

# Notre Dame Seminary

## Seminarian Handbook 2011 - 2013



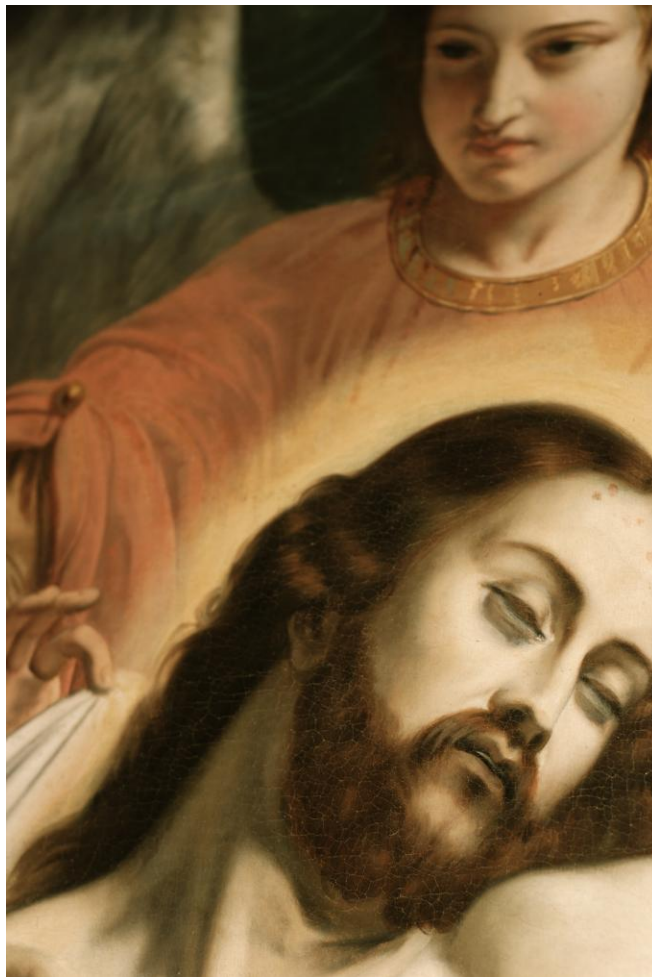
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Seminarian Prayer

*God, Father, Son, and Holy Spirit, Blessed Trinity, life is your primordial gift to me. Through baptism into the Catholic faith, you have shown me your love and predilection.*

*Student: invite me to share the gift of my life in service to the Church and to others. Be with me daily as I show your presence in our world and strive to live this Rule of Life. Give me courage, generosity, and love to respond to your call. I ask you this through our Lord and Savior, Jesus Christ, ever to be praised and adored, through the intercession of the Blessed Mother. Amen.*



# Introduction

## Mission Statement

From its establishment as a free-standing seminary in 1923 by the Archdiocese of New Orleans, Notre Dame Seminary has, as its primary mission, the preparation of men for ministerial priesthood in the Roman Catholic Church. The seminary, through an integrated and balanced program of priestly formation, seeks to prepare pastors for the Church in the Spirit of Jesus Christ, the Good Shepherd.

As a graduate school of theology, the seminary offers those preparing for the priesthood the Master of Divinity degree program of study. The Master of Arts in Theological Studies is also offered, especially to non-seminarian applicants preparing for leadership and catechetical roles in the Church, and to anyone seeking to deepen his or her understanding of Catholic theology. Additionally, a pre-theology program prepares seminarians to enter the graduate theology program.

While primarily preparing men to serve as priests in the southern region of the United States, Notre Dame Seminary participates in the missionary activity of the Church by promoting a spirit of mission among its candidates for priesthood and by assisting certain missionary dioceses in other areas of the world.

## Master of Divinity Program

### Description and Goals

The primary mission of Notre Dame Seminary, to form priests in the Catholic Tradition, is served by the M.Div. Program. In order to form candidates appropriately and to ensure that this is done in a holistic way, four pillars of formation guide the formation process: Human, Spiritual, Intellectual, and Pastoral (*Program of Priestly Formation, # 37 et passim*).

### Envisioned Outcomes

- 1) Seminarians will demonstrate habits of personal maturity, growth in a life of virtue, and a capacity for appropriate self-evaluation. They will demonstrate the human and interpersonal skills necessary for collegial collaboration and for maintaining healthy friendships. (Corresponds to the PPF's Human Formation Pillar and to the ATS Degree Standard A.3.1.3, Personal and Spiritual Formation)
- 2) Seminarians will grow in the theological virtues of faith, hope, and love through regular and enthusiastic participation in personal and communal prayer, daily Mass, and frequent use of the Sacrament of Reconciliation. They will develop the pastoral and leadership skills necessary to translate their own spiritual experiences and theological knowledge into appropriate and authentic pastoral ministry in various ministerial settings. (Corresponds to the PPF's Spiritual Formation Pillar and to the ATS Degree Standard A.3.1.3, and especially A.3.1.3.2, Personal and Spiritual Formation)

- 3) Seminarians will have a professional degree of proficiency in the various disciplines of Sacred Theology in order that they may apply, integrate, and synthesize the scriptural, theological, and magisterial teachings of the Catholic Church so that they will be able to articulate the theological Tradition with clarity and cogency, especially within a pastoral context. (Corresponds to the PPF's Intellectual Formation Pillar and to the ATS Degree Standard A.3.1.1, Religious Heritage)
- 4) Seminarians will be responsive to the concerns and crises of the individuals and communities they serve in their pastoral ministries by demonstrating an awareness and appreciation of the personal and cultural differences encountered in their pastoral work, by exercising prudence and discernment, and by manifesting pastoral skills that indicate an authentic, collaborative, and compassionate spirit. (Corresponds to the PPF's Pastoral Formation Pillar and to the ATS Degree Standard A.3.1.2, Cultural Context, and to ATS Degree Standard A.3.1.4, Capacity for Ministerial and Public Leadership)

## Admission Requirements

The following are the requirements for admission to the M.Div. program:

1. Applicants for the M.Div. program must have sponsorship from a bishop or religious community.
2. The applicant must have obtained a bachelor's degree from an accredited college.
  - a. If the applicant has the B.S. degree, he will be admitted provided he has earned credits in English, History and Literature. If he is judged to be inadequately prepared in these areas of the liberal arts, he will be required to make up these deficiencies either by planned reading programs or by attending one of the local universities. A general liberal arts education with a major in philosophy is considered to be the optimal preparation for beginning the graduate course of studies at NDS.
  - b. A small number of students from non-accredited colleges may be admitted each year. These students are accepted on probation. They are considered candidates for theological degrees after the probation period (30 hours) has expired.
3. All applicants in the Master of Divinity Program (M.Div.) and students for the priesthood must have 30 hours of philosophy. Students who are deficient in philosophy or who have earned no credits in philosophy may be accepted into the seminary. These students will not be accepted into the graduate program of theology until they have taken the prerequisite courses in philosophy and theology.
4. Students who do not have college degrees can be accepted as non-degree students provided the total enrollment of such students does not exceed 10% of the total student body.
  - a. Such applicants must have maintained at least a 2.5 GPA in their undergraduate work.

- b. A non-degree student could be granted the degree as stipulated by the *ATS Degree Program Standard A.4.1.2.*

## Documents Required

The following documents must be sent by mail directly from the School, Parish Church, Chancery, etc. concerned. They should be mailed to: The Rector, Notre Dame Seminary, 2901 South Carrollton Avenue, New Orleans, LA 70118-4391. Please see the NDS website at [http://www.nds.edu/academic\\_registrar/academicregistrar.html](http://www.nds.edu/academic_registrar/academicregistrar.html) for links to the forms indicated below.

The following information must be received before a candidate's application for admission can be reviewed by the Admissions Board:

1. Seminarian Graduate School Application Form.
2. Two recent photographs.
3. Two letters of recommendation from professors or non-relatives.
4. Official and Currently dated transcripts of college credits (transcripts must be sent to the Registrar's Office directly from the Office of the Registrar of all the undergraduate and graduate colleges/universities attended).
5. If English is the applicant's second language, submit a copy of applicant's TOEFL score (a score of 500 is required – must be taken by August 1<sup>st</sup>)
6. Graduate Record Examination (must be taken by August 31<sup>st</sup>)
7. Official and dated baptismal/confirmation certificate.
8. A letter of sponsorship from applicant's diocese/religious order.
9. Letters of recommendation and final evaluation from the Rectors of all seminaries the applicant has attended and/or is presently attending.
10. Certificate of reader, acolyte, admission or ordination is required if these ministries have been received by the applicant.
11. Physical examination (within the last six months).
12. Physical History.
13. Immunization Records (Tetanus-Diphtheria must be within 10 years)
14. Psychological assessment.
15. Background check (letter from sponsoring diocese/religious order indicating date conducted)
16. Essay.

## Application Procedure

1. Application for the Fall semester should be made as soon as possible in the early Spring. The formal deadline for application is August 1st. While late applications may be considered, applicants are urged to file necessary documents as early as possible. No late applications will be considered one week prior to the beginning of the Fall semester.
2. Application for the Spring semester must be submitted along with all the necessary documents at least one month before the semester begins.
3. The Admissions Board will evaluate the academic qualifications of applicants and determine their acceptability for the various academic programs. For seminarian applicants, the Rector

interviews each applicant personally. A student's admission will be voted upon on the date following reception of all the required documents.

4. According to the seminary's policy a student wishing to reside in the seminary must normally be accepted as a seminary candidate and participate in the seminary formation program. Regular evaluations of his progress in the formation program will be sent to the Bishop/Religious Superior and the Vocation Director.
5. Inquiries concerning application to the Graduate School should be addressed to the Academic Dean.
6. Inquiries concerning application to the Seminary should be addressed to the Rector.

## Transfer Credits/Advanced Standing

Students wishing to transfer from other accredited institutions must meet the same standards of admission and other requirements as new students and provide two faculty references from the seminary or graduate school last attended. The maximum number of transfer credits accepted for the Master of Divinity Degree is sixty (60) credit hours. Only those courses of grade 'C' or higher will be considered for transfer. Only credit that has been earned within the last ten years will be considered for transfer. Exceptions to this time limit can be made by the Academic Dean. As a matter of policy, applicants for the Master of Divinity degree may expect to spend two full-time semesters before the Parish Internship.

## Financial Obligations

Applicants who have unsettled financial obligations to their former institutions will not be admitted, nor will those be re-admitted whose financial accounts with Notre Dame Seminary have not been settled.

Grades will not be officially recorded on the transcripts of students who have not settled their financial accounts with Notre Dame Seminary, nor will a transcript request be honored.

## Health Insurance

All seminarians are required to obtain health insurance or show satisfactory evidence that they are currently insured. Health insurance information may be obtained from the Director of Facilities and Student Services.

The State of Louisiana is now requiring that all students who will be attending a college or university must show proof that they have been immunized against measles, mumps, rubella, diphtheria, and tetanus. These immunizations are two (2) doses of measles, mumps, rubella, (if you were born *prior* to 1956, you are considered immune). An immunization for diphtheria/tetanus (taken within the last 10 years) is required of all students. All students must present documentation that verifies this at the time of application/registration.

## Transcript Requests

There is a \$5.00 charge for a transcript request. No more than five transcripts will be issued at the same time. *Official transcripts are sent to the college, university, state or federal agency, etc. No official transcripts* will be sent directly to a student. Unofficial transcripts are sent to students. Transcripts will not be issued until all financial obligations have been settled and all library books have been returned.

## Policy and Procedures: Student Financial Aid

### Eligibility

To be eligible for financial aid at Notre Dame Seminary (NDS), a student must be enrolled on at least a half-time basis (6 hours for a student enrolled in the M.Div. Program, and 3 hours for a student enrolled in the M.A. Program). In addition, students must meet Satisfactory Academic Progress (SAP) guidelines (see section on SAP for details).

Students may be eligible for financial aid to help them meet their demonstrated needs. Demonstrated need is the difference between the cost of education at NDS and the financial resources available to the student from personal earnings, family and diocesan assistance. To determine the annual cost of education, NDS creates an Institutional Student Expense Budget that covers tuition, books, supplies, transportation, medical and living expenses. Its duration is normally 12 months. Contributions from parents, dioceses, students and student benefits are combined to form a total family contribution. Demonstrated need will be determined when the Financial Aid Office of the Seminary, located in the Registrar's Office, subtracts the Total Family Contribution from the Institutional Student Expense Budget. This need will be met to the extent allowed by available funds.

Financial aid for seminarians is usually provided through the vocations office of his diocese. Notre Dame Seminary participates in the Title IV federally funded Direct Loan program. According to the [federal student aid website](#), "These funds are lent directly to students for undergraduate and graduate studies, through participating postsecondary schools, with funds borrowed from the U.S. Treasury. Direct Loans include subsidized and unsubsidized loans, PLUS loans for parents and graduate or professional degree students, and consolidation loans, which allow borrowers to combine federal education loan debt."

Stafford Subsidized Loans are available to all students who qualify. A student may borrow up to his demonstrated need, but cannot exceed \$8,500 per year. The seminary recommends that seminarians receive counseling from their Ordinary or Vocation Director prior to applying for a student loan. The seminary also recommends that students do not apply for loans exceeding \$4,000 per academic year, bearing in mind the earning potential of a diocesan priest and his ability to repay.

### Other Available Funds

Notre Dame Seminary Work Study Fund is a financial aid program available to students at Notre Dame Seminary. Applications for this program should be made to the NDS Financial Aid Office.

Veterans' Benefits may be used to pay for a student's expenses while attending NDS. Applications for these benefits must be made through the Veterans Administration Office.

Vocational Rehabilitation is available to students who qualify. Students can inquire about this state aid program by calling or writing the Department of Vocational Rehabilitation.

Social Security Educational Benefits Information may be obtained from the nearest Social Security Field Office regarding benefit eligibility.

## How to Apply

To apply for financial aid at NDS, a student must complete a Free Application for Federal Student Aid (FAFSA on line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)).

A student will be notified by award letter or a letter of non-eligibility after his/her file is complete. If a student does not return the documents at the specified time, the Financial Aid Office will assume that the student is no longer interested in receiving funds. In addition, no federal funds can be paid to a student who is in default of a student loan.

Financial Aid may be withdrawn if the student is placed on academic probation. A grade point average of below 2.7 and failing to pass at least 75% of their courses each academic semester, places a student on academic probation.

## Student Responsibilities

It is the responsibility of the student to report to the NDS Financial Aid Office, and comply with the following responsibilities. A student at NDS must:

- Complete all application forms accurately and provide correct information.
- Provide all additional documentation, verification, corrections and/or new information requested by the Financial Aid Office
- Read, understand, and keep copies of all forms you are asked to sign.
- Notify the Financial Aid Office of all changes in your financial condition, including any resource changes that have reduced or increased your demonstrated need. Increases as well as decreases in resources must be reported.

The student aid application and acceptance process is separate from the admission process of NDS. Acceptance for student aid not constitute acceptance for admission to NDS. Any offer of student aid made by the financial aid office becomes null and void if the student in question is not accepted for admission.

## Payments and Refunds

### Payments

All NDS students are expected to pay all fees promptly. Special arrangements may be requested in writing through the Financial Aid Office and adherence to the arrangements will be strictly enforced.

Grades will not be officially recorded on the transcripts of students who have not settled their financial accounts with NDS, nor will a transcript request be honored. Grades will be held until all unpaid fees are met.

## Refunds

The refund policy for NDS is as follows:

### **Tuition**

A student who withdraws from NDS must return a completed withdrawal form to the Registrar's Office. The last day for official withdrawal from classes is listed on the Academic Calendar found on the Academic/Registrar page of the website. Mere cessation of attendance does not constitute withdrawal as the completion of a withdrawal form is mandatory. Students who withdraw from the school or from a course are entitled to a refund of a percentage of their tuition. The date of receipt of the withdrawal notice by the Registrar will determine the amount of tuition refund. Refunds are a percentage of the total tuition payable in the semester in which the student withdraws, not a percentage of the total amount billed to the student. No refunds are made when a student is suspended or dismissed for academic, disciplinary or financial reasons. Tuition refunds are made on the following basis:

- If formal notice is received within a week after the beginning of the semester, a refund of 80% of tuition is made.
- If formal notice is received within three weeks after the beginning of the semester, a refund of 60% of the tuition is made.
- If formal notice is received within five weeks after the beginning of the semester, a refund of 40% of the tuition is made.
- No refunds are allowed after the fifth week of classes.

For a student with Financial Aid, refunds will be sent to the federal government agency overseeing Federal Student Aid using the above criteria.

### **Room and Board**

Students boarding at the seminary that are dismissed or suspended during the semester are not entitled to any refunds. Students in good standing who voluntarily withdraw from the seminary during the semester are not entitled to any refund on the cost of their room. They may receive a refund on board, prorated from the date of withdrawal. These refunds must be approved by the Rector.

## **Return of Title IV Funds for Title IV Aid Recipients**

### **Official and Unofficial Withdrawal Date**

When a student withdraws from school the withdrawal date, as determined by NDS, is the date the student and the administration notify the Registrar's office, orally or in writing, of his/her intent to withdraw. If given orally, the student will still be required to complete and turn in a withdrawal form to the Registrar's office.

If a student takes a leave of absence that does not meet the requirements of a Title IV approved leave of absence, the withdrawal date will be understood as the one the leave of absence began. In the event a student does not return from a Title IV approved leave of absence, NDS will consider the date the leave of absence began as the official withdrawal date.

In the case of a student who withdraws without official notification the withdrawal date will be the mid-point of the payment period of enrollment.

When a student is not able to withdraw officially on account of illness, accident, grave personal loss or other circumstances beyond his/her control, the mid-point of the payment period of enrollment will be considered the withdrawal date.

### **Treatment of Title IV Funds When a Student Withdraws**

When a recipient of Title IV grant or loan assistance withdraws during a payment period, NDS must determine the amount of Title IV grant or loan assistance earned by the student as of the withdrawal date. The financial aid officer is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take an unapproved leave of absence prior to completing 60% of a payment period. The amount of federal aid awarded is reviewed to see if the student is still eligible for the full amount. If a student leaves the institution prior to completing 60% of a payment period, the financial aid officer recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula.

If the total amount is less than the amount of Title IV disbursed, the institution must return to the Title IV programs. If the total amount is greater than the disbursed amount, the difference will be treated as a post-withdrawal disbursement. Once the withdrawal date has been established and the calculations made, NDS will follow the procedures outlined for providing notification to the student about disbursing or returning funds. If there is any standing charge in the student's account and the student is entitled to a post-withdrawal disbursement, the institution may use some or all of the funds to cover certain charges outstanding on the student's account, such as tuition and fees.

NDS must offer to the student, as a requirement for making post- withdrawal disbursement, any amount of a post-withdrawal disbursement that is not credited to the student's account. There are cases when, in addition to the written notification of eligibility, the institution must make the student aware of the outcome of any post-withdrawal disbursement request. If no response is received from the student declining the funds, the institution does not need to make a follow-up contact, and must

return the funds earned by the student to the Title IV program. However, in compliance with Sec. 668.22(a)(4)(ii)(E), the institution must notify the student when the student's acceptance of the post-withdrawal disbursement was received after the 14-day time limit for responding has elapsed and the institution does not choose to make the post-withdrawal disbursement.

If a student fails to return from an approved leave of absence on the scheduled date and has not contacted the school for an approved extension to the leave of absence, the school will calculate a return of Title IV.

### **Order of Return of Title IV Funds**

The order in which funds are to be returned is specified in Section 668.22(i) at NDS is:

- Subsidized Federal Stafford Loans
- Other assistance under this Title for which a Return of funds is required.

### **Time Frame for the Return of Title IV Funds**

NDS will return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 30 days after the date the institution determines that a student withdrew. NDS will determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the payment period of enrollment, academic year, or educational program, as appropriate.

## Satisfactory Academic Progress

NDS has a Satisfactory Academic Progress (SAP) Policy created to monitor students' progress and meet federal regulations. This policy applies to all students at NDS, and will be monitored on a semester basis. To maintain SAP, a student must have a GPA of 2.7 and pass at least 75% of their courses each semester. If a student does not meet these requirements for SAP, the student may be placed on financial aid warning or probation.

- **Financial Aid Warning or Probation:** When a student is denied financial aid based on SAP status, that denial will take precedence over any previous award notification the student may have previously received.

Students not meeting minimum standards by the end of the semester will receive a financial aid warning for the next semester. The student may continue to receive financial aid for this probationary period. Financial aid suspension will result should the student fail to meet SAP standards by the end of the probationary period.

- **Financial Aid Appeal:** Should a student become ineligible for financial aid because they did not meet the minimum SAP requirements, the student may file an appeal with the Financial Aid Officer if they have extenuating circumstances. Procedures for filing an appeal are:
  1. If the student is on Academic Probation and has received a financial aid warning there is no need to take action at this time.
  2. If the student has been deemed ineligible for financial aid and have been placed on financial aid suspension, they may schedule an appointment with the Financial Aid Officer to discuss their situation. If extenuating circumstances have caused the suspension, the Financial Aid Officer will provide the student with an appeal form and instructions on how to proceed through the appeal process. The student will be given a deadline to submit their appeal which will be reviewed by an appeals committee.
  3. The student should complete and submit the appeal form and narrative to the Financial Aid Officer with required documentation to support their claim by the deadline date. These documents would include correspondence with professors, physicians, etc. Submitting an appeal without documentation will result in denial of the appeal.
  4. Students may anticipate a decision from the Financial Aid Appeals Committee within a 2-4 week period. Following the decision, the student will receive notification via certified mail of the committee's decision with instructions on how to proceed. Committee decisions are final and not subject to further appeal.
- **Reestablishing Aid Eligibility:** Students denied an appeal become ineligible to receive any form of federal student aid until the following conditions are met:
  1. Regain compliance under the NDS SAP policy;
  2. Remain in compliance with the NDS SAP policy for a subsequent semester, enrolled at least part time; and,

3. Complete a Financial Aid Reinstatement Request form and submit it to the Financial Aid Officer.

## **Time Limitation for Programs**

A maximum of six years from the first semester of coursework for credit is allowed for completion of the requirements for the M.A. program. Students in special circumstances may appeal for extensions of these time limits to the Director of their Program. Readmission does not automatically qualify the applicant to begin the time limit period anew.

Students are responsible for developing and maintaining knowledge of their program status throughout the tenure of their enrollment and should make themselves aware of all pertinent requirements and regulations for the successful completion of their degree. Students should become familiar with the offerings and requirements of their specific program.

## **Academic Probation**

Passing grades for graduate students are A, B and C. A student is put on academic probation for the following:

- A graduate student who obtains a D or lower in any course is automatically placed on probationary status and must repeat the course. Students will be allowed to repeat a course only once and the course must be repeated at NDS. Student status is then subject to review by the Faculty.
- A student whose semester average in coursework is below a 2.7 at any time after the completion of nine semester hours in their program is placed on academic probation and is not allowed to register for more than three semester hours the following semester. To be removed from probationary status, the student must complete six semester hours with a GPA of 2.7 or higher for the six semester hours attempted. If a student is unable to achieve this by the end of the six semester hours of the probationary period, the student will be dismissed from the graduate program.
- Subject to review of the Faculty, students may be dropped from programs for factors other than grade-point average without having a probationary period. The student may then appeal decisions of the Faculty by submitting a written appeal to the Academic Dean.

If a student fails to meet the passing grade requirement for a graduate student of any of the above, then the student forfeits their eligibility for financial aid under Title IV Federal Regulations.

## **Academic Integrity**

NDS students must commit themselves to responsible scholarship in every aspect of academic formation. This means working and studying to the best of their ability for every course. They also

accept responsibilities and obligations as students, which include commitments to honesty, disciplined study, and integrity in their academic work. They will be expected to respect academic scholarship by giving proper credit to other people's work, while at the same time preparing well for assigned materials and examinations in such a way that their academic integrity will never be questioned.

## **Class Attendance**

Notre Dame Seminary observes the following policy regarding class attendance: Regular class attendance is expected and required of all registered students who intend to receive credit for course work in the graduate school. Inevitably there will arise extraordinary circumstances that make class attendance impossible on occasion; therefore, a formula for determining regular attendance has been established as policy for the convenience of both students and professors. A student is permitted to be absent from class no more than twice the number of times the class meets per week. Thus, if a student is absent for seven (7) classes from a course that meets three (3) times a week, that student is in violation of school policy in this regard. The normal penalty for such a violation is the grade "FA" (failure due to absence).

The number of absences includes those due to illness, late registration, or any other cause. Absence from class immediately before or after holidays is considered a double absence. Only the Academic Dean may waive penalties for absence.

See the *M.A. Student Handbook* for special attendance policies for Saturday courses.

## **Incomplete Work**

Students who fail to meet any or all course requirements within the allotted time (i.e. before the end of the semester or by the date designated by the professor) automatically receive the grade "F" for the course in which the delinquency occurs.

In exceptional cases, a student may be given permission to complete course requirements after the close of the semester. The proper procedure for a student to receive a grade of "I" for a course is for the student to discuss the situation with the professor and the Academic Dean. The student must have the professor and the Dean sign a memo giving the necessary approval. This memo is to be submitted to the registrar's office before the close of the semester. All coursework for the incomplete **MUST** be completed six (6) weeks after the close of the semester. A grade for the course is then computed by the professor and sent to the registrar's office. The grade "I" becomes an "F" if the work is not completed within the six weeks after the close of the semester.

## **Dropping/adding/withdrawing from a Course**

To drop or add a course, the student must receive the approval of the Academic Dean by a written request. Forms for such requests are on file in the registrar's office. Dates by which such requests must be submitted are published in the academic calendar.

To discontinue in a course after the dates published in the academic calendar is considered a withdrawal "W" and a record of this appears on the student's permanent transcript. In order to withdraw from any course, the student must receive the written approval of the Academic Dean. Forms for this are available in the registrar's office. The last day for withdrawing from a course with a "W" grade is indicated in the academic calendar.

**Note:** Course Withdrawal forms are to be submitted to the Dean's office, not to the course instructor.

### Procedures for Appealing Grades:

Students who feel they have a legitimate grievance over a final grade should proceed as follows:

**Stage One:** They should consult the instructor as soon as possible to seek an explanation and try to resolve the problem. Only if this is unsuccessful, they may proceed to stage two.

**Stage Two:** They should submit their case, in writing, to the Academic Dean with a copy to the instructor, no later than six (6) weeks after the beginning of the following semester.

- The Dean will then act as negotiator in attempting to resolve the dispute in informal fashion, consulting with both parties, jointly or individually, and using any other means he deems appropriate—while naturally holding in confidence all written and oral statements. Should the Dean himself be named as the instructor in the case, then the students should take their appeal to the President-Rector who will act as negotiator (as above) and replace the Dean in all further stages of the appeal procedure.
- If the above negotiations are unsuccessful, the Dean, after deciding that the student has a case which warrants further action, will refer the matter to stage three.

**Stage Three:** The Dean appoints an ad-hoc committee of two or three faculty members, who have some knowledge of the academic area in question, to review the matter. The Dean, with the approval of these faculty members, may at his discretion co-opt one or more students to the committee as consultants. The committee will review the student's work in the course in question (papers, tests, etc.), together with the professor's evaluation (which can include class work and performances), taking into account the written procedure for grading that the professor has submitted at the beginning of his course to students together with the course syllabus (approved by the Dean in the usual way). The committee's findings are by way of recommendation to the Dean (either to retain, or to change the grade). The committee will make every effort to achieve a consensus recommendation. In case of a tie vote, the Dean will decide the matter (he may co-opt a further member to the committee).

**Stage Four:** On the basis of the committee recommendations, the Dean makes the final decision whether to retain or change the grade; his decision is not effective till after one week, the period allowed for an *appeal* by either the student or instructor. Should the dean decide that the appeal is well grounded, he may direct a rehearing.

## Student Files - Information Release Policies

Notre Dame Seminary complies with all laws and regulations with regard to student records.

Students of age, i.e. over 18 (and parents of under-age students), have the right to inspect and review their files, not only academic, but personal, e.g. psychological test, health data, family background, counselor ratings and observations, verified reports of serious or recurrent behavior patterns. Contrariwise, their rights are protected against unauthorized inspection by third parties other than other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests. Any other inspection requires written permission from the student (or parents, if under-age).

At Notre Dame Seminary, there are two types of student records. The first type, academic records, are kept in files in the registrar's office; the second type, personal records (medical, psychological, letters of recommendations, self-evaluations, etc.), are kept in the rector's office.

### Academic Records

After an initial inspection by the Admissions board prior to the student's acceptance in the seminary, the only persons who have access to these records are the president-rector, the Academic Dean, the registrar, and, in cases determined by the dean, the assistant dean, the director of the M.A. program (for M.A. students) and the director of the Philosophy program. The student must give written permission for anyone else to review his files.

### Personal Records

After an initial inspection by the Admissions board prior to the student's acceptance in the seminary, only the rector and those faculty members who comprise the Admissions Board have access to the student's personal records. In cases determined by the rector, members of the Formation Committee may be granted permission to examine the student's records for purposes of evaluation. The student must give written permission for anyone else to review his files.

Upon written request, whether to the rector or the Academic Dean, the student is free to inspect his files at any time. Moreover, seminarians, when they begin their studies, are asked to sign a release form (valid for the duration of their stay at Notre Dame) permitting the seminary administration to send academic transcripts and evaluation reports to their ecclesiastical ordinary and vocation director in accordance with ecclesiastical law.

**Note:** The Buckley Amendment (438. (b) (1), (C) 7 (D), and (4) (A)A) also makes provision for inspection of student files, in well-defined circumstances, by certain state and federal officials and agencies, chiefly in connection with federally-funded programs and student financial aid. This has rarely occurred at Notre Dame; when it does, a written note is appended to the student file indicating who sought the information and why.

# Seminary Services, Guidelines and Policies

## Counseling Services

As a resource to seminarians, the Seminary employs a resident counselor. His main duty is to be available to the seminarians for consultation regarding issues of human formation. Solid human formation is a prerequisite to effective spiritual and intellectual formation and ministry. Seminarians are encouraged to consult him on personal or family issues, relationships, and sexual maturity.

The resident counselor also offers occasional workshops and conferences on appropriate formation topics. The administration considers him as a non-voting faculty member and regards his conversations with seminarians as internal forum.

On occasion, the Rector may direct a seminarian to meet with the resident counselor or other counseling service concerning a specific issue (e.g. addiction, substance abuse, anger, problems with sleep, etc.). In these circumstances, the Rector has the right to inquire if the seminarian has met with the counselor and if he has adequately dealt with the issue at hand. The counselor will not discuss any issue in depth with the Rector or any other formation faculty member unless the student has previously signed a release of confidential information.

It is the seminarian's responsibility to schedule the meeting with the counselor and to be faithful to the meetings. If he knows that he will be unable to keep an appointment or, for some reason, misses a meeting, the seminarian should contact the counselor as soon as possible to explain his absence and reschedule the meeting.

## Liturgical Celebrations

Seminarians are required to participate in all principal liturgical celebrations unless they have been excused by the Human Formation Director. In practice, this means daily community Mass and Morning and Evening Prayer with the community.

If a seminarian misses any Liturgy (Mass/Liturgy of the Hours) he must notify in writing the Human Formation Director as soon as possible. If there is a legitimate reason to miss community Mass, e.g., Mass with one's bishop in the home diocese, the Human Formation Director should be consulted in writing in advance insofar as this is possible.

Liturgical assignments are very important. Special care must be taken to be aware of the liturgical schedule and to show up at least fifteen minutes before the celebration. It should be rare that a seminarian could not be available for a scheduled assignment, but if this does occur, it is his responsibility to find a replacement and notify the Director of Liturgy of the change.

The liturgical life of the community depends on the cooperation and heart-felt involvement of the student body. Seminarians are therefore encouraged to help in the work that is required for good and prayerful celebrations of the Liturgy. While most liturgical ministries are assigned, some are filled by volunteers. Readers and acolytes for the Liturgy are assigned on a rotating basis.

## Care for the Seminary

All seminarians are expected to contribute to the life of the seminary community by fostering care and concern for the buildings. Seminarians are expected to maintain a spirit of cleanliness and to do their part in keeping the seminary clean. They are also expected to participate in the *Seminary Days of Caring*.

Security of the seminary is everyone's responsibility. Outside doors must be locked at all times, and seminarians should be sure that doors are secure whenever entering or leaving the building.

## Residence Rooms

Each seminarian has the right to privacy. The atmosphere of the seminary must be such that each seminarian can use his room as a place of study, prayer, and rest. The seminary provides the following in each residence room: desk with a chair, a reading chair, bed, telephone, waste basket and a desk lamp.

No painting or refurbishing of the furniture, the walls or the woodwork of the room is to be done by the student without the express written permission of the Director of Facilities. For the proper appearance of the interior halls and exterior of the building, pictures, bicycles, clothing and other articles are not to be placed or hung in the hallways. Likewise, no clothing or other items are to be placed outside the windows of the building.

Candles, charcoal, incense, or any similar items are never to be lit in the residence rooms or corridors. To protect personal valuable items such as computers, students should develop the habit of locking their rooms when not present. Residence room changes usually take place in May and only with the approval of the Director of Facilities. Requests for a room change outside of this time are made only for serious reasons.

Vacated residence rooms must be returned to their original condition and keys returned to the seminary business office. Students vacating the seminary permanently are to conduct a room inspection accompanied by the Director of Human Formation and the Director of Facilities before their final departure. All seminary keys must be returned upon departure. If a vacated residence room requires extensive repair or cleanup, the Director of Facilities will bill the student's diocese for such costs.

## Community Activities

Each seminarian is expected to participate in all liturgical celebrations and scheduled community activities. However, he may be excused by turning in a *Request/Excuse Form* to the Human Formation Director at least one week in advance. If a seminarian misses a liturgy or scheduled event due to illness, he must submit a *Request/Excuse Form* to the Human Formation Director as soon as possible.

## Alcohol and Drugs

In an age and culture where the use of alcohol has become so central and pervasive in everyday life, the seminary seeks to foster a healthy and disciplined attitude toward its proper use. The possession or use of any illegal drug or narcotic is strictly forbidden at the seminary,

## Internet Policy

Notre Dame Seminary reserves the right to monitor all of its own computers and internet usage of those computers connected to the Notre Dame Seminary System. The seminary's systems may not be used to transmit, retrieve, or store any type of communication, message, image or material that is:

- Discriminatory or harassing
- Derogatory or inflammatory regarding and individual's race, age, disability, religion, national origin, or physical attributes
- Obscene or X-rated
- Abusive, profane or uses offensive language

The seminary's system may not be used for any purpose that is illegal or immoral or that is an offense against any of the seminary's policies, or contrary to the seminary's interests. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and/or dismissal from the seminary. Additionally, the seminary may advise the appropriate law enforcement authorities of any illegal activities involving its system.

## Permanent Departure from the Seminary

If a seminarian is considering discontinuance of formation, he should discuss this with his spiritual director. It is important that the seminarian address this possibility in the external forum with his formation advisor. If the seminarian decides to leave the seminary, he must meet with the rector and communicate this decision with his vocation director and bishop as part of the discernment process.

If a seminarian decides to leave the seminary, he must discuss the time of departure with his formation advisor and the rector. If the faculty determines that it would be best for a seminarian to leave the seminary, the rector will inform the seminarian and the seminarian's vocations director. The seminarian would then be required to leave as soon as possible, unless other action is deemed appropriate.

## Grounds for Dismissal

### Outside the Normal Evaluation Process

Certain behaviors constitute grounds for dismissal from the seminary outside the normal evaluation process. The following serious issues may constitute a seminarian's lack of suitability for priestly formation and are, therefore, grounds for such dismissal: slander, calumny, or detraction; stealing, lying or cheating; sexual harassment or misconduct; the persistent use of any of the seminary's electronic resources for unhealthy, illegal, or immoral purposes; alcohol and drug abuse; and mental or emotional instability. In sum, a seminarian whose behavior seriously contradicts Catholic Moral

teaching, within the seminary community or beyond, can be dismissed from the seminary by the Rector. The Rector, before taking such action, must consult the Executive Council.

In responding to disciplinary or formational issues arising in the seminary community, the rector and formation faculty will proceed to resolve the matter based upon the following principles:

Principle of fairness or justice for the one accused or guilty.

Every reasonable effort will be made to ensure that justice is done to the individual accused or guilty of some failure to meet policies or moral standards. Thus, disciplinary action will not be taken on the basis of rumor or innuendo. Consequently, confidentiality will be observed in such matters, and information will be given only to those who have a right to know.

Principle of Concern for the Church. Out of a desire to assist in the formation of the seminarian or to safeguard the well-being of the Church, someone occasionally comes forward to express serious concern about a particular seminarian. Such action requires courage, and the person coming forward deserves to be treated with respect. In particularly sensitive circumstances, such a person needs support and even protection from reprisal. Every effort compatible with justice should be made to do this, but the person should realize that justice may require that he or she will eventually have to stand behind the charge that has been made.

Principle for Notre Dame Seminary. When the welfare of the community and/or the well-being of the institution is/are significantly threatened, a member of the administration, formation faculty or staff may be obliged to bring the matter to the attention of the rector. Eventually, after investigation of the matter, the rector will consult with the formation faculty and arrive at a decision. For a serious reason, as in the behaviors listed above, the rector may have to take appropriate action outside the normal evaluation process. Such action may include, but is not limited to disciplinary reprimand, counseling, mandatory treatment, probation, temporary suspension, or dismissal from the seminary.

Principle of Cooperation with Civil Authorities. In the case of illegal substance abuse, sexual abuse, or other serious offenses, violators will be subject to civil prosecution. Notre Dame Seminary will cooperate with civil and legal authorities in full conformity with the law, safeguarding only information provided through the internal forum.

## House Regulations and Student Services

### Housing

Seminarians are housed on the second and third floors of Shaw Hall and in adjacent St. Josephs' Hall. Seminarians live in private air-conditioned rooms which are fully furnished with bed, desk, chairs and intercom telephone service. Telephones are provided in each student room for incoming calls only. Outside calls can be made from telephones in the residence halls. Private telephones are available through the local telephone company.

## Video Equipment

Video equipment is located in each classroom (TV, VCR and overhead projector). Equipment is available to the students for production courses, self-evaluation and creative application of video to the work of the Church.

## Transportation

Seminarians are allowed to have private automobiles provided they are registered and adequately insured; parking area is provided. Students may not park their automobiles in reserved spaces or on the ramp in front of Shaw Hall, or between the seminary and the archbishop's residence.

Notre Dame Seminary is located on several local bus lines which stop directly in front of the seminary. Students without autos may easily reach any part of the city via these bus lines and the St. Charles streetcar line.

## Laundry

Self-service facilities are available in the basement of Shaw Hall and St. Joseph Hall.

## Employment

On-campus jobs are available through Notre Dame's participation in the Work Study Program. Under this program, students can receive financial assistance by working as librarians, receptionists, or by assisting in the maintenance and upkeep of the buildings and property. All required forms must be completed prior to beginning work assignments in any given year. Off-campus employment by seminarians may be sought with written permission from one's Vocation Director, the seminary Rector, dean and the Director of Pastoral Formation and Field Education.

To preserve adequate time for their studies and formation activities, seminarians are not allowed to engage in more than ten (10) hours of extra-curricular employment (Work Study or off-campus). This is in addition to their official pastoral assignments.

## The Student Association

The Student Association is the official representative organization of the student body. Its membership is comprised of all the students of Notre Dame Seminary. Through the association, which provides a forum for dialogue and policy information for all matters of student interest, the students practice self-government and promote an exchange of ideas among themselves, the faculty and the administration. The Student Association also sponsors a variety of social, athletic, cultural, charitable and informational activities and events throughout the year. The association is governed by a five-member Executive Board and the president of the Student Association serves as an **ex-officio**, non-voting member of the Board of Trustees.

## Recreation

In addition to an outdoor Olympic size swimming pool, Notre Dame's recreational facilities include two tennis courts, one volleyball court and an exercise room. There are two television rooms as well as facilities for billiards and table tennis. The "Recreational Facility" at Loyola University is also available to the seminarians.

## Biblicum

The Biblicum offers beer, wine, soft drinks and snacks to students and their guests at a very moderate price. It is open two hours every night to provide a congenial atmosphere for late evening relaxation and conversation. It is well equipped with kitchen, dining and lounging areas for student use. General policies for the Biblicum are decided by the Student Association.

## Bookstore

The Catholic Bookstore is the official bookstore for Notre Dame Seminary. The bookstore, located next to the seminary at 3003 S. Carrollton Avenue, handles the seminary textbooks and other reading materials needed by Notre Dame students and faculty.

## Visitors

Visitors, apart from priests and seminarians, are not allowed above the first floor unless permission is first obtained from the Rector. The second and third floors of the seminary are private areas.

## Hospitality

Hospitality of the house may be extended to the immediate members of the families and friends of faculty and students; likewise to clergy, seminarians and religious (limited overnight accommodations are available to women). Arrangements must be made in advance and all guests be registered with the Director of Facilities and Student Services through the assigned guest master.

Guests at the seminary will occupy only the rooms reserved for guests. After a two-day stay, guests may be charged \$30.00 per day.

Priests, religious and seminarians who are not a guest of someone in the seminary will be charged \$30.00 per day from the time of their arrival.

## Food Service

The meal schedule is as follows:

### 1. Breakfast

- A hot breakfast is served Monday thru Friday at 7:00 am.
- Continental breakfast is served on weekends.
- Brunch is served on Sunday after Mass at 10:30 am.

- Breakfast is served at 8:00 am on class holidays and during vacation.

## 2. Lunch

- Salad bar and a full meal is served from Monday through Friday at 12:30 pm.
- Lunch is served as the main meal at 12:00 pm on Saturday.
- Lunch is not provided on Sunday, but brunch is served earlier. However, food is always available in the kitchen.
- The time of lunch on class holidays and vacation is posted on the information board.

## 3. Dinner

- Dinner is a light meal served from Sunday through Saturday at 6:00 pm.

## Special Guidance for Food Services

Any special requests regarding food services should be directed to the Director of Facilities and Student Services and **not** to the food service personnel.

Members of the seminary community do not have access to the kitchen except at the designated times when meals are not prepared by the staff. Students should only use kitchen equipment in the student kitchen in the Biblicum. Students must purchase their own food when cooking in the student kitchen.

Visitors invited to meals must have advanced approval of the Director of Facilities and Student Services who may request the host seminarian to pay \$3.00 per meal.

## Holidays

Food services at Christmas, Easter and summer holidays will be available to the seminarians for twenty-four hours after the assigned closing time and for twenty-four hours prior to the assigned opening time at the end of the same periods, respectively.

Seminarians wishing to occupy a room or take meals during holidays will make arrangements with the Director of Facilities and Student Services, and the charge will be \$10.00 per day, with or without meals.

## Computer Services

For students who do not have their own computers, a Resource Center, with computers for their use, is located in the library. This center is accessible twenty-four hours a day.

## Policies for Use and Priorities

1. The Resource Center is under the immediate supervision of the Library Director.
2. Damage to the computers, or malfunctions, should be reported at once to the Library Director.

The internet computers in the library (for accessing catalogs at local university libraries and for consulting index material relating to various religious publications) are available for student use during regular library hours. They are under the supervision of the Library Director who will render any necessary assistance, and, if need be, determine priority of usage based on urgency and need.

The remaining computers in the seminary are for the administrative use in the various offices (under the supervision of the appropriate administrator or secretary).

## **Facilities**

Use of all facilities at Notre Dame is subject to the discretion of the Director of Facilities and Student Services. Use of the following facilities should be requested in writing from the Director of Facilities and Student Services: chapel; classrooms; pastoral center; Family Room; Biblicum; recreation and pool areas.

### **Tennis Courts**

Play is restricted to faculty and students of Notre Dame, their guests, the clergy, and religious of the Archdiocese of New Orleans. Guests must be accompanied by a member of the seminary community.

### **Swimming Pool**

The pool is for the use of clergy, religious and seminarians. During the summer months, it is available to the Witness Program.

Others may use the pool only with permission of the Director of Facilities and Student Services. A certified lifeguard must always be present on such occasions.

### **Postage and Check Cashing Service**

Postage and check cashing services are provided by the office of the Business Manager, Monday through Friday from 1:00 pm to 2:00 pm.

### **Finances**

No student is authorized to charge personal purchases to the accounts of Notre Dame Seminary. All purchases for the seminary will be made by the Director of Facilities and Student Services after receiving a purchase requisition from an authorized member of the faculty or staff.

### **Maintenance Requests**

All maintenance requests should be directed to the Director of Facilities & Student Services and not the engineer or maintenance personnel.

### **Room Assignments**

Students who wish to occupy a room other than the one assigned should consult the Rector and the Director of Facilities and Student Services. Those who wish to change rooms for the following school year must formalize this request before May 1<sup>st</sup> and must vacate their room by June 15<sup>th</sup>.

## Storage

Storage space is provided for student use on the second and third floors. Each student should place all his personal belongings in his room during Christmas and summer vacation in order to clean the storage lockers during this time.

## Comprehensive Safety Plan

The plan is available through the office of the Director of Facilities and Student Services.

# Statement of Student Rights and Responsibilities

Upon entering Notre Dame Seminary, it is the responsibility of each student to form himself in the person of Jesus Christ, for the sake of the Church and for the people to whom he will minister; yet adhering to this responsibility does not diminish the human and civil rights guaranteed each person by God and by the local authorities of the state of Louisiana.

## Student Rights

Accordingly, Notre Dame Seminary further recognizes the following rights for each student:

1. The right to a quality education in line with the orthodox doctrines of the Roman Catholic Church. This includes the right to free inquiry within the classroom, and the right to be graded fairly and objectively according to the quality of academic performance.
2. The right to fully virtuous human development as articulated in the four pillars of formation of the *Program of Priestly Formation*. This includes the right to a morally salubrious environment which is necessary for virtuous development.
3. The right to recommend changes in policies so that Notre Dame Seminary might better fulfill the rights stated in numbers 1 and 2. These suggestions are to be made through the various committees which are formed to further student interests and welfare (e.g., Academic Affairs Committee, Faith Life Committee, Library Committee, Social Life Committee, etc.).
4. The right to a fair hearing and the right to appeal the decision when a disciplinary action is applied to the student as an individual or as a group member.

## Student Responsibilities

In addition, Notre Dame Seminary further stipulates these responsibilities to be accepted by each student so that he might fulfill the demands of formation:

1. The student is to be fully acquainted with all the regulations and policies published in the Notre Dame Seminary Catalog.

2. The student is to recognize that all conduct reflects not just the individual person, but Notre Dame Seminary as an institution and the larger Catholic community, and is to behave with due respect for this larger community.
3. The student is to recognize and obey the local civil laws at all times and fulfill the demands of common decency.
4. The student is to dedicate himself fully to the formation program as articulated in the four pillars of the *PPF* and as forwarded in the new Rule of Life for seminarians.
5. The student is to maintain the morale of other students and the effectiveness of Notre Dame Seminary by communicating all concerns about his own formational progress, or the formational progress of other students, to the Rector or other appropriate administrator.

## Grievance Policy

Notre Dame Seminary commits itself to guaranteeing students the right to quality intellectual and spiritual formation and aims to be responsive to student concerns. In order to best serve the students and to protect personal dignity, Notre Dame Seminary recognizes the following procedures for resolving student complaints.

1. Informally, students have two routes through which complaints may be articulated and reconciliation sought:
  - a. Students are encouraged to address complaints to the Rector, who has ultimate responsibility over the formation of the students.
  - b. In accord with the ancient Catholic principles of collegiality and subsidiarity, students may submit complaints by way of the Student Association, especially to its president representative and class committee representatives. Each class has an elected class president who serves as liaison between the class and the seminary administration, representing concerns and complaints of the students. Additionally, there are administrative committees including Academic Affairs, Social Life, Faith Life, Pastoral Education, and Library. Each class has an elected representative to voice concerns on behalf of the students to the faculty and administrative members of these committees. These committees in turn discuss these concerns and, if it is within their capacity, resolve them; if it is beyond the capacity of the committee, it is forwarded to the Faculty Council which discusses the matter and either resolves it or forwards it again to the Board of Trustees.

If these methods do not seem appropriate due to the nature of the grievance, or if these methods should fail to provide adequate resolution, a student may have recourse to a more formal grievance procedure. Notre Dame Seminary strongly encourages reconciliation through the informal means, in the context of mutual respect; however, when necessary, the student may pursue the following procedure.

2. Formally, a student wishing to make a formal complaint about any aspect of the institution should file a **written** statement with the Academic Dean. (If the grievance concerns the dean, a Grievance Officer shall be appointed by the Rector.) Such a statement should include a reference to some standard that Notre Dame Seminary is pledged to uphold and that has been allegedly violated, as well as details about the alleged violation.

- a. These standards can be found in the *Program for Priestly Formation* and the *Notre Dame Seminary Policies and Catalog*. A student needing assistance in locating references should contact the Academic Dean. The Academic Dean will assist the student in following a proper process of redress, as outlined in the institution's handbook and manuals.
- b. Excluded from the grievance process are all votes by the faculty council concerning continuation of formation and/or promotion to ordination.
- c. The petition must be made within one year of the alleged grievance.
- d. If the dean or Grievance Officer deems the allegations to have merit, a Grievance Board will be assembled to hear said grievance. This board will be composed of the Grievance Officer and two members of the seminary community to be named by the Rector; one of these is appointed from a list of three drawn up by the complainant; the other is appointed from a list of three drawn up by the defendant.
- e. Within two weeks, this board shall hold a hearing and deliver written recommendations to the Rector, who will render the final decision and disseminate copies of the Board's report to the parties involved.
- f. The dignity and privacy of all parties shall be respected throughout this process.



# Formation

## Formation Personnel

1. **President-Rector.** The president-rector of the seminary is responsible for the formation program at Notre Dame and for the seminarians who are part of this program.
2. **Faculty Council.** The council consists of full-time faculty. It is responsible for formulating and approving policies, evaluation of students and voting for their continuance in the seminary and/or recommendation for Sacred Orders. The president-rector is the chairman of this council.
3. **Formation Committee.** This committee consists of the President-Rector, the Director of Spiritual Formation or another faculty member designated by the Rector, the Director of Human Formation, the Academic Dean and the Director of Pastoral Formation and Field Education. The Formation Committee is responsible for suggesting policies and practices regarding spiritual formation to the Faculty Council. This committee is also charged with the preliminary evaluation and interviews of individual students. Their recommendations are presented for deliberation to the Faculty Council. Spiritual directors of the individual students participate neither in the discussion nor vote for the continuance and/or promotion to Sacred Orders of their directees.
4. **Director of Spiritual Formation.** The Director of Spiritual Formation is responsible for coordinating the formation program. He is directly responsible to the president-rector and the Faculty Council for implementing policies and activities of the program for spiritual formation.
5. **Spiritual Director.** The Spiritual Director is directly concerned with providing individual spiritual direction and with looking after the overall quality of the spiritual direction program of the seminary. The Spiritual Director acts in the internal forum, and since the evaluation process functions in the external forum, the Spiritual Director does not take part in the seminarian's evaluation for priestly formation.
6. **Individual Spiritual Directors.** The Spiritual Director of the seminary is assisted in the ministry of individual spiritual direction by a number of qualified priest personnel from the faculty as well as adjunct spiritual directors from outside the seminary, who are approved by the Archbishop. A list of approved and available spiritual directors is made available to the students at the beginning of each year. Students should choose a spiritual director from this list.
7. **Class Advisors.** The president-rector selects certain members of the faculty and appoints them to serve as advisors for each individual class. The class advisors have a special role to play in the seminary's program of spiritual formation. In the first place, they are responsible for a monthly spiritual conference based on some aspect of the yearly theme of each class as stated below. Therefore, they should strive to be available to the class throughout the academic year. This will assist them in becoming aware of particular issues and topics which are relevant to the class at a particular time. The class advisors also attend the annual class retreat and they are available to be of assistance to the classes in whatever way possible.

## Communal Dimension of Seminary Life

The seminary is a formational community responding to a call to continuing conversion of mind and heart. Its life must center on the paschal mystery reflected in the liturgy, tradition and life of the Church. This mystery must shape the nature and rhythm of the seminary community. (PPF #268)

In order that the seminary community be a community of prayer all seminarians are expected to attend daily Mass and morning and evening prayer. The high point of Christian prayer is the Eucharist (PPF #268). Masses are ordinarily scheduled on weekdays at 11:45 am, Saturdays at 8:30 am and Sundays at 9:30 am. Weekdays morning prayer is at 7:30 am and evening prayer at 5:15 pm. Seminarians are expected to be accountable to the Rector and to other formation personnel concerning their attendance at prayer and Mass. Liturgical preparation for celebrations of the Eucharist and the Liturgy of the Hours are made by the presiders and other ministers. Detailed guidelines are provided by the Director of Liturgy along with the Director of Music. Other opportunities for prayer, including Eucharistic exposition, the rosary and various devotionals are scheduled on a regular basis.

Seminarians are expected to participate in regular formation conferences conducted by class levels. Class conferences are an opportunity to reflect upon and discuss aspects of the spiritual life that are pertinent to a particular class or classes. The first class conference of each year will set the focus of formation for that particular year according to the following themes:

- Pre-Theology "Introduction to the Spiritual life"
- First Theology "Community"
- Second Theology "Commitment"
- Third Theology "Integration"
- Fourth Theology "Priestly Spirituality"

While addressing these general themes, conferences will also focus upon the cultivation of the necessary virtues for discipleship and priestly life. Class advisors will coordinate the conferences and may also provide a reading list relevant to the particular themes.

During the course of each semester there will be several Rector's Conferences which seminarians are expected to attend. These conferences will cover different topics of priestly identity and further serve to enhance the personal development of seminarians. (PPF #277)

During the academic year there are monthly days or evenings of reflection for the seminarians including at the beginning of the school year, the beginning of Advent and on Ash Wednesday. These days of prayer consist of spiritual reflections as well as quiet time for prayer and meditation. All seminarians are expected to attend these days (PPF #320).

To help foster growth in community, periodic Community Nights will be celebrated each semester. These nights are designed to help develop and deepen relationships within the seminary community, to celebrate and appreciate the diverse gifts of the members of the community and to grow in appreciation for the importance of leisure and recreation in renewing spiritual life, both personally and communally. In addition, because a particular group or class is responsible for the community night, additional goals are to help the class grow in unity, foster an ability to work collaboratively by calling forth different gifts of the community members, and to cultivate an attitude of service among the members of the seminary community.

To help meet these goals the following guidelines are provided. The community night will include liturgical prayer (e.g., celebration of the Eucharist, praying the Liturgy of the Hours or a paraliturgical celebration). The night will include a meal prepared by the host group using their individual talents and

adhering to a budget set by the Student Association in consultation with the Director of Student Services. The meal need not be elaborate and can be served at tables or buffet style depending on the number of students in the host group. The community night should also include some form of entertainment provided by the host group. This could be music, a stage performance, cultural exhibits, background ambience, etc. Groups may wish to develop an overall theme for the evening (for example: cultural celebrations) highlighted in the prayer, meal and environment. The entertainment should be provided by members of the host group and outside entertainment is discouraged. The community night should last no longer than a total of three hours and should start at 5:15 pm.

All seminarians are expected to make an annual retreat as directed by the Program of Priestly Formation (#320) and the Code of Canon Law (Can. 246 #5). The annual retreats for the various class levels will be conducted according to the following schema. Candidates for diaconate ordination will make individual directed retreats prior to diaconate ordination. A priesthood ordination retreat will be scheduled at the end of the spring semester of Fourth Theology. Third and Second Theology will have a five-day preached retreat, as determined by the Director of Spiritual Formation. First Theology will make a five- day individually directed retreat. Pre-Theology will make a separate silent preached retreat at the same time the theology classes are making their retreats.

Once or twice each month, seminarians will gather in faith-sharing group sessions known as Maranatha groups. The Maranatha groups aim at providing an opportunity for the practice of faith sharing in an atmosphere of trust and openness (PPF #275). The description Maranatha comes from the scriptural verses in 1 Corinthians and Revelation which invite the presence of the Lord. The sharing of the group is to enable the seminarian to know Jesus more deeply and to see how he is present in his life and in the lives of others. Attendance is required for all seminarians at scheduled Maranatha group sessions.

### **Ministries of Reader, Acolyte and Admission to Candidacy**

Workshops are scheduled for those preparing for the ministries of Reader and Acolyte. A day of recollection is to be scheduled for those preparing for ministry.

Ministry of Reader are in First Theology have been in formation at least one year or are in their final year of Pre-Theology.

Those eligible for the Ministry of Acolyte must have received the Ministry of Reader; it is usually offered to Second Theology seminarians. Admission to Candidacy for Holy Orders is offered ordinarily to Third Theology seminarians.

# Seminarian “Rule of Life”

## Introduction

1. This Rule of Life for Notre Dame Seminary is meant to help us, men being prepared for the ministerial priesthood, to live a life consistent with the precious commitment we are making. It corresponds to what an integrated and balanced program of priestly formation should be, as guided and directed by the Holy See and the U.S. Conference of Catholic Bishops. This rule is meant to help us follow the Gospel of Jesus Christ and deepen our understanding of this time of formation.
2. We are disciples of Jesus Christ preparing to dedicate our lives to public ministry and preaching in the Roman Catholic Church, striving to attain:  
**“A spirit of wisdom and understanding,  
A spirit of counsel and of strength,  
A spirit of knowledge and of piety,  
And our delight shall be the fear of the Lord.” [Isaiah 11:2-3]**
3. Guided by the Holy Spirit, we will dedicate ourselves to developing personal maturity as human beings through growth in the virtuous life, which will help us to have a capacity for self-evaluation based on self-respect and self-care. We commit ourselves to develop professional collegiality, healthy intimate friendships, and the skills to foster these.
4. Again guided by the Spirit, we will develop the habit of the theological virtues through vibrant participation in personal and communal prayer centered in the Eucharist and sacramental practice, the ability to guide others in spiritual experiences, and the spiritual maturity to give authentic Christian witness by our own lifestyle.
5. Guided by the Word of God, we will study philosophy and Sacred Theology, seeking a comprehensive grasp of the fundamental concepts, their implications and applications, the ability to integrate and synthesize these concepts, and the capability of articulating the tradition with clarity and coherence.
6. With the compassionate heart of the Father, we will demonstrate responsiveness to the concerns and crises of the individuals and the communities we serve by pastorally appreciating their personal and cultural differences, using prudential judgment and discernment, and manifesting pastoral skills in a spirit of authenticity, collaboration, and compassion.
7. In order to accomplish these goals, we will abide by the rules set forth below that we intend to live with the help of God.

## Rules for Human Formation

1. A seminarian, cooperating with God’s grace, is the person primarily responsible for his formation. He fulfills this role under the guidance of the rector and the seminary faculty in accordance with this rule of life.

2. In his first year of formation, a seminarian will develop his own personalized expression of the Seminary's "rule of life" that will help him integrate his formation and create a balance in prayer, study, work, exercise, recreation, rest, and time for community. Each year this personal rule of life will be reevaluated by the seminarian and shared with his spiritual director, and changes will be made as needed.
3. A seminarian commits to interiorizing and assimilating the four pillars of formation and to growing in self-knowledge, self-discipline, the virtuous life, and the ability to relate to others.
4. A seminarian commits to understanding, practicing, and integrating the counsels of chaste "celibacy for the sake of the kingdom," simplicity of life and obedience.
5. A seminarian commits to cultivating holy, healthy, and appropriate relationships, establishing appropriate personal and social boundaries, and demonstrating affective maturity and the capacity to lead a life of chaste celibacy.
6. A seminarian commits to attending required functions and accounting for missing them. He commits to addressing formation failures with the appropriate authorities and to responding openly to formators.



## Rules for Spiritual Formation

1. A seminarian commits to attending Mass every day.
2. A seminarian commits to praying the Liturgy of the Hours daily and to making progress in this "prayer for the Church" as he moves forward in formation. Upon entering seminary, he commits to praying at least morning and evening prayer daily; he also commits to praying these with the seminary community whenever the community gathers for morning or evening prayer. The

seminarian commits to praying the five prescribed “hours” of the Liturgy of the Hours each day by the end of Second Theology.

3. Upon entering seminary, a seminarian commits to at least thirty minutes of personal prayer daily and to making progress in personal prayer as he moves forward in formation. After two years in seminary, he commits to at least one hour of personal prayer daily. A seminarian’s personal prayer includes time for quiet reflection and time for meditation on the scriptures. He also is committed to the devotional prayer of the Church, including Adoration of the Blessed Sacrament and the Rosary.
4. A seminarian commits to at least three hours of spiritual reading each week over and above assigned readings for class.
5. A seminarian commits to regular spiritual direction and to receiving the sacrament of reconciliation at least once a month. In the first two months of spiritual direction with a new spiritual director, the seminarian commits to meeting with his director every two weeks. Subsequently, he commits to meeting with his director at least once a month, but preferably every three weeks.
6. A seminarian commits to ongoing fasting or self-denial and works of mercy as a way of growing spiritually and making progress in the counsels of obedience, celibate chastity, and simplicity of life.
7. A seminarian commits to making a yearly retreat and to attending all spiritual conferences and days of reflection and recollection offered by the seminary.

## **Rules for Intellectual Formation**

1. In order to inculcate a spirit of studiousness, a seminarian commits to studying at least three hours every day.
2. In order to foster a love for truth, a seminarian commits to reading at least one chapter from a scholarly book or one scholarly article every week in addition to any other required reading assignments.
3. A seminarian commits to reading resources which emphasize a Catholic point of view on current issues and cultural topics in the areas of politics, the arts, science, and other fields of study.
4. A seminarian commits to becoming conversant with the classics of Catholic theology and to reading such authors as St. Augustine, St. Thomas Aquinas, and other recognized doctors of the Church.
5. A seminarian will strive to read doctrinal and disciplinary documents from the Holy Father, and from Curial and Episcopal authorities.

6. A seminarian will assimilate what he has learned so as to try to become an eloquent communicator of the Catholic faith. He will seek out conversations about substantial matters so as to develop the facility of clear and cogent argumentation.
7. A seminarian will look for opportunities to witness to and teach about the Catholic faith.

## Rules for Pastoral Formation

1. Upon beginning formation, a seminarian commits to service and charity within the seminary community and to recognizing the pastoral nature of all aspects of seminary life and formation. As formation continues, he commits to broadening his pastoral focus to include the external community.
2. A seminarian commits to taking personal responsibility for his liturgical training and development. He will work to integrate into his formation the growing responsibilities that come from being instituted to the ministries of reader and acolyte, admitted to candidacy for Holy Orders, and ordained to the diaconate. By Third Theology, a seminarian is to be prepared for a leadership role in Mass, Liturgy of the Hours, Exposition of the Blessed Sacrament, the Rosary and other devotional prayers.
3. Throughout his pastoral training and field work, a seminarian commits to striving to become more like Jesus, the “True Shepherd,” who teaches, sanctifies, governs, and leads.
4. Throughout his pastoral training and field work, a seminarian commits to growing in understanding the sacramental dimension of priesthood, developing the heart of a missionary, developing effective public ministry skills and cultural sensitivity skills, and learning how to work with the ecumenical and interfaith communities.

## Spiritual Direction

In order to promote a mature spiritual life that will continue after ordination, the following expectations are made:

1. Each student must choose a spiritual director with whom he can be completely open and honest. The spiritual direction relationship is in the internal forum and is confidential unless there is a possibility of bodily harm or a revelation of abuse of a minor. The spiritual director is a guide, a listener and a motivator in order to assist the seminarian in developing a personal relationship with God. A seminarian meets with his spiritual director twice a month for the first two months of a new direction; and thereafter once every three weeks, if possible, but never less than four times a semester. The format for the regular visits should include the student’s own agenda and, at appropriate times, discussion of faithfulness to prayer, class conferences, personal journey, academic, pastoral, human and spiritual development, spiritual reading, relationships to the community and personal friends, vocation discernment, priestly lifestyle, celibacy and the annual self-evaluation required by the Formation Committee. Sacramental reconciliation can be a regular part of the sessions. Within his first month at Notre Dame Seminary, the student may

visit with a number of approved spiritual directors before he makes a choice of a director with the normal expectation that he will continue with that spiritual director throughout his formation. Students who wish to change directors must discuss this with their current director and the seminary's spiritual director before any change is made. Any student desiring to change directors after Second Theology must grant permission for his outgoing and incoming directors to speak.

2. Each student's spiritual director assists him in the evaluation process and in the completion of the written self-evaluation. It is expected that the spiritual director will have read the entire completed document and sign it before it is submitted to the Rector. Likewise, the seminarian should review the written report of his evaluation with his personal spiritual director.
3. Self-evaluation is an important part of the seminary's annual evaluation process and a necessary component of growth in self-knowledge. The student is expected to take this task seriously. He must appropriate to himself the responsibility of evaluating his progress humbly and honestly and for setting growth goals that are realistic yet challenging. He should see this process as an opportunity to enter into dialogue with the faculty about growth, integration, use of talents, successes and failures, vocation discernment and readiness to proceed in the seminary program.

## Other Resources

A student is always free to meet with his class advisor or any other faculty member for assistance, guidance, advice, etc.

Counseling resources are available at the seminary. Persons responsible for the student's formation may suggest counseling to him, if it is deemed necessary. The Admissions Board or the Formation Committee may at times require a student to seek short-term counseling as part of his formation program.

## Evaluation of Seminarians

Six areas are addressed in the self-evaluation of seminarians:

- Spiritual Formation
- Human Formation
- Intellectual Formation
- Pastoral Formation
- Vocation Discernment
- Goals

The same six areas and guide questions are used for all seminarians regardless of their year in the seminary, thus enabling the individual and the faculty to identify better his progress from year to year. The seminarian is to write an essay on each of the six areas. A copy is given in advance to the members of the Formation Committee to enable them to prepare adequately for the interview. At the session, an oral summary is made by the seminarian himself. The format and guide questions are listed below.

Those seminarians in proximate preparation for Holy Orders may have an additional evaluation.

1. **Rationale.** The purpose of the evaluation process is to enable a seminarian to grow in his readiness for priestly ministry. To offer one's life to the Church for service as a priest is a privilege and an awesome responsibility. It is the responsibility of the seminary faculty to recommend men for ordination to the priesthood who are committed to prayer, theological study, pastoral care and self-knowledge.

The evaluation process concentrates on growth in spirituality, theological study and pastoral care and the way in which these are integrated in the seminarian's life experience. This assessment invites the seminarian to grow in self-knowledge and to come to a deeper understanding of God's call to the ordained priesthood.

The process will aim to affirm a person's gifts and to challenge him in areas that could lead to personal growth and to further development in priestly formation.

Theologically, a seminarian must recall that his desire for ordained ministry and the discernment of God's call are to be confirmed by the Church community and the Bishop. The evaluation process is viewed as a group discernment as a means of giving affirmation and/or clarification to this call to priestly ministry.

2. **The Process.** The Rector is responsible for coordinating the evaluation process and for scheduling the student interviews.

The seminarian, following the "Evaluation Form," should submit his self-evaluation to the Rector *two weeks* prior to the scheduled interview with members of the Formation Committee. The seminarian should discuss his self-evaluation with his spiritual director in order to check its accuracy and to benefit from his director's insights on his personal, spiritual and academic growth. The spiritual director should sign the self-evaluation. The self-evaluation is to be typed and submitted in a sealed envelope to the Rector.

Privately, the seminarian will forward a copy of his self-evaluation to the Vocation Director to prepare for the interview. The Vocation Director is encouraged to participate in the evaluation process. It is the collaborative effort of the seminary faculty and vocation director that enables priestly formation to be effective. If the vocation directors are unable to attend, they may send a representative. The faculty regularly meets to discuss the academic progress and overall performance of each student. The Rector will summarize the faculty comments and discuss them in the interview with the seminarian.

The following persons will be present for the interview with the seminarian:

1. Rector
2. Academic Dean or representative
3. Director of Pastoral Formation and Field Education or representative
4. Director of Human Formation
5. Other faculty members may be invited by the Rector.
6. Vocation Director or representative

7. The seminarian's spiritual director at the invitation of the seminarian.

The interview will focus on the following:

1. Issues raised in the seminarian's self-evaluation.
2. The development of his spiritual life.
3. An academic report.
4. His personal growth and maturity since the prior evaluation.
5. His ability for pastoral ministry.
6. The seminarian's understanding of the priesthood and his readiness to commit himself to priestly service.
7. Specific issues raised by the faculty or vocation director.

A summary of the interview will be written. In the case of those eligible for ordination, the faculty will vote on readiness for Holy Orders. For the other classes, the faculty will vote for continuance in the seminary. The majority vote "*For*" or "*Against*" will be noted on the written evaluation.

The complete written evaluation, including the faculty vote, is given to the seminarian for his review. If he believes that the report does not accurately represent the interview or if there is an area he wishes to discuss, he should bring this before the Rector, who will discern if any changes are to be made in the written report. The student is permitted to write an addendum to the report if he so wishes.

The final report will be forwarded to the seminarian's Bishop/Religious Superior, Vocation Director and Spiritual Director. It is understood that this report is confidential and cannot be released to a third party without the seminarian's written permission.

### **Directives of Self-Evaluation**

1. Review any goals and recommendations by the faculty from previous evaluations. In light of these, reflect upon each of the six areas listed below.
2. Write the evaluation in narrative form, using the questions as a guide.
3. Discuss the self-evaluation with your spiritual director before the final draft is turned in. Your director's reflections and feedback can be a valuable aid for your personal growth. Have your director sign and date the self-evaluation, indicating that it has been discussed.
4. Include a title page (name, diocese or religious community, year in the seminary, date of the evaluation), type in double space, number each page and title each section for easier reference.
5. Recheck your paper for typographical and grammatical errors since this is a formal document for your files and for your bishop or superior.

### **Spiritual Formation – Guide questions:**

- a. Without violating the internal forum, where are you in your spiritual development? Describe your relationship with God and how it has developed in the past year.
- b. How do you see spirituality relating to your life and other aspects of your formation at the present time?
- c. Describe your personal prayer and community prayer (e.g., Liturgy of the Hours). Comment on your fidelity to your prayer outside of the seminary structure (e.g., weekends, holidays, summer).
- d. Assess your faithfulness to the sacramental life of the Church, specifically the Eucharist and Penance.
- e. Describe your relationship with your spiritual director. How often do you meet?

### **Human Formation – Guide questions:**

- a. Please identify and discuss some of your *strengths* and *weaknesses* (e.g., emotional and psychological) that affect your life and could affect your priestly formation.
- b. Please discuss your capacity to relate in general with others (family, peers, authority) and your ability to handle conflict in relationships.
- c. Comment on how you see yourself being able to relate to others as a celibate.
- d. Do you feel there is a balance in the various aspects of your life and formation? How is this evident?
- e. Describe your involvement in the community life of the seminary.

### **Intellectual Formation – Guide questions:**

- a. How have you taken personal responsibility for your academic formation? Be specific.
- b. Describe one theological or philosophical insight you have learned in your courses this year. Be able to discuss this insight during the evaluation session.
- c. Do you believe that your Grade Point Average (GPA) reflects your ability and efforts? Why? or Why not?
- d. Do you believe that you have the necessary intellectual gifts to carry out the ministry of priesthood?

- e. How do your studies relate to your spiritual life and pastoral work? Give some examples of this integration taking place.

### **Pastoral Formation - Guide questions:**

Answer these questions in light of your most recent pastoral experience, either in the seminary program or from your experience prior to coming to the seminary.

- a. What personal gifts do you have that would be an asset for pastoral ministry as a priest? Be specific.
- b. How is your pastoral work preparing you for priestly ministry? What are you learning about ministry?
- c. Comment on your capacity for collaborative ministry.
- d. What have you learned about *yourself* from your pastoral work?
- e. Describe your capacity for maintaining boundaries (professional and personal) in the ministerial setting.

### **Vocation Discernment – Guide questions:**

- a. Why do you want to be a priest? Has this desire grown in the past year?
- b. In your own words, give a brief definition of ordained priesthood. How do you see yours fitting this image?
- c. Discuss your ability to embrace the commitment of celibate chastity. (This question must be answered).
- d. Comment on your ability to embrace the commitments to obedience and a simple life.
- e. Describe your ability to be a leader in the Church and give examples of how you have demonstrated leadership.

### **Goals**

At the conclusion of your self-evaluation, please list three or more specific goals for the next year. In order to foster your priestly formation, list under each goal *specific strategies* you intend to pursue to help you accomplish these goals.

### **Student Participation in Developing the Formation Policy**

A student-faculty committee assists the Director of Spiritual Formation in the goal of ensuring that the total daily life of the seminary does in fact serve to produce holiness and happiness. Known as the

Faith-Life Committee, it is composed of the Director of Spiritual Formation, the Director of Liturgy, the Spiritual Director, one elected faculty member and a student representative elected from each class.

Suggestions, recommendations and changes proposed by the students are regularly elicited and heard by this committee. Proposals of the Faith-Life Committee relevant to the Spiritual Formation Program are presented to the Faculty Council in its regular meetings for deliberation and action.

### **Dismissal from Priestly Formation**

A seminarian whose behavior seriously contradicts Catholic Moral teaching, within the seminary community or beyond, can be dismissed from the seminary by the Rector. The Rector, before taking action, must consult the Executive Council.



## **Pastoral Formation**

### **The Pastoral Orientation of Seminary Education**

The Second Vatican Council Decree on the Training of Priests emphasizes the pastoral orientation of seminary education, stating that a pastoral concern “should characterize every feature of the students’

training.” The goal of seminary formation is to prepare priests with a comprehensive pastoral outlook, ready to assume the pastoral duties which their service to the community requires. Pastoral service extends to all individuals and groups, including all social classes, with special concern for the poor and those alienated from society. “Pastoral Formation certainly cannot be reduced to a mere apprenticeship, aiming to make the candidate familiar with some pastoral techniques. The seminary which educates must seek, really and truly, to initiate the candidate into the sensitivity of being a shepherd, in the conscious and mature assumption of his responsibilities, in the interior habit of evaluating problems and establishing priorities and looking for solutions on the basis of honest motivations of faith and according to the theological demands inherent in pastoral work.” (PPF #397).

## **Objectives of Pastoral Field Education**

1. To enable the seminarian to acquire a consciousness of being a shepherd; to help him see pastoral ministry as a communion and participation in the charity of the Good Shepherd; to give him the knowledge and skill to articulate and model his own priestly identity; to help him develop his sense of self, to acknowledge his strengths, his ideals and what he needs to work on.
2. To enable the seminarian to establish connections between faith, theology and pastoral work; to help the seminarian develop his communication skills so that he can effectively communicate to others what he has learned in the human, spiritual and intellectual formation at the seminary; to help the seminarian to synthesize what he has learned and to foster an awareness and need for further education and synthesis.
3. To enable the seminarian to insert himself into the living pastoral tradition of a particular church and into the missionary dimension of the Church’s life; to enable the seminarian to relate with and respond to the human and religious needs of a particular church and to its presbyterate; to enable the seminarian to relate positively to supervision and feedback in his work with communities and church authorities.

In summary, the seminarian will develop the ability to articulate his priestly vocation; he will be able to integrate and synthesize the various pillars of the formation process; he will be able to communicate and relate with others. Cf. *Pastores Dabo Vobis*, # 57-58.

### **Pre-Theology**

FE 001/FE 002          Supervised Pastoral Ministry

In order for a student to understand adequately the meaning of ministry, he should have some exposure to and involvement in community services. The goal of pastoral work during Pre-theology is to give the individual the opportunity to realize better the needs of a community and his gifts as related to those needs.

### **First Theology**

Fall/Spring

PT 101 Pastoral Theology  
HSP 101 Teaching and Preaching the Word

- **Field Education.** Students are neither required nor encouraged to engage in pastoral field work during first theology. This year is viewed as a time of transition to graduate studies and an atmosphere that will provide time for personal reflection and a strengthening of one's prayer life. ANY EXTRA-CURRICULAR PASTORAL MINISTRY MUST BE APPROVED BY THE DIRECTOR OF PASTORAL FORMATION AND FIELD EDUCATION.
- **Pastoral Exposure Program (PEP).** During first theology students are to participate in the Pastoral Exposure program that will provide students with special ministry concerns.
- **Mission Experience.** Students are required to visit the missions during the Christmas break as part of the "Acompaño Program."

Summer

FE 200 Supervised Parish Ministry

It is required that each student, during the summer of the first year of theology, work and live full-time in a parish setting. The purpose of this field experience is to provide exposure to the work of a parish priest, and the opportunity to develop skills in pastoral care. The student should assist in parish programs such as liturgy planning, visitation to the hospital/shut-ins, organization of religious education programs and involvement in their activities, exposure to the Parish Council/School Board, and participating in the Liturgy according to the ministry he has received. Such experience will give a different perspective to one's seminary training. If a student is not able to fulfill this requirement during the summer, he must work in a parish setting on weekends during his third year of theology.

Requirements for this ministry are one reflection paper and an evaluation at the end of the summer/school year. Students are to complete a profile of their diocese and of two church parishes within the diocese.

## Second Theology

Fall/Spring

PT 202 Pastoral Counseling  
HSP 202 Homiletics Practicum I  
FE 201/202 Supervised Ministry of Religious Education

Supervised catechetical ministry is selected according to the individual's previous experience and present interests. Possibilities include: elementary or high school religious programs or parish programs for elementary, high school or adult participants (i.e., RCIA). Seminarians select a teaching site in consultation with the Assistant Director of Pastoral Field Education. On-site faculty supervision and an evaluation are required each semester. (All students are expected to fulfill this requirement in field education. Previous experience in religious education will not necessarily provide exemption.

Teaching is an opportunity to articulate the knowledge gained in theological studies and to enable one's faith stance to be more clearly defined).

Summer

FE 300 Clinical Pastoral Education (C.P.E.)

The seminary does not offer C.P.E. programs but uses this course number to register degree credit for C.P.E. done in approved centers, upon receipt of certification from the responsible officials of the centers. The minimum requirement for the Master of Divinity and for other seminarians seeking the seminary recommendation for Holy Orders is one basic unit of C.P.E. The ordinary time for satisfying this requirement is the summer after the second year of theology. In the choice of an institution for C.P.E., the students are to obtain the approval of the Director of Pastoral Formation and Field Education.

### **Third Theology**

Fall/Spring

PT 303 Liturgy and the Celebration of the Sacraments  
HSP 303 Homiletics Practicum II

### **Fourth Theology**

Summer/Fall/Spring

FE 400 Summer Parish Internship  
FE 401 Fall Parish Internship  
PT 403 Church Administration  
PT 404 Global Church Workshop  
PT 407 Eucharist/Penance Practicum  
PT 513 Pastoral Reflections on Marriage and Family

The summer and fall semesters for the 4<sup>th</sup> year intern will be spent in a parish where he will engage in full-time ministry. The interim remains in his parish assignment from June through October. This will provide continuity for both the intern and his "Teaching Parish," while at the same time providing an extended opportunity for the intern to develop his skills and abilities in pastoral care and in the administration of parish programs. The intern returns in October as a full-time student to continue the formation and academic requirements of fourth year of theology. In the second semester of his fourth year, he will engage in the necessary proximate preparation for the 4<sup>th</sup> year priesthood retreat, graduation in May and for his eventual priestly ordination. Ordinarily, diaconate ordination will take place in January after the intern has successfully completed his parish internship. If a deacon wishes to be involved in ministry during the spring semester, he is to present a written proposal to the seminary administration seeking approval.

## Theological/Pastoral Reflection Units

In theological field education, reflection and integration are closely related. Theological reflection is critical for practical learning in a formation context. Students perceive how theology and the tradition of the church shed light on the pastoral situations they experience. Theology is illumined in the process. Academic work and pastoral ministry come to reinforce one another. This mutual interaction also helps seminarians to sense the presence of God in these experiences and to relate their life in Christ to the service of God's people. Such learning can represent a significant moment of personal integration for seminarians as well. (PPF #402).

Each core course in the Master of Divinity curriculum is to include specific classes for "theological/pastoral reflection" in order to insure this integrative process.

## The "Acompaño" Program

All seminarians during the first year of theology are required to visit a mission country, specifically in Granada, Nicaragua, in order to become better acquainted with the missionary activity of the Church.

The mission experience will involve living in a mission country for a week to:

- Reflect theologically on the mission of Christ and the Church.
- Become aware of the universality of the Church.
- Pray for the mission of Christ in the world today.
- Study issues of social justice.
- Live and work with missionaries.
- Be introduced to another language and culture.
- Learn from the people.
- Provide manual labor to improve the living conditions of the people.
- Make pastoral home visits.

## The Global Church

Notre Dame Seminary has diverse cultures represented by the seminarians and faculty. This diversity of cultures is also present in the dioceses and religious communities served by the seminary. Recognizing the need to give seminarians a more adequate preparation to do priestly ministry among groups of different people within the Church, the seminary sponsors the Global Church Workshop.

- Each year during a four-year cycle, one day will be given to a cultural immersion in one ethnic or other group.
- The focus will be on theological, liturgical and spiritual understandings prevalent in the ethnic community and the current pastoral needs.
- The seminary community will be required to participate in the prayers, devotions, liturgical style, meals and customs of the ethnic group.



## Student Association Constitution

### Preamble

We, the members of the Student Association of Notre Dame Seminary Graduate School of Theology, unite ourselves under this constitution with the fourfold purpose of:

1. Promoting the rights and duties of every student according to the Gospel values.
2. Encouraging the active participation of each student within the programs and activities offer by the Seminary.
3. Showing Christian support for one another.
4. Providing a forum for dialogue and policy formulations in all matters concerning student activities. We resolve to fulfill these purposes in accordance with the guidelines set forth in the *Notre Dame Seminary Student Handbook*, as the same shall be amended from time to time.

### Article I: Definitions and Memberships

When used in this Constitution, the following terms shall have the meanings set forth herein:

- Seminary: Notre Dame Seminary Graduate School of Theology, New Orleans, Louisiana.
- Student: Any person enrolled in classes at the seminary.
- Seminarian: Any student who is also a participant in the Seminary's program of formation as a candidate for the Roman Catholic Priesthood.
- Non-Seminarian: Any student who is not a seminarian.
- Student Association: This organization, the Student Association of the Seminary.
- Member: Every student is a member of the Student Association.
- Member in Good Standing: Any student who:
  - Actively participates in Student Association activities;
  - Has paid his or her dues each semester, and

- Regularly attends Student Association meetings.

## **Article II: Executive Board**

### Section 1. Description.

The Executive Board is the governing body of the Student Association.

### Section 2. Membership.

The Executive Board shall consist of the President, Vice-President, the Secretary, the Treasurer, the Community Social Representative and the Seminary Social Representative. No Executive Board member shall hold more than one of these positions or be elected to a Class Office.

### Section 3. General Duties.

The general duties of the Executive Board are as follows:

1. The Executive Board provides Christian leadership and service to the Student Association.
2. The Executive Board promotes the rights of every student and encourages their active participation in the programs of the Seminary.
3. The Executive Board works closely with the president-rector and the Director of Student Welfare in programs and activities that serve the good of the entire Seminary community.
4. The Executive Board informs the Seminary administration of student opinions on the programs and activities of the Seminary and their implementation.
5. The Executive Board initiates proposals for improvements concerning student activities, and then acts on these proposals.

### Section 4. Executive Board Job Descriptions.

The specific duties of the Executive Board members are as follows:

#### **1. President**

- a. The President is to be the leader of the Student Association and is to serve as its official representative.
- b. The President calls and presides at all meetings of the Executive Board, President's Council and the Student Association.
- c. The President, after consultation with the Executive Board, reserves the right to call and preside at meetings of the seminary community to discuss issues of priestly formation and house policy.
- d. The President works closely with the other Executive Board members, and with their approval, annually reviews and appoints the Standing Delegates (as hereinafter defined) and any ad-hoc committees the Executive Board deems appropriate to carry out the mission of the Student Association.

- e. The President, after consultation and approval of the Executive Board, may combine, eliminate or define and appoint additional Standing Delegates so as to assist the Executive Board in carrying out the mission of the Student Association.
- f. The President, with the approval of the Executive Board, shall, as necessary, revise the duties for the various Class Officers and Standing Delegates.
- g. In accordance with the Charter and By-Laws of the Seminary, the President serves as an ex-officio member of the Notre Dame Seminary Board of Trustees. When requested, the President reports to the Board of Trustees on the state of the Seminary with the perspective of the Student Association.
- h. In all matters that would affect change in the policy of the Student Association, the President shall consult the Executive Board, the President's Council and call a meeting of the Student Association.

## 2. Vice-President

- a. The Vice-President assists the President, and in the President's absence, the Vice-President assumes the leadership of the Student Association.
- b. The Vice-President oversees the responsibilities of the Standing Delegates (hereinafter defined) and reports to the President on their behalf.
- c. The Vice-President takes on special projects when asked by the Executive Board.
- d. The Vice-President monitors elections for the Student Association Executive Board, the Class Officers and the Non-Seminarian Representative. In the event that the Vice-President is involved in the Student Association Executive Board election as a candidate, the Student Association President will monitor the election or he will appoint an appropriate, neutral individual to do so.
- e. The Vice-President advises the Executive Board in all Student Association procedures according to *Robert's Rules of Order, Revised*.

## 3. Secretary

- a. The Secretary is responsible for all correspondence and announcements.
- b. The Secretary records and posts the official minutes of all President's Council and Student Association general meetings.
- c. The Secretary acquires reports from the representative student secretary of the Academic Affairs Committee, Faith Life Committee and Pastoral Committee and acts as liaison between these committees and the Student Association. The Secretary sees that pertinent issues are addressed and discussed within these committee meetings and that the information is reported to the Student Association.
- d. The Secretary meets with the Director of Facilities and Student Services, notes items of importance that need discussion and includes those items in his report to the members of the Student Association.
- e. The Secretary is responsible for soliciting and facilitating action upon seminarian complaints concerning housing.
- f. The Secretary maintains the Student Association calendar.
- g. The Secretary is responsible for the creation and appropriate replacement of student identification cards.

#### **4. Treasurer**

- a. The Treasurer oversees payment of and keeps an accurate record of all financial obligations for the Student Association.
- b. The Treasurer establishes and oversees the Student Association annual budget.
- c. The Treasurer reports to the members of the Student Association about the status of the Student Association annual budget.
- d. The Treasurer makes available, upon request, to the Director of Facilities and Student Services all the financial records in order that they may be used for the annual audit.
- e. The Treasurer collects the Student Association dues each semester.
- f. The Treasurer serves as a member of the Finance-Maintenance Committee and serves as a liaison between that committee and the Student Association.
- g. The Treasurer is responsible for the validation of student identification cards upon payment of dues.
- h. The Treasurer supervises the records kept for the Biblicum, Notre Dame Seminary apparel and the vending machines.

#### **5. Community Social Representative**

- a. The Community Social Representative plans the social events of the entire Seminary community that originate in the community and specifically serves the community's own social interests.
- b. The Community Social Representative coordinates events such as, but not limited to, Fourth-Year Welcome Back, St. Patrick's Day Party or an Oscar Night Party. Furthermore, he oversees individual class community nights and works in close conjunction with the appropriate Standing Delegates to facilitate social activities for the Seminary community.
- c. The Community Social Representative is responsible for seeing that after events for which he is responsible, the seminary kitchen, dining room or family room are cleaned in proper accord.
- d. The Community Social Representative serves as the chairman of the Social Committee. The Social Committee is composed of the Community Social Representative and the Class Social Representatives.

#### **6. Seminary Social Representative**

- a. The Seminary Social Representative plans the social events for the entire seminary community that originate from the needs of the seminary and that serve the seminary's interests, especially in relating to the public.
- b. The Seminary Social Representative assists the Director of Facilities and Student Services in the planning and execution of social events held on behalf of the seminary.
- c. The Seminary Social Representative is responsible for seeing that after events for which he is responsible, the seminary kitchen, dining room or family room are cleaned in proper accord.
- d. The Seminary Social Representative coordinates events such as, but not limited to, Alumni Day, Reader/Acolyte Installation reception and Ordination receptions.

## **Article III: President's Council**

### Section I. Description.

The President's Council is a consultative body for the president-rector of the Seminary and the Executive Board of the Student Association.

### Section II. Membership.

The President's Council shall consist of the president-rector of the Seminary, the six members of the Student Association Executive Board and the five Class Presidents.

## **Article IV: Standing Delegates**

### Section 1. Description

1. Standing Delegates are appointed annually by the President, with the approval of the Executive Board, and serve as consultants to the Executive Board of the Student Association.
2. Standing Delegates serve the Seminary community by assisting with and overseeing the work of the Student Association not explicitly under the jurisdiction of the Executive Board or Class Officers.
3. Standing Delegates may work independently or as chairmen of their respective committees.

### Section 2. Purpose

The purpose of the Standing Delegates, their committees (if any) and any *ad-hoc* committees (the Executive Board may from time to time establish) shall be to assist the Executive Board in carrying out the mission of the Student Association with their given area of responsibility.

### Section 3. Eligibility

Any Student Association member (1) who is a full-time seminarian, (2) who has been enrolled at the seminary for at least one semester [as of the academic year in which is term would begin], (3) who has an overall grade point average of 2.5 or better, and (4) who is a member in good standing of the Student Association [see Article I] is eligible to serve as a Standing Delegate.

## **Article V: Procedures**

### Section 1. Meetings.

The following procedures shall be in effect for meetings of the Student Association, the Executive Board and the President's Council:

1. Student Association Meetings
  - a. A simple majority (50% + 1) of the members of the Student Association shall constitute a quorum, which shall be a requirement in order to conduct Student Association meetings.

- b. Student Association meetings shall be held at least twice a semester.

## 2. Executive Board Meetings

- a. A quorum shall be required in order to conduct Executive Board meetings. Four members of the Executive Board shall constitute a quorum, provided, however, that if a vacancy exists in the Executive Board, three members shall constitute a quorum.
- b. An Executive Board meeting shall be held at least once a month during the academic year. In a month in which the President's Council holds a meeting, the Executive Board may elect not to meet separately.

## 2. President's Council Meetings

- a. A quorum shall be required in order to conduct President's Council meetings. This quorum shall consist of: (1) a quorum of the Executive Board [as defined in Article V, Section I herein above], and (2) four of the Class Presidents, provided that if one or more of the Class Presidencies is vacant or if one or more of the Class Presidents is unavailable due to a seminary program (e.g., Fourth-Year Internship), three Class Presidents shall be sufficient. In order to conduct a President's Council meeting, the president-rector of the Seminary need not be present, although he must be informed of the meeting.
- b. A President's Council meeting shall be held at least twice a semester.
- c. Special meetings of the Student Association, Executive Board or President's Council may be called by the Student Association President or by a petition signed by a simple majority of the members of the Student Association.
- d. The members of the Student Association may present a proposal in the form of a written petition. The Executive Board shall, within two weeks of the receipt of the petition that has been signed by a simple majority of the members of the Student Association, consider such proposals.
- e. Unless it is a matter within the exclusive jurisdiction of the president-rector of the Seminary, the Seminary administration, the Faculty Council or a matter that would require the approval of the entire Student Association, a simple majority of the Executive Board is sufficient to approve such proposals and to take appropriate action thereon.
- f. A petition signed by two-thirds of the Student Association shall override any Executive Board action.

### Section 2. The Director of Student Welfare.

The Director of Student Welfare shall be the official representative of the Faculty Council at all Student Association meetings.

## **Article VI: Election Code for Executive Board Officers**

### Section 1. Eligibility

- 1. Any Student Association member (1) who is a full-time seminarian, (2) who is a member of Second-Year Theology or Third-Year Theology [as of the academic year in which his term would begin], (3) who has been enrolled at the seminary for at least one year [as of the academic

year in which his term would begin], (4) who has an overall grade point average of 2.5 or better and (5) who is a member in good standing of the Student Association [see Article I] is eligible to serve as President.

2. Any Student Association member (1) who is a full-time seminarian, (2) who has been enrolled at the seminary for at least one year [as of the academic year in which his term would begin], (3) who has an overall grade point average of 2.5 or better and (4) who is a member in good standing of the Student Association [see Article I] is eligible to serve as Vice-President, Secretary, Treasurer, Community Social Representative and Seminary Social Representative.

### Section 2. Election Procedures.

The following procedures shall be observed in elections for members of the Executive Board:

1. Elections for President, Vice-President, Secretary, Treasurer, Community and Seminary Social Representatives are to precede the election for Class Officers.
2. Nominations for an Executive Board position are made by submitting to the Vice-President on a Student Nomination Form containing five signatures of support along with the individual's signature of candidacy. This form shall be submitted on or before the date announced by the Vice-President as the date nominations will close, which shall, in any event, be at least two days before the scheduled election date.
3. Elections for President, Vice-President, Secretary, Treasurer, Community and Seminary Social Representatives shall be held by secret ballot at a Student Association meeting no later than the last day of April.
4. Elections to the Executive Board are decided by a simple majority vote of the members in good standing of the Student Association [see Article I]. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall be in a runoff election.
5. Any elected Executive Board member may be removed from office by a two-thirds vote of the Student Association.

### Section 3. Vacancies

1. If the office of President of the Student Association becomes vacant, the Vice-President shall succeed the President in office.
2. If any other office of the Executive Board becomes vacant during the fall semester, that position shall be filled by a special election of the constituency within two weeks of the vacancy, unless circumstances render a meeting within that time frame impossible. In such a case, a meeting must be convened as soon as possible.
3. If any other office of the Executive Board becomes vacant during the spring semester, the President with the approval of the Executive Board and the Rector shall appoint that position.

## **Article VII: Election Code for Class Officers**

### Section 1. Eligibility.

Any class member (1) who is a full-time seminarian, (2) who is a member in good standing of the Student Association [see Article I], and (3) who is recognized by the Registrar as an official member of

that class is eligible to serve as a Class Officer. No Class Officer is to hold more than one of these positions unless the size of the class so demands.

### Section 2. Election Procedure.

The following procedures shall be observed in the elections of Class Officers:

1. Elections for Fourth Year, Third Year and Second Year Class President, Academic Representative, Social Representative, Faith-Life Representative and Pastoral Representative shall be held in this order by secret ballot at a class meeting no later than the end of the second week of May. These elections are to be monitored by the Student Association Vice-President.
2. Elections for the incoming First Year and Pre-Theology Class Officers shall be held by the end of the first four weeks of the new school year. These elections are to be monitored by the Student Association Vice-President.
3. Class elections are to follow Executive Board elections.
4. Elections of the Class Officers are decided by a simple majority vote of the class members.
5. Any elected Class Officer may be removed from office by a two-thirds vote of the class.

### Section 3. Vacancies

If any Class office becomes vacant, that position shall be filled by a special election within a week of the vacancy, unless circumstances render a meeting within that time impossible. In such a case, a meeting must be convened as soon as possible.

### Section 4. Class Officer Job Descriptions.

The specific duties of the Class Officers are as follows:

#### **1. Class President**

- a. Responsible to the Seminary Administration, to the class, to the Executive Board and to the Class Advisor for matters concerning the well-being of each member in the class as well as the morale of the class.
- b. Serves as a liaison between the class and the Seminary Administration, the Executive Board and the Class Advisor.
- c. Seeks the assistance of the Student Association President and/or the president-rector when issues arise within the class that need attention.
- d. Attends and actively participates in the President's Council meetings. He is also responsible to report any pertinent information discussed at the President's Council meetings to his class.
- e. Addresses tensions existing between individual members of the class in order to ensure the well being of the class.
- f. Facilitates a sense of class and community spirit by encouraging others to feel a part of the class and a part of the larger community. He also motivates others in the class to assume leadership positions.
- g. Personally involved within work projects concerning the class and the community, and a also delegates duties to individual class members.

- h. Encourages adherence to community guidelines.
- i. Coordinates class meetings, provides agendas for the meetings, if necessary, and reminds officers to report on activities of the individual committees.

**2. Academic Representative**

- a. Responsible to the class, professors and to the Academic Dean concerning issues of academic formation.
- b. Serves as a liaison between the class and the Academic Dean concerning the academic program of the Seminary.
- c. Acts as a liaison between the class and a professor when difficulties arise concerning issues such as scheduling, class requirements, etc.
- d. Brings problems to the Academic Dean and, if appropriate, to the Academic Affairs Committee concerning academic issues relevant to the class.
- e. Serves on the Academic Affairs Committee and sees that pertinent issues are addressed and discussed. The Academic Representative is also responsible to report any pertinent information discussed at Academic Affairs Committee meetings to his class.
- f. Motivates academic interest within the class.

**3. Class Social Representative**

- a. Responsible to the class, to the community, to the Student Association Community Social Representative and to the Social Committee concerning healthy spirit within the class and the larger community.
- b. Serves on the Social Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed at the Social Committee meetings to his class.
- c. Works closely with the Student Association Community Social Representative in planning and executing social events for the entire seminary community.
- d. Plans and organizes class Community Night celebrations.
- e. Organizes class social as geared to foster a greater sense of class community.

**4. Faith-Life Representative**

- a. Responsible to the class, to the community and to the Director of Spiritual Formation concerning issues of spiritual formation.
- b. Serves as a liaison between the class and the Director of Spiritual Formation concerning the faith-life program of the seminary.
- c. Serves on the Faith-Life Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed at Faith-Life Committee meetings with his class.
- d. Works with the Faith-Life Committee in planning liturgical seasons and special feasts.
- e. Organizes prayer services whenever his class gathers as a whole. For example, these gatherings might include, but are not limited to, the following: annual retreat, class mass, class conferences, etc.
- f. Assists the Class President in monitoring the spirit of the class and the community.
- g. Reminds the class of their responsibility for spiritual development.

## 5. **Pastoral Representative**

- a. Responsible to the class, to the community and to the Director of Pastoral Formation and Field Education concerning issues of pastoral formation.
- b. Serves as a liaison between the class and the Director of Pastoral Field Education concerning issues of the pastoral program of the seminary.
- c. Works with the Director of Pastoral Field Education to coordinate pastoral projects that the class may be undertaking.
- d. Serves on the Pastoral Field Education Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed at Pastoral Field Education Committee meetings to this class.
- e. Notifies the Rector when a classmate is ill. The Rector will then notify the Director of Student Welfare, the Academic Dean and the faculty of the student's illness.
- f. Helps with the care of the sick in the class by seeing to it that the classmate receives food, medication and Holy Communion.

## **Article VIII: Non-Seminarian Representative**

### Section 1. Office and Duties

1. In addition to their ability to vote in the election of Executive Board members, non-seminarians shall be specifically represented in the Student Association government through a Non-Seminarian Representative who shall be elected in accordance with the terms of this Article VIII.
2. The Non-Seminarian Representative shall serve as an advisor to the president-rector of the Seminary, to the M.A. Program Advisor and to the President of the Student Association on all matters relating to non-seminarians.
3. Inasmuch as the majority of issues affecting non-seminarians are academic, the Non-Seminarian Representative shall be an *ex-officio* member of the Academic Affairs Committee of the Seminary.

### Section 2. Eligibility.

Any non-seminarian who is a member in good standing of the Student Association [see Article I] shall be eligible to serve as the Non-Seminarian Representative.

### Section 3. Election Procedure

1. Elections for the Non-Seminarian Representative shall be held by secret ballot at a meeting called for this purpose (and other purposes) by the M.A. Program Advisor, provided, however, that this meeting and the election of the Non-Seminarian Representative shall be held no later than four weeks from the beginning of the academic year. This election is to be monitored by the Student Association Vice-President.
2. Election of the Non-Seminarian Representative shall be decided by a simple majority vote of the non-seminarians present at the aforementioned meeting. If no candidate receives a majority on

the first ballot, the two candidates receiving the highest number of votes shall be in a runoff election.

3. Any elected Non-Seminarian Representative may be removed from office by a two-thirds vote on non-seminarians.

#### Section 4. *Vacancies*

If the position of the Non-Seminarian Representative becomes vacant, that position shall be filled by a special election of the non-seminarians within a week of the vacancy, unless circumstances render a meeting within that time impossible. In such a case, a meeting must be convened as soon as possible.

### **Article IX: Amendments**

This Constitution may be amended from time to time by an affirmative vote of two-thirds of the members of the Student Association.

### **Article X: Ratification**

This constitution shall become effective immediately after having been ratified by an affirmative vote of two-thirds of the members of the Student Association. Upon its ratification, this Constitution shall replace the Constitution ratified on December 6, 1988, as that Constitution shall have been thereafter amended. This Constitution was ratified on Thursday, March 23, 2000.

## **Appendix I**

### **Article I: Standing Delegates**

#### Section 1. *Definition of Standing Delegates*

1. The Standing Delegates shall be annually defined, reviewed, and appointed by the President with the consent of the Executive Board.
2. The President, after consultation and approval of the Executive Board, may combine, eliminate or define and appoint Standing Delegates so as to assist the Executive Board in carrying out the mission of the Student Association. In the event that new Standing Delegates are established, combined or eliminated, changes to this Appendix I, Article I, Sections 3 and 4 should be made.
3. Changes to this Appendix need *not* be ratified by the members of the Student Association since the identification and job descriptions of Standing Delegates are hereinafter included solely for the purpose of adding clarity to the mission of the Student Association Executive Board.

#### Section 2. *Purpose*

The purpose of the Standing Delegates, their committees and any *ad-hoc* committees (that the Executive Board may from time to time establish) shall be to assist the Executive Board in carrying out the mission of the Student Association within their given area of responsibility.

#### Section 3. *Identification of Standing Delegates*

The Student Association shall have the following Standing Delegates: Activities Coordinator, Biblicum Manager, Computer Resource Representative, Cultural Events Coordinator, Food Committee Chairman, Gym Manager, Historian, Library Representative, NDS Wear Coordinator, Social Concerns Chairman, Sports and Recreation Coordinator, Student Kitchen Manager, Web Site Manager.

#### Section 4. Job Descriptions

The specific duties of the Standing Delegates are as follows:

##### **1. Activities Coordinator**

- a. Coordinates social activities for the entire seminary community that might not exclusively fall under the responsibility of the Community Social Representative. For example, these activities might include, but not be limited to, the following activities: swamp tours, Saints games, Zephyrs games, Brass games, trips to Rock 'N' Bowl, etc.
- b. Actively seeks to collaborate with the Community Social Representative and the Cultural Events Coordinator during functions that are planned for the community, yet are not distinctly under his responsibility.
- c. The activities planned by the Activities Coordinator may, in rare cases, closely mirror those activities planned by the Cultural Events Coordinator. In such cases, the Activities Coordinator and the Cultural Events Coordinator should work together.

##### **2. Biblicum Manager**

- a. Oversees management and operation of the Biblicum.
- b. Oversees payment of and keeps an accurate record of all financial obligations for the Biblicum.
- c. Reports monthly to the Treasurer about the Biblicum's financial records.
- d. Makes available, upon request, to the Director of Facilities and Student Services the Biblicum's financial records in order that they may be used for the annual audit.
- e. Plans activities and special events for the entire seminary Community that are to be held in the Biblicum. For example, those might include, but are not limited to, the following events: Coffeehouses, Halloween Party, St. Patrick's Day Party, Oscar Night party, card tournaments, etc.
- f. Oversees the change machine in the student laundry room.
- g. Oversees the vending machines.

##### **3. Computer Resource Representative**

- a. Oversees maintenance and operation of the student computer equipment in the library. Specifically, the internet computers and the computer lab.
- b. Responsible to the Seminary's Librarian.

##### **4. Cultural Events Coordinator**

- a. Coordinates cultural activities for the entire seminary community that might not exclusively fall under the responsibility of the Community Social Representative. For example, these activities might include, but are not limited to, events related to: the seminary's membership to the New Orleans Museum of Art, the New Orleans Philharmonic Orchestra, the New Orleans Opera, etc.
- b. Actively seeks to collaborate with the Community Social Representative and the Activities Coordinator during functions that are planned for the community, yet are not distinctly under his responsibility.
- c. The activities planned by the Cultural Events Coordinator may, in rare cases, closely mirror those activities planned by the Activities Coordinator. In such cases, the Cultural Events Coordinator and the Activities Coordinator should work together.

5. **Food Committee Chairman**

- a. There shall be a Food Committee. This committee shall be comprised of the Food Committee Chairman and one representative from each of the five classes.
- b. The Food Committee shall meet at least once each semester.
- c. Working closely with the Director of Facilities and Student Services, it is the purpose of the Food Committee to express student opinions in regards to food selection, preparation and services as performed by the seminary kitchen staff.
- d. The Food Committee Chairman gathers student comment cards and discusses their content solely with the Director of Facilities and Student Services.

6. **Gym Manager**

Oversees necessary management and operation of the student gym. Specifically, he sees that: the gym is kept clean, the equipment is kept in working order and that any necessary maintenance, improvements or recommendations are shared with the Director of Facilities and Student Services and the Student Association President.

7. **Historian**

- a. Keeps an accurate account of the activities of the Student Association. For example, the Historian might, but is not obligated to, prepare a brief Appendix to the *History of Notre Dame Seminary* or prepare an annual scrapbook.
- b. Sees that photographs are taken at various events throughout the year and displays those photographs to the entire seminary community in some manner.

8. **Library Representative**

Serves on the Seminary's Library Committee and serves as liaison between that committee and the Student Association.

9. **NDS Wear Coordinator**

- a. Oversees the advertisement, ordering and distribution of apparel and other gift items, specific to the seminary.
- b. Annually prepares, revises and distributes the NDS Wear catalog.
- c. Periodically considers other items that might be added to the NDS Wear collection.

10. **Social Concerns Chairman**

- a. Serves as Chairman of the Social Concerns Committee and oversees its activities.
- b. Collaborates closely with the Rector in organizing guest speakers whose presentations are geared toward educating the seminary community on social justice issues.
- c. The Social Concerns Committee organizes other activities which may include, but are not limited to, the following events: NDS Day of Caring, blood drives, collections for Mission Sunday, etc.

11. **Sports and Recreation Coordinator**

- a. Coordinates sports and recreational activities for the entire seminary community. These activities may include, but are not limited to, the following events: racquetball tournaments, tennis tournaments, ping pong tournaments, etc.
- b. Coordinates sports and recreational activities between the entire seminary community and the community of St. Joseph's Seminary College. These activities may include, but are not limited to, the following events: Bonfire Day, softball games, soccer games, basketball games, etc.
- c. Acts as liaison between the NDS community and the Loyola Recreation Department.
- d. Makes available to the entire seminary community the intramural schedule at Loyola University for various sports such as play football, softball, etc.

12. **Student Kitchen Manager**

- a. Oversees necessary management and operation of the student kitchen in the Biblicum. Specifically, he sees that: the kitchen is kept clean, the appliances are kept in working order and that any necessary improvements or recommendations are shared with the Director of Facilities and Student Services.
- b. Annually reviews and establishes, with approval from the Executive Board, rules that are to be implemented for use of the student kitchen.

## **Amendment I: Division of Social Representative Responsibilities**

### Section 1. Purpose

The Student Association hereby amends its Constitution in the manner described hereinafter for the purpose of more appropriately and effectively apportioning responsibilities formerly entirely under the purview of the Student Association Executive Board position of Social Representative.

### Section 2. Description

The Student Association hereby revises Article II, Section 4, Number 5 (“Social Representative”) dividing into two positions (“Community Social Representative” and “Seminary Social Representative”) as it now appears above.

Section 3. Further Emendations

In light of the above amendment, revisions are hereupon necessary in the following portions of this Constitution: Article II, Section 2; Article III, Section 2; Article VI, Section 1, Subsection 2; Article VI, Section 2, Subsection 1; Article VI, Section 2, Subsection 3; Article VII, Section 4, Subsection 3, Paragraph 1; Article VII, Section 4, Subsection 3, Paragraph 3; Appendix I, Article I, Section 4, Subsection 1, Paragraph 1; Appendix I, Section 4, Subsection 1, Paragraph 2; Appendix I, Article I, Section 4, Subsection 4, Paragraph 2. These emendations reflect the particular division of labor between the Seminary and Community Service Representatives.

Section 3. Adoptions

This amendment is hereby adopted by an affirmative vote of two-thirds of the members of the Student Association on March 20, 2001. As the position of Social Representative was occupied vacant upon adoption of this amendment, these positions will be filled by special elections as per provision of the Constitution [Article VII, Section 3, Subsection 2] on the first meeting of the Student Association on September 14, 2000.

# Seminary Personnel

## Administration

President-Rector	The Very Reverend José I. Lavastida, M.A., S.T.L., S.T.D.
Academic Dean	The Reverend Minh Phan, S.T.L., S.T.D.
Human and Spiritual Formation	The Reverend Jeffrey H. Harvey, C.M., D.Min. The Reverend Mark Toups, M.Div. The Reverend Joseph M. Krafft, MA.O.M., M.Div., D.Min. (candidate)
Director of Pastoral Formation	Sister Theresa Marie Tran, SCC, M.A.
Co-Director of Pastoral Field Education	Mr. Thomas B. Bender IV, M.L.I.S.
Director of Library	The Reverend Degratias O. Ekisa, M.Div., S.T.L., S.T.D.
Director of Liturgy	
Director of M.A. Program and Off-Campus Students	Dr. Chris Baglow, M.A., Ph.D.
Director of Music	Mr. Angelo Lupinetti, Ph.B., B.A., MA.th.
Director of Pre-Theology Program	Dr. James Jacobs, M.T.S., Ph.D.
Coordinator of Academic Resources	Dr. Rebecca Maloney, B.S., M.Ed., Ph.D.
Spiritual Direction	The Reverend Joseph S. Palermo, B.A., M.Div., J.D.
Registrar	Ms. Cynthia Garrity, BS, CPS
Business Manager	Ms. Michelle Klein
Director of Institution Effectiveness	Dr. Rebecca Maloney, B.S., M.Ed., Ph.D.
Director of Development	Ms. Yvette Lacour, B.A., M.Ed.

## Faculty

- Dr. Chris Baglow**, M.A. Ph.D. (Duquesne University, PA) – *Systematic Theology*
- Dr. Mark Barker**, M.A. (Université Paris I [Sorbonne], Paris, France); Ph.D. (University of St. Thomas, TX) - *Philosophy*
- Mr. Thomas B. Bender IV**, M.L.I.S. (Louisiana State University, LA) – *Librarian*
- Reverend Degratias O. Ekisa**, M.Div. (Notre Dame Seminary); S.T.L., S.T.D. (St. Anselm, Rome) – *Systematic Theology*
- Dr. Nathan Eubank**, M.T.S. (Duke University); Ph.D. (candidate Duke University) – *New Testament*
- Dr. James M. Jacobs**, M.T.S. (Franciscan School of Theology, CA); Ph.D. (Fordham University, NY) – *Philosophy*
- Reverend David Kelly**, M.M., Lic., Ph.D. (Katholieke Universiteit te Leuven, Belgium) – *Moral/Systematic Theology*
- Reverend Joseph Krafft**, M.A.O.M. (University of Phoenix, Phoenix); M.Div. (Notre Dame Seminary, New Orleans) D.Min. (Candidate) – *Pastoral Formation*
- Reverend José I. Lavastida**, M.A. (Notre Dame Seminary, LA); S.T.L., S.T.D. (Accademia Alfonsiana, Rome) – *Moral Theology*
- Dr. David Liberto**, M.A. (Reformed Theological Seminary, MS); Ph.D. (Marquette University, WI) – *Systematic Theology*
- Mr. Angelo Lupinetti**, Ph.B. (Katholieke Universiteit te Leuven, Belgium); M.A. in Theological Studies (Notre Dame Seminary - *Sacred Scripture/Music*)
- Reverend Donald J. Martin, S.J.**, M.A., S.T.L., Ph.D. (University of Notre Dame, IN) – *Liturgy and Systematic Theology*
- Reverend Joseph Palermo**, M.Div. (Notre Dame Seminary); J.D. (Louisiana State University) – *Spiritual Director*
- Reverend Minh Phan**, S.T.L., S.T.D. (Pontificia Studiorum Universitas a S. Thoma Aq. In Urbe) – *Sacred Theology*
- Dr. Brant J. Pitre**, M.T.S. (Vanderbilt University, TN); Ph.D. (University of Notre Dame, IN) – *Sacred Scripture*

**Reverend Mark Raphael**, M.A., M.Div. (Notre Dame Seminary, New Orleans, LA) Ph.D. (Catholic University of America, Washington, D.C.), – *Historical Theology*  
**Mr. Kevin J. Redmann**, B.A. (Millsaps College, MS) – *Latin, Greek and Hebrew*  
**Sister Theresa Marie Tran**, S.C.C., M.A. (Loyola University, Chicago, IL) – *Pastoral Field Education*

## Adjunct Faculty

**Ms. Jennifer Golden**, M.A. English Teaching; B.A. in French (University of New Orleans) – *ELP/ESL*  
**Reverend Jeff Harvey**, C.M, D.Min. (Aquinas Institute of Theology, St. Louis, MO) – *Homiletics*  
**Most Reverend Archbishop Alfred A. Hughes**, S.T.D. (Accademia Alfonsiana, Rome) – *Moral Theology*  
**Ms. Judy Miller**,  
**Reverend Chris Nalty**, M.Div., J.D. (Rome) – *Canon Law*  
**Reverend Vien T. Nguyen**, M.Div. (Notre Dame Seminary, LA); J.C.L. (The Catholic University of America, DC) – *Canon Law*  
**Mr. Jeremy Thompson**, Ph D. Candidate (University of Stellenbosch, Stellenbosch, South Africa) – *Sacred Scripture*

## Counseling Staff

**Br. Stephen Synan**, F.M.S., M.A. (Providence College, RI) – *Religious Studies*; M.S. (Loyola College, Baltimore) – Pastoral Counseling; Ph.D. (Loyola College) – *Pastoral Counseling*

## Staff

Executive Assistant to the President-Rector  
and Alumni Affairs

Mrs. Lora Bordelon

Academic Secretary

Ms. Mary Langlois

Receptionist

Mrs. Danielle Sharai

Secretary to:

Ms. Sharon Mason

Director of Human Formation

Director of Pastoral Field Education

Director of Spiritual Director

Director of Facilities and Student Services

Mr. Chris Domingue

IT Technician

Mr. Joseph Trung

Director of Lay Formation

Mr. Robert Thomas, B.A., M.E.

Cooks

Mrs. Geraldine Johnson

Mrs. Lillian Malone

Mrs. Cynthia Sears

Engineer

Mr. Tim Gehrkin

Housekeeping

Mrs. Ele Leiva

Mrs. Martha López

Landscaping

Mr. Andrew Giroir

Maintenance

Mr. Frank Cavalier

Mr. Luis Hernandez

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