

*The School for Deacons*

# Handbook 2010-2011

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## SPIRITUAL FORMATION

All students are required to attend all spiritual formation group meetings for six semesters to graduate from the School for Deacons. Lists of groups and leaders will be sent the week before the first fall school weekend. Times and places for the group meetings are set by the group leader according to his/her schedule. Leaders try to accommodate students' schedules. Meetings are usually held separately from school weekends. Students are placed in groups as close to their homes as possible. If a student's schedule consistently conflicts with the group's, the student may transfer to another group. As this is a School requirement; students must make these meetings a priority over other activities in their lives. **Attending the School for Deacons is about formation rather than information.**

## SPIRITUAL DIRECTION

All students are expected to have a spiritual director. It is spiritually risky to think you can manage to be a deacon in process without regular direction. Please see the Dean if you need help locating a spiritual director. Spiritual Formation groups do not take the place of individual spiritual direction.

## LITURGICAL LIFE

The School for Deacons Customary will be distributed the first weekend of Fall classes. The customary is your guide to the liturgical customs and order of all the services at the School. Please read the Customary carefully, and follow it when assigned a role in any of the SFD liturgies. At the beginning of every semester a rota will be published indicating the principals

for every service: Master of Ceremonies (M.C.), presider, preacher, deacon, Eucharistic minister, etc. On Sundays, in the spring semester, third-year students may be assigned to act as student deacon under the supervision of the School Deacon. The M.C. for each service is responsible for assigning all other roles.

Sacristans form a special group of students who volunteer to care for the sacristy because of past experience or a strong desire to learn. The sacristans work cooperatively under the direction of the Dean who selects a Head Sacristan and an Assistant Sacristan. This small group works extra hours.

All students are involved in liturgy, and are assigned to teams in which they have opportunities to serve in a variety of roles. A student M.C. is assigned to each service for every weekend. The Dean of the Chapel, faculty members teaching elements of liturgy, and the School Deacon, Kate Salinaro, act as resource persons for M.C.'s. Faculty will also help with individual needs for practice and training.

The Dean normally serves as ordinary of the Chapel and is responsible for scheduling the celebrants. The Dean has designated a Dean of the Chapel to review M.C. preparations and provide feedback. This year it is Jo Weber. From time to time we may use alternative practices. That may change things. Such is the quirky nature of deans and priests. Jan Robitscher is available as a consultant to assist students involved in planning the musical elements of the liturgy.

## ALL SCHOOL RETREATS

All students are required to attend three All School retreats in order to graduate. The retreats are held each year in January at The Bishop's Ranch in Healdsburg. The retreat begins Friday evening and ends after lunch on Sunday. Students are expected to spend the entire weekend at the retreat center and make the retreat a priority over all other potentially conflicting demands. A separate fee is charged to meet the expenses of room and board. The retreats are an important part of the students' community experience at the School.

## COMMUNITY LIFE

**Community Dinners.** Community dinners are an essential part of school life. There are two community dinners each semester held on the Saturday of the second weekend of the Fall semester, and then on the first Saturday of the Spring semester and the last Saturday of each semester. We view attendance as a part of student formation and community experience. It will make a difference to the community if anyone is absent. Families are invited [spouses/partners and offspring are our guests; additional guests are asked to pay \$10.00 each]. We do need to have advance notice to plan for enough food. Faculty and staff also attend these community dinners as their time permits.

**Activity Fee.** All students are charged a small activity fee [\$75.00 per semester] to cover some of the School's costs of beverages, snacks and community dinners.

**Lunches.** During regular class weekends, students may bring their own lunches or buy lunch. Lunch may be purchased at a nearby deli or restaurant. Students are expected to return to the campus to eat lunch with the community.

**Clean-up.** Faculty and students *are expected to place bottles and cans in recycling boxes, and generally clean up after themselves.* It is a matter of courtesy and respect for the community. Volunteers are welcome to assist in general clean up and in set up and clean up for community dinners.

**Graduation.** Graduation is a major event at the School. The graduation fee provides funds for the space used, academic hoods and diplomas, and the reception following. The seniors plan elements of their graduation service with the Dean during the Senior Seminar. The second year class, in cooperation with the Administrator, organizes the set-up, serving, and clean-up teams for the reception following the graduation. These teams are made up of the non-graduating students, along with the Dean, staff and other volunteers. Graduating seniors, of course, attend and have a carefree and joyous time.

## GENERAL COMMUNITY CONCERNS

**Parking:** Parking is available in the CDSP Parking lot on school weekends. The parking lot gate will be up from late Friday afternoon through the end of the day on Sunday. Do not park in the numbered spaces numbered 18 or lower. They are assigned to residents who use their cars on the weekend.

On those Saturdays days when there is a home football game at UC Berkeley, the Celtic Cross Society--the CDSP student led outreach ministry--takes over the lot, and charges \$20 for parking. SFD students and faculty may chose to pay the \$20.00 fee, or find street parking, which is generally available early in the morning. Traveling by BART is another environmentally friendly option.

**Housing:** Limited housing is available in CDSP's guest facility. Students should contact the CDSP reservation office at (510.204.0732) to arrange for lodging.

**E-mail:** The School is available by e-mail. The generic address is info@sfd.edu. Please consult the Community Directory, distributed at the beginning of each semester, for individual email addresses. There is also a community Yahoo group. If you are not a member of the Yahoo group, e-mail the Administrator to request membership.

**Use of Office Equipment:** The School's office equipment is not for regular use by students. If you need to copy something on a school day, please see the Administrator. If possible, send anything you need copied to the office at least one week before the class session when the material is needed. The computer is not available for use except in emergency. Please see the Administrator should such a need arise. Please do not assume permission to use our office equipment.

**Telephone Use:** Telephones are available for important calls; simply ask the staff for use of one of the phone lines.

**Sexual Harassment:** The Policy on Sexual Misconduct or Harassment is available from the Administrator or the Dean.

It is summarized on pgs. 18-19.

## FINANCIAL CONCERNS

If a student has financial concerns or questions, he or she should talk to the Administrator. The School is most willing to work with students who have problems meeting their financial obligations of school; however it is the duty of each student to meet these obligations. There are a number of foundations to which students may apply and often there is diocesan support for persons studying for the diaconate. The Dioceses of California, El Camino Real, and San Joaquin have access to scholarship assistance for postulants. Please contact the Administrator for information on about where to apply and/or for help with the budgeting reports required for these applications.

The School has modest scholarship funds with memorial funds named for The Rev. Peter Hayn (Administrator 1993-96), The Rev. Maria Sachiko Ridgway (Deacon '02), and SFD graduate Katie Whitten. This has been supplemented with class gifts from the graduates of 2006 and 2008. Applications should be sent to the Administrator by September 15, and should include a basic personal budget.

The scholarship fund has been replenished from time to time by gifts from graduating students. For example, the class of 2006 created the Class of 2006 Scholarship Fund. We encourage this sort of forward thinking and action by students.

## THE SCHOOL DEACON

The School for Deacons has its own deacon who is appointed by the Bishop of California on recommendation of the Dean. The current School Deacon is The Rev. Katherine Salinaro. Kate serves as the deacon in the Sunday liturgies and acts as a role model and tutor for liturgical functions in our worship services. She is also available to talk with students about formation and the ordination process and to discuss issues and concerns related to the diaconate. The School Deacon also acts as a student counselor.

## DIAKONIA

Students live out their diaconal call to serve in their home congregations, field work sites, and in those places where they live and work. In addition, the school has adopted one school-wide service project for each academic year. The “Socks Project” was begun by alumna, who then asked the school if we would take it on. It is a Lenten project that sees to the collection of clean, new socks from congregations in the dioceses served by the school. The gathered socks are distributed to agencies dealing with street people in dioceses represented in the student body. The project is the primary responsibility of the first-year class with coaching and guidance from older students who have walked the path.

## COUNSELING

From time to time students need academic, vocational, spiritual, and personal counseling. Students should seek help from an instructor for matters that directly pertain to a course

taught by that instructor. Faculty members will provide time during the school day, if requested, or by phone or, in special circumstances, by special appointment. It is best to give faculty members advance notice of the need for individual time. Members of the faculty are all engaged in full time off campus activities and need to plan their time accordingly.

Students may seek assistance for personal or family concerns, vocational issues, or spiritual crises with the Dean or the school Deacon. It is best to arrange an appointment on a non-school day for the Dean and the school Deacon unless the matter is an urgent one; in which case the Dean or the school Deacon will try to make time during a school day. If the problem concerns an unresolved faculty conflict, only the Dean should be consulted.

A referral will be made when, in the judgment of the counselor, a student needs ongoing professional help from a licensed therapist. In the case of substance abuse, sexual misconduct, or incapacitating emotional problems, a referral for rehabilitation or therapeutic assistance may be a condition of continued matriculation. Referrals are confidential matters.

All counseling sessions are held in confidence. An exception to counseling confidentiality is made if both the counselor and student agree that it is in the best interest of the student to share the information with the appropriate person(s). This will be done with the students written permission or when he or she has clearly indicated that the information discussed is not confidential. Content is shared, if necessary, to help the student, but only if the student has given permission or has clearly indicated that information discussed is not confidential.

## **DISPUTES**

When a dispute arises between a student and faculty member, the student is expected to go first to the faculty member and attempt to resolve the grievance. If there is no resolution, the student or faculty member may bring the matter to the Dean. The Dean will discuss the matter with the aggrieved parties and attempt to bring about a fair and just resolution. The Dean may bring the matter to a joint Student Advisory Committee for review and decision if she/he believes it appropriate and the parties agree to this action. The Dean will write a resolution and the decision will be final.

## **STUDENT GOVERNANCE**

Students are encouraged to bring concerns to the dean, the school Deacon or the administrator. Students are included in the decisions that affect the entire school. Staff, faculty, board, alumni, and students are all engaged in sharing the ministry of the school and in sharing the responsibility for the quality of life in the community. Beginning in 2008, the students select one of their members to serve a year-long term as a full voting member of the Board of Trustees.

## **USE OF DRUGS AND ALCOHOL**

The use of illegal substances is strictly prohibited on campus. Alcohol is prohibited during regular class hours. On special occasions, this rule may be relaxed by permission of the Dean. Students with substance abuse problems will be asked to enter a program of rehabilitation if they expect to remain fully matriculated.

## **HONOR SYSTEM**

All tests, papers, and projects are taken or completed on an honor system. Students are expected and trusted to do their own work. "Take home" tests and in class tests are unmonitored. If you quote material from another source or base your work on another source, including the internet, you must cite a reference. Failure to do so could be interpreted as plagiarism; this includes sermons.

The School for Deacons and the Dean remind students that unethical practices such as plagiarism and buying or selling exam answers, term papers, or honors projects is prohibited. If a student is suspected of any of these practices, an investigation will be conducted by the Dean, a Board member, a student, and a faculty member. If a student is found guilty, he or she will be dismissed from the School.

## ACADEMIC LIFE

### Course expectations.

Courses are calibrated according to the number of credits awarded for their completion. Each course involves an amount of direct contact between the student, the teacher and the material presented.

The following is the formula for direct student contact hours per semester:

- 2.0 unit courses = 30.0 hours of direct student contact
- 1.5 unit courses = 22.5 hours of direct student contact
- 1.0 unit courses = 15.0 hours of direct student contact

Student contact hours are broken down as follows:

- 2.0 units = 18 hours in class time, 12 hours directed study time
- 1.5 units = 18 hours in class time, 4.5 hours directed study time  
(these are usually practice or seminar only classes)

OR

- 1.5 units = 12 hours class time , 10.5 directed study time
- 1.0 unit = 7 hours in class time, 8.0 hours directed study time

Directed study time: Directed study time is any of the following: text reading, an assigned observation, off campus group meeting, information the teachers have written instead of lecturing all of which is accompanied with specific study questions or directions for study, reflection, and observation. For example: what does the teacher want the students to notice in a liturgy or field trip, what should they think about when reading a particular book or article, talk about or do during a group meeting, prepare to discuss when they come to class next time? Directed study is not the same as regularly assigned readings or written assignments given to evaluate student progress. Directed study is in lieu of actual class time.

Homework: Class requirements may include some or all of the following: reading assignments, papers, journal writing, take home or in class exams, projects, internet reading and discussion groups, practice groups, sermon preparation, etc. Students should calculate, for their own allocation of time, approximately three hours of research, observation, practice, and writing for every credit/unit hour times the number of class sessions per semester. For example, for a two unit/credit class, students should expect at least 36 hours of work in addition to class time and directed study time (3 hours x 2 credits/units x 6 class periods = 36 hours or homework).

All essays and research papers should be typed or computer generated. The CDSP standard for writing style and format is Kate Turabian's Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed., Univ. of Chicago Press. It is also a reference work at the library, which should serve most student needs. SFD Instructors may use this reference work at their discretion or recommend others.

All instructors hand out a course syllabus on the first day of the semester that includes objectives, required and suggested readings, assignments, criteria for evaluation, and schedule of class topics. A copy of all course syllabi is on file in the office. Most faculty spend at least six hours of preparation for every hour of class time. They are expected to be available to students by telephone and e-mail before and after class, and by appointment as needed.

The baseline for student evaluation is a minimum of class preparation, participation and evaluation time based on three hours for every one hour in class ratio.

**Grades:** Grades in the School for Deacons are: “Pass”, “Fail”, “Honors”, “Audit”, “Withdrawn” and "Incomplete."

**The grade of Incomplete is given ONLY when a student has contacted the instructor of a given course BEFORE the end of the term and completed a contract for taking an Incomplete, no later than the last day of class.** Contracts are available from the Administrator. Students may not decide on their own to extend a due date for an exam or paper.

Incomplete grades must be made up by **September 15 for courses ending in the spring semester [May]; and by April 15 for classes ending in the fall semester [December]**. This rule is non-negotiable except in circumstances of prolonged illness, a death in the family, or a crisis of equal proportion. **Any “Incomplete” not made up by the aforementioned dates will convert to a failing grade or to an “Audit,” at the discretion of the instructor.** This is specified in the Incomplete Contract.

A failing grade will automatically be given to a student whose course work is incomplete AND who has not submitted signed Incomplete Contract(s) to the office by the designated deadline.

**Semester Evaluations:** Instructors write evaluations at the end of every term. These are brief and relate to coursework. They are to communicate useful feedback for students. They may be quoted in evaluations required in the ordination process..

**Periodic and Final Evaluations:** Evaluations are a necessary part of academic life in a theological educational institution. Students are being prepared for service in the Church, and liturgical, academic, field education, and community life of the

school are part of this preparation.

Evaluations are prepared if a student is in the ordination process, either annually or at key decision points (postulancy, candidacy, ordination, etc.) . A Bishop or Commission on Ministry may require an evaluation at any time. All evaluations are filed in students’ folders. Evaluations are sent to Commissions on Ministries or Bishops only after a student has read and assented to the evaluation (in writing or via email). A final evaluation is prepared for every student at graduation. A draft is shared with each student by the Dean. At that time adjustments, if needed, are made. A final version is then given to the student to sign.

Students need to understand that the Church needs information about and evaluation of every candidate for holy orders. Most of the faculty, being familiar with the process, understand the strain of the ordination process and are sensitive to the stress that evaluations create. Faculty endeavor to write evaluations with understanding and compassion. Evaluations are NOT judgments; they are written to provide guidelines and encouragement for behavioral changes related to communal life, and liturgical and academic areas. Students are part of the process. They have an opportunity to add or subtract from what has been drafted.

**Field Education Evaluation:** Evaluations are written by the student and by the field education mentor at mid-term and the end of every term. These are read by the field education instructor and the dean. Some Bishops or Commissions on Ministry request a copy of these field education evaluations. They are sent at the written request of the student. Most of the time, field education evaluations are filed in the student’s

folder and are not seen by anyone outside the school. Sometimes a student may ask to have a copy of a Field Education Evaluation to the Bishop or Commission. The School is happy to comply.

**Transcripts:** Transcripts are provided to graduating students. If an official transcript needs to be sent to an educational institution, a financial aid provider, or diocesan personnel, students are asked to make a *signed written* request that includes the name and address to whom it should be sent and the student's name. This request should be addressed to the administrator. There is a \$5.00 fee per copy of the transcript, except when it is needed for the ordination process.

### **FIELD EDUCATION**

Four semesters of Field Education are required for graduation. These are typically completed in the second and third years. Field education contracts for the year are due prior to the first day of the Fall semester, on a date set by the Field Education Coordinator. Field Education manuals are available in the school office by January of every year. Students are encouraged to discuss their field education placement with the Dean or Field Education Coordinator in the spring. A field education orientation is held for first and second year students at the beginning of the Spring semester. Students beginning field education in the following Fall should attend this Spring orientation.

### **LIBRARY**

Students have access to the Graduate Theological Union Hewlett Library. To obtain borrowing privileges, students

must present their School identification card and pay an annual use fee of \$25.00 to the library. There may be additional charges. The library address is 2400 Ridge Road. Telephone number 510-649-2500.

### **AFFIRMATIVE ACTION**

Affirmative action programs promote high ethical standards and conduct among all members at The School for Deacons. Student, faculty, and staff work to encourage an atmosphere of inclusiveness. The School encourages enrollment of persons with disabilities and from all ethnic backgrounds and sexual orientations to its faculty. God created all living things in God's image. Jesus ate with and included outcasts among his most intimate companions. He healed all in need, and loved unconditionally. We are called by the Gospel to try and follow His way every day in all aspects of daily life. This is the theological basis for the School's policy that there are no barriers, divisions, no more or less, better or worse, in our community life. We are one in Christ. Prejudice, discrimination, racism, sexism, and intolerance are absolutely unacceptable in the community. Any student who believes he/she is being denied full participation in the community should seek counsel and assistance from the Dean, Deacon or Administrator.

### **HANDICAPPED ACCESS**

With the exception of Gibbs Hall, the facilities that the School for Deacons has leased from CDSF are fully, if awkwardly, accessible for persons with mobility impairments. For information about location of elevators and ramps, please contact the School Administrator.

## **IN CASE OF ILLNESS**

Each student is required to fill out an emergency health information form in the fall of each year. The data on this form will be used if there is an emergency. If there is an ambulance required, the student or faculty will be taken to a nearby health facility.

If you are ill and cannot attend a class weekend, please call and leave a message at the School number (510.848.1723).

## **IN CASE OF FIRE**

There are institutional fire extinguishers on each floor of the building. These are maintained in working order. Please familiarize yourself with the location of these extinguishers. There are also maps showing the route of exit posted in the various classrooms. Please note the location of exits so that an orderly egress can be made in the case of fire. Keeping calm is the best way to respond to an emergency of this kind.

The fire emergency procedure is as follows:

1. For small fires, designate a person to utilize the fire extinguisher while all others proceed in a calm and orderly way out the nearest exit.
2. All door exits open to the main stairwell or open immediately to the outside. Walk calmly to the closest exit which can be safely accessed.
3. All occupants of the building should gather across Ridge Road. so that a head count can be taken to ascertain if the building has been completely vacated.

## **POLICY ON SEXUAL HARASSMENT**

General: The School for Deacons is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in a safe atmosphere free from all forms of harassment, exploitation, intimidation or other inappropriate behavior. Specifically, every member of the SFD community should be aware that the School for Deacons is strongly opposed to any form of sexual harassment or of sexual misconduct. Such behavior is prohibited by law, by the policies of the Diocese of California, and by school policy. The same criteria for appropriate behavior and relationships apply to staff, faculty, and students as govern the relationships between ordained (and licensed) leaders and congregants. The complete policy is available on request from the Dean or Administrator.

## **POLICY ON AIDS**

Faculty and students with AIDS, or HIV disease will be afforded unrestricted classroom attendance, working conditions, use of facilities, and participation in all activities of SFD life, as long as the Institution, in consultation with the person and his or her physician, determines that he or she is able to complete the requirements of the academic program or discharge his or her duties as a member of the faculty.

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