

Mission

Campus Ministry

Records Liaison: Claire Sullivan

CmpMin1 Records

CmpMin1.1 Wedding Records

All wedding documentation relating to couples who are married at Stonehill's Chapel of Mary.

Permanent. Records to Immaculate Conception Church in Easton. Retain copies in Campus Ministry permanently.

CmpMin1.2 Chapel Choir Records

All records relating to Stonehill's chapel choir. File may include but is not limited to membership, officers' lists and programming information.

Cut off at the end of the fiscal year and retain three years.

CmpMin1.3 Retreat Records

All documentation relating to retreats held by campus ministry including but not limited to Encounters Christ retreats, busy-persons, intercollegiate and senior retreats. File may include but is not limited to schedules, site lists, participant lists, team lists and timetables.

Cut off at the end of the fiscal year and retain three years.

CmpMin1.4 H.O.P.E. Trip Records

All documentation relating to H.O.P.E. trips. File may include but is not limited to schedules, site lists, participant lists and timetables for program preparation.

Retain three years then send to Archives for final disposition.

CmpMin1.5 ITS Program Records

All documentation relating to the ITS volunteer program run by campus ministry. File may include but is not limited to site lists, participant lists, schedules and timetables.

Retain three years.

CmpMin1.6 Crossings Program Records

All documentation relating to the Crossings program. File may include but is not limited to student minister lists, programming reports and training notes.

Retain three years. Retain Student Minister lists permanently.

CmpMin1.7 Sacraments of Initiation Records

All documentation relating to sacraments of Initiation performed at Stonehill College.

Permanent. Records to Immaculate Conception Church in Easton. Retain copies in Campus Ministry permanently.

CmpMin1.8 Sacramental Preparation Records

All documentation relating to persons who take part in sacramental preparation classes held by campus ministry. File may include but is not limited to participant lists and syllabi (Note: Arrange chronologically by class).

Retain three years.

CmpMin2 Worship Aids

Worship aids handed out at each Mass held by campus ministry included songs and question corner.

Retain until no longer of administrative need.

CmpMin3 Liturgical Ministers Files

All documentation relating to persons who volunteer to be liturgical minister at campus ministry masses. File may include but is not limited to annual lists of training file.

Cut off at the end of the fiscal year and retain three years.

CmpMin3.1 Liturgical Ministers Schedules

Schedules of liturgical ministers indicating what masses they are scheduled to serve.

Retain three years.

CmpMin4 Ministry Council Files

All documentation relating to the Ministry Council. File may include but is not limited to Ministry Council agendas and minutes.

Retain three years then send to Archives for review and disposition.

CmpMin5 Campus Ministry. Residence Life/Hall Chaplain Files

File may include but it not limited to agenda and minutes.

Retain three years then send to Archives for review.

CmpMin6 Knights of Columbus Files

All documentation relating to the Knights of Columbus at Stonehill. File may include but is not limited to membership records, financial audits and statements, national and state reports.

Kept permanently, send to Archives when administrative need ends.