



**Policy Name:** Chapel Attendance and  
Community Engagement Policy

**Policy Number:** Administrative Policy  
03.40.10.01

**Date:** December 15, 2025

**Review Date:** December 15, 2028

**Approved by Willie L. Todd, Jr., Ph.D.**  
**President and CEO**

  
Signature



## **[Chapel Attendance and Community Engagement Policy]**

<b>Policy Title:</b>	<b>Chapel Attendance and Community Engagement</b>
<b>Policy Type:</b>	<b>Administrative</b>
<b>Policy Number:</b>	<b>03.40.10.01 (2025)</b>
<b>Approval Date:</b>	<b>December 15, 2025</b>
<b>Responsible Office:</b>	<b>Office of Human Resources and Office of Student Affairs</b>
<b>Responsible Executive:</b>	<b>Chief of Human Resources and VP of Student Affairs</b>
<b>Applies to:</b>	<b>All employees and students except those exempted</b>

### **I. POLICY STATEMENT**

Talladega College requires all full-time and part-time employees, whose duties do not prevent them from attending, to be present at two college-wide Chapel services per month, held from 11:00 a.m. to 12:00 p.m. on designated dates announced by the Office of the President.

Employees are expected to:

- Arrive on time and remain for the full service
- Model professionalism and engagement
- Demonstrate support for students and campus culture
- Reinforce Chapel as an important student retention initiative

Chapel attendance is part of the regular workday. Employees are not required to perform religious rituals or affirm specific beliefs; attendance is defined as physical presence within the Talladega College community.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Policy Statement	1
Definitions	2
Policy Contents	3
Contacts	4
Review Schedule	4



## **[Chapel Attendance and Community Engagement Policy]**

### **DEFINITIONS**

#### **Chapel**

A college-wide gathering that may include music, speakers, cultural presentations, student reflections, or spiritual encouragement aligned with the College's historic affiliation with the United Church of Christ. Attendance does not require religious participation.

#### **Attendance**

Physical presence for the full Chapel hour unless excused. Attendance does *not* require engagement in worship, prayer, or religious rites.

#### **Sincerely Held Religious Belief**

A sincerely maintained belief or practice, whether part of an organized religion or individualized faith system, that conflicts with attending Chapel.

#### **Religious Accommodation**

A modification to workplace expectations granted to employees whose sincerely held religious beliefs conflict with Chapel attendance.

#### **Essential Personnel / Essential Duties**

Employees whose job responsibilities are critical to campus safety, operations, or emergency response during Chapel hours.

#### **Progressive Discipline**

A structured corrective process that may include verbal counseling, written warnings, suspension, or termination, depending on the severity and frequency of non-compliance.

#### **Workday Requirement**

A duty that is part of an employee's paid work responsibilities. Chapel attendance is considered work time.



## **[Chapel Attendance and Community Engagement Policy]**

### **II. Purpose**

Since 1867, Chapel has served as a cornerstone of Talladega College's identity—bringing our community together in reflection, inspiration, cultural enrichment, and unity. As part of our mission and our commitment to *Reimagining Liberal Arts Education*, Chapel supports student retention, builds belonging, and reinforces the College's historic values and traditions.

To center this tradition in student success, Talladega College will pause regular campus operations twice per month and require employee attendance unless a religious accommodation has been approved.

### **III. Religious Accommodation Requests**

Talladega College respects the religious beliefs and practices of all employees. Employees who have a sincerely held religious belief that prevents them from attending Chapel may request an exemption by completing the *Religious Accommodation Request Form* and submitting it to Human Resources.

HR will evaluate all requests in accordance with Title VII of the Civil Rights Act and will provide written notification of approval or denial. Approved employees will receive alternate work assignments during Chapel hours as appropriate.

### **IV. Operational Exceptions**

Employees may be excused from Chapel if:

1. Their job duties require them to remain at their workstations to support essential campus functions, and
2. Their supervisor has documented the operational need, and Human Resources has confirmed the exemption.

Essential personnel may include campus safety, facilities, IT, or other critical service roles.

### **V. Compliance**

Chapel attendance is a workday requirement.

Failure to attend without an approved religious accommodation or operational exception may result in corrective action under the College's progressive discipline process.



**[Chapel Attendance and Community Engagement Policy]**

Supervisors are responsible for ensuring their teams comply with all aspects of this policy.

**VI. Questions**

Questions about this policy should be directed to:  
**The Office of Human Resources**

**STAKEHOLDER(S)** All employees and students

**PUBLICATION**

This policy shall be widely published and distributed to the Talladega College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communications Officer will make every effort to:

1. Communicate the policy in writing, electronically, or otherwise, to the College community within fourteen (14) days of approval.
2. Submit the policy for inclusion in the online Policy Library once the library is uploaded.
3. Post the policy on the appropriate websites; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.
5. Failure to meet the publication requirements does not invalidate this policy.

**REVIEW SCHEDULE**

Next Scheduled Review: 12/15/2028

Approved date: 12/15/2025

Supersedes: All other policies are rendered void.

**RELATED DOCUMENTS**

**FORMS**