

St John's College

Faculty of Theology



Student Handbook

2011-2012

Important Note

**The Diploma in Applied Theology and Advanced Certificate
are not offered for the 2011-12 academic year**

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INTRODUCTION

St John's College

St John's College is an academic community within the larger campus of the University of Manitoba. It was founded in 1866 through the early pioneering work of the Anglican Church, and in 1877 joined with St. Boniface College and Manitoba College to form the University of Manitoba. St John's has played an important role in the history of Western Canada. It is a centre of academic excellence, and has produced graduates who have made significant contributions in both church and community.

Our Work

The Faculty of Theology at St John's College exists to offer courses in Bible, theology, and related disciplines. The College is recognised by the Anglican Church of Canada, and we take our place within the Winnipeg Theological Cooperative as a member institution. Students typically enrol in the **Diploma in Applied Theology** program, but may also register for individual courses as external students from other institutions, where permission has been granted. The Faculty of Theology is not a unit of the University of Manitoba.

Students enrol in the **Diploma** program in order to establish their learning base for various ministries in the **Diocese of Rupert's Land**, both ordained and non-ordained. New developments in our shared appreciation of ministry lead us to consider that training for ministry should be lifelong—our programs are designed with this in view. Distinctions between various forms of ministry are made in consultation with the Bishop of Rupert's Land and his councils. Some of our students go on to be ordained following successful completion of the **Diploma** and **Advanced Certificate** programs. Others prepare themselves for particular ministries within their congregations or deepen their knowledge and understanding of ministries they are already exercising. A common factor in this is the very high regard in which academic preparation is held by both the Diocese and College.

The Faculty of Theology comprises its Dean, the Rev. Dr. John Stafford, and sessional instructors all eminently qualified in their fields.

As you consider your ministry, why not take time to discuss what you read here with your family and friends, and your parish or church community. If you are a student studying at another institution, you may find that some of our courses will fit your program. To discuss your options, you can contact the Faculty office to make an appointment. We are always ready to be of assistance. To enrol in individual courses as a **Special Student**, you must have the written permission of your Academic Dean, or program advisor.

From the Dean

It is a pleasure to introduce the Faculty of Theology at St John's College, and to invite your interest in its work. To study theology is both a reflective endeavour and one which calls forth serious action in its relation to the world. The spirit of inquiry which characterises all human enterprise is present in our work at the College as we seek to equip our minds for effective understanding of the Christian message, and its characteristic Anglican expressions. The Faculty

of Theology exists within St John's College to serve the needs of students who desire to study theology and its attendant subjects, as they seek to equip themselves for various Christian ministries. Although the College stands within the history and traditions of the Anglican Church, students from a variety of backgrounds are welcomed. Our commitment to theological education is predicated upon the Church's own commitment to the Gospel of Jesus Christ, and the supportive network of Anglicans in the Diocese of Rupert's Land.

Behind the formality of this Calendar lies a community dedicated to the exploration and nurture of truth. So you will find yourself in good company. The courses and programs available represent the commitment of Faculty and staff alike to work with you and equip you for the goals of learning. The work of theological study is not only the acquisition of knowledge and critical skills, but also the formation of a patient spirit that is gracious in its boundaries, caring in its living, and open to the ways of God. In this way, we seek to cultivate the habits of lifelong learning and the joy of discovery.

The motto of St John's College, chosen by the first bishop of Rupert's Land, David Anderson, was taken from Ps 36:9, "*In your light shall we see light*". The sentiments of the Psalmist remain vital for us today as a College community, and it is my privilege to invite you into its fellowship.

IMPORTANT NOTICE

As a result of current economic uncertainties, it has not been possible to offer the Diploma in Applied Theology or the Advanced Certificate in Applied Theology for the 2011–12 academic year. Special Students may enrol in individual courses as advertised. A letter of permission is required from students visiting from other institutions. At this time, our efforts are directed towards a creative program configuration for subsequent academic years.

The Rev. Dr. John K. Stafford
Dean of Theology

Mission Statement

St John's College Faculty of Theology reflects the goals of the College in developing community, preparation for ministry, and excellence in all aspects of its life.

The course and program offerings provide university level courses in Bible, theology, and related studies for persons seeking to broaden their academic interests, including those considering various ministries in the Anglican Church of Canada.

DATES FOR THE ACADEMIC YEAR 2011–12

Sept 5	Labour Day
Sept 6	Classes begin for the Fall term
Oct 10	Thanksgiving
Oct 25	Last day for Voluntary Withdrawal in Fall term
Nov 6	College Convocation
Nov 11	Remembrance Day
Nov 22	Classes end for the Fall term
Dec 23	College closed for Christmas break
Jan 3	College re-opens
Jan 10	Classes begin for the Winter term
Feb 20	Louis Riel Day
Feb 28	Last day for Voluntary Withdrawal in Winter term (full and half courses)
Mar 27	Last class
Apr 6	Good Friday
Apr 8	Easter
May 21	Victoria Day

Beginning and end dates for classes may vary for those classes with distance learning components. Check with you instructor and specific course outlines.

PROGRAMS

Diploma in Applied Theology

Purpose

To provide a core post-secondary academic program in theology at St John's College, through its Faculty of Theology. The title "Applied Theology" signifies the emphasis placed within the program on the integration of academic skills with the practice of ministry.

Duration

Two years.

Program elements

- Weekly in-class lectures
- Distance education readings and assignments
- Residential induction weekends in the first and second year
- Summer Institute (five day intensive course at the conclusion of the 1st year)
- Five all-day Saturday Seminars in each year of the program
- A Senior Seminar (a research paper at the conclusion of the 2nd year)
- Ministry placements

Enrolment

The program meets the core academic requirements for ordained ministry in the Diocese of Rupert's Land. Students enrolling in the Diploma program complete an application form and submit additional materials described on [page 8](#). In addition, the Faculty will admit Special Students, who do not enrol in the Diploma program but in selected courses. A Special Student need not be enrolled in a program at another institution. However, a Special Student enrolled in another institution and seeking St John's College credit, requires a letter of permission from their academic advisor. A Special Student desiring to audit a particular course does not require a letter of permission.

An important aspect of the Diploma is the accessibility it offers to persons seeking to equip themselves for various forms of ministry, including Total Ministry models. Students will normally remain within their occupations while engaged in Diploma studies. Students enrolled in the program are considered full time students. Although the Diploma program has a fixed arrangement of courses, there is a degree of flexibility for students who need time to explore their academic commitments. As outlined below, some key individual courses can be taken which a student can transfer for future Diploma program enrolment. Students are encouraged to participate in shared opportunities for worship and fellowship.

With the permission of the Dean, a student who intends to register for the Diploma at a future date may enrol in one of SJB120 and SJB130 (Block 1), and subsequently in one of SJM210 and SJT210 (Block 2). Advanced standing will be granted to students entering the Diploma who have satisfactorily completed individual courses under this or another provision, up to a maximum of one course per learning block.

Educational model

The educational paradigm used by the Faculty of Theology integrates a variety of learning models as outlined above. The goal is to give students a well-rounded appreciation for the academic and pastoral skills necessary for effective ministry, and also to encourage the habit of lifelong learning.

Advanced Certificate in Applied Theology

Students who have successfully completed the Diploma in Applied Theology, or equivalent, may enrol in the Advanced Certificate. The Certificate program is intended to give students further preparation for specific ministries.

Grading Scheme

The grading scheme used for all courses is in general conformity with that used by the University of Manitoba, as follows:

90 – 100	A+
80 – 90	A
75 – 80	B+
70 – 75	B
65 – 70	C+
60 – 65	C
50 – 60	D
<50	F

Exceptions to this for specific courses are agreed upon by the instructor and Dean of Theology and are noted in the respective course outline.

PROGRAM OUTLINES

Diploma in Applied Theology, Year 1: NOT OFFERED IN 2011–12

Term 1	Biblical Narrative: Hearing the Story
SJT105	Induction Weekend: Transformative Theology (Critical Thinking) (1)
SJB120	Biblical Narrative (3)
SJB130	Reading and Interpreting the Bible (3)
SJT150	Saturday Seminars: Topics in Theology I (3)
SJM150	Placement (3)

Term 2	Meeting the Tradition
SJH110	Encountering Christian Tradition (3)
SJH100	Anglican History (3)

Summer Institute

SJB140	The Practice of Exegesis (3) Pre-requisites: SJB120 <u>and</u> SJB130 or equivalent.
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Year 1 credit hours (22)

Diploma in Applied Theology, Year 2: NOT OFFERED IN 2011–12

Term 1	Narrative Awareness
SJT205	Induction Weekend: Transformative Theology (Baptismal Ministry) (2)
SJT210	Narrative Theology (3)
SJM210	The Practice of Theology in Ministry (3)
SJT250	Saturday Seminars: Topics in Theology II (3)

Term 2	Contextual Theology
SJM220	Critical Ecclesiology (3)
SJM200	Mission in Context (3)
SJM250	Placement (3)
SJT260	Senior Seminar (3)

Year 2 credit hours (23)

Total credit hours in Diploma (45)

Advanced Certificate in Applied Theology, Year 3: NOT OFFERED IN 2011–12

Term 1	
SJT101	Anglican Spirituality (3)
SJT341	Theology of Ordination (3) (directed reading)
SJM350	Placement (3)

Term 2	
SJH101	Introduction to Anglican Liturgy (3)
SJM100	Principles of Preaching (3)

Courses Offered 2011-12

Fall

SJH100 Anglican History (3)

SJL110 Introduction to New Testament Greek (6): extends through Winter term

SJM151 Anglican Experience 1 (SJH100 co-requisite) NEW

Winter

SJH101 Introduction to Anglican Liturgy (3)

SJM152 Anglican Experience 2 (SJH100 co-requisite) NEW

Notes:

1. Advanced standing may be granted for individual courses on a case by case basis.
2. SJT150 and SJT250 Saturday Seminars are taught over both terms in their respective academic year.
3. Placements: SJM1/2/350. In each year the student undertakes a practicum. Details of the practicum are coordinated with the program field placement supervisor.
4. All students receive course outlines at the start of each course, describing instructor expectations, reading lists, assignments, due dates, and grading scheme.
5. Successful completion of both SJB120 and 130 or equivalent are the pre-requisites for SJB140.

Instructors

The Rev. Dr. John Stafford (St John's College)

Admission Requirements for the Diploma in Applied Theology

Applicants must:

- be 21 years of age, as of the date of application.
- have successfully completed Grade 12, or equivalent.
- have written satisfactory entrance essays.
- have submitted two satisfactory reference questionnaires, one of which shall be from the applicant's rector, church corporation, or council, and the other from a colleague who has known the applicant for at least three years.
- **persons having completed the Diploma in Applied Theology and intending to enrol in the Advanced Certificate are only required to complete the application form.**

Application Process:

- Obtain an application and declaration form, and referee questionnaire from:
St John's College
Faculty of Theology
92 Dysart Road
University of Manitoba
Winnipeg, MB R3T 2M5
(204) 474-8543

Alternatively, these forms can be downloaded from the College web page at:

http://umanitoba.ca/colleges/st_johns/programs/theology/index.html

- Submit completed application form, entrance examination, declaration, official transcripts and letters of reference to the Faculty of Theology. The deadline date for new student applications is July 31 of the year in which registration is sought, though late applications will be considered.
- Applications for admission are considered by the Faculty of Theology Admissions Committee, consisting of the Dean of Theology, the Director of the Institute for Anglican Ministry, and one additional academic member of Faculty Council, appointed by Council.
- Students are notified of the decision of the Admissions Committee no later than August 15th of the year in which admission is sought.
- The non-refundable application fee is \$50.

Entrance Essays

The essays are not exams. They help fulfil two purposes—to demonstrate your written expression and your basic biblical knowledge. You must sign the declaration on the next page when your essays are complete. This is only required for entering Diploma students.

Write three essays of approximately 500 words each, one on each of the following topics:

- Explore **one** of the following passages of Scripture with a view to its setting, meaning, and possible application: Genesis 15:1–16; Luke 11:1–13; 2 Thessalonians 1
- Describe your life skills (including educational background) and strengths.
- Describe your parish commitments in ministry and your spiritual development.

Declaration

The declaration confirms that your essay submissions are entirely your own work.

I, the undersigned, declare that the attached material is wholly my own work, and that no part of it has been:

- copied by manual or electronic means from any work produced by any other person(s), present or past, or
- copied from any other source including web sites.

Name (PRINTED): _____

Date: _____

Signature: _____

FEE SCHEDULE

Diploma in Applied Theology

Fees are assessed on a program basis at the following rates:

Year 1: \$3596.88

Year 2: \$3754.42

Fees cover the following:

- All courses, including the ministry placement.
- SJC membership fee.
- Induction weekend residence room and meals (brunch Saturday and Sunday, and evening meal Friday and Saturday).
- Diploma students can pay their annual fees in two equal amounts, in September and January. **All fees must be paid by the end of the second week of the second term.** An additional late payment fee of \$20 will be charged beyond the date.

Fees do not cover required textbooks, or material distributed in-class for which a small additional charge may be made.

A non-refundable, one-time admission application fee of \$50 is paid at the time of initial application and is in addition to program fees.

Advanced Certificate in Applied Theology

Students in the Advanced Certificate program undertake further study directed towards a more specific area of ministry. Fees are assessed at \$2383.10, including \$20 SJC membership fee.

Special Students

Special Students are those students not enrolled in the Diploma or Advanced Certificate program but who may be taking individual courses for credit or audit. They pay course fees assessed at \$157.54 per hour credit, or \$80.00 per hour audit. Special Students must pay all course, membership, and registration fees by the end of the second week of term. An additional late payment fee of \$20 will be charged beyond the date. The SJC membership fee is \$10 for each term enrolled. Library

IMPORTANT

- **Special Students enrolled in other programs must receive the written permission of their program advisor (or Academic Dean) to enrol in SJC theology courses.**
- **Students must pay all fees in order to proceed to the next year of their program, to graduate, or receive a transcript.**

WITHDRAWALS, FEE REFUNDS, AND ACADEMIC STANDING

Withdrawal from the Program

Students may withdraw from the program in the following ways:

Voluntary withdrawal (VW)

A student who resigns from a course will receive a *pro rata* refund of fees. A full refund of program fees, (or, in the case of Special Students, course fees), will be given up to the end of the 2nd week, 65% between the 2nd and 4th week, and 50% between the 4th and 6th and 35% between the 6th and 8th week from the first day of term. No refunds are given following the 8th week. Refunds will not be given for course material purchased, administration fees, or College membership fees. The transcript will be marked with **VW**. The final date for voluntary withdrawal without academic penalty is the last working day of the 8th week of the respective course. Following this date, the student will receive an **F** for the course. The start date for the program is deemed to be the Monday of the first week of evening classes.

A full refund is given for Special Students auditing a course up to the end of the second week of the course. No refunds are given after this date.

Deferral

A student may be granted a deferred status on medical or compassionate grounds. Normally, deferred examinations or papers must be submitted within 30 days of the normal submission date for the course. A deferral requires a doctor's certificate and a medical opinion on when the student can complete the assignments. After 30 days, an additional note is required. If no medical note is available for a second 30 day period, a grade of **F** will be given for the course.

Incomplete

A grade of "Incomplete" is given where a student has been granted the opportunity to complete course work beyond the stated conclusion of the course. Further progress in the Diploma may be delayed until such work has been submitted. Students cannot withdraw from a course in which they receive an "Incomplete." The following **maximum** time extensions are allowed: January 3rd for courses ending in December; March 27th for courses ending in February (typically Saturday Seminars; April 5th for courses ending in April; June 26th, for courses ending in May. Note that these are maximum extensions. All extensions are at the discretion of the instructor in consultation with the Dean.

Supplemental exams or papers

In the event a student fails one course, opportunity may be given to re-write any exams or papers not meeting the required standard for the course. These must be completed before the student progresses to the next learning block. Student progress in the Diploma will be deferred until all prerequisites are met for continuation in the program.

If a student fails both courses in any learning block, the student must apply to re-enter the

program. Re-entry into the program is by special permission of the Dean of Theology and by recommendation of the Faculty of Theology Admissions Committee. The re-entry point will be the start of the learning block not completed. Credit will be given for all course work successfully completed to that point.

Academic standing

Diploma students must sustain a C average grade in course work, and satisfactorily complete the learning goals of their Ministry Placement (SJM150) in order to proceed to the second year of the Diploma.

Student appeals

Any student may appeal a grade or program status, in writing, to the Dean of Theology. Appeals should be made no later than three weeks following the issue of grades. If no immediate resolution can be achieved, the Dean of Theology will bring the appeal, in writing, to the **Faculty of Theology Council**, which will act as the appeal committee.

NOTICES

Bursaries and Awards

Various bursaries and awards are available to students enrolled in the Diploma in Applied Theology or Advanced Certificate in Applied Theology. Please contact Ms. Diana DeFoort our College Awards Clerk for details including application forms and deadlines: 204-474-8133, or defoort@cc.umanitoba.ca

Faculty of Theology Council

Faculty of Theology Council meets at least once per term and reports to College Assembly and College Council. Membership of Faculty Council includes one student representative.

Academic Integrity

Academic honesty is basic to the task of learning. The Faculty of Theology follows the University of Manitoba standards for academic integrity. The following is excerpted from the University of Manitoba academic policies:

What is plagiarism?

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources.

How to avoid plagiarism

To avoid plagiarism you must give credit whenever you use someone else's ideas. Keep the following suggestions in mind when using material from other sources:

Put everything that comes directly from your source in quotation marks.

If you are using material cited by an author and you do not have the original source, introduce the quotation with a phrase such as "as quoted in . . ."

Use paraphrase. Instead of rearranging or replacing a few words, read over what you want to paraphrase, cover up or close the text so you cannot see any of it and write out the idea in your own words. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate. You must still be sure to credit the source.

Give credit for any facts, statistics, graphs, drawings using the formatting style required by your instructor. For example, Chicago, MLA, APA, SBL.

Common knowledge facts that can be found in numerous places and are likely to be generally known do not have to be documented, e.g. Pierre Trudeau was first elected Canada's Prime Minister in 1968.

Plagiarism and the World Wide Web

If you want to use information (text, graphics, visuals) from a web site, you must acknowledge your source just as you would for information taken from a printed source. If you are constructing a web page for a class project and want to use a graphic from another web site, obtain permission from the web site's owner before using the graphic.

For information on how to cite sources go to “Citing Sources” at, http://www.umanitoba.ca/libraries/use_it/citing.shtml.

The Internet as an Academic Resource

The Internet offers an apparently limitless resource for academic research at many levels. You should use the internet with the same caution you use with any source. In the case of the Internet however, it is much easier to “cut and paste” and there can be a tendency to assume Internet articles are always credible. Many are of course, but this can only be concluded by reference to other data, which is what you would do when reading printed material. Furthermore, the Internet is a volatile resource—articles can vanish overnight and articles are frequently anonymous. The authority of an article is related to its author(s). If the author(s) are unknown you should be circumspect. There is also a tendency for only very recent articles to appear on the web, which is quite limiting. Where you may find the web to be of the greatest value as a resource is in the rapid acquisition of an initial bibliography. Remember, in the end, you want to be able to interact effectively and critically with all your sources.

Smoking

St John's College is a smoke-free building.

FIPPA and PHIA

The Freedom of Information and Personal Privacy Act and The Personal Health Information Act govern the manner in which personal information is secured by the College. For FIPPA and PHIA inquiries call (204) 474-8339 or 474-9462 at the University of Manitoba.