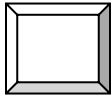# New Campus Minister Checklist

The following is a step by step list to help you get started as a Campus Minister at the University of Richmond. This list will take you through all of the necessary paper work for Human Resources, the Office of the Chaplaincy and other campus departments.

The Office of the Chaplaincy will notify Human Resources that you are an incoming Campus Minister. You will then be given paperwork to complete for a background check, required of all university personnel and volunteers, and non-employee information form.
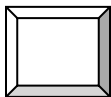
Once the background check is complete, your campus ID # will be assigned by HR and will be sent to the Chaplaincy. You will receive an email letting you know your ID # has been established.
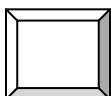
Go to **One Card Services** (Heilman Center, next to the Post Office) to get your official campus ID card. Take your ID# with you. Visit http://onecard.richmond.edu/ for more information.

*Once you have your One Card, please notify Emily Cobb. **$25 / semester** will be added to your card to be used at your discretion for campus ministry activities or supplies. Once you have your One Card you may also utilize the following services:*
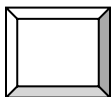
Campus Email Address (required)
All campus ministers must obtain an email address. Once your ID is issued you may visit https://wwws.richmond.edu/webpass to set up your email. Please contact Pam Ash in HR with questions. (287-6515). For all other tech support visit: http://is.richmond.edu/
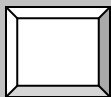
Register with OrgSync (required)
Our new campus-wide student events gateway will allow you to connect with students, post events, and advertise your programs. A campus email address is required to begin your registration process. You may register here:
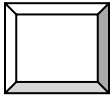http://activities.richmond.edu/organizations/orgsync.html
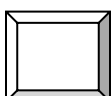
University Transportation
You must be an approved driver with the university to reserve a university vehicle. For more information go to: http://safety.richmond.edu/fleet/index.html. Once you have become an approved driver, you can reserve a vehicle through Student Activities at http://activities.richmond.edu/vehicle-reservation.html. For more information on other university transportation options go to: http://transportation.richmond.edu/.
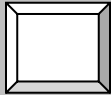
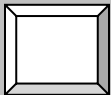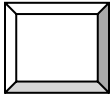|	
☐	**Parking Sticker** You may obtain a faculty/staff parking sticker at the following site: http://police.richmond.edu/parking/registration/index.html
☐	**Copy card for use around campus** Copy cards may be purchased at the Boatwright library and used at most copy machines on campus. For information on printing costs go to: http://library.richmond.edu/services/library-printing.html

Other Necessary Forms and Trainings:
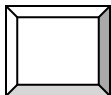
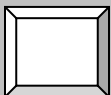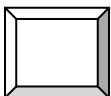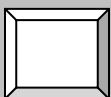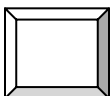|	
☐	**Campus Ministry Application and Agreement (required)** All campus ministers must complete the application and agreement form. This form may be obtained from Emily Cobb. This form outlines the Office of the Chaplaincy's expectations of all campus ministers and includes our Religious Life Policy.
☐	**Covenant of Mutual Respect & Understanding (required)** This document is signed by all campus ministers at our yearly Orientation. You can review the Covenant at: http://chaplaincy.richmond.edu/practice/ministries/index.html.
☐	**FERPA (required)** Once you have completed FERPA training with Human Resources you are allowed to contact students from your faith tradition or denomination. The Office of the Chaplaincy will help you schedule this training.
☐	**Title IX Training (required)** As part of a larger university initiative, all campus employees and volunteers are required to take Title IX Training. The Chaplaincy will provide a list of scheduled trainings for you to choose from.
☐	**Event Planning** The Events website, http://events.richmond.edu/events/index.html, is your one-stop shop to help reserve space and plan events including room setup and catering.
☐	**Interfaith Prayer Room and Pathways Lounge reservations** If you plan to use the Interfaith Prayer Room or Pathways Lounge on a regular basis you will need to reserve space with Karen Redden. Single time use does not require a reservation.
☐	**Project Funding Request Form** The Chaplaincy provides limited funding for campus ministry events. Please see Emily Cobb to obtain a funding request form.