

*The School for Deacons*  
An Institution of the Diocese of California

**Mission**

The School for Deacons is an institution of the Diocese of California. The mission of the School is to provide a pre-eminent program for the education and formation of deacons in the Episcopal Church.

The diaconate, as a distinctive order, recalls to the Church, the Body of Christ, that Jesus Christ came to serve, and that the Church has a servant identity. Ordained deacons personify, sacramentalize and enable the ministry of service to which all Christians are called at baptism. Tradition tells us that the diaconate was the first order to be instituted by the Church (*The Acts of the Apostles*). A deacon is instructed (in the Service for Ordination of Deacons in The Book of Common Prayer), to “serve all people, particularly the poor, the weak, the sick, and the lonely. . . to make Christ and his redemptive love known by your word and example, . . . to interpret to the Church the needs, concerns, and hopes of the world . . . to assist the bishop and priest in public worship and in the ministration of God's Word and Sacraments.”

The curriculum is designed to provide an academic foundation in biblical, historical and theological studies; specific pastoral, organizational, and liturgical skills; and experience that will permit the future deacon to function effectively in both parish and social ministry. A Bachelor of Diaconal Studies degree is awarded upon successful completion of all requirements of a three-year course of study.

**Where I am, there my  
servant will be,  
Whoever serves me,  
will be honored  
by the Father.**

*John 12:26*

Courses at the School for Deacons are open to individuals wishing to deepen their theological awareness, or who wish to prepare for lay ministry. However, because the primary mission of the School is to prepare deacons, all courses emphasize the diaconal calling of the Church. The School is willing to offer continuing education opportunities for its graduates.

The School actively seeks students for the diaconate and for lay ministry preparation from all the dioceses in northern California. Currently we have students from the dioceses of California, El Camino Real, Northern California, and San Joaquin.

**History**

In 1960, Bishop James Pike of the Episcopal Diocese of California established studies for those persons wishing to be ordained as deacons by setting up a course specifically for that purpose. In the same year he ordained a number of students to the diaconate. In 1975, the Commission on the Ministry, at the behest of Bishop Pike's successor, the Rt. Rev. C. Kilmer Myers, directed that the established courses be regularized. This reorganization of studies in 1976 brought The Diocesan School for Ministries into being under the direction of the Rev. Robert Shearer. During the following years about twenty-five persons graduated from the three-year course. Most of these graduates were ordained to the diaconate or commissioned to a special ministry.

In the fall of 1979, the curriculum and program were again revised in order to provide an experience of community living for the students, and to strengthen the experiential part of the program. At the end of 1980, the Rt. Rev. William E. Swing, Bishop Myers' successor, determined that the school should be used specifically for the education and training of deacons, therefore he asked that the name of the school be changed to The School for Deacons. The Very Rev. Shirley F. Woods became Dean of the School at this time.

In 1978, the School began meeting at Mt. Alverno, a Franciscan convent in Redwood City. In September 1983, after five years at this site, the School moved to expanded and shared quarters at the

Church of the Holy Cross in Castro Valley. The relationship expanded and together the School and Holy Cross Church moved into a new permanent church building and temporary modular buildings in July 1988. The Very Rev. Judith G. Dunlop succeeded Dean Woods in September 1990 and in 1993, the School moved to St. Barnabas' Mission, San Francisco. In 1998, the School was relocated to Berkeley at the Church Divinity School of the Pacific (CDSP). Roderick B. Dugliss, Ph.D. has served as dean since 1999.

Because the School awards degrees only in theological disciplines, it is exempt from regulation by the State of California Bureau of Private Post-Secondary and Vocational Education. As an exempt institution, the School does not participate in the Student Tuition Recovery Fund.

### **ADMISSION TO FULL-TIME COURSE OF STUDY BACHELOR OF DIACONAL STUDIES**

#### **Application**

The applicant must submit to The School for Deacons a completed application form that includes information concerning educational experience, personal and other biographical data. There is a non-refundable application fee of \$25.00.

#### **Letter of Support**

Applicants who are not already postulants for the diaconate must have their Rector or Vicar submit a letter of support, indicating support from the home parish. This recommendations should reflect some knowledge of the prospective student's vocation and decision to attend the School for Deacons, as well as an evaluation of his/her potential and capabilities as a learner.

In addition, all applicants must submit a brief letter from someone who knows the applicant and can attest that the applicant is capable of college- level academic study.

#### **Transcripts**

All transcripts from college or work related courses must be received by the School prior to admission.

Upon receipt of all letters and transcripts, the staff will consider the applicant for admission. An official letter notifies the applicant of the decision to accept (or reject) the applicant for matriculation in the B.D.S. program. Applicants who are accepted as matriculated students will receive registration forms together with information regarding Orientation Day and school class session dates.

Persons interested in exploring a possible diaconal call or who are considering attending the School, are encouraged to visit the School, when in session, where they may observe classes and talk with current students. The Annual Inquirers' Day is offered in the Spring, at a time when classes are in session.

#### **EDUCATIONAL PREREQUISITES**

To receive the B.D.S. degree, students must have completed 60 semester credit units of lower division college study (for example: English, history, behavioral science, the sciences, mathematics, including foreign languages and the arts). Transcripts of previous college work must be submitted for admission. An earned Bachelor's or Associate's degree is accepted as fulfillment of the educational prerequisites.

Students who want to enroll in the B.D.S. program and who do not have the educational background cited above, may be admitted on a provisional basis providing they follow one of two alternatives: (1) general education may be completed by attending courses at any accredited institution of higher education or (2) through an approved distance learning program. Students may take basic education courses concurrent with the School's course of study. The completion of the B.D.S. may take a longer time if this is necessary. As part of the 60 Lower Division credits, students may submit a portfolio of work, church and life experience for evaluation. Up to 15 semester credit units may be awarded by the faculty for the life portfolio after a review by the admissions committee and the Dean.

Guidelines for the portfolio and criteria for evaluation are available upon request. A B.D.S. degree can be awarded when the 60 Lower Division and 72 Upper Division semester credit units taken at the school have been completed. Students who lack the prerequisite 60 units of Lower Division work but complete the full 72 units of work at the school are awarded a Certificate in Diaconal Studies. Students who complete at least a year of the full curriculum, at the recommendation of the faculty, may be awarded a Certificate in Theological Studies.

**Credit from Other Institutions**

Credits toward graduation may be given for courses taken in a recognized Episcopal seminary within the last ten years. Courses taken at other institutions may be accepted towards graduation at the discretion of the Dean. Official transcripts are required.

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**The Diaconate was the first order of ministry to be instituted by the Church:**

**" . . . and they presented them to the Apostles who first prayed over them and then laid hands upon them."**

*Acts 6:6*

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**REQUIRED COURSES FOR B.D.S. CANDIDATES**

The following is an outline of required courses that lead to earning the Bachelor of Diaconal Studies degree or Certificate in Diaconal Studies. In addition to the school days, students attend monthly, off campus meetings of their Spiritual Formation Groups. In the second and third years they are also involved in field education off campus. The annual All School Retreat in the middle of the school year is also a required event and must be attended at least three times.

**YEAR I**

Bible Studies I	Bible Studies II
Church History I	Homiletics I
Listening and Caring Skills	Intro to Theology & Theo Reflection
Prayer Book Studies I	Prayer Book Studies II
Liturgical Practicum I	Foundations in Social Ministry
Spiritual Formation I	Spiritual Formation II
All School Retreat	

**YEAR II**

Intro to Pastoral Care	Anglican Theology
Homiletics II	Group Leadership
Off Campus Field Education I	Liturgical Practicum II
Field Education Seminar I	Church History II
Bible Studies III	Off Campus Field Education II
Organizing for Social Change	Field Education Seminar II
Spiritual Formation III	Spiritual Formation IV
All School Retreat	

**YEAR III**

Christian Social Ethics	Romans and the Gospel of John
Ministry Development	Senior Seminar
Social Ministry I	Social Ministry II
Liturgical Practicum III	Deacon in Liturgical Music
Off Campus Field Education III	Off Campus Field Education IV
Field Education Seminar III	Field Education Seminar IV
Spiritual Formation V	Spiritual Formation VI
All School Retreat	

**GRADUATION REQUIREMENTS**

The Bachelor of Diaconal Studies degree is designed to be a three-year course which covers 72 semester credit units of Upper Division work (Junior and Senior years) for a bachelor's degree. Lower Division work (Freshman and Sophomore years) must be completed at some other institution or as described above. A total of 132 semester credit units is required for graduation with a B.D.S. degree. Students must pass all courses to graduate.

Students already holding a bachelor's degree are working for an additional bachelor's degree. All credits awarded at the School are undergraduate units. All courses required for graduation must be completed within six years of matriculation unless an exception is made by the dean for good reason.

**All tuition and fees must be paid in full before a student can graduate.**

### **EVALUATIONS**

Students who are in a formal process towards ordination receive written evaluations at key steps in the ordination process. Recommendations needed by bishops or Commissions on Ministry for students in the ordination process are based on these evaluations. Students not in the ordination process will receive a final written evaluation at the end of their program which may be sent to their bishop upon the student's request at a later date.

### **THE SCHOOL YEAR AND CALENDAR**

A School Year consists of two semesters, fall and spring. Students may enter The School for Deacons every fall. Spring entrances are rarely accepted and only with special permission from the Dean. The annual all school retreat is scheduled between the fall and spring semesters.

To accommodate working students, The School meets on weekends. Monthly Spiritual Formation meetings may be scheduled during weekday evenings or on weekends. A full semester class schedule includes six weekends plus the Spiritual Formation meetings. The last four semesters include field education time (**minimum eight hours per week during the school year**). A calendar giving specific dates and a class schedule is published on an annual basis.

### **Retreats**

School retreats are annual events. Participation in three retreats is required for graduation. The location for retreats is the Bishop's Ranch in Healdsburg, California. Students receive credit for participation if they attend all sessions.

### **PART-TIME AND CONTINUING EDUCATION**

Most courses, including the All School Retreat, are open for part-time and continuing education students. Non matriculated part-time students and continuing education students must complete a part-time application form. Part-time students are not charged an application fee. The registration fee is \$25 a semester. Some courses may be audited with a per credit fee.

### **GRADUATION AND ORDINATION**

Graduation from The School for Deacons does not guarantee ordination and attendance at The School does not guarantee acceptance by a diocesan Commission on Ministry, or bishop, as a postulant or candidate in the ordination process. The School does not provide placement assistance.

### **COMMUNITY LIFE**

#### **Meals**

Coffee, tea, and other beverages are available throughout the school day. Students can bring their lunches on school weekends or purchase them from several restaurants/shops close to campus. Students who buy lunch off campus are expected to bring lunch back to the campus to eat with the community.

A community dinner is catered and served on two Saturday nights of each semester. Students are expected to attend these events which are important community building times. Students' family members are most welcome and encouraged to participate. Friends, members from a student's sponsoring congregation, and members of local vocations committees, are also encouraged to attend. We do ask they pay \$15.00 a person to cover the cost of their meal.

#### **Student Community Life**

Students are encouraged to participate in the common life of the School. Interaction with other students and faculty members enriches the student's intellectual and spiritual experiences. Friendships formed at the School can become a lifelong source of emotional and spiritual support for those engaged in demanding ministries. In addition to the community dinners held twice each semester, opportunities for common study and discussion

of class materials abound throughout class weekends, at lunch, break times, etc. As time permits students may engage in diaconal ministry projects such as the collection of clothing for the homeless, etc. **All students are expected to participate in graduation.**

### TUITION AND FEES

Student tuition for the 2013-2014 school year is \$1,950.00 per semester. Tuition includes all School services for the student *except retreat costs, special fees, and graduation fees (senior year only).*

Full Tuition	(Per semester)	\$1,950.00
Activities Fee	(Per semester)	100.00
Application Fee	(non-refundable)	25.00
Graduation Fee*		175.00
Late Registration Fee**	(non-refundable)	50.00
Annual All School Retreat	(non-refundable)	250.00
Semester Registration Fee	(non-refundable)	25.00
Individual Course Tuition	(per credit hour of instruction)	215.00
Audit fees ***	(per credit hour of instruction)	80.00
GTU Library Fee	(per academic year, optional)	25.00

\* **Graduation fee** includes hood rental. Hood purchase is extra.

\*\* **Late Registration Fee.** Registration forms for returning students are due 10 business days before the first class weekend of the semester. Students submitting registrations later than that date will be assessed a \$50.00 late registration fee. The purpose of this fee is not to raise additional funds, but to motivate timely registrations. Registration forms must be submitted in writing, either by fax, USPS, or e-mail.

\*\*\* **Audit fees.** General enrollment to audit a class or classes is at the fee stated above under “Tuition and Fees.” An allowance is made for student spouses/partners to audit one class per year (note: not per semester) without fee. Some classes may not be audited due to the confidential nature of what may be shared in class. It is the prerogative of the instructor to require auditors to participate in class.

The cost of books, study materials, and student supplies is a personal expense of the student. These fees historically can total up to \$200 per semester. Travel costs vary according to the distance from student's residence to Berkeley.

The approximate total cost of the three year program for tuition and student fees, not including books and travel, at current tuition levels amounts to \$13,450.00.\*

\* **Tuition and fees are set at the end of each academic year by the Board of Trustees and the Dean. The total costs of the program shown in the School Catalogue may vary.**

### Congregation’s Obligation

Students should seek financial support from their own congregation. Canon 6. Sec. 2(a) of the *Canons of The Episcopal Church* says that the letter of support from the congregation for Nomination of a person for the ordination process shall “commit the community to pledge to contribute financially” to the Nominee’s preparation, in this instance, for the diaconate.

### Payment Schedule

There are two payment plans available to students.

1. Payment can be made in full at the beginning of each semester.
2. Payment on a monthly basis at \$390.00 per month for ten months, due the first of each month.

The first payment, registration and activity fees of \$125.00 per semester are due at the first session of each semester.

### Financial Aid

The School has a small amount of money available for student aid. Students in need of financial assistance should submit a completed scholarship application form, available from the School Administrator. Regardless of the level of need, all students are expected to cover some portion of their tuition and fees. Decisions on the granting of scholarship are made by the Scholarship Committee of the Board of Trustees.

**Deadline for Scholarship Applications is August 12, 2013.**

Students are encouraged to apply for financial aid from diocesan scholarship funds. In some dioceses, once students are made postulants in the ordination process, they have access to diocesan funds.

Churchwide organizations like The Daughters of the King or The Church Periodical Club have scholarship programs. Employers sometimes have funds available to support formal study. Application, screening, and award of such aid is administered by the entities making the awards.

Students should not hesitate to discuss their financial needs with their congregation’s leadership, with the School Administrator, or with the Dean. Practice in solving financial problems is very useful for the potential deacon. Students should discuss financial problems before they threaten the student’s ability to stay in school. Every effort will be made to accommodate students’ financial concerns.

**Refund Policy**

The tuition agreement is a legally binding contract when signed and accepted. The student has the right to cancel the agreement any time *before* school begins. Students may also cancel this agreement and obtain a refund any time up to the end of the third class weekend, which is 3/6 or 1/2 of a semester. Prorated refunds are given to students who withdraw from the School by the end of the third class weekend of the semester. Refunds are based on the official withdrawal date and the amount of tuition paid. For example, if a student has paid for the semester tuition in full and withdraws at the end of the second weekend, a refund for 67% of the total would be returned to the student. Part-time students may drop a particular class up to the end of the third class weekend. Refunds will be made based on the official withdrawal date and the amount paid.

**Any student withdrawing from The School for Deacons or dropping a class *after* the end of the third class weekend will receive a “W” grade (Withdrawn) and tuition paid will not be refunded.**

Students may cancel the tuition agreement anytime in the semester, but refunds are not given if the student withdraws after the third weekend. Any remaining tuition will be considered due and payable immediately. Students are expected to cancel the agreement **in writing** to the Administrator. Telephone calls or messages sent by proxy will not be accepted as a means of formal withdrawal from the School and cancellation of the agreement.

A student who withdraws from the School for any reason and wishes to return, must reapply. Contact the Registrar for details.

A student who withdraws and has an outstanding balance of tuition and fees, is responsible for paying the outstanding balance in full.

**To reapply, all outstanding debt to the School must be paid in full.**

**ACADEMIC AND SCHOLASTIC STANDARDS**

Students are expected to meet minimal standards for academic work as described in this catalogue. Student progress will be determined by the faculty. Grades are pass/fail and given by the instructors. Credits will be given upon consideration of attendance, quality of work, papers, class participation and examination.

**Attendance**

*80% of class days in a semester must be attended for credit to be given. Students are expected to arrange for makeup work with their professors if an absence occurs. Absences are acceptable only in the case of illness, death in the family, or other extreme situations. Neither the Dean nor the faculty "give permission" for absence. Students are expected to make these decisions in light of reason, experience, and school policy. Students who will be missing class should notify the Dean or Administrator.*

### **The Grading System**

**H = Honors:** The student consistently does outstanding work in all areas, including class preparation, participation, papers, projects, and exams, that exceeds the requirements and objectives set by the instructor. Honors are given entirely at the discretion of the instructor.

**P = Pass:** The student meets course objectives and requirements which include successfully passing exams, written reports and all requirements that meet the expectations of the instructor.

**I = Incomplete:** An Incomplete may be given due to extenuating circumstances, when a student, *who is otherwise passing*, has failed to submit required assignments and has contacted the instructor *prior to the end of the semester*. An Incomplete Contract **must** be completed on the final day of class and submitted to the Administrator. Incomplete make-up work must, according to School policy, be completed by April 15th for Fall semester work and September 15 for Spring semester work. Incomplete grades not made up by the aforementioned dates will either convert to a failing grade, or to an Audit, as determined by the instructor in the Incomplete contract.

**F = Fail:** The student has not attended sufficient class sessions or the course requirements have not been fulfilled. Course must be repeated.

**A = Audit:** The student enrolls to experience and participate in the classroom experience, but is not expected to complete written or other homework assignments. An “Audit” can be awarded, at the instructors discretion, if an Incomplete grade is not completed, but the student has otherwise fully attended and participated in a class.

**W = Withdrawn:** Student withdraws from course before end of the semester.

Grades of “F” & “W” are removed from a student's transcript if the course is retaken and successfully completed.

### **The Credit System**

The School for Deacons generally credits one semester unit for every 15 hours of class time per semester, which includes both in-class and directed study time. A one unit class equals 7 hours in-class time and 8 hours directed study time. Directed study does not mean "homework" assignments. It means additional direction and study that is in lieu of class time or field practice. This includes an expected three hours of home study for each one hour of in-class time. Monthly Spiritual Formation meetings yield 1.5 credits per semester. Field Education is a "lab" class; students earn 4 credits per semester for Field Education. Liturgical Practicum courses are 1.0 credit classes in which the student prepares for and participates in the School liturgies. The retreat is a .5 credit hour class.

### **Student Records**

Student records are maintained permanently by the Registrar, The School for Deacons, 2451 Ridge Road, Berkeley, CA 94709. Students and graduates who wish to be issued copies of their transcripts, or to have their transcripts sent to other institutions, must make their request in writing and pay a \$5.00 fee. **Requests must be signed by the student or graduate.** There is no charge for transcripts sent to bishops or Commissions on Ministry.

### **LOCATION**

The School is located on the campus of the Church Divinity School of the Pacific (CDSP), 2451 Ridge Road, Berkeley, CA. The administrative offices are in Parsons Hall, Room 209. CDSP is a member of the Graduate Theological Union; The School for Deacons is not. The campus is just north of the University of California campus, and is accessible by BART and AC transit.

### **FACILITIES**

Facilities include the All Saints' Chapel, library, classrooms, refectory, restrooms, offices – all wheelchair accessible. Classrooms are located in Gibbs Hall and on the Refectory level; All Saints' Chapel is adjacent Gibbs Hall. The Refectory is located on the ground level off of the parking lot. The GTU Library is located across Ridge Road from All Saints' Chapel.

### **Library Resources**

Students enrolled in the School for Deacons may have borrowing privileges at the Flora Lampson Hewlett Library of the Graduate Theological Union by presenting the School's identification card and paying an annual use fee of \$25.00 to the library. Acclaimed for its architectural design, the Library offers access to a wide array of resources including combined collections of more than 690,000 items.

### **Lodging**

A limited number of rooms are generally available on campus for a modest cost. Contact the Church Divinity School of the Pacific office at 510-204-0732 to arrange for lodging. Students are responsible for reserving and paying for rooms. Book early. There is increasing demand for on-campus lodging.

## **STUDENT LIFE**

A *Student Handbook* containing specific information related to student life, grading, evaluations, etc. is given to all students on the first day of school every year. A *Customary* provides guidance to the school's liturgical practices.

The life of students at the School is protected by a process for hearing complaints and grievances. When a dispute arises between a student and faculty member, the student is expected to first go to the faculty member and attempt to resolve the grievance. If no resolution is negotiable, the student or faculty member may bring the matter to the Dean. The Dean will attempt to bring about a fair and just resolution. The Dean may bring the matter to a faculty committee for review and decision. The Dean will then write a judgment and the decision will be final.

High ethical standards and conduct among all members of The School for Deacons are expected. Student, faculty, and staff are expected to encourage an atmosphere of inclusiveness.

The Dean reiterates annually, a clear verbal warning against such unethical practices as plagiarism and the selling of exam answers, term papers, or honors projects. If a student is suspected of such a

practice, an investigation (conducted by the Dean, a Board member, a student, and a faculty member) commences immediately. If such an accusation is proven, the student will be dismissed from the School.

### **Health and Safety**

All persons in the School are expected to respect fellow students, faculty and staff. Compliance with minimal standards of health and safety is expected of every person at the School, including:

- The prohibition of fire arms on campus. Exceptions may be made by the Dean for those persons who are expected to carry weapons in the course of their work or who, by nature of their work, find it irresponsible not to have the weapon with them. Unauthorized carrying of fire arms on the campus is cause for immediate suspension.
- Prohibition of substance abuse. The School follows Diocese of California guidelines for use of alcohol at church functions and expects all those involved with the School to be aware of and follow those guidelines. Students found to be under the influence of alcohol or other chemical substances during the course of School will be barred from campus. Continued substance abuse will be reason for dismissal from school.
- Health Care. Students are required to submit an up-to-date health form every year. There is no on-campus health facility, as the School is entirely an adult commuter school. A first aid box is readily available in the School office storage closet. "Report of Injury" forms are in the School office. Students must have a personal physician and health insurance and notify the Administrator of same.

*The Student Handbook* contains information regarding medical emergency procedures as well as the School's sexual and verbal/physical harassment policy.

**Non-Discrimination Policy**

The School does not discriminate in either admissions or employment on the basis of race, color, ethnic origin, national origin, gender, gender identity and expression, sexual orientation, disabilities or age.

**THE CURRICULUM**

Academic classes meet six weekends per semester – Fall semester is August through December and the Spring semester is January through May. The required curriculum consists of courses in the following areas:

		<b>Credits</b>
Spiritual Formation	6 Semesters	9.0
Bible Studies	4 Semesters	8.0
Church History	2 Semesters	4.0
Anglican Theology	1 Semester	2.0
Christian Social Ethics	1 Semester	2.0
Field Education (off campus)	4 Semesters	16.0
Field Ed Seminar	4 Semesters	4.0
Intro to Theology & Theo. Reflection	1 Semester	1.5
Listening and Caring Skills	1 Semester	1.5
Ministry Development	1 Semester	2.0
Social Ministries	2 Semesters	4.0
Group Leadership	1 Semester	1.5
Intro to Pastoral Care	1 Semester	2.0
Prayer Book Studies	2 Semesters	2.5
Deacons Role in Music	1 Semester	1.0
Liturgical Practicum	3 Semesters	3.0
Foundations in Social Ministry	1 Semester	1.0
Homiletics	2 Semesters	3.0
Senior Seminar	1 Semester	1.5
Organizing for Social Change	1 Semester	1.0
All School Retreat	3 Retreats	1.5
<b>Total</b>		<b>72 Credits</b>

These subjects are presented through lectures, audiovisual methods, and home study assignments. The student is expected to supplement every hour of in-class time with at least three hours of home study, including

reading and preparation of papers. Instructors consult together and attempt to integrate the different classes into a coherent whole.

**COURSE TITLES AND DESCRIPTIONS**

**FALL SEMESTER**

Bible Studies I, III  
 Prayer Book Studies I  
 Organizing for Social Change  
 Church History I  
 Homiletics II  
 Christian Social Ethics  
 Social Ministry I  
 Listening and Caring Skills  
 Ministry Development  
 Intro to Pastoral Care  
 Field Education (off campus)  
 Field Education Seminar I, III  
 Liturgical Practicum I, III

**SPRING SEMESTER**

Bible Studies II  
 Romans and John  
 Intro to Theology & Theo. Reflection  
 Church History II  
 Homiletics I  
 Prayer Book Studies II  
 Social Ministry II  
 Group Leadership  
 Deacon’s Role in Liturgical Music  
 Anglican Theology  
 Field Education (off campus)  
 Field Education Seminar II, IV  
 Liturgical Practicum II  
 Foundations of Social Ministry  
 Spiritual Formation

**Liturgical Studies**

**163 Prayer Book Studies I**

An overview of the history of liturgy in the western church, with an emphasis on Baptism, Eucharist, and the Daily Office. Reading, reflection, and class discussion will help students articulate the Church’s theology of Baptism and Eucharist; understand the shape of the Daily Office; and uses the resources of the *Book of Common Prayer* and other authorized liturgical resources (i.e. *Enriching Our Worship*) to plan worship. *1.0 Credit per semester*

**164 Prayer Book Studies II**

An exploration of the various roles of deacons in the liturgical life of the church, including group reflection on the Deacon’s liturgical roles and how they are symbolic of the role of the Deacon in the world. *1.5 Credits per semester*

### **391 Deacon's Role in Liturgical Music**

Students are required to sing/chant various pieces associated with the liturgies of Holy Week and the Great Fifty Days of Easter. They will be trained in how to "point" the psalms and the Gospels, and will be required to demonstrate their acquired skills. Emphasis is placed on understanding the theology and logistics of these liturgies as well as on performing them. *1.0 Credit*

### **161 Liturgical Practicum I**

An in-depth hand-on workshop around liturgical movement and presence; navigating various liturgies from the perspective of a Deacon; and practical exercises in performing diaconal roles within various liturgies. *1.0 Credit per semester*

### **261 Liturgical Practicum II**

Liturgical resources and practice for situations in ministry outside the church. *1.0 Credit per semester*

### **361 Liturgical Practicum III**

Practicum for the deacons' role in the Eucharistic Liturgy. Students participate with the instructor to master the basics of doing liturgy comfortably and competently. *1.0 Credit per semester*

### **Bible Studies**

Biblical study is divided into four semesters. The courses are taught sequentially beginning with the Old Testament.

### **112 Bible Studies I**

This survey course immerses the student in the Old Testament. The emphasis of the course is on understanding the stories and prophetic writings of the Old Testament in their own time and the meaning Old Testament literature has for us in the world today. *2.0 Credits*

### **113 Bible Studies II**

This course introduces the students to the New Testament. Parables of Jesus and the relationship of Jesus' parables and Paul's writings to law and faith are explored. *2.0 Credits*

### **214 Bible Studies III**

This course focuses on the contents and theology of the synoptic gospels, including exegetical skills needed for effective diaconal preaching. *2.0 Credits*

### **314 Romans and the Gospel of John**

The Epistle to the Romans and the Gospel of John have probably had more impact on Christian life and thought than any other documents. This course will analyze these works in detail with special attention to their social setting, literary structure, theology and spirituality and the implications for contemporary Christianity. Instruction will be by lecture and requires two projects and three sermon outlines on preselected topics. *2.0 Credits*

### **Ethics**

#### **378 Christian Social Ethics**

An in-depth course that defines the Anglican ethical perspective and examines the principal social justice issues facing the Church today. General topic areas include: issues related to the poor, biomedical ethics, issues related to women, sexual ethics, and professional ethics. *2.0 Credits*

### **Church History**

#### **122 Church History I to the Reformation**

#### **123 Church History II Reformation to Present Day**

This two semester course introduces the student to the cultural, ritual, historical and theological influences on the developing Church from its beginnings to the present day. *2.0 Credits per semester*

### **Pastoral Care**

#### **270 Introduction to Pastoral Care**

The purpose of this course is to provide an introduction to pastoral care, with a focus on crisis ministry. Students will be introduced to foundational knowledge and skill for pastoral care through readings, lectures, role plays, and group discussions. Drawing on models of adult learning, students will be expected to reflect on lived experience and engage in empathic and critical reflection in the class. The course will introduce concepts associated with: 1) a

relationally-oriented perspective on pastoral care, informed by the Anglican tradition, 2) crisis ministry, 3) hospitalization and illness, 4) grief and loss, and 5) substance abuse, addiction and recovery. Students will be guided to apply these concepts to their practice of ministry. The course will include the formation of a group covenant, written reflections, and a “verbatim” visit. This course is intended to prepare students for Clinical Pastoral Education and other educational experiences focused on the development of one’s ministry practice. *2.0 Credits*

### **241 Group Leadership**

Deacons invariably find themselves leading groups of many kinds and sizes. The purpose of this course is to provide the student with fundamental knowledge of and skills in the dynamics of group leadership: establishing agreements, defining the task and scope, defining roles, building cohesion, managing conflict and collaborative problem solving. This brief introduction will provide the student with resources for further study and will equip the student to begin the process of effective group leadership. It includes didactic instruction, experiential learning, assigned readings, discussion and written reflection. This course is not a course in group counseling; the goal is to provide the student with skills with which to manage meetings. *1.5 Credits*

### **176 Listening and Caring Skills**

The purpose of this course is to provide an introduction to those fundamental skills which will enable the student to listen attentively and compassionately to the intent as well as the content of what others are saying. Techniques such as paraphrasing, clarifying, labeling, inquiring, providing feedback and effective confrontation will be presented to and practiced by the class. The course will include a group covenant, experiential learning, didactic sessions, assigned readings, discussion and written reflections. This course introduces concepts and skills which the student will develop further in Clinical Pastoral Education. *1.5 Credits*

## **Field Education**

### **200 Field Education I**

### **202 Field Education II**

### **300 Field Education III**

### **302 Field Education IV**

All students at The School for Deacons must complete four semesters of field education with a minimum number of 120 hours per semester (or 8 hours per week), and four semesters of Field Education Seminar. While field placement may be at either an agency or parish, two semesters of parish work are usual. Some students may participate in cultural intensive programs in Latin America that can comprise some or all of Field Education I & II. *(Some dioceses have their own expectations for placement and learning goals. The School endeavors to cooperate fully with them.)* All placements must be approved by the Coordinator and a contract must be completed by the student and mentor before the semester begins. Field education may be taken during the second and third years of the program, or during the summer months with the consent of the Dean. All students beginning field education must attend an orientation to field education. Students must complete canonically required training in adult sexual abuse prevention, “Safe-guarding our Children,” and Anti-racism training before beginning field education. *4.0 Credits per semester*

### **Field Education: INTERN YEAR**

Students may choose to extend the time of study to four years by doing all of Field Education between the second and third years of school. In this situation, the student is assigned at a parish, and an agency concurrently. The student is not enrolled in the regular academic classes. Ideally, the student will be engaged in an agency that is, or could be connected with the parish where assigned. The student must also be enrolled in the Field Education Seminar for the year. **A student may not enroll unless and until the Learning Contract is approved and on file.** A special project will be designed for the student to complete in lieu of the second year of Field Education Seminar.

**274 Field Education Seminar I**  
**275 Field Education Seminar II**  
**374 Field Education Seminar III**  
**375 Field Education Seminar IV**

This seminar runs concurrently with off campus field education placement that begins in the second year of study. The focus is on presentations and discussion about particular ministry experiences, using a theological reflection process as the format. In the first year, students must take Introduction to Theological Reflection as a prerequisite to the seminar. In the second year, students meet with the field education coordinator for this seminar.

*1.0 Credit per semester*

**Theology**

**174 Introduction to Theology and Theological Reflection**

This course provides a simple grounding in basic Christian theology and then creates an opportunity for the student to develop the discipline of theological reflection. Modes of theological reflection provide a process that involves examining the specific ministerial experiences of the student in the light of scripture, reason and tradition, and self-awareness..

*1.5 Credits*

**234 Anglican Theology**

This is a seminar class exploring the fundamentals of Christian theological inquiry from an Anglican perspective with the goal of developing a distinctive diaconal theology.

*2.0 Credits*

**Homiletics**

**191 Homiletics I**

**292 Homiletics II**

This year-long course teaches the student the exegetical, organizational, mechanical, and voice projection skills needed in the preparation of sermons. The major emphasis of both semesters is on the practice of delivering distinctly diaconal homilies and sermons. We also build a safe community in which to practice preaching and receive constructive feedback..

*1.5 Credits per semester*

**Social Ministries**

**170 Foundations of Social Ministry**

Introduces students to varieties of social ministry. Students begin to gather information and resources that will be expanded in Social Ministry, and explore their options for field education placements.

*1.0 Credit*

**171 Organizing for Social Change**

This course lays the foundation for the year-long course in Social Ministry. Students cover basics of social ministry, the prophetic voice of the deacon, and the process, instigation, and management of change. Students develop an appreciation of the systematic nature of the needs, concerns, and hopes of the world. *1.0 Credits*

**370 Ministry Development**

On completion of this course the student will be able to articulate why it is important to see themselves as developers of the Church's diaconal ministry; to connect each of seven core values to theological sources and the practice of ministry, and to use at least three new tools or practices for working with and strengthening other adults in ministry.

*2.0 Credits*

**376 Leadership in Social Ministry I**

This course is designed for anyone interested in facilitating the social ministry of the church. In this first semester students will study the nature of social ministry and its link to the Baptismal Covenant. Major contemporary social issues facing society and the church, including poverty, racism and violence, will be explored, along with social ministries and secular programs which address these issues. Students are asked to visit and reflect on their experience of various programs.

*2.0 Credits*

**377 Leadership in Social Ministry II**

In this second course in Leadership in Social Ministry the focus is on empowering social ministry in the congregation. Topics include leadership dynamics and working with volunteers. The only written assignment for the course is a Congregational Analysis at the end of which the student will make suggestions for the further development of social ministry in the congregation based on a study of the identity and history of the congregation, the social context and

openness to diversity, and the past and present social ministry of the congregation.

*2.0 Credits per semester*

### **Spiritual Formation**

**198 Spiritual Formation I    199 Spiritual Formation II**

**298 Spiritual Formation III    299 Spiritual Formation IV**

**398 Spiritual Formation V    399 Spiritual Formation VI**

Students are required to meet in spiritual formation groups at least once a month. These groups discuss individual members' experience with God, the experience of being called as leaders, and the experience of growing from call to specific ministries, ordination as deacons or priests, or commissions as lay leaders.

*1.5 Credits per semester*

### **364 Senior Seminar**

This course is designed by the dean and faculty to be an integrative “capstone” for senior students. The course is one semester in length and the focus is on the doctrine, discipline, and worship of The Episcopal Church; and practical issues in the life, work, and ministry of the deacon.

*1.5 Credits*

### **188 All School Retreat I**

### **288 All School Retreat II**

### **388 All School Retreat III**

An annual event usually held the first weekend in January (Friday evening to Sunday afternoon). This is a required event for all full-time students. Credit is given. Retreat topics change yearly. Faculty, staff, board members and a limited number of alumni/ae may attend.

*0.5 Credit per year*



### **THE BOARD OF TRUSTEES**

The Rt. Rev. Marc Handley Andrus, *Chair*

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Ms. Jeri Robinson

The Rev. Canon Stephnie Schatz

The Rev. Franklin Sterling

Mr. Stephen Tiffenson, *Student Representative*

The Rev. Carolyn Woodall

### **STAFF**

Dr. Roderick B. Dugliss, Dean. 1999-  
B.A. *cum Laude*, Stetson University;  
M.A. & Ph.D., Duke University.

The Rev. Rebecca Morehouse, School Administrator. 2005-  
B.A. Smith College; B.T.S. The School for Deacons.

The Rev. Mary Louise Hintz, Registrar & Director of Admissions  
2001-  
B.T.S. School for Deacons.

The Rev. Katherine Salinaro, Field Education Coordinator &  
School Deacon. 1993-  
B.S., San Francisco State University;  
B.T.S., School for Deacons;  
M.A. Holy Names College.

## FACULTY

The Rev. Josephine Borgeson, Deacon. 2011- A.B. *cum Laude*, Radcliffe College; M.Div., Church Divinity School of the Pacific; D.D., Church Divinity School of the Pacific.  
Instructor: Ministry Development & Intro to Theology & Theological Reflection

The Rev. Ernestina Campbell, Deacon. 2000- B.A., University of California Davis; B.T.S., School for Deacons; M.A., California State University, Sacramento.  
Spiritual Formation Leader.

Dr. Roderick B. Dugliss, Dean. 1999- B.A., *cum Laude*, Stetson University; M.A. & Ph.D., Duke University.  
Instructor: Homiletics, Organizing for Social Change and The Senior Seminar.

Mr. Robert Kramish, 2005- B.A., Swarthmore College; M.A., Graduate Theological Union.  
Instructor: Bible Studies I (The Hebrew Bible/Old Testament).

The Rev. Daniel London, Priest. 2013 - B.A. *Magna Cum Laude*, Westmont College; M.A. Fuller Theological Seminary; Certificate of Anglican Studies, Church Divinity School of the Pacific; Ph.D. candidate Graduate Theological Union.  
Instructor: Christian Social Ethics.

Sr. Pamela Clare Magers, C.S.F. 1982- B.A., University of Denver; M.A. & Ph.D., University of Arizona.  
Instructor: Social Ministries I & II.

The Rev. Susan Napoliello, Deacon. 2013 - B.A. University of California, Santa Barbara; M.A. University of California, Santa Barbara; M.A. San Francisco State University; B.D.S. The School for Deacons.  
Instructor: Field Education I & II; Field Education Seminar I & II.

The Rev. Eric Nefstead, Priest. 2005- B.A., St Olaf College Northfield, MN; M. Div., Union Theological Seminary NY; Certificate in Anglican Studies, Church Divinity School of the Pacific.  
Instructor: Introduction to Pastoral Care; Liturgical Practicum II.

The Rev. Brian Nordwick, Deacon. 1997- B.S., California Lutheran College; B.T.S., School for Deacons.  
Spiritual Formation Leader.

Dr. Bradley Peterson. 2009- B.A., University of Minnesota; M.A., University of Wisconsin; Ph.D., Graduate Theological Union.  
Instructor: Church History I & II, Anglican Theology.

The Rev. Kenneth Powell, Deacon. 2013 - B.A. San Francisco State University; B.T.S. The School for Deacons.  
Instructor: Spiritual Formation Leader.

The Rev. Annette Rankin, Deacon. 2011- B.A., Beloit College; M.A., Antioch University-Enecook Institute; B.D.S., The School for Deacons.  
Instructor: Listening & Caring Skills, Group Leadership.

Ms. Jan Robitscher, 1991- B. Mus., DePauw University; M.A., University of Notre Dame; M. Div., Nashotah House.  
Instructor: Foundations in Social Ministry.

The Rev. Katherine Salinaro, Deacon. 1993- B.S., San Francisco State University; B.T.S., School for Deacons; M.A. Holy Names College.  
Instructor: Field Education III, IV; Field Education Seminar III & IV; Deacon's Role in Liturgical Music.

The Rev. Scott Sinclair, Priest. 1999- B.A. & M.A., Johns Hopkins University; M. Div., Church Divinity School of the Pacific; Ph.D., Graduate Theological Union.  
Instructor: Bible Studies II, III, & IV.

The Rev. David Stickley, Deacon. 2015 - B.S., Ithaca College; B.D.S. The School for Deacons.  
Instructor: Prayer Book Studies I & II; Liturgical Practicum I.