

U Mary LOGO	GENERAL POLICY	
	<b>Annunciation Monastery Property and Grounds</b>	EFFECTIVE DATE: August 2018

**PURPOSE**

The purpose of this policy is to extend an invitation of hospitality from our sponsors, the Sisters of Annunciation Monastery, to the students, faculty and staff of the university to join the sisters for prayer and Eucharistic liturgy and to visit the monastery. Information is provided that describes the monastery property and grounds the sisters have made available for public use.

**BACKGROUND**

Policies are developed to:

- Uphold and respect the Christian, Catholic, Benedictine mission of the University of Mary.
- Support the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities.
- Build a culture of ready and earnest hospitality throughout the university, in accord with Saint Benedict’s admonition that *all be received as Christ*.

**APPLICABILITY**

This policy shall apply to all members of the University community including students, employees (faculty and staff) as well as independent contractors, vendors, volunteers who perform work for the University, alumni, guests and visitors of the University.

**POLICY / PROCEDURES**

The Benedictine Sisters of Annunciation Monastery, the founders and sponsors of the University of Mary, are committed to a monastic way of life. The sisters value prayer and solitude, community and hospitality, service and beauty. Students, faculty and staff are welcome to join the sisters for morning and evening prayer, or Eucharist. The sisters also invite members of the university community to use the prayer labyrinth located on the grounds of the monastery.

While the property and grounds of Annunciation Monastery are adjacent to the university, they are distinct from university property. Located just south of the Benedictine Center for Servant Leadership, Annunciation Monastery serves as the sisters' primary place of residence, community and worship. The grounds and gardens surrounding the monastery are reserved for the sisters. Members of the university community are asked to respect the monastery and all its facilities just as they would any other private residence. Other facilities include:

- The towering Annunciation Monastery bell banner, also located between Annunciation Monastery and the Benedictine Center, serves as the symbol, logo, and landmark of the Annunciation Monastery community. Members of the university community are asked to respect this structure as private property. In addition, the Sisters of Annunciation Monastery reserve all rights to the use of the bell banner in advertisement, publications and all other images (print and/or electronic). Any use of the bell banner requires the prior approval of the monastery. Requests for permission should be made according to the Policy on Use of the Bell Banner Image approved by the Annunciation Monastery/University of Mary Joint Task Force in June of 2018. For further information about this policy contact the Director of Public Affairs at the university.
- The Annunciation Monastery Cemetery, located between Annunciation Monastery and the west wing of the Benedictine Center, is the resting place of the monastery's deceased members. Members of the university community are asked to respect the cemetery as a private cemetery.
- Annunciation Monastery parking facilities include parking adjacent to the monastery and the parking lot south of the west wing of the Benedictine Center (where Boniface West and Saint Joseph's Hall for Men are located). By agreement between the monastery and the university, university employees assigned to park in this lot may park in the west end of this lot (west of the light pole as indicated by signage) Monday through Friday, during office hours. No overnight parking is permitted.

## **ADMINISTRATION**

The Executive Vice President has the responsibility for the overall administration of this policy and the establishment of procedures. Compliance with this policy is the responsibility of the officers, directors, managers and supervisors.

## **APPROVED**

- May 2009 by the President of the University of Mary
- November 2009 by the Executive Committee of the University of Mary Board of Trustees
- Revision July 2018 Prioress of Annunciation Monastery
- Revision July 2018 President's Council
- Revision August 2018 Executive Committee of the University of Mary Board of Trustees