



# FELLOW'S HANDBOOK

St John's College



ST JOHN'S  
COLLEGE



UM

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# 1) Introduction

Welcome to St John's College! To make your transition to St John's College easier, we have prepared this Fellow's Handbook. It is designed to help you find your way around the College and get to know our policies and procedures.

## How to use this handbook

The Handbook contains sections on the services that the College can offer you and information about College activities that might interest you. It also includes information on the obligations of fellowship at the St John's. The College staff and their positions are listed, as are their office hours and locations.

The accompanying booklet *Fellows Handbook: Bylaws & Agreements* contains information on the structure of the College Assembly, the governing body of the College in day-to-day affairs, as well as the text of the agreement between the University of Manitoba and St John's College. You may obtain a copy of this booklet from the General Office.

## 2) Short History of the College

Bishop Robert Machray officially opened the present St John's College on November 1, 1866, but the College's roots lie in the early years of the Red River Settlement. Starting in the 1820s, the Anglican church began founding schools to educate the children of local settlers and to provide theological training to Indigenous people. When the Diocese of Rupert's Land was established in 1849, the first Bishop, David Anderson, created the first school to bear the name "St John's."

Robert Machray became the Bishop of Rupert's Land in 1865 and arrived in the Red River Settlement later that same year. He recognized a need for an Anglican college and set about finding the necessary funds to re-open St John's. The buildings from Bishop Anderson's school were renovated and others acquired to house the boarders and faculty of the new school. The Reverend John McLean came from London, Ontario to become the College's first Warden. When the school was re-opened on All Saints Day, 1866, it had nineteen boys attending as either boarders or day students and three students enrolled in theology courses.

The College grew with the community it served. After the creation of the province of Manitoba in 1870, the Manitoba Schools Act (1871) created separate school boards for Roman Catholic and Protestant schools. At the time, St John's College was one of only three secondary colleges in the entire province, still maintaining its focus on training young men for Anglican ministry.

In 1877, St John's College, St Boniface College and the Manitoba College became the founding colleges of the University of Manitoba. In the early years of the University the colleges provided all the instruction to their students: the University itself was limited to granting degrees in fields other than theology. During this period St John's was housed in locations on Main St and Broadway Avenue before moving to the Fort Garry campus in 1957.

In 1970, an agreement was reached between the University and the College whereby the two institutions' separate academic programs (excluding theology) were merged. From that point on, the College's students and faculty fellows have all been admitted to or employed by UM but choose to affiliate with St John's. By the terms of the 1970 Agreement, the College continued to operate independently with respect to the residence, food service, and chaplaincy. In 1992 the College launched a major fundraising campaign called "Founding the Future." The goal of the Founding the Future campaign was to raise one million dollars for the continuing support of the College's theology program, academic programs and residence renewal. This was also when the College's development office was permanently established, and it has continued to fundraise to sustain the work of the College and towards capital projects like the Robert B. Schultz Lecture Theatre.

St John's remains a vital community within the University of Manitoba. It also retains its historic ties to the Diocese of Rupert's Land and continues to provide education and training in Anglican theology. Like the University and the Diocese, St John's acknowledges its colonial history and is working towards Reconciliation in a variety of ways. In the twenty-first century, the College is moving forward towards a bright future committed to academic excellence, wide-ranging supports for students, faculty and staff, and inclusion and social justice.

Should you be interested in learning more about the history of St John's College, there are two book-length histories written by Laurence Wilmott and J.M. Bumstead respectively that are available in the General Office.

# 3) College Governance

St. John's College is an independent constituent college of the University of Manitoba, governed under the terms of the act of its incorporation as Chapter 39 of the Statutes of the Province of Manitoba, 1871, and re-enacted in 1990 as Chapter 171.

The statutes of the College are amended, repealed or replaced by the Synod of the Diocese of Rupert's Land, most recently in 1992 and 2002.

The governance of the College is bicameral.

The College Council determines the overall direction and policies of the College, subject to the responsibility vested in Assembly for academic affairs. The Council is charged also with maintaining a direct formal connection with the Diocese of Rupert's Land, and is ultimately responsible for the financing of the College. Council has representation from both the Diocese and from Assembly, including at least one student.

The College Assembly has responsibility for academic matters within the College and for the day-to-day operation of the College, including approving the annual budget, within the fiscal policies established by Council. All College Fellows and College Officers are members of Assembly, which also includes representation from students of the College and Diocesan Council.

## 4) College Academic Membership

The academic membership of the College consists of its Fellows, including the Warden and any other College Officer who holds an academic appointment at the University of Manitoba.

The Fellows of St John's College are a self-governing and autonomous academic community. Fellows, who normally also hold appointments in The University, are elected by College Assembly on the recommendation of a Fellows' Membership committee. The Fellowship is thus constituted in accordance with its own traditional values of intellectual diversity and openness. In this way, the Fellowship of St John's College fosters multidisciplinary conversation and collaboration to a degree unique within a modern research university, while at the same time respecting and upholding the principles of equity, diversity, inclusion, and academic freedom guaranteed by the larger institution.

Fellows are elected to College Fellowship, initially as a Visiting or Research Fellow. After one year, Visiting Fellows may apply and be elected as a Senior Fellow. Senior Fellows remain as academic members until resignation, retirement or expulsion. Visiting and Research Fellows do not normally have continuing appointments at the University of Manitoba; they are elected annually to the Fellowship.

# 5) St John's College Library

The St John's College Library is part of the University of Manitoba Libraries, and as such, benefits from an integrated library system that provides access to over 2.3 million volumes, including a wide range of electronic resources, and employs a highly trained and skilled staff. Located on the third floor of the College, in a bright and inviting space, the Library provides service to College members and Fellows and to other students, faculty and staff of the University of Manitoba. In addition to the traditional circulation and reference services, it offers the request and delivery of materials from the other libraries in the system, a virtual chat reference service, and a team of liaison librarians who provide specialized reference assistance including one-on-one consultations, classroom and individual instruction on research methods for assignments and term papers, and research support for faculty and graduate students.

The Library has an excellent collection of French-Canadian and English-Canadian literature. It is also strong in the areas of Christian theology and history and of Canadian history and politics. The Globe and Mail and Winnipeg Free Press are delivered daily to the Library courtesy of the College.

The Head of the College Library invites College members and Fellows to contact the liaison librarian for their area of teaching and research to suggest materials for purchase, to request an instruction session for their students, or to discuss how the Library can assist them with data management and scholarly communication. Additional information about the Library's services and resources can be found on its web site: <http://libguides.lib.umanitoba.ca/stjohns>.



## 6) St John's Art Collection

The College houses one of the largest collections of Canadian art in Western Canada. During the 1970s, College Fellow Ken Hughes and Bursar Garth McLeod oversaw the development of the Collection. Artists sold, donated or loaned their work to the College and friends of the College donated art works.

The Collection is a rather eclectic assemblage, containing original works as well as prints, photolithographs and serigraphs and reproductions. The works represent a wide variety of media, themes and perspectives. The emphasis of the Collection has always been to showcase the works of Canadian, and especially Manitoban, artists. The collection has grown in numbers and stature as many of the artists who sold or donated works in the 1970s and 1980s have or had already achieved significant national and international recognition as major Canadian artists. These works are an important part of the emergence and development of the history of several Manitoba and Western Canadian art movements.

More information on the College's Art Collection can be requested from the Art Committee of Assembly. Check this year's committee list to see who are members. The Art and Music Committee are responsible for planning the annual St John's College Art and Music Competition in consultation with the Faculty of Music.

## 7) St John's Theology

St John's College is the theological training institution for the Diocese of Rupert's Land in the Anglican Church of Canada. Historically, the college has offered a range of degree and diploma programs, and today offers courses in Anglican theology through a partnership with Canadian Mennonite University. We also support academic and public programming in theology through regular events such as Food for the Journey and the annual Wilmot Lecture.

# 8) College Administration

**General Office hours:**

8:30 a.m. – 4:30 p.m., Monday – Friday

**Phone:** (204) 474 8531

**Fax:** (204) 474 7610

**Internet:** <https://umanitoba.ca/st-johns-college/>

**Email:** [stjohns\\_college@umanitoba.ca](mailto:stjohns_college@umanitoba.ca)

# 9) College Officers

## ***Warden***

The Warden is the Vice-Chancellor of the College and its Chief Executive Officer. The Warden is responsible for the overall direction of the College and oversees such diverse areas as finances, administration and spiritual life. Until 1999, the Warden was always been a priest in the Anglican Church. The Warden may or may not hold an academic appointment at the University.

The Warden's office is located in the General Office, room 218.

## ***Dean of Studies***

The Dean of Studies acts as the coordinator of formal and informal College programs, including student affairs, allocates office space, and is chair of committees of Assembly concerning membership and planning and development.

## ***Chaplain***

The Chaplain holds regular services in the College Chapel, and offers counselling and spiritual care to students and other community members.

## ***Bursar***

The Bursar is the General Office Manager and also acts as the Executive Assistant to the Warden. The Bursar receives and disburses all College monies, oversees food services and housekeeping staff, and ensures that all the College buildings are kept in good repair.

The Bursar's office is in the General Office, room 217, phone 474 8533.

## ***Registrar***

The Registrar advises students on academic matters, deals with inquiries regarding scholarships and bursaries and generally assists in all matters connected with the academic life of the College. The Registrar is also the secretary to Assembly and College Council, and confidential secretary to the Warden.

The Registrar's office is room 215 in the General Office, phone: 474 8520

## ***Dean of Residence***

The Dean of Residence handles all inquiries about Residence and manages the recruitment and day to day operations of the Residence.

The Dean's office is now located in the Residence.

## ***Development Officer***

The Development Officer heads the College's fundraising and alumni efforts, which has been in operation since spring 1991. The Development Officer, alongside the Warden, acts as the Public Relations Officer as well as managing communications and marketing efforts. The Development Officer publishes the College's newsletter, as well as other College publications disseminating College news to the University, media and the College community both past and present. They are also responsible for promoting the College both within the University and in the wider community.

The Development Officer is located in room 211 in the north wing.

## ***Events Coordinator and Faculty Assistant***

The Faculty Assistant is also secretary to the Dean of Studies. The Faculty Assistant will assist you with your photocopy & kitchen access codes & is available to help with your photocopying & scanning jobs.

The Event Coordinator books classrooms and banquet rooms in the College. The Event Coordinator works with the client for set-up details on their event. Please contact the Event Coordinator when wanting to book space in the College.

## ***Marketing and Communications Officer***

The Marketing and Communications Officer is responsible for various types of communications. This person sends out all social media communications, emails to students, staff, and fellows about college events, and is in charge of the content on the St John's College webpage.

The Marketing and Communications office is room 207, phone: 474-6608

## ***Assistant Bursar***

The Assistant Bursar is responsible for the College's bookkeeping and billings, including all trust accounts. The Assistant Bursar also coordinates the College's computer purchases, licensing, technical support, and external consultants as necessary.

The Assistant Bursar's office is room 216 in the General Office, phone: 474 8532.

## ***Assistant to the Development Officer***

The Assistant is responsible for the day-to-day operation of the Development Office, providing support services to the Development/Publication Relations Officer and to all fundraising initiatives. Duties include maintenance of the College database containing over 4000 records of biographical information on past and present students and staff of the College.

The Assistant's office is room 211 in the north wing.

## ***Receptionist***

The Receptionist is the face of the College in the General Office. The Receptionist sorts and directs mail and deals with telephone and in-person inquiries. The receptionist assist students, faculty and visitors; providing information about the College, Residence, and University. (8531).

## ***Food Services Manager***

The Food Services Manager is responsible for overseeing food preparation in the Residence kitchen, the Daily Bread Café, and Espresso 101. The Manager also caters for special dinners and functions which the College hosts and for other functions within the College. The Manager's office is in room 207 (phone 6826). Speak to the Manager about all your special function food service needs.



# 10) Office Support & Services

**Computers and Photocopying:** The College has two Xerox machines available for Fellows' use. One is located adjacent to room 241 and one is on the general office. See the Faculty Assistant to receive your code number (departmental or personal), to be entered on the keypad before use. If there are any problems with the machine, the Faculty Assistant can be of assistance. The Assistant Bursar sends a bill to those who owe for personal copying, based on figures given by the Faculty Assistant.

St John's College is represented on the internet; the address is [http://www.umanitoba.ca/colleges/st\\_johns/](http://www.umanitoba.ca/colleges/st_johns/). The Assistant Bursar coordinates the College's computer purchases, licensing, technical support, and external consultants as necessary. If you are having difficulties in the College with your computer, the Assistant Bursar may be able to help.

**Furniture:** If you need assistance with your office furniture (maintenance, repairs, etc.) please contact the Bursar.

**Telephones:** Telephones are provided in each Fellow's office. Voice Mail, among other options, is available and is usually charged to your Department. For on-campus calls, you need dial only the last 4 digits of the number. You need to dial "4" to get an off campus line.

Long distance calls for personal business should be billed to your home number. University business calls must be billed to your department. See your department admin assistant for details: most departments require advance notice of such calls and there will probably be a form to fill out. Forms are available in the College General Office if you are placing a call on College business. See the Receptionist.

**Couriers:** The General Office uses Sierra Courier if you need the service of a courier. The General Office receptionist would be happy to assist you with this. Courier charges will be forwarded to you on a regular basis. There is also an on-campus courier service for urgent interdepartmental mail. Ask the receptionist for more information.

**Mail:** College Fellows are each assigned a mailbox in the General Office. There is one delivery a day, usually sorted by 9:15 a.m. A key is available for your mailbox; you may obtain your mail even when the General Office is closed. All outgoing mail must be properly addressed with a return address noted or it may be opened by the Post Office and returned to the College. Personal mail must be stamped, but can be left in the box located in the general office on the front desk. A small supply of stamps is kept in the General Office should you need to purchase one. Pick-up from the General Office is at about 3:15 pm. Outgoing mail (parcels and envelopes) for other than College business should be noted to the Receptionist so the appropriate charge can be made. If you are sending something out which should be billed to your department or to you personally please inform the Receptionist.

**Recycling:** The College attempts to reuse all envelopes and paper whenever possible. Each office is equipped with a recycling basket as well as a regular basket for tissues, soiled papers, etc. There is a bin in the General Office as well as in the hallway outside of the Senior Common Room for your recycling paper.

**Stationery and Office Supplies:** Stationery and office supplies such as electric stapler, electric pencil sharpener, 3-hole punch are available in both/either the General Office or in the cupboard in the hallway outside the Senior Common Room.

# 11) Building & Grounds Services

**Building and Ground Services:** If you encounter any problems with conditions in your office or other areas of the College, please inform the Bursar.

**Cleaning:** The College has two custodians who are employed by the University. Garbage cans are emptied once a day and the faculty offices are vacuumed or mopped once weekly. If you have any problems in this area, please contact the Bursar.

**Keys:** The north entrance is unlocked at 7:00 a.m. and locked at 10:00 p.m. on weekdays (8:00 a.m. to 10:00 p.m. weekends). If you need access at another time, such as statutory holidays arrangements for a key can be made with the Receptionist in the General Office. Individual office keys and mailbox keys should be obtained from, and returned to, the Receptionist. A charge of \$25.00 is levied for lost keys.

**Parking:** All parking spots in the circular driveway of the College are taken between 8:30 a.m. and 4:30 p.m. weekdays with the exception of Guest spots and one reserved handicap spot to the west of the College's entrance. All spots in the circle are assigned according to seniority at St John's.

Additionally, places directly in front of the College (to the east of the entrance) are 24 hour reserved every day including weekends and holidays. There are meters and ticket parking across from the College and staff parking in "K" lot. You must contact the University's parking office at 9483 for information on space availability in "K" lot.

## 12) Daily Bread Cafe & Soup4U

The *Daily Bread Café* is accessible from the lower level of St John's with street access through its garden patio. The Daily Bread is open from 8 a.m. – 8p.m. Monday to Friday, and offers a variety of tempting soups, salads, sandwiches, and specials. Discover the Daily Bread Difference!

*Soup4U* is located in the Galleria outside of the Robert Schultz Lecture Theatre (172). Soup 4 U provides an excellent selection of soups, sandwiches, and pastries. They also have coffees, cappuccinos, lattes.

# 13) Publications & Promotions

**In Lumine:** “In Lumine”, the College’s alumni newsletter, is published twice a year and is sent to over three thousand College alumni and friends. The newsletter is produced by the Development Office and is designed to keep former students, faculty and friends of St John’s up to date on College happenings. “In Lumine” is always pleased to publish news of former Johnians. Any stories, interviews or alumni updates should be submitted to the Development Office.

**Iggles Advocate:** “Iggles” is the newspaper of the St John’s College Students’ Association. The editor is a member of the Student Council and works with a committee of fellow Johnians to publish the paper as often as possible. The paper relies on student contributions for its material but inclusions from faculty and staff are always welcome. “Iggles” is intended to be a fun way for students to communicate to each other: cutting-edge investigative journalism is not to be found in “Iggles”.

**The Rupert’s Land News:** The newspaper of the Anglican Diocese of Rupert’s Land, “The Rupert’s Land News” is published monthly except July and August. It contains stories of interest to the Anglican community in the diocese and publishes notices of coming events that might interest its readers. Deadline for submission is one month before publication.

**UM Today:** The “UM Today News” is the news that is shared with faculties and departments across the University of Manitoba. This news includes stories around fellowship, alumni, students, community building, and events from across campus.

**The Manitoban:** “The Manitoban” is the newspaper of the University Students’ Union. With a weekly circulation of 12,000, it is the largest publication on campus. The paper is run entirely by students and is funded through UMSU. “The Manitoban” covers stories of interest to students and faculty, university sports events, local entertainment and offers a message service, the contents of which tend to be colourful.

**Other Publications:** For information about other publications, please speak to the Development Officer in the Development Office.

For any help regarding public relations or publicity (posters, press releases, etc.) please contact the College Development Officer. The Officer prefers at least two months notice to properly plan and prepare your posters and advertising.

# 14) College Merchandise

The College sells a variety of items decorated with the College crest. The sale of these items acts as publicity for the College and helps to promote community spirit within. Items for sale include ties, lanyards, t-shirts, long sleeve shirts, hooded sweatshirts and picture frames. The items are in the display case in front of the General Office. These and other items may be purchased in the General Office; see the Office for the current selection and prices.

# 15) Conference Services

During the summer months, when the University regular session is finished, the College hosts conferences in the Residence and College. There are a small number of rooms made available to students who wish to stay in Residence during the summer to take summer classes or to find summer employment. Most of the Residence rooms, however, are rented to conference groups. The revenue raised through hosting summers conferences is used to keep Residence fees at a reasonable level, and to help fund academic programs and other College functions. Money raised through conferences also provides summer employment for College students and purchases furniture and equipment for the Residence that could not otherwise be funded by the College.

The Residence contains three guest suites: two with two bedrooms and one single bedroom unit. These suites are available for booking when not in use by conference groups. In the past, visiting lecturers and researchers have stayed in the College during the summer. Speak to the Dean of Residence (8363) for more information, rate schedules and booking.

If you are organizing a summer conference, consider holding the conference at St John's College. Contact the Dean of Residence (8363) for price information and booking conference facilities. We can provide your group with accommodations, meeting space and equipment (including AV equipment, parking) and handle all your food requirements.



# 16) Development Office

The St John's College Development Office has existed since 1991. The duties of the office include:

**Public Relations:** Creating, shaping and maintaining a public image for the College, both internally and externally. This involves: issuing media releases for various College event such as Convocation, the Marjorie Ward Lecture, art shows, conferences, and any other event that might be of interest to the public; taking pictures of College events both for future publicity but also as an archival record; creating and placing advertising; writing stories for inclusion in the (Anglican Diocese) Rupert's Land News; and writing and editing the In Lumine. If you have Public Relations requirements or need to know deadline dates for any of the above, please see the Development Officer.

**Alumni Relations:** Maintaining and developing relationships with all College alumni. This is done through letters, calls, visits and information dispersed through newsletters etc.

**Fundraising:** Asking alumni, Foundations, corporations, faculty, staff, and friends for donations to St John's College. This is done through letters, phone calls, and one on one solicitations. Once a gift is received it is important to issue the receipt promptly, maintain the database information, and to steward the relationship so that future support might be garnered. Funds are raised for projects identified and developed by the Program Planning and Development committee of Assembly, which meets jointly with the Planning and Development Committee of Council. Either Assembly or College Council then approves these projects, as appropriate.

There is also a Development Committee which reports to Council and, as needed, a Capital Campaign Committee. These committees plan and implement fund raising and public relations strategies while also suggesting policies for Council approval.

Fellows (and staff members) are usually solicited for donations or pledges once per year through an in-house College Faculty & Staff campaign. The University of Manitoba conducts a similar campaign also. There is no obligation to participate in either, but the College prides itself in the strong support that the Fellows and Staff provide both in participation rate as well as dollars raised.

Long-term gifts (such as bequests) are also encouraged and are of great value to the College. The Development Officer would be pleased to provide any appropriate fund raising advice and also welcomes your suggestions.

The Development Officer is a member of Assembly and attends Council as a non-voting College Officer. The Development Office is open Monday through Friday each week from 8:30-4:30 and is located on the second floor of the north wing. The office of the Assistant to the Development Officer is located in Room 211 (phone 7381).

# 17) Events & Activities

Throughout the year the College sponsors a number of events, both academic and social, designed to involve the Fellows, staff and students in the life of the College. It is expected that College Fellows will participate in the academic and social life of the College by attending some or all of these events. Fellows must attend events coded red, and they are strongly encouraged to attend those coded yellow. Green events are optional .

**Marjorie Ward Lecture:** Marjorie Ward was one of the College's most distinguished Registrars. In honour of her commitment to the College, St John's established an annual lecture named after her. Since 1981 the College has invited outstanding Canadians to present a public lecture and dine with the Fellows and guests. Past lecturers have included Dorothy Livesay, Alex Colville, Douglas Cardinal, John Gray and Carol Shields. The date of the Marjorie Ward lecture varies from year to year, though it is usually in early March. The name of the Lecturer and the date of the Lecture is advertised each year well in advance of the Lecture. This is an event that fellows are expected to attend.

**Visiting Speakers:** Throughout the year the College hosts visiting speakers and scholars. Look for announcements regarding these speakers. This includes the monthly Soup and Bread lecture series, where fellows present their current research over the lunch hour. Participation in these events is also strongly encouraged.

**BBQs:** In cooperation with the Student Council, the College sponsors two BBQ's. These are held at the start of first term and the end of second term. Weather permitting, everyone dines outside in the Daily Bread Café patio but if the weather is uncooperative the event is held in the Cross Common Room. The BBQs are free to all Fellows, staff and students and provide opportunities for the students and Fellows to meet in a relaxed, social atmosphere. The two BBQs are fast becoming among the most popular of College events.

**Chapel:** As an Anglican College, St John's maintains an active chapel community. Under the direction of Chaplain, the Chapel hosts several special services and events throughout the year including an Advent Carol service and an Easter Vigil service. Regular services of Holy Eucharist are held each Sunday at 4:00 pm during the academic year. Baptisms and marriages of College Fellows, staff and students may be arranged by speaking with the Chaplain.

**Convocation:** Convocation ceremonies are held each year on the Sunday that falls nearest All Saints Day (November 1). The College Convocation is preceded by a lunch for "Friends of St John's College". Convocation is held in the Chapel and begins with an academic procession led by the Esquire Bedells of the College. Student Councilors, undergraduates receiving awards and scholarships, honorary Fellows, current Fellows, honorary degree recipients, the Vice-Chancellor and the Chancellor of the College complete the procession. During Convocation, undergraduate awards are made, graduates of that calendar year are celebrated, and honorary degrees conferred. Following the ceremony a reception is held in the Cross Common Room. Fellows are strongly encouraged to participate in the Convocation ceremony as part of the academic procession.

**Matriculation:** Matriculation ceremonies are held each year in September. This ceremony commemorates the initiation of new members, including staff, students, and fellows. Each new member signs the registrar's book, which dates to 1866.

**Graduation Dinner:** Each year, SJC students host an annual graduation dinner and fellows are invited and strongly encouraged to attend this event. It provides a great opportunity to enjoy a nice meal with your colleagues and to see what amazing things our students have accomplished.

**Happy Hour:** Once every 4-6 weeks, fellows and staff are invited to gather in the Daily Bread café for an afternoon libation. This is a relaxed and collegial event where you can socialize with your colleagues.

**Assembly & Council:** Meetings for assembly and council take place approximately every 6 weeks (with a break over the summer months) and it is required that fellows attend assembly. Only those fellows appointed to council are required to attend those meetings.

# 18) College Committees

Each fellow is required to serve on a minimum of one college committee each year. Service is determined by the Dean of Studies, who will seek input and preferences from each fellow. A list of committees include the following:

**A. Art & Music Competition** – responsible for planning the annual Art and Music Competition, which takes place in March.

**B. Social Committee** – responsible for planning the Soup and Bread Lecture series and other social events at the college.

**C. Assembly Executive** – responsible for setting the agenda for each assembly meeting.

**D. Council** – at least 6 members of Assembly are required to sit on the St John's College council, which meets approximately 3 times each academic term.

**E. Finance and Administration** – responsible for certain financial decisions pertaining to the college.

**F. Honorary Degrees** – responsible for selecting recipients of honorary degrees given out by St John's College.

**G. Membership** - responsible for accepting and reviewing new requests for fellowship at the college and forward on those accepted applications to Assembly.

**H. Scholarship** – responsible for reviewing all scholarship applications and selecting the successful recipients.

**I. Senior Common Room** – responsible for decisions regarding the use and maintenance of the SCR.

**J. Esquire Bedells** – responsible for serving as ushers at Matriculation and Convocation ceremonies.

# 19) Glossary of College Terms

**Advent Carol Service**—To mark the beginning of Advent, the liturgical season before Christmas, the Chapel holds a candle light Service of Carols and Lessons. Students, faculty and staff participate in the service, which is one of the highlights of the Chapel year.

**Assembly**— Consists of the Chancellor, Vice-Chancellor, Dean of Studies, Chaplain, Librarian, Registrar, Bursar, Development Officer, Senior Dons of Residence, Senior and Vice Stick of Student Council, Diocesan Representatives, Student Representatives, all College Fellows, and the Director of the U of M Press. The Assembly makes decisions regarding the development of academic programs within the College, College social events, visiting speakers, upkeep and upgrading of College Facilities and finances.

**Blake Wood Square**— The area on the ground floor that connects the north and south wings is called Blake Wood Square. The space is used as a place for students to chat, read or sleep. It is also used as a polling station in UMSU and College elections and often tickets for student events are sold there.

**Daily Bread Café**—is located in the tunnel connecting the College to the Residence. It serves the best food on campus!! Check the daily special board for today's tasty menu.

**Chancellor**—The Chancellor is the titular head of the College. The Chancellor of St John's College is the Bishop of Rupert's Land. The Chancellor presides at Convocation and is a member of the College Council.

**Changeover**—Changeover for the Student Council occurs every year in March. At this time the in-coming Student Council takes over from the outgoing Council.

**Cloister**—The cloister is the area immediately outside the College Chapel. The cloister is available for College and private receptions; see the Receptionist (8531) for details. When not in use the Cloister is reserved as a quiet place for reading, reflection and prayer.

**College Council**—One of the governing bodies of the College. College Council consists of the Chancellor and Vice-Chancellor, the Chancellor of the Diocese of Rupert's Land, the Chair of College Assembly, the Dean of Studies, 5 Diocesan representatives, 5 Assembly representatives, 3 alumni representatives, and College Officers (as non-voting members).

**Convocation**—Convocation is the annual gathering of the College community for the purpose of conferring honorary degrees, celebrating graduates, and presenting the undergraduate and graduate awards and scholarships. Convocation takes place each year on the first Sunday in November. Attendance at Convocation is one of the obligations of all College Fellows specified in the By-laws of the College.

**Cross Common Room**—The Cross Common Room (CCR) is on the ground floor of the north wing, room 108. The CCR is the largest room in the College and is used for meetings receptions and dances. The CCR may be booked for academic, public and private functions. Please speak to the Receptionist about booking the CCR for your function.



**Dean of Studies**—The Dean of Studies acts as co-coordinator of College programs, allocates academic office space, and assists with planning and development for the College. The Dean is elected by Assembly for a 3-year term, which may be renewed.

**Diocese**—A diocese is an ecclesiastical district under the jurisdiction of a bishop. St John's College belongs to the Anglican Diocese of Rupert's Land.

**Don**—There is one Senior and three Junior Dons of Residence. Working with the Dean of Residence, Dons are responsible for overseeing the smooth operation of the College Residence. Dons enforce Residence rules, plan seminars and programming for the Residents and oversee disciplinary committees.

**Easter Vigil**—An Anglican Easter vigil service is held in the Chapel on the eve of Easter. College Fellows and their families are welcome to attend this Chapel service, as they are to attend every Chapel service.

**Senior Common Room**—Located on the second floor of the south wing, the SCR is a place for Fellows and staff to relax. It contains a kitchen as well as a selection of magazines. The lounge may also be used for meetings or social functions. See the Receptionist (8531) for booking details.

**Fellow**—A Fellow may be one of five different types: Honorary, Senior, Visiting, Research or Retired. Full descriptions of the different types of Fellows, their privileges and obligations can be found in the Bylaws of St John's College Assembly.

**Guest Suites**—The Residence has three guest suites; two have two bedrooms and one is a single bedroom unit. During the academic year, the suites are rented to grad students. In the summer, however, they are available for rent by the night, the week or the month. Speak to the Dean of Residence (8363) for more information, rate schedules and availability.

**House Council**—The Residence House Council is made up of Residence students who work together to plan programs and activities for St John's Residence. The House Council organizes various activities for students in residence.

**Student Council**—The Student Council is the governing body of the St John's College Students' Association. The Student Council plans programming for students, allocates carrel space and provides representatives from the student body to College Council and Assembly. The Council office is Room 138 in the north wing of the College.

**Warden**—The Warden is the Chief Executive Officer for the College and Vice-Chancellor. Until 1999, the Warden was a member of the Anglican clergy. The Warden, who is also Vice-Chancellor of the College, may or may not hold an academic appointment at the University of Manitoba.