



**CONCORDIA
LUTHERAN
SEMINARY**

**Student Handbook
2017-2018**

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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—men 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, 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. 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, participation in archaeological excavations, 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, Professor Jonathan Kraemer.

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**, Rhonda Buck, 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. Buck 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.

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.

Providing hands-on assistance to students as they use the Library is the **Librarian** Anna Yang who is available 8 a.m. to Noon. Student helpers provide assistance from Noon to 4 p.m.

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.

The Director of Admissions, Janice Ruf, can help if there are any questions on the admissions process.

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 videos. The library subscribes to 100 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 17 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, microwave, 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 the lounge as well. Full-time students who are members of Lutheran Church–Canada congregations may take home food and other items as they require, while keeping in mind the needs of other students.

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.

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. 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

It is each student's responsibility to ensure the seminary (Rhonda) has his up-to-date email address, to check it regularly, and to establish his own system of dealing with every email that comes in.

2. Student Mailboxes

Student Mailboxes for internal seminary communications are located on the main floor in the Print Room. 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 a more 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 and a copy is also posted in the Library.

5. Canada Post

On occasion, important correspondence is sent by Canada Post. It is each student's responsibility to keep the seminary supplied with his/her 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

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.

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. Parking on the street to the west of the seminary is prohibited except to visitors who must obtain a temporary parking pass. The parking lot is monitored by a parking company and all vehicles without passes will be ticketed. See Rhonda Buck to obtain parking passes.

Booking Facilities

To avoid scheduling conflicts, dates and places for all campus events should be reserved through Rhonda.

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 particular needs of student wives and fiancées. The facilitator of this group is the Dean of Student Life, Dr. Hellwege.

Marriage

When they decide to marry, a pastoral student should notify the Dean of Student Life, who will help the student and their 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

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

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.

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, in order to ensure that suitable pastoral care is provided.

Counseling

Psychological Counselling is available for a student or a member of their family by the referral of the Dean of Student of life to an outside agency. Some financial assistance may be available upon request. A waiver shall be signed, permitting the counselor to share progress with the Dean.

Leaves of Absence

A pastoral 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

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.

FINANCIAL AID

Internal Financial Aid

Financial aid is available to assist full-time students with educational costs (tuition and fees). An application form, including a detailed budget, is required. In emergencies, additional funds 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 both his home congregation and his District 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 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 by thanking their sponsors and personal correspondence. Students interested in participating in the program should fill out the AAS student enrolment form, available from Dr. Hellwege.

Part-Time Employment

Students are reminded that their 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 Dr. Chambers. Prospective janitors or grounds-keepers should talk to Rhonda Buck.

PASTORAL FORMATION

Pastoral formation at CLS is not just a matter of acquiring theological knowledge or pastoral skills. It addresses the whole person. The goal of pastoral formation is to develop competent servant leaders who are able to

- *Interpret and apply the Bible using excellent exegetical resources and methods.*
- *Appropriate Christian theology in accordance with the*

Lutheran tradition.

- *Interact theologically with the social, cultural and religious diversity of the contemporary world.*
- *Exhibit personal and spiritual maturity, befitting a servant for Jesus' sake.*
- *Demonstrate the skills necessary for effective service in parish ministry.*

Every course at CLS aims to enable students to progress toward those goals.

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 competent servant leaders. The Co-curriculum defines those events and experiences expected of students outside of the classroom (Co-Curricular Units or CCUs):

Orientation	Personal Growth Plan
Opening Retreat	Faculty Advisors
Chapel Attendance and Leadership	Profiles of Ministry
Convocations	Ministerial Program
Take Wing	Committee
Field Education & Vicarage	Mentors
	Mission Experience

Orientation

Orientation prepares the student for entry into the life of pastoral formation at CLS. It is offered over the course of a few days at the beginning of the September short-term.

Opening Retreat

Before the academic year begins, a retreat is held for faculty and students in order to meditate upon God's Word, to pray and to build community. Since this retreat sets the tone for the year, attendance is required of all full-time M.Div. students.

Chapel

The CLS community gathers each weekday for worship and is a rich opportunity for pastoral formation. Chapel is primarily a time to receive the gifts of God and to respond in prayer and praise. It is also an opportunity to experience different forms of worship, hymns and songs, and preaching. For student preachers and worship leaders it is yet another opportunity to grow in those skills and receive feedback from a designated faculty member. Being a part of the chapel committee prepares students to instruct and guide those who would serve in their future congregations on an altar guild.

Holy Communion is rarely celebrated at CLS, as students are encouraged to receive the Sacrament at their home, field work, and vicarage congregations. The communion practice of LCC is followed when Holy Communion is celebrated at CLS.

Convocations

Throughout the year, convocations are organized for further instruction and growth. Often featuring speakers outside of the seminary faculty, students learn about a variety of different subjects related to pastoral ministry and parish life. The Timothy lectures are a special type of convocation which are held yearly and feature a well-

seasoned pastor who shares his advice and experiences with the students.

Take Wing

Take Wing is a weekend immersion experience for students in the second year of their program, usually held at the beginning of second semester. With the gracious help of the Seminary Guild, students are given the opportunity to travel to a congregation over the course of a weekend primarily in order to preach and introduce CLS to the congregation.

Field Education and Vicarage

Each pastoral student will be assigned to a field education congregation in the Edmonton area during the first two years of their program on a part-time basis. Usually during the third year of his program, pastoral students are placed under the supervision of a pastoral supervisor for a full year of immersion in pastoral ministry and the life of the vicarage congregation. Vicarage placements are most often not in the Edmonton area. Field education and Vicarage give students “hands-on” experience with most of the aspects of ministry.

Pastoral supervisors for field education and vicarage not only provide important guidance for the developing of practical pastoral skills, but are also an important source of feedback with regard to the student’s personal characteristics in the context of congregational ministry. At several points throughout the school year, students will receive reports from their pastoral supervisors which are yet another source of feedback about the student’s personal strengths and challenges.

All students are encouraged to maintain their church membership in the congregation from which they come, and maintain a vital relationship with that congregation by all possible means. If an LCC pastoral student’s home congregation is not in fellowship with LCC, he (and his wife) will need to join a congregation of this synod. This could be, but need not be, his field education congregation.

Students of a denomination other than LCC should seek the guidance of their own church body with regard to congregational membership and make certain clearly and carefully to communicate

with the Dean of Student Life (particularly about chapel participation), with any instructors of courses that have congregational components or broader-church directed assignments, and with the Director of Field Education and Vicarage about the implications and arrangements for moving forward in their programme.

Personal Growth Plan

Students at CLS are responsible for their own personal growth. Real growth cannot be imposed, but is the work of the student as they draw upon all the resources which God provides, both internally and externally. For some, this may be the most challenging work to which they attend during their time at the seminary.

Entering students will formulate a Personal Growth Plan (PGP) on the basis of their own self-knowledge using the format provided by the Dean of Student Life. The PGP asks the student to identify their strengths and challenges, and then asks them to formulate a plan to address those challenges. The PGP is revised by the student as he gains more personal insight, particularly through the feedback provided through *Profiles in Ministry*, the Ministerial program Committee and others. A review of the PGP will be required at the beginning of each semester and at the end of the school year.

Faculty Advisors

In order to assist students in reaching the goals formulated in the PGP, each student is assigned a faculty advisor for the duration of his program. Advisors are primarily responsible for giving guidance in the areas of personal and spiritual growth. The primary role of the advisor is to come alongside the student, praying with and for him, encouraging self-reflection upon the various pieces of feedback the student is receiving, and assisting them in formulating a workable PGP. Students meet with their faculty advisor at least twice per semester. Faculty Advisors operate under the oversight of the Dean of Student Life.

Profiles of Ministry

Profiles of Ministry (POM) is an instrument developed by the Association of Theological Schools which “helps students identify

areas of strength and areas in which they might want to grow, as well as their styles of ministry and preferred ministerial settings.”¹ At CLS, Profiles of Ministry Stage 1 is administered as students enter the MDiv program and Stage 2 is administered at in the second half of the vicarage year. On the basis of questionnaire, interview, and, in Stage 2, field observation, a profile is produced which allows the student to reflect upon their personal characteristics and perceptions of ministry. The Dean of Student Life administers POM and then at a later date meets with students to interpret the student’s profile.

Ministerial Program Committee

The Ministerial Program Committee (MPC) assesses the suitability of students for ministry in Lutheran Church–Canada, and gives the student valuable feedback with regard to their strengths and challenges. Students are interviewed by committee members who hold a variety of different roles and perspectives in the church since the MPC is comprised of a layperson, a pastor, a psychologist, the Dean of Student Life, and a district president.

Interviews with the MPC mark transition times in the student’s program. In the first year of studies the MPC interviews students twice in order to formulate a recommendation to the faculty with regard to the student’s entry into the LCC pastoral certification track. In the year prior to vicarage (normally the second year of studies), students are interviewed to determine their readiness for vicarage. In the final year of studies (normally the fourth year) students undergo their final interview with the MPC in order that a recommendation may be made to the faculty with regard to their LCC pastoral certification. The MPC may request to meet with a student at additional times in order to assist the student with growth in a particular area. Feedback is conveyed to the students in the form of a letter through the Dean of Student Life.

Mentors

Mentors can also provide helpful guidance support to meet all the challenges of seminary life. Students are encouraged to seek experienced pastors outside of the seminary community to act as

¹ *Profiles of Ministry 2010 Brochure*

mentors with whom they can meet periodically. If needed, the Dean of Student Life or the student's faculty advisor can facilitate the location of a mentor.

Mission Experience

Students are encouraged to seek out additional experience through short-term mission teams. The Seminary may occasionally organize these. If at any other time a student is interested in a short-term mission project, they are encouraged to speak to their faculty advisor or the Dean of Student life about opportunities that may exist outside of the seminary community. Beyond the community which is served by the mission, the goal for students is to grow in mission mindedness, in the skills necessary to lead short-term mission teams, and in the ability to cross cultural boundaries comfortably.

ACADEMIC INFORMATION

Class Attendance

As a professional academic institution, the seminary assumes that each student is committed to its goals and objectives. The class schedule encourages students to demonstrate this commitment by giving them opportunities to develop self-discipline, responsible attitudes, and Christian concern for the welfare of all.

By registering for a course, students assume responsibility for completing all of its requirements. Because interaction with the instructor and other students is vital to academic success, regular and punctual class attendance is expected.

Absences are the mutual concern of the student and instructor. Courtesy suggests that students should confer with the instructor if absence from class becomes necessary.

Biblical Language Software

Students are permitted to purchase and use Biblical language software. They are also encouraged to use and acquire quality commentaries and exegetical resources in print format. Without

explicit permission, students are not permitted to use Biblical language software in the classroom, or to use indiscriminately material from Biblical language software in class assignments.

Computers in the Classroom

Students may use notebook computers during class for instructor-approved purposes.

Grades

Academic grades are generally available from the office of the Registrar within three weeks of the end of the term, provided that all financial or other obligations (e.g. “incompletes”) have been met. A notice will be put in the window of the Registrar’s office when grade reports are ready to be picked up.

International Education

The seminary may provide opportunities for study and pertinent experiences outside North America, including student exchanges with partner-church seminaries, participation in archaeological excavations, or international seminars. For more information contact Dr. Chambers, Academic Dean.

Official Acts by Students²

In the interest of good order in the church, students should adhere to the following policy, which is based on several fundamental principles:

1. Seminary students are those persons who are under the supervision of the faculty. This includes all Master of Divinity students, Colloquy students, and deferred Candidates. The participation of all such persons in official acts must be within the limits of the policies set down by the seminary and approved by the Church.

²The wording of this policy corresponds to the seminary’s student handbook and vicarage manual. Adopted by the faculty August 14, 2007

2. Official acts include the following: conducting the public services of the Church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages, participating in ordinations, installations, and commissioning; and conducting funerals and interments.
3. The seminary upholds LCC's commitment to conform its doctrine and practice regarding the Holy Ministry to Article XIV of the Augsburg Confession: "Concerning church government, it is taught that no one should publicly teach, preach, or administer the sacraments without a proper [public] call." Students should in no case be considered publicly called to the pastoral ministry.
4. Principally because he holds a public call, but also because of his continuing and responsible pastoral relationship with the people, and his deeper pastoral insights into their spiritual needs, it is the pastor of a given congregation who should conduct all of its official acts.
5. The Church, through the seminary faculty, grants to seminary students the right to participate in official acts of the pastoral ministry gradually and progressively, under supervision, and in correlation with the curriculum and with their own growing maturation and pastoral insight. This process is an essential part of students' preparation for the pastoral ministry.
6. Students must manifest sufficient maturity to assume, in turn, successive privileges and functions of the pastoral ministry. Evidence of maturity includes stability, vocational conviction, and the ability to discharge duties effectively.
7. Students must have studied the relevant doctrinal material before beginning to participate in particular official acts.

The policy itself includes the following provisions:

1. Students may preach, conduct worship services, and assist in the distribution of the Lord's Supper after licensing by the seminary, which takes place upon completion of the initial worship and preaching courses.
2. Sermons preached in the seminary chapel must be approved in advance by a faculty member. Sermons preached in congregations

must be approved in advance by a faculty member and the local pastor, except on vicarage, when the approval of the local pastor is sufficient.

3. Students may not pronounce Holy Absolution.
4. Students may not pronounce blessings. When leading the benediction at the end of a service, students should place the object in the first person plural: for example, “The Lord bless us and keep us.”
5. Students may not administer the Sacrament of Holy Baptism, except in cases of emergency.
6. Students may not consecrate the elements for the Sacrament of Holy Communion.
7. Students may not administer the rite of confirmation, conduct funerals, or solemnize marriages.
8. Although students may participate in the service, they may not assist in the actual rites of ordination and installation of pastors (or the rites of consecration and installation of deacons).

When a congregation or supervising pastor believes that an exception to this policy is necessary, approval must be secured in advance from the seminary’s Director of Field Education and Vicarage and from the District President. Exceptions must also take into account the emergency nature of the situation, as well as the maturity and qualifications of the student.

Studies in Residence

Students may complete a maximum of 30 credits in Open Studies, full time or part time, in residence or at a distance, before entering the Master of Divinity Program. Students who are to be supervised on vicarage by the seminary must first complete at least one semester of full-time study in residence. Students who desire to be considered for pastoral placement in LCC must ordinarily complete a minimum of two years of on-campus study, including at least one year of full-time study in residence immediately prior to graduation.

Accommodation Policy and Procedure

CLS does not discriminate against people with disabilities in its Master of Divinity program. Although its resources and services are limited, it seeks to support students with permanent or temporary disabilities and to facilitate reasonable accommodations for them in their degree program while maintaining the integrity of that program.

Eligibility

A person with a disability is any person who has a physical or mental impairment that substantially limits one or more of his or her major life activities, or any person who has a record of such an impairment or is regarded to have such an impairment. Such disabilities may be permanent or temporary. Students who experience a temporary disability should consult with the Academic Dean to determine the most suitable type and degree of reasonable accommodation.

Students who require specific accommodation of a permanent disability in order to complete a Master of Divinity degree must disclose that disability and need to the Academic Dean upon acceptance into that program of studies. Documentation of a recent professional diagnosis (within the last five years) is a mandatory part of such disclosure. Students who become disabled during the course of their studies must inform the Academic Dean and provide appropriate documentation as soon as possible in order to secure timely accommodations. Beyond the standard requirements noted below, the Academic Dean reserves the right to request further documentation, if needed.

<i>Type of disability</i>	<i>Documentation requirements</i>
Deaf, hearing impaired	Audiologist report, or Letter from physician with explanation of the degree of hearing loss
Blind, visually impaired	Specialist's report, or Letter from physician with description of the functional limitations
Learning disability	Psycho-educational report from a psychologist, or Neuro-psychological report
Speech	Speech language pathologist's report

Mobility impairment	Specialist's report, or Letter from physician with explanation of nature of disability as functional limitation
ADD/ADHD	Psychologist's report, or Neuropsychological report, or Letter from a psychiatrist, or Letter from physician with details about the diagnosis
Psychiatric or psychological	Psychologist's report with DSM diagnosis, or Letter from psychiatrist with DSM diagnosis, or Letter from physician with details about the diagnosis, including DSM
Autism Spectrum Disorder	Psychologist's report, or Letter from a psychiatrist
Brain injury / cognitive impairment	Neuro-psychological report, or Report or assessment from a psychiatrist
Medical concerns	Letter from physician describing functional limitation, or Other professional documentation of medical condition or temporary impairment

Along with this documentation, students must include a signed "Release of Information Statement" allowing the seminary to inform key personnel of relevant information regarding such disabilities.

Students who are eligible for Canada Study Grant funding for persons with disabilities must apply for such funding to offset the cost of some accommodations and services. Guidelines for documentation requirements can be found at www.studentaid.alberta.ca.

The seminary will make this policy readily available to all prospective students, facilitate comfortable and expedient self-disclosure by students with disabilities, and include a statement in course syllabi

indicating that reasonable accommodations are available to students who qualify for such services.

The obligation to provide reasonable accommodation applies only to CLS's Master of Divinity degree program. The seminary has no obligation to accommodate disabilities when determining suitability for pastoral ministry and eligibility for the pastoral track leading to the Theological Diploma, but rather is bound to the criteria established by Holy Scripture and the policies of Lutheran Church-Canada.

Reasonable accommodations

Reasonable accommodations are those that help students but do not cause undue hardship to the institution or compromise the integrity of its academic program.

Some examples of such accommodations include:

1. Extra time to complete tests and assignments
2. Recording of classroom lectures and discussions (to be performed by the student)
3. Photocopying or electronic access to another student's class notes
4. Directions given in both oral and written form
5. Quiet space for the writing of exams
6. No more than one final exam per day
7. Use of computer for writing exams (no internet access, unless permitted by instructor)
8. Reader or scribe during exams (additional cost at minimum wage)
9. Use of a service animal or support person.

Some requested accommodations may be denied if the seminary can provide equal access for lesser cost. In other cases, a requested accommodation may result in an undue burden, put the student or others at risk, result in a fundamental alteration of the degree program, or be deemed fundamentally unfair to other students. A student who wishes to challenge the denial of a particular

accommodation may do so by filing a grievance according to the policy outlined in the Student Handbook.

Implementation

Students who wish accommodation to be made for a permanent disability must disclose this to the Academic Dean either upon acceptance into the Master of Divinity program or, if they are already in that program, as soon as possible after their disability is diagnosed and documented.

After receiving the required documentation, including a signed “Release of Information Statement,” the Academic Dean will invite the student’s suggestions and work with the student, in consultation with appropriate professionals as needed, to draw up a plan of reasonable accommodation. The student and the Dean will both sign such a plan and consider it equitable and binding. The student is responsible for sharing this plan with their instructors and asking them to sign it. The plan will be re-evaluated at the end of each academic year and renewed for the next year. Within the parameters of such a plan, seminary faculty and staff will make every effort to enable students with disabilities to fulfil their educational goals.

LCC PLACEMENT

Presuppositions for Placement

It is assumed that students offering themselves for vicarage assignment or candidate placement will assert their complete commitment to the public doctrine and church practice of LCC. If a student cannot make such a commitment with complete integrity, he should share this fact with the Director of Vicarage or the Director of Placement so that this concern can be resolved.

Vicarage Placement

During the academic year in which the student completes the prescribed courses of study for vicarage, the Standing Committee on Certification for Placement recommends the student to the faculty for

vicarage placement, upon the advice of the Ministerial Program Committee. Upon certification by the faculty, the Director of Vicarage meets with candidates for placement, reviews congregations requesting a vicar, and makes appropriate recommendation to the Board of Assignments of LCC, which assigns him his vicarage.

Prerequisites for vicarage are the following: the student shall

1. manifest conviction in the faith;
2. be committed to the doctrinal position of LCC;
3. lead a wholesome and upright life;
4. give evidence of a desire to serve people;
5. demonstrate a capacity for outgoing involvement with people in sympathy and love;
6. give evidence of sufficient skills in the various areas of the parish ministry to undertake satisfactorily the tasks of the vicarage;
7. demonstrate mental and physical health which will enable him to do the work of the vicar;
8. manifest thankfulness and loyalty to LCC;
9. have fulfilled the class and field education requirements prerequisite for vicarage;
10. have achieved a quality grade point average of at least 2.500;
11. have a valid driver's licence and a motor vehicle.

Candidate Placement (And Deferral)

During the academic year in which a student completes the prescribed course of study and receives a diploma from the seminary, the Director of Placement holds an orientation meeting regarding the placement process, and interviews all candidates. Later in the year, the Standing Committee on Certification for Placement considers various means of assessment, including input received from the Ministerial Program Committee, before recommending a student to the faculty for candidate placement. Upon certification by the faculty, the Director of Placement reviews congregations calling candidates and makes appropriate recommendation to the Board of Assignments of LCC, which in turn places him in his first call.

A student becomes eligible for ordination and installation after he has satisfactorily completed all requirements for graduation and has

accepted his call. A sign-out system is used to ensure that all obligations have been met.

Under special circumstances, a student may wish to defer placement for a set period of time. A request for deferment must be made in writing to the Academic Dean, if it is to pursue further study, or to the Dean of Student Life, for other reasons.

STUDENT CONDUCT

Academic Misconduct³

Academic misconduct may take many forms. The following identifies academic behaviours the seminary considers inappropriate and which may lead to disciplinary procedures. This list is not comprehensive and should not be seen as complete.

Examinations and Tests

- Impersonation of a candidate in an examination or test.
- Copying information from another student.
- Making information available to other students.
- Use of unauthorized material.
- Submission of a take-home examination written by someone else.

Essays and Assignments

- Submission of an essay or assignment written in whole or in part by someone else as one's own.
- Preparing an essay or assignment for submission by another student.
- Copying an essay or assignment, or allowing one's essay or assignment to be copied by someone else.
- Using direct quotations or large sections of paraphrased material without acknowledgment.
- The buying or selling of, or contracting for, term papers or other assignments.
- The submission of the same piece of work in more than one course without the permission of the instructors.

Academic misconduct should be distinguished from co-operation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented, for example, by way of

³ *This policy is adapted from material in CLTS' Calendar, 2010-11, p.50*

formal acknowledgment or by footnoting. Instructors shall clearly define their specific expectations regarding collaboration and group work.

The burden of proof that a student has committed academic misconduct rests with instructors.

On ascertaining that a student has committed academic misconduct, an instructor shall immediately inform the Academic Dean, and both the Academic Dean and the instructor shall meet with the student to establish whether any extenuating factors have been in play.

In cases of a first offence, the instructor shall, in consultation with the Academic Dean, determine its consequences for a particular course, which may entail either failure or a drastically reduced mark granted after receipt of satisfactory makeup work. Students found guilty of academic misconduct may be required to take remedial coursework at their own expense.

In cases of a second offence, the Academic Dean shall determine its consequences, which may entail suspension or expulsion. The faculty constitutes the sole and final court of appeal over the judgment of the Academic Dean.

Since academic misconduct involves deliberate breaking of the seventh and eighth commandments, proof that students have committed this offence calls into question their suitability for pastoral or diaconal ministry.

Abuse Prevention

In its concern to maintain a caring Christian environment, the seminary is committed to maintaining a healthy, harassment- and abuse-free environment for everyone, and to fostering a climate within the seminary of mutual understanding and respect, where all are equal in dignity and rights. Any person affiliated with the seminary who feels that this policy may have been violated should report the incident to a member of the seminary's Abuse Prevention team. The team will promptly and carefully investigate all such

reports, ensuring the privacy of those who make them. If the complaint is found to be unfounded or false, disciplinary action may be taken against the person filing the complaint.

Guidance and Discipline

Enrolment at the seminary is a privilege, not a right. Two assumptions are made about the pastoral student:

1. that he will demonstrate the qualities of a Christian life;
2. that he will progressively manifest appropriate pastoral commitments and pastoral responsibilities (noted above under “Pastoral Formation,”).

When either of these assumptions is brought into question, fraternal guidance and counseling will be carried out in a pastoral manner.

In extreme cases, enrolment of a student at the seminary may be discontinued by the Dean of Student Life or the faculty. Such action may be due to:

1. conduct on the part of the student judged to be inconsistent with the spiritual, moral, or social character befitting a future minister of the Gospel;
2. academic reasons, upon recommendation of the Academic Dean.

The providing of information that is inaccurate or misleading, either in applications or while a student, shall be considered grounds for discontinuation.

A student may appeal discontinuation within ten days through the President to the faculty. The decision of the faculty in response to a student’s appeal is conclusive and final. An LCC pastoral student who is discontinued loses his licences to lead worship and to preach.

Appeals

If there is a grievance with a faculty member, the student should speak with him; if the grievance is with a staff member or guest, he should speak to the Dean of Student Life. Appeals can be made to the Student Life Committee and, if the matter is still not resolved, to the President.

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BYLAWS OF THE CONCORDIA LUTHERAN SEMINARY STUDENT ASSOCIATION

In accordance with God’s purpose for instituting government, we the students of Concordia Lutheran Seminary (CLS), Edmonton, Alberta, hereby form ourselves into an association subject to the following regulations and bylaws.

Article I: Name

The name of this association shall be the “Concordia Lutheran Seminary Student Association” (CLSSA).

Article II: Object

The object of CLSSA is to assist in sustaining and building the seminary as a community of Christian faith, life and learning. Therefore, positions on the Executive Committee and other committees of CLSSA should be regarded as opportunities not only for service, but also as opportunities for personal growth.

Article III: Membership

The membership of CLSSA shall consist of all students enrolled in CLS.

Article IV: Government

CLSSA shall carry out its responsibilities and exercise its prerogatives through the Executive Committee as outlined in Article VI.

Article V: Meetings

Section 1.

A meeting of the full CLSSA shall be held within the first month of each semester. Additional meetings will be called by the President upon petition of three members of CLSSA or at his discretion.

Section 2.

Notice of all meetings of CLSSA shall be published at least five school days in advance and include meeting time, place and proposed agenda items. Any member of CLSSA shall have the right to attend such meetings and introduce resolutions from the floor. Meetings shall be held on regular school days by a manner in which remote students can participate. A simple majority of the members of CLSSA constitute a quorum.

Section 3.

The rules in the current edition of Bourinot’s “Rules of Order” shall govern all meetings of, and within, CLSSA, except where inconsistent with the bylaws of CLSSA (in which case the bylaws will govern).

Article VI: The Executive Committee

Section 1.

The Executive Committee (hereafter referred to as the Executive) shall serve as the representative body of CLSSA.

Section 2.

The Executive shall be composed of the CLSSA President, Program Chairman, Secretary-Treasurer and two Program Representatives (MDiv, and Open Studies).

Section 3.

The Dean of Student Life of CLS shall be an advisor to the Executive and will be consulted concerning major regulations and procedures.

Section 4.

The functions and powers of the Executive shall include the following:

- A. taking leadership in the promotion of student welfare, activities, and concerns;
- B. administering the use of student activity fees and carrying out resolutions of CLSSA;
- C. providing a visible structure through which the needs, opinions, and proposals arising from (or to) CLSSA may

- be properly discussed and communicated to (or from) CLS Administration;
- D. establishing a program of activities and corresponding budget for CLSSA approval by October 30 of each year. Activities and expenses not included in the program and budget may be added by simple majority of the Executive, providing such expenses do not result in a net deficit for the year;
 - E. establishment and overseeing of committees to support approved program activities, or other matters as necessary (see Article VIII).

Section 5.

The Executive shall meet at least once per month during the academic year. The President shall call, preside over, and arrange the agenda for such meetings.

Article VII: Officers

Section 1.

The President, Program Chairman, Secretary-Treasurer, and two Program Representatives (MDiv, and Open Studies), duly elected according to the provision of these bylaws, shall be the executive officers of CLSSA. All must be full time students of CLS, with the exception of the Open Studies Representative, who may be part time.

Section 2.

The President shall normally be from Year IV of the MDiv program, and elected during the second semester of the year he is a Year II student. His term of office runs from one month before the fall semester of his fourth year to one month after the spring semester. His responsibilities and powers include the following:

- A. reporting to CLSSA for proper administration of the entire program conducted by the Executive on its behalf;
- B. calling and presiding at all meetings of CLSSA;
- C. calling and presiding at all meetings of the Executive.
- D. guiding and pastorally supporting the Executive;

- E. interfacing with CLS chaplain on matters pertaining to Seminary chapel and worship services.
- F. representing CLSSA to CLS Administration and the public;
- G. calling, at his discretion, open forums for the discussion of matters pertinent to the membership of CLSSA;
- H. keeping the President-elect who is on vicarage informed on CLSSA activities.

Section 3.

There shall be two Program Representatives, one elected from the students in the MDiv program and one elected from the students in the Open Studies Program. Their term of office shall run from their election to the end of the academic year. Their responsibilities and powers include the following:

- A. representing the students in their respective program (its needs, concerns, and feedback) in the Executive, whether they are residential or remote students;
- B. communicating Seminary and Executive concerns, requests, and information to the students in their respective program;
- C. assuming the duties of the President in the latter's absence or disability according to the following priority: MDiv Program, and Open Studies Program respectively.

Section 4.

The Program Chairman may be from Year I, II or IV of the MDiv program. His term of office shall run from his election to the end of the academic year. His responsibilities and powers include the following:

- A. reporting to the President on CLSSA activities and committees;
- B. proposing a program of activities (for the current academic year) to the Executive by October 1;
- C. assisting the Secretary-Treasurer to develop a budget proposal by October 15, based on the above program and input from all functioning committees;

- D. coordinating activities and committees of CLSSA on ongoing basis;
- E. recommending a program of activities (for the following academic year) to the Executive by April 30.

Section 5.

The Secretary-Treasurer may be from Year I, II or IV of the MDiv program. His term of office shall run from his election to the end of the academic year. His responsibilities and powers include the following:

- A. reporting to the President on CLSSA budget, finances and meeting minutes;
- B. maintaining the budget for CLSSA. This includes developing a budget proposal, by October 15, to be reviewed by the Executive and submitted to CLSSA for approval by October 30; updating the budget to reflect changes made by the Executive subsequent to this; keeping an accurate record of all disbursements and receipts of CLSSA funds against the budget; providing advance warning of potential budget shortfalls or deficits; submitting a monthly summary financial report to the Executive;
- C. making public any record of expenditure upon request of the Executive or petition of three CLSSA members;
- D. advising the Executive concerning any unused CLSSA funds by April 1;
- E. recording and filing the minutes of the proceedings of Executive and CLSSA meetings. (See attached procedures).

Article VIII: CLSSA Committees and Organizations

Section 1.

CLSSA encourages the formation of committees and special organizations as opportunities to involve as many students as possible in personal interaction outside of class time. The attached procedures outline suggested groups. Following are the responsibilities and powers of such groups:

- A. elect a chairman and conduct activities in accordance with the objectives and bylaws of CLSSA;
- B. report to the program chairman on group objectives, activities and budget requirements (preferably prior to October 1);
- C. provide actual expenditure requests and details of actual expenses to the Secretary-Treasurer.

Section 2.

The President, or Executive, of CLSSA may also appoint special committees for specific purposes and objectives. These committees shall report directly to the President, who will be responsible for appointing the chairman and defining specific objectives for the committee.

Article IX: Nominations and Elections

Section 1.

The time and place of elections shall be announced at least one week prior to the elections, at which time nomination forms will be distributed. Candidates may be nominated up to three school days in advance of elections by submission of their name for a particular position to the Dean of Student Life. A list of nominated candidates shall be posted two school days before the elections. Immediately prior to the election for a particular office, candidates may be added to this list by a floor nomination supported by two seconding votes.

Section 2

Following closing of floor nominations for a particular office, all candidates have the opportunity to make a statement regarding their candidacy. All elections of the student association shall be determined by simple majority vote (50% plus one) of the votes cast for that position. In the event that no one candidate receives a simple majority, a runoff will be held between the two candidates having the most votes.

Section 3

Elections shall be held in accordance with the following provisions:

- A. Elections for President shall be held in the spring of each year, no later than April 30. All full time students of CLS may nominate and vote for President, but the candidates shall be in Year II and going out on vicarage in Year III. The elected presidential candidate shall succeed as President in the August just prior to his return for Year IV. Should the President-elect for the year be unavailable to assume the office of President, then a new President shall be elected from the Year IV class when elections are held for the balance of the officers.
- B. Elections for other officers of the Executive shall be held in the fall semester of each year, no later than September 30. The officers shall be voted for in the following order: President (only if President-elect was not available), Program Chairman, Secretary-Treasurer, MDiv and Open Studies Representatives respectively. All full time students of CLS may nominate and vote for President, Program Chairman, and Secretary-Treasurer, but they may only vote for the Representative corresponding to the program in which they are enrolled.

Section 4

The Dean of Student Life is authorized to draw up, subject to the ratification of CLSSA, further regulations not inconsistent with these bylaws for the holding of the elections.

Article X: Referenda

A referendum as to specific matters concerning the operations of CLSSA shall be submitted to the membership upon a petition in writing signed by at least three members of CLSSA, or upon a majority vote of the Executive. Voting shall be under the auspices of the Dean of Student Life. If a majority of CLSSA membership votes in favour of the referendum, it shall become binding and conclusive upon the Executive.

Article XI: Amendments

An amendment may be proposed by resolution of the Executive Committee or by a petition signed by at least three members of CLSSA. The bylaws may be amended at any meeting of CLSSA at which a quorum is present by a two-thirds vote of those present, provided that the proposed amendment has been read at the previous CLSSA meeting. The proposed amendment shall appear on the agendas for both meetings.

Article XII: Procedures

The Procedures which are attached to these bylaws are intended to reflect current experience and recommended practices for the future. They are intended to be updated from time to time and may therefore be revised by simple majority vote of the Executive.

Revised April 6, 1994 by CLSSA Executive.

Approved April 13, 1994 by CLSSA.

Revised and Approved Dec 13, 2013 by CLSSA.

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Procedures of the Concordia Lutheran Seminary Student Association

The following procedures are intended to reflect current experience and recommended practices for the future. They are intended to be updated from time to time and may therefore be revised by simple majority vote of a CLSSA meeting.

1. Distribution and Filing of CLSSA Documents

Chairmen of various organizations and committees shall be responsible for providing any documentation they feel should be preserved to the Secretary-Treasurer. The Secretary-Treasurer is responsible for maintaining CLSSA files and documentation. He shall see copies of CLSSA and Executive meeting minutes are

distributed to each member of the Executive, the Dean of Student Life, the Student Lounge and CLSSA permanent files as well as to the District Archives.

2. **Organizations and Committees**

Following are committees that have functioned in the past and are recommended for the future: **Chapel Committee**—group responsible for chapel set-up, including distribution of hymnals, preparation of communion elements. **Seminary Chorus**—performed at Reformation Service, Seminary Guild opening and Seminary Appreciation Banquet. **Mission Fellowship**—had various speakers in, presentation from within the group, and sponsored a service one night a month at a local inner-city mission. **Sem Wives**—focus on mutual support through social activities, crafts and discussion of issues chosen by the wives of seminary students.

Following are other possibilities: **Social Committee**—take over arrangement of events such as winter retreat and closing party, which were handled by Executive some years ago. Propose a fall barbecue? Coordinate entry in College's winter carnival?

Athletics—arrange for participation in College sports. Sponsor Friday night volleyball, which has been on ad-hoc basis. Coordinate inter-seminary athletics, eg. turkey trot, etc.