate this function to the Finance Committee and its fundraising subcommittee. Financial support will be sought in direct gifts from individuals, local congregations, and other suitable benefactors and by researching and applying for appropriate grants.

#### 7. VOTING/QUORUM

One third of the membership of the Council shall constitute a quorum. Consensus decision making is the method of choice. Each member of the Council with the exception of the Ex Officio members shall have one vote. If there is no quorum at a regularly scheduled or special meeting, voting may take place by regular mail (internal University or Canada Post) or by email, using the email address on file.

Members on sabbatical will be considered on leave and without a vote. They may continue to serve for an additional year upon their return.

#### 8. AMENDMENTS

Amendments to the constitution may be proposed at any meeting of the Council. A proposed amendment shall be discussed at one (1) Council meeting, but not voted on until the following meeting. A written notice of proposed amendments will be mailed to all Council members as part of the minutes at least two (2) weeks prior to a meeting, noting that a vote will be taken at the next appointed meeting. A majority vote of the whole Council will be necessary to amend the constitution. If there is no quorum at a regularly scheduled or special meeting, voting may take place by regular mail (internal University or Canada Post) or by email, using the email address on file.

#### 9. DISSOLUTION

In the event of dissolution, after payment of liabilities, the Council will distribute all assets equally, to the denominational supporters (Anglican, Presbyterian and United Churches), with the expressed request that the funds be used for campus ministry in Canada.

Approved by Council September 2019