



UNIVERSITY CHAPELS POLICY



SEATTLE UNIVERSITY
CAMPUS MINISTRY

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

Campus Ministry prepares and forms students to embody faith and justice through their lives by providing opportunities for spiritual growth, discernment, prayer and community engagement.



OVERVIEW

Seattle University promotes the spiritual growth and pastoral care of members of the University community, and seeks to maximize the University chapels for apostolic interests, for sacred celebrations and for prayer. The University chapels -- the Chapel of St. Ignatius, the Immaculate Conception Chapel in the Administration Building, the Chardin Chapel in Chardin Hall, the Ecumenical Chapel and the Multifaith Prayer Room in Campion Hall — are the "*domus ecclesiae*, the house of the Church" (*Environment and Art in Catholic Worship*, 28) on the Seattle University campus.

The **CHAPEL OF SAINT IGNATIUS** is the principal Roman Catholic chapel of Seattle University. **IMMACULATE CONCEPTION CHAPEL** and **CHARDIN CHAPEL** are primarily for personal prayer and liturgies for small groups. The **ECUMENICAL CHAPEL** is primarily for the celebration of Christian and ecumenical worship. **THE MULTIFAITH PRAYER ROOM** is primarily for prayer and religious services for Buddhist, Hindi, Jewish, Muslim and other members of the Seattle University community. The University chapels operate under the canonical jurisdiction of Saint James Cathedral. The Rector of the Seattle University Jesuit community delegates sacramental responsibilities and presbyteral faculties. The Vice President for Mission and Ministry is responsible for the worship and spirituality programs of Seattle University. The Chapels of Seattle University are under the administrative authority of the Director of Campus Ministry who delegates direct supervision of the Chapels Usage Policy to the Campus Minister for Liturgy. The sacred spaces are intended to be "suitable for the celebration of liturgical services and for the active participation of the faithful." (*Sacrosanctum Concilium*, 124).

The Chapel of St. Ignatius is an oratory, a place for divine worship designated by permission of the Archbishop of Seattle for the benefit of the faithful who gather in it and to which other members of the faithful can also come with the consent of the competent superior (*Code of Canon Law*, Canon 1223). The Director of Campus Ministry, with permission from the Rector of the Jesuit Community, may approve the celebration of sacraments intended for a parish, for members of the Seattle University Community.

The Campus Minister for Liturgy authorizes all liturgical and non-liturgical use of the chapels. Authorization is based on the criteria of appropriateness for a sacred space, the guidelines in this policy, value to the University or larger community, and significance for furthering the mission of the University or the Church.



PRIORITIES FOR USE

The chapels of Seattle University are sacred spaces that consist of the main worship area as well as immediately adjacent areas considered part of that sacred space, such as the reflection pool of the Chapel of St. Ignatius. The chapel spaces serve current Seattle University students, faculty, staff, alumni, regents and trustees. The spaces are intended to be available at all times as a special place for liturgical worship and private prayer. The sacred nature and purpose of events and activities that take place in these spaces distinguish them from other secular spaces on campus.

All requests for chapel use should follow the guidelines outlined under the Reservations section of this policy and are only approved through confirmation from Campus Ministry. Requests for use are directed to the Campus Minister for Liturgy. Campus Ministry reserves the right to deny requests based on the availability of staff, resources or other pastoral reasons.

Chapel usage is authorized solely by Campus Ministry according to the following priorities:

- 1) Use of the chapels is for gathered liturgy and worship for members of the university community.
- 2) Use of the chapels is for private prayer and reflection for members of the university community.
- 3) Use of the chapels is occasionally for other religious/sacred events and gatherings that further the mission of the Church and/or University. This may include occasional religious/sacred events, music & fine arts, and is determined case-by-case.
- 4) Pastoral concerns may merit an exception to these policies. All exceptions must be approved by the Director of Campus Ministry in consultation with the Campus Minister for Liturgy.



GUIDELINES FOR LITURGICAL AND GENERAL USE

The primary purpose for and ordinary form of use of sacred spaces is worship, liturgy and prayer. All chapel use abides the following prioritized criteria:

- 1) Roman Catholic sacraments and prayer for members of the Seattle University community: students, faculty, staff, Jesuit community, alumni/ae of the University, Trustees and Regents, current and emeriti, and special friends of the University. (*Criteria for specific sacraments follow.*)
- 2) Denominationally specific Christian or ecumenical prayer/worship and the prayer/worship of other faith traditions, as approved by Campus Ministry in consultation with the Catholic Archdiocese of Seattle.
- 3) Non-liturgical activities (e.g., sacred concerts, group visits and tours, spiritual conferences, readings, training in the liturgical arts, etc.) for the Seattle University community and its members. While admission fees may not be charged for such events, donations may be accepted. (*Criteria for specific activities follow.*)
- 4) Liturgy and worship for groups not affiliated with the Seattle University community in situations of pastoral need, as approved by Campus Ministry in consultation with the Catholic Archdiocese of Seattle.

For Roman Catholic sacraments under criterion number one, the following details apply:

a) Weddings

As a general rule, weddings are to be celebrated in the home parish of either of the parties to be married. (*Code of Canon Law*, Canon 1115). Where pastoral need makes it appropriate for the wedding to be celebrated in a university chapel, such weddings are only for current Seattle University students, faculty, staff, alumni, regents and trustees. All weddings in the Roman rite:

- i. require written presbyteral delegation of the parochial vicar (i.e., the Rector of the Jesuit community or his delegate);
- ii. must follow diocesan norms;
- iii. are registered in St. James Cathedral Parish.

Bride and groom are responsible for obtaining the presider for their wedding. All weddings must adhere to the guidelines provided. The Wedding Coordinator may cancel celebrations for lack of payment, inability to follow guidelines, inability to meet prescribed deadlines, or serious pastoral concerns. Weddings celebrated in other traditions or rites must be valid according to those traditions, and are celebrated in the Campion Ecumenical Chapel.

b) Baptisms

Infant baptisms and preparation for baptism should be celebrated in the parish of the parents (*Code of Canon Law*, Canon 857.2). The Director of Campus Ministry delegates permission for infant baptisms to the Campus Minister for Liturgy, who may grant an exception where there is demonstrated pastoral need. All infant baptisms must follow the guidelines, addendums and prescriptions provided by the Campus Minister for Liturgy. All Baptisms in the Roman Rite:

- i. must follow diocesan norms;
- ii. are registered at St. James Cathedral Parish.

Parents are responsible for making the necessary arrangements and preparations for the baptism of their child and for obtaining consent from their local parish, if applicable.

c) Funerals

A funeral for a deceased member of the faithful must generally take place in the parish church of the deceased (*Code of Canon Law*, Canon 1177.1). The Director of Campus Ministry delegates permission for funerals to the Campus Minister for Liturgy, who may grant an exception for pastoral need if the deceased is a member of the Seattle University Community. All Funerals must follow the guidelines, addendums and prescriptions provided by the Campus Minister for Liturgy. All funerals in the Roman Rite:

- i. must follow diocesan norms;
- ii. are registered at St. James Cathedral Parish.

The requesting party will notify the local parish of the deceased, if applicable, before the service is confirmed. Details of the plan made for a funeral will need the final approval of the Campus Minister for Liturgy before permission for a service on campus is granted.

For non-liturgical activities under criterion number three, the following details apply:

a) Sacred Music

Sacred musical events are a valued continuation of the Catholic and Jesuit tradition in the Arts. Sacred music performances, their rehearsals and other musical offerings are approved by the Campus Minister for Liturgical Music. All musical offerings in the chapels must be religious or classical, in conformity to the supplemental music policy provided by campus ministry and aid to “turn people’s spirits toward God.” (*Sacrosanctum Concilium*, 122) A complete list of music must be approved by the Campus Minister for Liturgical Music and the event must be scheduled and confirmed by the Campus Minister for Liturgy.

b) Group Visits and Tours

Groups planning visits to the chapels are encouraged to contact the Campus Minister for Liturgy in Campus Ministry to coordinate their visit and or/tour with other scheduled uses. Docents and tour guides are available upon request at a mutually agreeable date and time, requiring a refundable deposit.

c) Photography and Videography

Persons wishing to photograph the chapels for commercial purposes should contact the Campus Minister for Liturgy and Seattle University’s Marketing & Communications Office in advance to for permission and scheduling. For the photographing or recording of a ceremony, the following guidelines apply:

- i. Limited flash photography is permitted, but any flash photography during a ceremony must be muted.
- ii. Video cameras are permitted but the camera must not obstruct the view of worshippers. Video cameras are in a fixed position throughout a ceremony.
- iii. Photographers and Videographers must not distract the people present and must remain in the back of the church.

Photographers and videographers that do not follow the procedures of Marketing & Communications and Campus Ministry will not be invited to return to the chapels. Visitors are welcome to photograph the chapel for personal use outside of any scheduled events. Care should be taken so that visitors observing private prayer/reflection are not disturbed.



THE CHAPEL OF ST. IGNATIUS

The Chapel of St. Ignatius serves as the principal chapel of Seattle University, and, in keeping with the Jesuit heritage of the institution, has as its central function the celebration of Roman Catholic liturgy and sacraments. Though this function is central, there are other uses of the Chapel, such as personal prayer and other types of worship.

The Chapel of St. Ignatius is under the Director of Campus Ministry who delegates direct supervision to the Campus Minister for Liturgy. The Campus Minister for Liturgy approves all sacramental activity on campus. All occasions of worship and sacraments on campus must follow the above criteria.

The Chapel of St. Ignatius is the ordinary space on campus for Roman Catholic liturgical celebrations and is the preferred space for extraordinary observances of baptism, confirmation, funeral/memorial masses, and weddings in the Roman Catholic rite. Planning and scheduling of events in Chapel of St. Ignatius follows the criteria listed under the Reservation section on page 11.

Occasional ecumenical and multi-faith worship with other faith traditions may occur in the Chapel of St. Ignatius with the exception of Eucharistic liturgies. All ecumenical and multi-faith worship requires approval from Campus ministry, in consultation with the norms of the Archdiocese of Seattle.

Statistics

Saint Ignatius Chapel seats approximately 230 people in pews with additional standing room not to exceed Fire Code Regulation. Additional seats may not be added. It has an altar, ambo, baptismal font, piano, and organ. Daily Mass is celebrated at 12:30 p.m., Monday through Friday. Sunday Masses are celebrated at 11:00 a.m. and 9:00 p.m. The 9:00 p.m. Mass is suspended when University classes are not in session.

Fees and Charges

Please refer to the fee schedule on page 13 of this policy.



IMMACULATE CONCEPTION CHAPEL

The Immaculate Conception Chapel is primarily an area of refuge and personal prayer and of small group worship for the community at Seattle University. It is maintained and reserved by the Campus Minister for Liturgy in Campus Ministry. Liturgical supplies to celebrate Eucharist are available in the sacristy.

Statistics

Immaculate Conception Chapel, located in the Administration building, has five pews, which can hold approximately 30 people comfortably for Eucharist and private prayer.

Fees and Charges

Please refer to the fee schedule on page 13 of this policy.



CHARDIN CHAPEL

The Chardin Chapel is primarily an area of refuge and personal prayer and of small group worship for the community at Seattle University. It is maintained and reserved by the Campus Minister for Liturgy in Campus Ministry. Liturgical supplies to celebrate Eucharist are available in the sacristy.

Statistics

Chardin Chapel, located in Chardin Hall, is an open and meditative space which can hold approximately 15 people comfortably for Eucharist and private prayer. Mass is occasionally celebrated here along with various observances of meditation and prayer when University classes are in session.

Fees and Charges

Please refer to the fee schedule on page 13 of this policy.



THE ECUMENICAL CHAPEL

The primary purpose of the Ecumenical Chapel is for the celebration of denominationally specific Christian and ecumenical, worship. The Ecumenical Chapel is the preferred space for Protestant liturgy and worship.

Liturgy and worship in the Ecumenical Chapel is approved by the Ecumenical Multifaith Campus Minister and the Campus Minister for Liturgy in consultation with the Catholic Archdiocese of Seattle and/or appropriate ecclesial jurisdiction.

Statistics

The Ecumenical Chapel comfortably seats 120 people in movable chairs. The Ecumenical Chapel has an altar, ambo, baptismal font and a piano. It is located off the lobby of Campion Residence Hall, and is adjoined to Campion Ballroom. Concurrent activities in Campion Ballroom and the Residence Hall should be taken into consideration when reserving the Chapel or Prayer Room.

Fees and Charges

Please refer to the fee schedule on page 13 of this policy.



THE MULTIFAITH PRAYER ROOM

The primary purpose of the multifaith prayer room is for individual prayer and religious services for Buddhist, Hindi, Jewish, Muslim, and other world religions.

Statistics

The Campion Multifaith Prayer Room will accommodate 15 people for worship. It has washrooms for men and women, an area rug and shoe rack in the entry way. It is located off the lobby of Campion Residence Hall, and is adjoined to Campion Ballroom. Concurrent activities in Campion Ballroom and the Residence Hall should be taken into consideration when reserving the Chapel or Prayer Room.

Fees and Charges

Please refer to the fee schedule on page 13 of this policy.



RESERVATIONS

All events and use of the chapels are reserved through the Campus Minister for Liturgy in Campus Ministry. The Campus Minister for Liturgy determines the appropriateness of use for each intended reservation.

Reservations must be made at least 6 weeks prior to the requested event to allow for adequate planning and appropriation of staff. All requests must be made through submission of the Chapels Request Form. Upon reservation of a chapel, the reserving party will be sent a confirmation within 10 working days. In cases where a fee is due, an invoice will be provided. A reservation is tentative until a letter of confirmation is provided by the Campus Minister for Liturgy.

A sacristan will be present to assist at an established time when access to locked rooms, pianos or use of liturgical supplies is expressly requested.

Use of the Ecumenical Chapel/Multifaith Prayer Room

In keeping with the University's deep respect for its own Catholic heritage and the rich religious traditions that are represented within the university, all use of the Ecumenical Chapel and Multifaith Prayer Room must be in agreement with the policy of the professed tradition worshipping in the spaces. The canonical and liturgical guidelines of respective faiths apply to all celebrations in the Ecumenical Chapel and Multifaith Prayer Room. Occasional Roman Catholic use of either space must also follow prescribed Catholic canonical and liturgical guidelines.

Pianos and Organs

Pianos and Organs within sacred spaces are to be used primarily for the rehearsal and performance of sacred, classical and liturgical music that supports the public worship of the university community. At the discretion of the Campus Minister for Liturgical Music, the piano in the Ecumenical Chapel may be reserved for other use and moved to a different location. Requesters must abide the following: submit a completed piano request form (including university budget number), hire professional piano movers and pay any and all expenses/damages accrued. The organ in the Chapel of St. Ignatius is able to be reserved at the discretion of the Campus Minister for Liturgical Music and follows the same criteria. Additional duties for use of the organ may be required.



RESPONSIBILITIES OF THOSE RESERVING UNIVERSITY CHAPELS

The party requesting the use of any of the University chapels agrees to:

- 1) Use the chapel only during the times reserved. Preparation and cleanup time should be included when requesting a reservation.
- 2) Respect the sacred spaces by following these Campus Ministry guidelines:
 - a) No eating, drinking, or smoking in the chapels, unless specifically required in the liturgical rite.
 - b) Turning off cell phones, laptops and other electronics while in the chapels.
 - c) Care for the instruments; e.g. not setting anything on top of the instruments.
 - d) Suitable music played at an appropriate listening level.
 - e) Respect for the liturgical artworks and sacred vessels present in the spaces.
 - f) Refrain from professing doctrines antithetical to the mission of the University and from proselytizing as required by Seattle University's Policy Prohibiting Proselytization.
 - g) Refrain from selling goods in the chapels.
 - h) Obtain approval from the Campus Minister for Liturgy for all materials to be distributed in the chapels.
 - i) Photography and videography are allowed with permission from Campus Ministry, following the guidelines on page 7 of this policy.
- 3) Return the space to its original configuration.
 - a) Any decorations, flowers, programs, etc. are to be removed, unless an alternative arrangement has been made with the chapel staff. Donations of floral arrangements from liturgical celebrations are gladly accepted with 7 days notice.
 - b) Furnishings and light settings are to be returned to their default position. This includes returning the piano to its original position, as well as any musical and sound equipment used. If a space is not returned to its default configuration, a \$50.00 fee will be assessed in compensation for the time of campus ministry staff to restore the space for prayer and worship.
 - c) Anything damaged (e.g. pews, floor, carpet, furnishing, liturgical vessels, etc.) is to be promptly reported to the chapel staff present at the event, or by calling both the Campus Ministry Office at 206.296.6075 and the Campus Minister for Liturgy at 206.296.6992. Damage fees will be assessed.



FEES, CHARGES, INSURANCE AND EXCEPTIONS

Sacraments are by their nature an expression of the generous bounty of God. Campus Ministry does not charge for the celebration of the sacrament itself. The following fees support the cost of chapel staffing and operations. Bolded numbers are required fees, while others are recommended donations:

	Regents and Trustees	Seattle University Alumni	Seattle University Current Students, Faculty and Staff
Wedding	\$1,200	\$700	\$400
Special Liturgy	\$150	\$150	\$150
Baptism during a regularly scheduled Sunday Mass	\$50	\$50	\$50

Other Fees

Sacred Music	A suggested donation of \$150 or 10% of contributions, whichever is greater.
Musician's Stipend	Determined by the individual musician. (A list of liturgical musicians is available through the Campus Minister for Liturgical Music at 206-296-6031.)
Presider's Stipend	A stipend appropriate to the event is suggested. \$150-\$250 is suggested for regular liturgies.
Parking Fees	A \$100.00 fee contracts on campus parking for an event. Payment of the parking fee does not guarantee the availability of specific spaces/lots, but does guarantee on campus parking and parking staff assistance for all guests at transportation kiosks. Parking is not confirmed until payment is received by the by the Campus Minister for Liturgy. Otherwise, parking is available for \$4.50 per car, payable at each lot.
Insurance	Seattle University requires that all off campus groups and university hosted events provide proof of insurance. Please consult the insurance addendum for further information.

Deposits and Payments

- 1) In order to confirm reservation of a University chapel, 50-100% of the total fee is required as a deposit and is due within ten working days of receipt of the reservation confirmation.
- 2) For weddings, a \$200 deposit is due within two weeks of reservation confirmation.
- 3) Full payment of all fees is due at least 30 days prior to the date of the event.
- 4) Wedding deposits are non-refundable.
- 5) If written cancellation of an event is not received within 10 working days, the deposit is retained at a minimum of \$75.
- 6) User is liable for any damages incurred beyond the amount of the deposit.
- 7) Failure to return the chapels to their original configuration will result in a cleaning and set-up fee per/hour at a minimum charge of \$50/hour.
- 8) A deposit fee is required to secure a docent for chapel tours for any non Seattle University affiliated group. The amount of the deposit is no less than \$20 and is determined by the Campus Minister for Liturgy based on the anticipated number in attendance for a tour. Deposits are due within 5 business days and are remitted upon timely arrival. If for any reason the requesting group cancels or does not arrive for a scheduled tour, the deposit is retained.

Exceptions to Fees and Charges

- 1) University Department:
University departments using a campus chapel are not charged a usage fee, although a cleaning and set-up fee will be assessed as per the guidelines above. A budget number will serve as a deposit for University departments.
- 2) Student registered organization:
Registered student organizations using a university chapel for religious events are not charged a usage fee, although a cleaning and set-up fee per hour will be assessed as per the guidelines above. An authorized budget number through ASSU will serve as a deposit for student-registered organizations.
- 3) Jesuit community:
Jesuit community events are not charged a usage fee, although a cleaning and set-up fee per hour will be assessed if the chapel is not returned to its original condition as per the guidelines above. A budget number will serve as a deposit for the Jesuit community.



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