

“For what we preach is not ourselves, but Jesus Christ as Lord
with ourselves as your servants for Jesus’ sake.”
2 Corinthians 4:5

2019-2020 Student Handbook

All regulations, requirements, and general information in this handbook are
subject to revision at any time.



**CONCORDIA
LUTHERAN
SEMINARY**

learn.grow.serve.

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Introduction

“Servants for Jesus’ Sake”

“Concordia Lutheran Seminary forms servants for Jesus’ sake.” This is our seminary’s mission statement, based on 2 Cor 4:5.

In seeking to fulfil this mission, the seminary is not just an academic institution that imparts knowledge and teaches skills. Rather, we have been entrusted by the Church with the responsibility to prepare, in every way, pastors for the ministry of Word and Sacrament, and deacons for the ministry of Word and Service—men and women who are personally mature, pastorally sensitive, theologically skilled, and missionary-minded. To enable it to carry out this task, the seminary expects that students who are preparing for the ministry will place themselves under its discipline and care during their years of preparation.

As well as preparing men for the pastoral ministry and men and women for the diaconal ministry, the seminary also welcomes into its community men and women who have a university education and who wish to deepen their understanding of theology and the church without intending to become pastors or deacons. Whether they study on campus or at a distance, these students in the “Open Studies” program are also an integral part of our community of faith and learning.

The seminary also seeks further opportunities to serve the church and community via a number of extension endeavours. Included here are theological convocations, workshops, evening courses in the “Quest” program, and the like.

As a small institution, Concordia Lutheran Seminary (CLS) has the advantage of providing a close family-type environment in which personal, positive relationships between students, faculty, staff and their families are cultivated and nurtured.

We hope that this booklet will be useful as a resource book and directory. It is intended to provide information which will help both to orient the new student and to inform all students regarding matters that may arise in the course of seminary studies.

What follows is an attempt to describe practices that have developed over the history of the seminary and to summarize policies that have been adopted by the seminary’s faculty and Board of Regents.

Questions regarding any matters covered in this booklet, as well as other suggestions, should be referred to the Dean of Student Life, Dr. John Hellwege.

Who to See for What

The following is a guide to help students find the right person to answer various questions or fulfill various needs.

The **President**, Dr. James Gimbel, is charged with overall responsibility for the operation of the seminary. Any questions that impact the seminary and the Church more broadly should be directed to him. The President is also responsible for the development of the seminary, including both the gift-income and the general promotion of the seminary. Dr. Gimbel is also serving as the **Director of Field Education** and of **Vicarage** this year. He is responsible for the assignment of students to Field Education congregations and for their assignment and supervision as vicars.

The **Administrative Assistant to the President**, Kathy Budgell, assists the president in the carrying out of his duties. Any concerns about the basic building and grounds, including needed repairs, should be referred to her. Mrs. Budgell often receives requests from congregations for “pulpit supply” (guest preachers) and will post them by email for eligible students to fill. In addition, she is responsible for keys and parking passes. She also serves as our **Director of Admissions**.

The **Dean of Student Life**, Dr. John Hellwege, is available to help with both personal and professional issues. He is concerned not only with students but also with their families. Any student who contemplates withdrawing from the seminary during the course of his studies, or taking a leave of absence, must consult with him. The Dean of Student Life oversees the seminary’s chapel program, develops the worship schedule, schedules pastors to conduct chapel services, and works with the chapel committee to ensure that a proper worship setting is maintained. Dr. Hellwege is also serving as the **Director of Financial Aid**. Any questions or concerns about a student’s finances should be directed to him. Additionally, Dr. Hellwege is in charge of **Building Security** and **IT**. Any concerns over security or basic IT should be referred to him.

The **Academic Dean**, Dr. Stephen Chambers, is responsible for providing general guidance in academic and curricular matters. He is also **Director of Library Services**. Any questions or concerns about the Library can be directed to him.

The **Registrar**, Anna Yang, provides guidance in the area of course selection and course load. She is also the seminary’s Director of Educational Technology. She is available for Registrar questions in the afternoons. Student fees are paid to her. Ms. Yang also serves as the **Librarian** providing hands-on assistance to students as they use the Library. She is available in the library 8 a.m. to Noon. Student helpers provide assistance from Noon to 4 p.m.

The **Coordinator of Music**, David Mitchell, is responsible for the music program of the seminary. Details of how and when to contact him regarding music requests for chapel services can be obtained from Dr. Hellwege

Where to Go for What

The **Library** has approximately 20,000 books and a number of DVDs, CDs, and videoselectronic resources. The library subscribes to 90100 periodicals. Access to electronic databases is available to all students. The seminary’s own library holdings are augmented by full access to the NEOS Library consortium, comprising 187 academic, health, government and special libraries serving central and northern Alberta.

The Library also provides student study spaces, including a quiet area downstairs.

A Library Handbook provides detailed information on a wide variety of topics. An orientation session is provided in the fall for new students.

Public hours for the library are 8:00 am to 4:00 pm, Monday through Friday.

The **Printing Room**, located just inside the doors to the library, is available for use by students, staff, and faculty of the seminary. Student mailboxes are also located there. There is a computer in this room which gives students access to the Internet. A wireless hub also provides wireless service throughout the seminary building.

The **Student Lounge** is equipped with a stove, microwaves, dishwasher, and refrigerator which make it convenient for students, faculty, and staff to eat their lunches together and enjoy fellowship in the lounge. Students are asked to do their part to keep this area neat by cleaning up, putting dirty dishes in the dishwasher and emptying it when necessary. A **Food Pantry**, which area congregations and the Seminary Guild strive to keep well-stocked, is located in just off of the lounge as well. Full-time students may take home food and other items as they require, while keeping in mind the needs of other students. In the Food Pantry, there is a refrigerator and upright freezer for student use.

In addition to the study space in the Library, the **Missionary Study Centre**, adjoining the Student Lounge, is available to students. Donations of used books will also be available for students to acquire. Access to this room is through the Student Lounge only.

In case of an emergency, students can be contacted by **telephone** at the seminary number (780-474-1468). Although an attempt will be made to forward important messages, calls of this nature should be kept to an absolute minimum. A phone for outgoing local calls is available in the student lounge. Long distance calls require a calling card.

The seminary works to provide **security** for students and their belongings. For security reasons, the seminary is locked between 4:00 p.m. and 8:00 a.m. Students should not normally be in the seminary building during these hours. The front door

is also locked over the lunch hour, students and visitors may enter at this time by ringing the doorbell and faculty or staff will grant entry. If students would like to be in the building after hours, it needs to be arranged ahead of time with Kathy Budgell and Dr. Hellwege. Students should attend to the security of their personal valuables during the day when the seminary is open to the public. Leaving laptop computers in unlocked areas, or wallets in jackets or duffle bags, is not a good idea. Cars in the parking lot should be locked, with all valuables stored out of sight. Lockers, located in the Student Lounge, are available on a first come first served basis, students provide their own locks.

The **Lucht Room**, also known as “The Fußball Room” is a room dedicated to student use. Students are responsible for its cleanliness.

Campus Life

Communication

Concordia Lutheran Seminary has five official methods of communication:

1. Email and Google Drive

The seminary will issue to each student an institutional email. This email is linked to a Google Drive account, allowing documents to be shared within our protected shell. It is each student's responsibility to establish their own system of dealing with every email and shared document that comes in.

2. Student Mailboxes

Student Mailboxes for internal seminary communications are located on the main floor in the Print Room. Any Canada Post mail that comes addressed to students will also be routed here. Students should check and clear their mailboxes daily.

3. Chapel announcements

On occasion announcements will be made after chapel, especially with regard to items of immediate importance.

4. CLS Weekly

The CLS Weekly is the weekly newsletter which contains information regarding scheduled events, reminders, and other important information regarding life at CLS. The CLS Weekly is distributed by email. Students may give Kathy the email addresses of family and friends who would also like to receive the CLS Weekly.

5. Canada Post

On occasion, important correspondence is sent by Canada Post. It is each student's responsibility to keep the seminary (Kathy) supplied with their up-to-date postal address (including, but not limited to vicarage address).

Scent-Free Policy

In response to health concerns, Concordia Lutheran Seminary has developed a Scent-Free Policy. Scented products such as hair spray, perfume, and deodorants can trigger reactions such as respiratory distress and headaches. For this reason, please do not use scented product while working or visiting at Concordia Lutheran Seminary. Due to the sensitivity of certain members of our community, it is possible that students may even be asked to consider changing soaps, laundry detergent and the like.

Tobacco, Marijuana, Smoking and Alcohol

Concordia Lutheran Seminary is a smoke-free building. A smoking station is located outside at the north end of the parking lot. The use of alcohol on campus is normally restricted to the celebration of Holy Communion, except with the prior permission of the President. Concordia Lutheran Seminary is a tobacco and marijuana free campus. Those with a prescription for medical use may request an exemption from the president. The use of alcohol on campus beyond the celebration of Holy Communion requires the prior permission of the president.

Dress and Grooming

All members of the seminary community should clothe and groom themselves in a respectable manner. Appropriate dress for students on campus is “business casual,” which may on occasion include clean jeans in good repair. The highest levels of personal hygiene should be maintained. It is the prerogative of any faculty member address deficiencies in dress and grooming.

Students are encouraged to wear clerical shirts when performing any of the functions of the pastoral office, either on campus or in their field-education congregations. (See below regarding these functions.) Apart from such occasions, clerical shirts should not be worn by students.

Parking

Use of the parking lot north of the seminary building is on a first-come, first-served basis. Parking permits are issued to all students and must be displayed. Temporary parking passes are available from any faculty or staff member. Parking on the street to the west of the seminary is prohibited except to visitors who must purchase a temporary parking pass from Concordia University. The parking lot is monitored by a parking company and all vehicles without passes will be ticketed. See Kathy to obtain parking passes.

Booking Facilities

To avoid scheduling conflicts, dates and places for all campus events should be reserved through Kathy. All after-hours student activities in the building must receive prior permission from Dr. Gimbel or Dr. Hellwege.

Student Life

Spouses and Families

Students' spouses and children are considered part of the seminary community and are encouraged to participate in seminary functions. Family potlucks and other events include students' families. A flexible association of wives of pastoral students ("Sem Wives") organizes each year to meet the unique needs of student wives and fiancées. The facilitator of this group is the Dean of Student Life, Dr. Hellwege.

Marriage

When a pastoral student decides to marry, they should notify the Dean of Student Life, who will help the student and fiancée obtain suitable counseling to help them make the special adjustments required. LCC students should be advised as well that while there are biblical and practical reasons for their fiancé to be the same denomination as their spouse, this is also a requirement for placement as a pastor in LCC.

The Dean can also provide counsel and aid to students who are already married, to help them grow in their marriage relationship, or refer them to a marriage counsellor.

Housing (see parallel discussion in Academic Calendar, p.29)

CLS does not maintain student housing, therefore students will need to find their own housing. However, the seminary can sometimes provide referrals to apartments or other dwellings where other students have lived in the past. Occasionally, people contact the seminary with information about housing they have available. The Dean of Student Life can provide general information on subsidized housing. The seminary expects that students who receive financial aid will live as economically as possible, both in respect for those whose gifts they receive and to make those gifts stretch as far as possible within the student body.

Fitness and Health (see parallel discussion in Academic Calendar, p.29)

Students are urged to remain, or become, physically active. To this end, Concordia University of Edmonton often extends gym and weight-room privileges to seminarians and their families. Students are encouraged to discuss opportunities for exercise and improving healthy living with their advisers.

Absence from Campus

If a student plans to be absent from his normal residence during the academic year for any reason, or if the student is absent from campus because of illness for more than one school day, the Dean of Student Life should be notified. Dr. Hellwege

will hold this information in case anyone needs to contact the student and, in the case of a lengthy illness, to ensure that suitable pastoral care is provided.

Counseling

Psychological counselling is available for students and their immediate families by the referral to an outside agency by the Dean of Student of Life. Some financial assistance may be available upon request. If financial assistance is provided, a waiver shall be signed, permitting the counselor to share reports on progress with the Dean.

Leaves of Absence (see parallel discussion in Academic Calendar, p.41)

A pastoral or diaconal student who wishes to take a leave of absence from the seminary program may do so only with the approval of the faculty. Application can be made through the Academic Dean, if it is for academic reasons, or the Dean of Student Life, if it is for personal reasons. Leave may be granted for up to one year, during which time the student's licences to lead worship and to preach are normally withdrawn. A student on leave should not portray himself publicly as a seminary student.

Withdrawal from the Seminary (see parallel discussion in Academic Calendar, p.41)

A pastoral student who wishes to withdraw from the seminary is asked to seek the counsel and approval of the Dean of Student Life. To be entitled to honourable dismissal from the seminary, a student must have a satisfactory conduct record and must have satisfied all his obligations as outlined on the withdrawal form.

Financial Aid (see parallel discussion in Academic Calendar, p.28)

Internal Financial Aid

Regular Financial Aid is available to assist full-time LCC students with educational costs (tuition and fees), as well as other expenses incurred during their time of studies. An application form, including a detailed budget, is required. Students from other church bodies are encouraged to apply to their own church body for financial aid.

In emergencies, Special Financial Aid may be available upon application to the Dean of Student Life. A copy of the Financial Aid Policies should be read by all students. Please note that *as well as* accepting the seminary's own financial aid, a student should contact their home congregation and LCC central office to see what aid is available from these sources. In courtesy to donors, students are expected to respond to all gifts with prompt letters of appreciation.

Adopt-A-Student

Adopt-A-Student is a program which matches LCC pastoral and diaconal students with individual and group sponsors. Those sponsors have committed to supporting the student with prayer, personal correspondence and even financial help. The student also commits to supporting the relationship through thanking their sponsors and personal correspondence. Students are encouraged, if possible, to visit sponsoring congregations at some time during their studies. Students interested in participating in the program should fill out the AAS student enrolment form, available from Dr. Hellwege.

Part-Time Employment

Students' primary purpose in being at the seminary is to prepare themselves in every way to be ministers of the Gospel. Thus, while it may be necessary for some students to work part-time, this employment should not ordinarily exceed 15 hours per week. Exceptions should be discussed with the Dean of Student Life.

A few part-time jobs are available on campus. Students interested in serving as a student library assistant should apply to Anna Yang. Prospective sidewalk clearers should talk to Kathy.

Student Formation

Pastoral/diaconal Formation

Pastoral and diaconal formation at CLS is not just a matter of acquiring theological knowledge or pastoral skills. It addresses the whole person. The goal of pastoral and diaconal formation is to develop competent servant leaders which is reflected in our Student Learning Outcomes:

1. Graduates demonstrate character and vocational formation befitting a servant for Jesus's sake.
 - a) Demonstrate spiritual vitality, including active prayer and devotional life
 - b) Exhibit personal maturity, including emotional health
 - c) Maintain healthy relationships
 - d) Exercise appropriate self-discipline
2. Graduates demonstrate Scriptural literacy and interpret the Bible faithfully.
 - a) Able to use the Bible in its original languages
 - b) Know the biblical narrative and related isagogical matters
 - c) Apply Lutheran hermeneutical principles and appropriate exegetical methods
3. Graduates comprehend and assimilate the Lutheran theological heritage.
 - a) Know Lutheran and broader Christian history and appreciate its current relevance
 - b) Master Lutheran doctrine and present it clearly
 - c) Understand the Lutheran Confessions and subscribe to them unconditionally
 - d) Adopt the ethos and praxis of Lutheran Church—Canada (or the student's own church body)
4. Graduates demonstrate the pastoral skills needed for parish ministry.
 - a) Able to preach, teach, and administer the means of grace
 - b) Able to lead and serve a congregation
 - c) Able to provide pastoral care
 - d) Able to equip Christians to further the church's mission
 - e) Able to communicate effectively
5. Graduates are ready to serve Christ in the broader Canadian and global contexts.
 - a) Understand Canada's varied social, cultural, and religious contexts

- b) Aware of contemporary global issues
- c) Ready to represent Christ and share the Gospel in a variety of contexts

Every course at CLS aims to enable students to progress toward these outcomes.

The Co-Curriculum at CLS

Alongside the coursework required for the MDiv is a co-curriculum of activities and experiences which are vital to a student's formation as a competent servant leader. The Co-curriculum defines those events and experiences expected of students outside of the classroom. These items include: