

QUEEN'S COLLEGE

Faculty of Theology



Administration and Operation Policy Manual

**Original Approval by Corporation of
Queen's College
October 16, 2019**

Queen's College Faculty of Theology Policy Manual is intended to define the structure, role and functions for the administration and operation of Queen's College Faculty of Theology. It serves to give direction for administrators, staff, faculty members and students on administrative and operational matters. It also serves to inform others who want to know or need to know about the Faculty of Theology. Academic policies and matters are contained in the Academic Calendar. The Academic Calendar is revised for the start of each academic year.

The Administration and Operation Policy Manual is in six sections.

- 1. Foundational Documents**
- 2. Policy Development and Authority**
- 3. Human Resources**
- 4. Space**
- 5. Finances**
- 6. Document Management**

Editing notes:

Foundational Documents and directional documents will be inserted, e.g. Constitution, By-laws, Act.

Section 1: Foundational Documents

Queen's College Faculty of Theology		Section: Foundational Documents
Administration and Operations Policy Manual		Policy Number 1. 10
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Foundational Documents

Policy: The governance, administration and operation of Queen's are guided by the Foundational Documents.

Procedures:

1. The Foundational Documents are provided to members of the Corporation of Queen's College in their orientation.
2. The Foundational Documents are provided to students of Queen's College in their orientation.
3. The Foundational Documents are provided to members of the public on the Queen's College website.
4. The Foundational Documents are
 - a. The Constitution of the Corporation of Queen's College (2015) (Appendix A)
 - b. The By-laws of the Constitution of the Corporation of Queen's College (2015) (Appendix B)
 - c. Queen's College Faculty of Theology Philosophy (Appendix C)
 - d. Statement on Theological Education Leading To Ordination (Appendix D)
 - e. Mission Statement (Appendix E)
 - f. Queen's College Community Core Values (Appendix F)

Section 2: Policy Development and Authority

Queen's College Faculty of Theology		Section: Policy Development and Authority
Administration and Operations Policy Manual		Policy Number 2. 10
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Policy Format

Policy: Every policy in the Administration and Operations Policy Manual shall follow the approved policy format.

Procedures:

1. Each policy has a header table to facilitate organization of the Policy Manual.
2. The Administration and Operations Policies are organized in Sections that indicate the focus of the policies.
3. Policy Numbers are organized with the first digit indicating the section, and the number following the decimal denoting the sequence in the policy section.
4. Policies are numbered in tens to allow room to insert new policies close to related policies.
5. Dates of original approval and revisions are included.
6. Dates of all revisions are included in the table of the most recent approved revision.
7. Each policy has a concise title to facilitate organizing and searching of policies.
8. Each Policy has clear policy statement.
9. Procedures may be included, if the policy needs more detail than the Policy Statement provides.
10. Draft policies should be marked in the title until approved.
11. Each policy is on a separate page in the Policy Manual

Queen's College Faculty of Theology		Section: Policy Development and Authority
Administration and Operations Policy Manual		Policy Number 2. 20
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Consultation for Policy Development and Revision

Policy: Administrative and Operational Policies are developed and revised through consultative processes.

Procedure

1. The individual or group proposing a new policy or revision of an existing policy must present a rationale for the new policy or revision.
2. The individual or group tasked to draft or revise a policy must give an account of the consultations involved in the process.

Queen's College Faculty of Theology		Section: Policy Development and Authority
Administration and Operations Policy Manual		Policy Number 2. 30
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Policy Levels

Policy: Policies are approved at two levels:

Level I policies address the governance matters that reflect Queen's College Vision, Mission, Mandate, Values and financial sustainability. Level I policies are approved by the Corporation of Queen's College.

Level II policies address the administrative, operational and academic matters. Level II policies are approved by the Provost. Level II are developed and revised through a consultative process which is led by the Provost or a designate.

Procedures

1. The Corporation must approve any policy (Level I) that is likely to impact the meaning, interpretation, or substance of the Mission, Vision, Values, Philosophy, mandate or financial sustainability of Queen's College.
2. Level I Policies are approved and revised at meetings of Corporation or by the Executive, as per the Constitution and By-Laws of the Corporation of Queen's College.
3. The Provost approves all administrative, operational and academic (Level II) policies.
4. The Provost consults with appropriate individuals and groups in developing and revising (Level II) policies.
5. The Provost provides a report on Policies at each Corporation Meeting. The Report includes proposal of new policies, changes to Level II policies, and consultation on new and revised policies.

Queen's College Faculty of Theology		Section: Policy Development and Authority
Administration and Operations Policy Manual		Policy Number 2. 40
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Access to Policies

Policy: Policies are available to all who need or want to access them.

Procedures

1. New and revised policies are promptly distributed to those likely impacted by the new or revised policy.
2. New and revised policies are distributed to those involved in the consultative process.
3. All approved policies are available as part of orientation processes for students, faculty and staff.
4. Policies are available on the Queen's College website.

Queen's College Faculty of Theology		Section: Policy Development and Authority
Administration and Operations Policy Manual		Policy Number 2. 50
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Maintenance of the Policy Manual

Policy: The Provost is responsible to maintain the Policy Manual in both the hard copy and electronic copy formats.

Procedures.

1. The Provost ensures that all new policies and revised policies are in the approved format.
2. Proper dates and numbering are inserted to new and revised policies
3. New and revised policies are inserted to the hard copy and electronic version of the Policy Manual.
4. Obsolete policies are removed from the hard copy and electronic version of the Policy Manual

Section 3: Human Resources

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 10
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Terms of Employment

Policy: Employees of Queen's College are provided a contract at the start of their employment.

Procedures

1. Two copies of the contract are provided to the employee.
2. Contracts include the position title, duties and expectations, information about compensation, start-date and end-date, as well as other details.
3. Two copies of contracts are signed by the employee and returned for filing: one in the personnel files and one for auditing.
4. A copy of the signed contract can be provided to the employee for their own records.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3.20
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Position Descriptions

Policy: Position Descriptions are developed and available for full-time employees.

Procedures

1. The Provost is responsible to ensure Position Descriptions are available for recruitment of positions and for reference in performance appraisals.
2. Position Descriptions include
 - a. Position Title
 - b. Position Definition
 - c. Roles and Responsibilities
 - d. Accountabilities
 - e. Evaluation
 - f. Qualities and Attributes
3. Compensation range may be included or reserved for negotiations.
4. Position Descriptions may be revised as per Policy 1. 20.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3.20.01
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Provost Position Description

The Provost Position is the senior leadership position of Queen's College. The Provost is the Chief Executive Officer of the Board of Trustees of the Corporation of Queen's College and acts on behalf of the Corporation to ensure that all operations, administration, planning, delivery and evaluation of programs and services are in line with the Vision, Mission, Values, and Mandate of Queen's College.

Roles and Responsibilities

The Provost

- Takes direction from the Corporation (Board of Trustees) and the Executive of the Corporation;
- Works closely with the Dean of Theology and Director of Student Programs on academic matters;
- Serves as a member of Corporation and presents reports at Corporation Meetings;
- Provides updates to Corporation at the end of each semester;
- Serves as the highest authority with regard to the internal affairs of the College;
- Gives effective strategic attention to academic program planning, policies and delivery;
- Provides leadership and oversight of faculty matters including recruitment, performance and professional development;
- Provides leadership and oversight of students' academic formation, in consultation with the Dean of Theology and the Director of Student Programs;
- Gives care and attention to the design and delivery of programs and courses to ensure a balanced curriculum;
- Gives attention and support to the spiritual development of students in consultation with the Chaplain and the Director of Student Programs;
- Teaches and engages in their own scholarship;
- Oversees and attends to details of the affiliation with Memorial University of Newfoundland.
- Collaborates and engages with academic and ecclesiastical organizations to build relationships and promote Queen's College in partnerships and collaborations;
- Liaises with the heads of Anglican Colleges in Canada;
- Represents Queen's College at community functions;
- Holds responsibility for the procurement and appropriate use of all resources and assets allocated for the operation of Queen's College;
- Maintains a working knowledge of Association of Theological Schools (ATS) standards;
- Holds the title and function of Vice Chancellor of Queen's College;
- Carries out duties as deemed needed and appropriate to maintain and promote the Vision, Mission, Mandate and operation of Queen's College.

Accountabilities

The Provost is responsible directly to the Board of Trustees of the Corporation of Queen's College. The Provost oversees, consults, collaborates and delegates to ensure proper planning, delivery and evaluation of programs, services and activities of the College.

Evaluation

The Provost has an annual Performance Appraisal in the Winter Semester. The Appraisal is completed by a subcommittee of the Corporation and the Report is presented to the Corporation at the Spring Corporation Meeting. Other evaluations may be completed as deemed needed or suitable by the Corporation.

The Annual Provost Performance Appraisal Committee should include:

- One Bishop
- Chair of Corporation or designate
- Student Representative on Corporation, and
- The Dean of Theology
- Others as deemed needed.

Qualifications and Attributes

- A Doctoral Degree in an area appropriate to theological education.
- Master of Divinity Degree or similar verification of education and training for pastoral ministry.
- Minimum of five years' experience of senior leadership.
- Demonstrated commitment to inclusive and diverse academic community, church and society.
- Strong communication skills with ability to inspire collegiality among faculty, students, and benefactors.
- Leadership style that reflects qualities and values of integrity, fairness, collaboration, humility and Christ-centeredness.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 20.02
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Administrative Assistant

Position Definition

The Administrative Assistant position is responsible for the day-to-day operations of the General Office and assists with the overall administration of the College. The incumbent works independently and collaboratively.

Roles and Responsibilities

- Overall office management
- Bookkeeping and account management
- Management of student registration processes
- General office duties
- Receptionist

Accountability

- The Administrative Assistant takes direction from the Provost and reports to the Provost.

Evaluation

- The Provost arranges an annual performance appraisal in December.

Qualifications and Attributes

- Interpersonal skills to represent the college in the front office, on the telephone, and written correspondence;
- Organizational skills to plan, coordinate, and schedule recurring and special events;
- Maintain efficient and effective office procedures and routines;
- Data management skills to ensure financial and statistical information is received, recorded, and reported as required;
- Proficiency with Microsoft Word, Excel, Outlook, and Simply Accounting
- Working knowledge or willingness to learn WordPress, Google Docs, Survey Monkey and updating a Web Site, Facebook page and Twitter account.

Personal Suitability

- Respectful, organized, flexible; team player; excellent oral and written communication; client focus; reliable; able to multitask.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 30
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Terms and Conditions of Employment for Faculty Members

Policy: Academic appointments comply with the details set out in the Terms and Conditions of Employment for Faculty Members, Queen's College, 2007, revised 2019.

Procedures

1. Recruitment for academic positions must comply with the Terms and Conditions of Employment for Faculty Members.
2. The contract must reflect the Terms and Conditions of Employment for Faculty Members.

Attachments (Insert in Policy Manual):

- Terms and Conditions of Employment for Faculty Members
- Contract Agreement Faculty

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 40
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Contracts with Adjunct Faculty Members

Policy: Adjunct Faculty members are presented a contract that stipulate the specifics of their sessional teaching appointment.

Procedures

1. The Provost recruits instructors for all courses and programs.
2. The agreements to teach and other expectations are articulated in a contract with each instructor.
3. The contract includes the following
 - a. The semester when the course will be taught.
 - b. The course number and title.
 - c. The expectation that the instructor will attend Faculty Council meetings during the specific semester.
 - d. The pay scale and pay schedule.
 - e. Requirements regarding Employment insurance, Canada Pension Plan, Canada Revenue Agency, T4 forms and Record of Employment.
 - f. Information regarding access to Queen's College Academic Calendar.
 - g. Specific information regarding course syllabus content.
 - h. Signatures and dates of signing by the Provost and sessional instructor.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 50
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Statutory Holidays

Policy: Employees of Queen's College are entitled to the equivalent number of statutory holidays of Newfoundland and Labrador.

Procedures

1. There are 13 statutory holiday at Queen's College.
2. The Statutory Holidays are
 - a. New Year's Day
 - b. St. Patrick's Day
 - c. Good Friday
 - d. Easter Monday
 - e. St. George's Day
 - f. Victoria Day
 - g. Discovery Day
 - h. Regatta Day
 - i. Labour Day
 - j. Thanksgiving Day
 - k. Remembrance Day
 - l. Christmas Day
 - m. Boxing Day
3. Statutory Holidays, except a, c, k, l, and m, can be banked for use at another time within the calendar year, by mutual agreement between the Provost or designate and the employee(s).
4. Christmas Closure is from noon on Christmas Eve until January 01 and includes the Christmas Day, Boxing Day and New Year's Day.

Queen's College Faculty of Theology		Section: Human Resources
Administration and Operations Policy Manual		Policy Number 3. 60
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: General Office Hours

Policy: General office hours are established and posted for those who do business with Queen's College.

Procedures:

1. The Provost establishes the General Office work hours and coordinates the schedule of the Administrative Assistant and relief workers.
2. Statutory holidays are identified in Policy 3. 50.
3. General Office Hours are Monday to Friday from 8:30 to 12:00 p.m. and 1:30 to 4:30. p.m.
4. General Office Hours are adjusted for the summer months. From the first Monday of June until the last Friday of August the General Office Hours are Monday to Friday 8:30a.m. to 12:30 p.m. and Monday to Thursday from 1:30 p.m. to 4:00 p.m. The General Office is closed on Friday afternoons.

Section 4: Space

Queen's College Faculty of Theology		Section: Space
Administration and Operations Policy Manual		Policy Number 4. 10
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Lease Agreement with Memorial University

Policy: All matters pertaining to the use of space by Queen's College Faculty of Theology at Memorial University are subject to the terms of the Lease Agreement Between memorial University of Newfoundland and Queen's College, June 19, 2019.

Procedures

1. The Provost is custodian of the Lease Agreement
2. The Provost provides interpretation and advice regarding use of property.
3. The provost consults the designated representative of Memorial University for clarification or interpretation of the Lease Agreement, if needed.

Queen's College Faculty of Theology		Section: Space
Administration and Operations Policy Manual		Policy Number 4: 20
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Keys

Policy: Keys are allocated to individuals who need access to the building on a regular basis for Queen's College related activities.

Procedures:

1. Keys are issued to the Faculty of Theology by MUN Facilities Management Department.
2. Keys are cut and numbered to give access to individual rooms or groups of rooms.
3. Faculty members who teach on campus are issued keys for access to the main entrance, classrooms, faculty offices, Common Room and the General Office.
4. Faculty members are issued the keys at the start of their contracts and they are expected to return them at the end of the contract.
5. Students are issued keys for access to the main entrance, classrooms, sacristy, and Common Room.
6. Student pay a \$50.00 deposit for their keys. The deposit is refunded when the keys are returned.
7. The Provost and Administrative Assistant have a Master Key for all locks.
8. The Provost and Administrative Assistant manage the allocation of keys for Queen's College faculty members, staff and students.

Queen's College Faculty of Theology		Section: Space
Administration and Operations Policy Manual		Policy Number 4: 30
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Parking

Policy: Parking at Memorial University is managed by MUN Facilities Management Department and policies by MUN Campus Enforcement and Patrol.

Procedures

1. Queen's College Faculty of Theology is issued a quota of Lot 19 Parking Permits to be allocated for Faculty and students.
2. Permits are managed by the Administrative Assistant, in consultation with the Provost.
3. Permits are issued to
 - a. Full-time faculty and staff
 - b. Full-time students
 - c. Faculty for the terms they teach on-campus
 - d. Part-time students as available for single use
 - e. Those renting the Apartment
4. Other campus parking details and arrangements are available at <https://www.mun.ca/cep/parking/visitor-parking-request-form.php>

Queen's College Faculty of Theology		Section: Space
Administration and Operations Policy Manual		Policy Number 4: 40
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Chapel

Policy: Queen's College Chapel is reserved for worship, community spiritual exercise, liturgical training and other uses approved by the Provost.

Procedures:

1. Chapel activities are identified on Time Tables and by other announcements.
2. All activities in the Chapel are open to visitors of all faith backgrounds.
3. Students are provided an orientation to the Chapel at the start of each academic year.
4. The Queen's College Chapel Handbook is revised and presented to full-time students as part of orientation for each academic year.
5. Use of the Chapel students or faculty members for occasional gatherings and activities must be approved by the Provost, College Chaplain or Deacon.
6. Request for use of the Chapel by for purposes that are not part of the Faculty of Theology, must be presented in writing to the Provost.

Queen's College Faculty of Theology		Section: Space
Administration and Operations Policy Manual		Policy Number 4: 50
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Apartment

Policy: Queen's College Apartment is available for guests of the College. When it is not in use by the College, it may be rented.

Procedures:

1. Information about the apartment is available at http://queenscollegenl.ca/?page_id=439
2. Reservations can be made by calling the Administrative Assistant at (709) 753-0116.
3. The College may cancel reservations, if the apartment is needed for College activities.
4. Keys must be picked up during regular business hours.
5. Those renting the apartment are responsible to comply with *Guidelines When Using the Apartment* as posted at http://queenscollegenl.ca/?page_id=439 and posted in the apartment.
6. Rental Rates for the Apartment are
 - a. One night and first night \$50.00,
 - b. Second and all following nights \$35.00.
 - c. Reservations require non-refundable \$50.00 deposit for the first night.

Section 5: Finances

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5:10
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Accountability for Finances

Policy: All Policies and Procedures pertaining to finances are approved and revised by the Corporation.

Procedures:

1. The Corporation has a Finance Sub-committee to consider matters on behalf of the Corporation and advise the Corporation on financial matters.
2. The Treasurer of Corporation is Chair of Finance Committee.
3. The Treasurer is the liaison for the Provost and Administrative Assistant on financial matters.

Queen's College Faculty of Theology	Section: Finances
Administration and Operations Policy Manual	Policy Number 5:20
Policy Level: I	Original: 16/10/2019
	Revised: dd/mm/yyyy

Title: Anglican Church Group Plans

Policy: Queen's College participates in group plans and shared services of the Anglican Church of Canada and the Diocese of Newfoundland and Labrador.

Procedures:

1. Investments are managed through the Anglican Joint Investment Committee.
2. Property and content insurance is managed through the Anglican Joint Investment Committee.
3. Retirement and Retraining Fund (severance) is managed through the Anglican Joint Investment Committee.
4. Medical and health insurances are managed through the Diocese of Eastern Newfoundland and Labrador.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5:30
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Budget

Policy: An annual operational budget is prepared to ensure a balance of receipts and disbursements for each calendar year.

Procedures:

1. The budget is established for the calendar year.
2. The Provost, Administrative Assistant and Treasurer prepare a draft budget for discussion at the spring Corporation Meeting.
3. The draft budget is accompanied by rationale for changes.
4. The budget is expected to be balanced receipts and disbursements.
5. The Treasurer advises on cash flow management and line of credit.
6. Amendments to the approved budget are considered by the Treasurer and Finance Committee and require approval by Corporation at a regular meeting or a special meeting.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5:40
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Audit

Policy: The Corporation of Queen's College has an annual independent financial audit conducted by chartered accountants in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Procedure:

1. The Corporation periodically advertises and / or receives expressions of interest from qualified agencies to conduct the audit.
2. The Corporation appoints the auditors for the annual audit.
3. The Provost and Administrative Assistant prepare and present all financial statements and documentation as deemed needed or requested for the annual audit.
4. The Audit Report is reviewed by the Treasurer.
5. The Audit Report is presented, discussed and voted on at a meeting of the Corporation.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5: 50
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Accounting

Policy: Operational Accounts are managed by the Administrative Assistant.

Procedure:

1. *Simply Accounting* program is used to manage receipts and disbursements.
2. All expenditures are assigned the proper Budget item.
3. All income are entered the proper Budget item.
4. The Treasurer is consulted regarding Line of Credit and access to Unrealized Capital Gains.
5. Payroll is in compliance with Canada Revenue Agency requirements.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5: 60
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Approval of Funds

Policy: All checks, other than payroll, require approval by the Provost.

Procedure:

1. The Approval of Funds Form is used to requisition cheques and payments on credit cards.
2. The Approval of Funds Form documents the following regarding every expenditures:
 - a. Purpose
 - b. Cost
 - c. Budget Item
 - d. Date
 - e. Approval by Provost verified by signature
 - f. To whom the cheque is payable.
3. Receipts for purchases are attached the Approval of Funds Form

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5: 70
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Banking

Policy: The Bank of Montreal is the financial institution for the Queen's College operational account.

Procedures:

1. Deposits are made to the account at middle and the end of each month.
2. All deposit transactions are recorded in the Deposit Book.
3. Bank Statements are provided at the end of each month.
4. Bank Statements are reconciled with the *Simply Accounting* General Ledger Report.
5. Master Card Business Credit Cards are provided for the Provost and Administrative Assistant.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5: 80
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Petty Cash

Policy: The Administrative Assistant Petty Cash float for incidentals to a maximum of \$200.00.

Procedures:

1. The Petty Cash float is replenished by requisition using Approval of Funds Form.
2. Petty Cash is typically replenished when the amount on hand is approximately \$50.00.
3. Disbursements from Petty cash are recorded on Petty Cash Receipt.
4. Petty Cash Voucher documents the following regarding expenditures:
 - a. Date
 - b. Amount
 - c. Description
 - d. Charged to (Budget Item)
 - e. Received by whom (signature required)
 - f. Approved by signature of Administrative Assistant.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5: 90
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Credit Cards

Policy: Business Credit Cards are available for use by the Provost and Administrative Assistant.

Procedure:

1. Master Card Business Credit Cards are provided for the Provost and Administrative Assistant by the Bank of Montreal.
2. The credit cards are used for business purchases only.
3. Receipts for purchases are attached to a completed Approval of Funds Form.
4. The balance on credit card account is automatically each month at a date established to avoid paying interest on balance.

Queen's College Faculty of Theology		Section: Finances
Administration and Operations Policy Manual		Policy Number 5:100
Policy Level: I	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Inventory

Policy: An inventory of supplies is taken at the end of each calendar year.

Procedures:

1. A manual count of all stock items and supplies is completed for the end of each calendar year.
2. The inventory is reconciled with sales and other distribution records.
3. Information from the inventory is available for the auditors and others who may need it.

Section 6: Document Management

Queen's College Faculty of Theology		Section: Document Management
Administration and Operations Policy Manual		Policy Number 6: 10
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Document Management

Purpose: Queen's College ensures that necessary records and documents are adequately protected and maintained and that records and documents that are no longer needed by Queen's College or are of no value are discarded at the proper time and by the proper means.

Policy: Records and documents are managed by the Administrative Assistant using means effective for their form (paper copy or electronic) and in accordance with requirements and standards for the subject and contents of the documents and records.

Procedures:

1. All documents and records generated, received or otherwise handled by any agent of Queen's College pertaining to the operation and administration of Queen's College are considered to be the property of Queen's College.
2. Documents and records accessed outside of Queen's College and / or on personal devices or through personal accounts by any agent of Queen's College pertaining to the operation and administration of Queen's College are considered to be the property of Queen's College.
3. Records and documents that pertain to the operation and administration of Queen's College should be forwarded to the Provost for direction regarding storage and retention.
4. Documents and records pertaining to the operation and administration of Queen's College should not be stored in any form on personal devices or on private property.
5. Policies regarding specific type documents and records should be consulted.

Queen's College Faculty of Theology		Section: Document Management
Administration and Operations Policy Manual		Policy Number 6: 20
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Document and Record Storage

Policy: Documents and records are stored for periods and in forms to ensure their availability and access if needed by Queen's College and others entitled by law or otherwise granted access to access records and documents.

Procedure:

- Types of documents are required to be retained according to the schedule below.

Type of Document or Record	Retention period	Form
Academic Calendars	Permanent	Electronic
Academic Records of Students	Permanent	Paper in Student Files and Electronic
Accounting and Finance	7 Years	Electronic or Paper
Business Contracts	7 Years	Electronic and Paper
Canada Revenue Agency Documents	7 Years	Electronic or Paper
Corporation Documents	Permanent	Electronic and Paper
Faculty Contracts	Permanent	Paper
Grant and Bequest Records	Permanent	Electronic or Paper
Insurance Records	Permanent	Electronic or Paper
Legal Files	Permanent	Electronic or Paper
Membership Records	Permanent	Electronic or Paper
MUN Space Lease Contract	Permanent	Electronic and Paper
Payroll Documents	Permanent	Electronic or Paper
Personnel Documents	Permanent	Electronic or Paper
Provost Correspondence	Permanent	Electronic or Paper
Queen's College Newsletter	Permanent	Electronic
Student Financial Records	7 years	Paper

Queen's College Faculty of Theology		Section: Document Management
Administration and Operations Policy Manual		Policy Number 6:30
Policy Level: II	Original: 16/10/2019	Revised: dd/mm/yyyy

Title: Files on obsolete or replacement computers

Policy: Files stored on computers going out of service at Queen's College are transferred to another computer or storage device.

Procedures:

1. MUN Information Technology Services (ITS) is consulted regarding replacement products and procedure.
2. ITS staff manage transfer of all Queen's College files to the replacement machine or other storage device in compliance with Policy 6:20.
3. ITS staff members erase all files from the hard drive of machines that may be redeployed.
4. Hard drives are removed and manually destroyed from computers that will be recycled.

Appendix A

CONSTITUTION

OF

THE CORPORATION OF QUEEN'S COLLEGE

AT

ST. JOHN'S,
NEWFOUNDLAND AND LABRADOR

October 7, 2015
(Amended May 03, 2017 and October 03, 2017)

I. NAME AND ADDRESS

The name of this organization shall be the Corporation of Queen's College, hereinafter referred to as the "Corporation" and the registered address of the Corporation shall be in St. John's, Newfoundland and Labrador

II. DEFINITIONS

In this Constitution, unless stipulated otherwise by the content:

- a) "Act" means The Queen's College Incorporation Act, 1963, amendments thereto and Regulations thereunder;
- b) "Provost" means the Principal of the College and Vice-Chancellor of Convocation. If the Corporation has not appointed a Provost, a principal or administrator or an interim principal or interim administrator may be hired. In the case where a principal or interim principal is appointed, the principal or interim principal will serve as Vice-Chancellor of Convocation. The administrator or interim administrator will serve as Principal of the College and Vice-Chancellor of Convocation.
- c) The Chancellor is, by virtue of the Act, the person who is senior bishop in office in the Diocese of Eastern Newfoundland and Labrador, Diocese of Central Newfoundland and the Diocese of Western Newfoundland
- d) Quorum or 'simple majority' means fifty percent plus one of the members of the Corporation.

III. OBJECTIVES AND PURPOSES

1. The objectives for which this Corporation is formed are:
 - a) Through the study of Scriptures, Theology, Liturgy, History and related subjects, to train people for the ordained ministry within the Anglican tradition;
 - b) To offer such programs and courses leading to the granting of such degrees as would be appropriate for ordained ministry.
 - c) To provide opportunities for lay persons to equip themselves better to exercise their baptismal ministry; and
 - d) To encourage and facilitate the integration of knowledge, skills and experience with personal faith, in order to foster a growing spirituality.
 - e) To provide opportunities for ordained clergy to further their studies, to engage in continuing education courses either online, through distributed learning in situ.
2. The purpose for which this Corporation is formed is to enable Christian people to grow in grace and in the knowledge of our Lord and Savior Jesus Christ.

IV. MEMBERSHIP

1. The Corporation shall consist of Ex Officio and appointed members.
2. The Ex Officio members shall be:
 - a) The Bishop of each diocese in the Province of Newfoundland and Labrador,
 - b) The Provost, Principal, Administrator or interim Principal or interim Administrator.
 - c) The holders of such other offices or honours as the Corporation may designate.
3. The Corporation shall accept as appointed members:
 - a) One member to be appointed by each Bishop, and
 - b) One cleric and one lay person to be appointed by the Executive Committee of each diocese.
 - c) The Senior Student, appointed by the Provost or Administrator.
4. The term of office of appointed members shall be two years. Such members shall be eligible for re-nomination for no more than two further consecutive terms for a total of three consecutive terms, or six years. Following an absence of one two year term, a member may be reappointed.

V. OFFICERS OF THE CORPORATION AND DUTIES

1. The Officers of the Corporation shall consist of a Chair, Vice-Chair, Secretary and Treasurer who shall be elected at the General Meeting in the fall of each odd number year.
2. It shall be the duty of the Chair to preside at all meetings of the Corporation and of the Executive Committee and to perform any other duties necessary for the proper conduct of this office.
3. It shall be the duty of the Vice-Chair to perform the duties of the Chair in the absence or disability of the Chair and any other duties as the Corporation may designate.
4. It shall be the duty of the Secretary to:
 - a) Except in emergencies, at least seven days beforehand, summon members to all meetings of the Corporation or of the Executive Committee
 - b) Attend all meetings of the Corporation, of the Executive Committee and of any Special Committee, if so required by the Corporation;
 - c) Keep correct minutes of all meetings of the Corporation and of the Executive Committee and maintain a current index of the same;
 - d) After each meeting, circulate the minutes to all members of the Corporation;
 - e) Conduct the correspondence of the Corporation;
 - f) Maintain a list of the current members of the Corporation and the date of each member's appointment; and

- g) Perform any other duties as are incidental to the position or as the Corporation may from time to time designate.
5. It shall be the duty of the Treasurer to:
- a) Prepare or cause to be prepared semi-annually financial statements of the affairs of the Corporation and to present them to each meeting of the Corporation;
 - b) Chair the Finance Committee, if such a committee is appointed;
 - c) Supervise or cause to be supervised investments;
 - d) Report to the Corporation any amounts payable and in arrears;
 - e) In consultation with the Provost and the Finance Committee, prepare a budget for the ensuing year; and
 - f) Perform other duties as are incidental to the position or as the Corporation or its Executive or Finance Committees may from time to time designate.

VI. EXECUTIVE COMMITTEE

1. The Corporation shall at the General Meeting in the fall of each odd number year, elect an Executive Committee consisting of five members; at least one Bishop and the Officers of the Corporation.
2. The Executive Committee shall, in the interval between meetings of the Corporation, exercise the powers of the corporation on their behalf.
3. Meetings of the Executive Committee may be called by the Chair or a simple majority of the Committee.
4. The Secretary shall submit a report of meetings of the Executive Committee to the next meeting of the Corporation.
5. The Provost shall be an ex-officio member of the Executive Committee.

VII. AUDITORS

1. The Corporation shall appoint an Auditor annually at the first meeting of the calendar year.
2. The Auditor shall make an audit of the books and accounts of the Corporation and shall report upon the balance sheet and the statement of income and expenditure at the close of the financial year.
3. The Auditor shall report annually upon the Bonding of all persons required by the Corporation to be bonded.

VIII. FINANCIAL YEAR

The financial year of the Corporation shall be the Calendar Year.

IX. BY-LAWS

The Corporation may at any general or special meeting called for the purpose enact all necessary by-laws not contrary to law or to the provisions of the Act, as may be deemed necessary or advisable, and such by-laws may be added to, amended or repealed or others substituted there for at any meeting of the Corporation, subject to the provisions thereof, provided that any enactment, amendment, repeal or substitution shall be made by a majority of not less than two-thirds of the total membership of the Corporation.

X. MEETINGS AND COMMITTEES

1. There shall be at least two meetings of the Corporation in each calendar year.
2. Meetings of the Corporation and of its committees shall be constituted only if required notice of the meeting has been given and a quorum is present.
3. If needed, the Corporation shall appoint a Finance Committee and a Personnel Committee, and define their duties. The Corporation or the Executive shall appoint such other committees as they deem advisable and define their duties.
4. Special meetings may be called by the Chair whenever it shall be deemed necessary and shall be called upon the receipt of a requisition signed by at least three members.

XI. SEAL OF THE CORPORATION

1. The Corporation shall have its name in legible characters upon a seal, which shall be in the custody of the Vice-Chancellor.
2. The Seal shall be affixed to documents only by the authority of the Corporation.
3. Diplomas and academic certificates, which require the Corporate Seal, shall be executed by the Chancellor or the Vice-Chancellor, and such other officer of the College as the Corporation may designate.
4. Deeds, Transfers and Mortgages, Conveyances, Contracts and other like Documents which

require the Corporate Seal, including Powers of Attorney, to execute the acceptance and transfer of all or any shares, stocks, bonds, debentures, debenture stock and other securities from time to time standing in the name of the Corporation shall be executed by any two of the following:

- a) The Chair of the Corporation;
- b) The Vice-Chancellor; or
- c) The Secretary.

XII. AMENDMENTS TO THIS CONSTITUTION

1. This Constitution may be amended by the Corporation at any general or special meeting provided that notice of the proposed change(s) has been given at least two weeks prior to the meeting at which the changes are to be considered.
2. Amendments to the constitution must be carried by a 75% majority of the members of the Corporation.

Appendix B

BY-LAWS

OF

THE CORPORATION OF QUEEN'S COLLEGE

AT

**ST. JOHN'S, NEWFOUNDLAND AND
LABRADOR**

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Visitors

1. The bishops of the three dioceses shall be Visitors.

Honorary Treasurer

- 2 The Corporation may appoint an Honorary Treasurer, who shall supervise investments and perform such other duties as the Corporation or the Executive Committee or the Finance Committee may from time to time authorize.

Provost

- 3.1 The Principal of Queen's College shall be styled the Provost, and vice-Chancellor. If the Corporation has not appointed a Provost, a principal or administrator; an interim principal or interim administrator may be appointed. In the case where a principal or interim principal is appointed, the principal or interim principal will serve as Vice-Chancellor of Convocation. The administrator or interim administrator will serve as Principal of the College and Vice-Chancellor of Convocation.
- 3.2 The Corporation shall appoint the Provost.
- 3.3 The Provost may, but not necessarily, hold another College Office.
- 3.4 Upon the recommendation of the Personnel Committee, the Corporation shall approve the position description for the Provost.
- 3.5 Without limiting the generality of the foregoing, it shall be the duty of the Provost to:
 - a) admit students,
 - b) ensure that the Statutes, Regulations, Constitution, By-laws and policies of the Corporation are faithfully observed;
 - c) enforce discipline, and
 - d) supervise the internal affairs of the Corporation.
- 3.6 The Provost shall be empowered to impose fines and, when necessary, to require students to withdraw from the College.

Administrative Assistant

- 4.1 The Corporation shall appoint an Administrative Assistant, who shall be bondable.
- 4.2 The Administrative Assistant shall receive and disburse all moneys on account of the Corporation and keep proper vouchers therefor.
- 4.3 Without limiting the generality of the foregoing, the Provost, in consultation with the Personnel Committee, shall approve the position description for the Administrative Assistant.

Finances

- 5.1 The Corporation shall from time to time designate the financial institution(s).
- 5.2 All moneys received on account of the Corporation shall be deposited forthwith in the financial institution designated for the purpose.
- 5.3 All disbursements of Corporation funds shall be made by cheque.
- 5.4 All cheques drawn on behalf of the Corporation shall be signed by such persons as the Corporation may from time to time designate.
- 5.5 The foregoing notwithstanding, the Corporation may authorize the keeping of a petty cash account and the policies pertaining thereto.

Meetings

- 6.0 Meetings may be conducted with the Corporation gathered (face to face meetings) or electronically.
- 6.1 The meetings will take place at such a location as the Corporation or Executive deems appropriate.

Senior Student

- 7.0 The Senior Student is appointed to the Corporation by the Provost or Administrator, in consultation with the student body and shall report to the Corporation at its regular meetings. The Senior Student is not a member of the Executive Committee.

Appendix C

Queen's College Faculty of Theology

Our Philosophy

As a Faculty of Theology, Queen's College provides an opportunity for women and men to respond to the call of God and develop their unique gifts, through learning, teaching and research in the academic setting of a Christian faith community. The College offers courses and programs for ordination, enhancement of baptismal ministry and enrichment of personal spirituality.

Remaining rooted in the core commitments of service and leadership, Queen's College is aware of, interested in, and responsive to the evolving needs of its various communities.

In this pursuit "...the overarching goal is the development of theological reflection and wisdom pertaining to responsible life in faith. Comprehended in this overarching goal are others such as deepening spiritual awareness, growing in moral sensibility and character, gaining an intellectual grasp of the tradition of a faith community, and acquiring the abilities requisite to the exercise of ministry in that community. These goals, and the processes and practices leading to their attainment, are normally intimately interwoven and should not be separated from one another" (A.T.S. Bulletin 42, Part 3, 1996).

Appendix D

Statement on Theological Education Leading To Ordination

The preparation of men and women for ordained ministry is a complex task involving much more than the provision of courses in various theological disciplines, though it certainly includes this. The needs of individual students, and the needs of the people of God whom they will serve, have to be kept in full view. In order to accomplish this, an effective theological program seeks to balance four distinct emphases.

Academic Excellence: Queen's College is committed to providing a program of study that will equip its students with an understanding of the nature and contents of the Bible, and of the history, liturgy and theology of the church. This kind of study challenges the student to work through the implications of critical scholarship for her or his own faith and life. It seeks to engage the student in the search for truth.

Professional Competence: Queen's College is committed to enabling students to develop skills which clergy need in order to do the work of ordained ministry. Thus our program offers instruction in liturgy, preaching, Christian education, pastoral work and parish administration.

Personal Growth: The ordained ministry requires Deacons and Priests able to work with people at a very personal level. He or she must get to know them, listen intelligently, and respond appropriately. This can only be done sensitively and effectively if a priest has a developing self-awareness and knows her or his strengths, weaknesses and limitations. Priestly ministry requires a depth of personal maturity. No institution can guarantee this in its graduates, but we at Queen's College are committed to programs, such as Clinical Pastoral Education and Parish Internship, which are designed to promote personal growth and maturity so essential for pastoral ministry.

Spiritual Development: At Queen's College, emphasis is placed on the development of community life as the context in which spiritual growth takes place. Both full-time faculty and postulants are required to attend the daily offices of Morning and Evening Prayer, the celebration of the Holy Eucharist on Wednesdays and Fridays, and College Retreats. Each member of the community is also encouraged to nurture her or his spiritual development by establishing a working pattern of personal prayer.

Appendix E

Statement of Mission

Ministry is the believer's response to God's loving initiative in Jesus Christ and is enacted through witnessing to Him. By baptism each Christian is called to participate in this ministry. However, identity of calling does not imply identity of function. Since the apostolic age there has been within the church a basic pattern of ordained ministry B bishop, priest and deacon. Within this context the ministry of the whole people of God, ordained and lay, is complementary and necessary, the one to the other, within the Christian community.

The task of the College, therefore, is threefold:

- to prepare women and men for the ordained ministry within the church;
- to provide opportunities to better equip lay people for the exercise of their baptismal ministry;
- to encourage and facilitate the integration of knowledge, skills, and experience with personal faith in order to foster a growing spirituality.

Thus, through its programs and community life, Queen's College seeks to enable Christian men and women *to grow in grace and in knowledge of our Lord and Saviour Jesus Christ.*

To achieve the goals of our Mission Statement, our vision of Queen's College encompasses:

- The promotion of an Anglican identity, whose community life is punctuated by its liturgical life, as an educational institution within the Anglican Church of Canada, with a residential model of learning for those in preparation for ordination
- Facilitating and achieving full accreditation with the Association of Theological Schools
- Achieving financial viability through continuing the work of The Queen's College Appeal, The Queen's College Foundation and Planned Giving
- Successful governance, and respecting its canonical relationship with its stakeholders: the bishops and three dioceses of Newfoundland and Labrador
- An effective model of administration which includes the deployment of personnel
- A plan to market and promote Queen's College within the church and in the community at large
- The nurturing of student life through core values, spiritual development and the attaining of competencies through their studies and corporate life
- A commitment to lifelong learning, either at the college or other satellite sites, for laity and clergy, which will provide tools for spiritual growth and development to address the missional needs of the church

- A commitment to build relationships in the wider community through affiliations and partnerships with educational institutions such as Memorial University and other theological institutions
- A continuing commitment to fostering ecumenical relationships
- A willingness to engage and respond to our society and culture

Appendix F

Queen's College Community Core Values

The community of Queen's College includes full time and part time students, faculty and staff. Involvement in the community provides experience of human interaction, Christian ministry and support. The strength and features of the community are dependent on the participation of the individuals, and the enrichment of these individuals is contingent on their participation in the community. As a community we have identified four core values that prompt and indicate the quality of Queen's community life.

Christ-centered

We believe that Jesus calls us to live the Gospel in all our daily activities. This call summons us to caring in our attitudes and actions, is reflected in our unconditional acceptance of each other and in mutual support. We recognize that our vocations and professions call us to bear witness to Christ in our personal lives and involvements within the community of Queen's College and beyond.

Commitment

We are committed to Christ and his Church. We participate in activities and programs to assist discernment, personal growth and professional development. Our commitment requires a blending and balancing of responsibilities and duties to our families, our academics, our community, and ourselves. Individually and collectively, we establish and maintain priorities through endeavors such as spiritual direction, worship, academic advice, peer support and social activities.

Development

We ascribe to a holistic philosophy of formation for ministry. This summons us to strategic and deliberate endeavors to optimize spiritual growth, relationships, learning, and personal wellness. We are challenged to reflect the scope of our development through integration of knowledge, experience, and Christian love. We are further challenged to make constant efforts to recognize and respond to the dynamics of community, personal growth and development.

Collegiality

We recognize that individuals and groups within the College community and within the Church have distinct gifts, roles, and authority. We also believe that it is an asset to the individuals and organizations when everyone demonstrates respects, collaborates on projects, consults and shares in decision making, participates in a common vision, and takes responsibility for their involvements. We commit the College community to afford everyone an experience of mutual respect, support and cooperation. We must participate in dialogue and ventures with organizations beyond the College and the Church.