



Queen's College

Faculty of Theology

Fall 2020

Orientation

Online

Welcome!

September 03, 2020

Important for you to do right away!

Download MUN Safe App to get alerts and important information from MUN. <https://www.mun.ca/emergency/MUNSafe/munsafealerts.php>

Connect with Queen's College on-line.

You can bookmark and make us at favorite on your device. Our address is <http://queenscollegenl.ca>

Like us on Facebook <https://www.facebook.com/Queens-College-Faculty-of-Theology-1053002811439684> Please *share* what we are doing with others.

Follow us on Twitter

https://twitter.com/queenscollegenl?ref_src=twsrcctfw

Queen's College Academic Calendar 2020-2021

<http://queenscollegenl.ca/wp-content/uploads/2020/08/Calendar-2020-2021.pdf>

Queen's College Faculty of Theology

Fall 2020

Orientation Schedule

The orientation sessions are for September 03, 2020.

Morning 9:00 to 12:00 p.m.

Afternoon 1:00 to 4: 00 p.m.

We expect full-time students to attend all sessions, and we invite part-time students attending on-campus to attend sessions of interest. Some compulsory items, such as *Academic Integrity* are addressed by instructors in courses with part-time students.

September 03	Focus	Lead
9:00	Welcome Opening Prayer Introductions	Provost Fr. John Courage All
9:30	Provost Information to Students Covid 19 related matters Fire and Safety Campus details	Dr R. Singleton
10:00	Break	
10:15	Academics	Dean: Dr D. Bell Dr. M. Rebidoux
11:00	Chapel Life	Fr J. Courage
11:45	Mid-day Prayer	Fr J. Courage
12:00	Lunch Break	
1:00	Meet the Faculty	Faculty Members
1:30	The Spirit of Queen's College & Alumni Association	Canon Frank Cluett
1:30	Queen's Affiliations (MUN and ATS)	Dr R. Singleton
2:00	Student Evaluation (Ordination Stream)	Dr C. Doyle
2:20	Break	
2:30	Community Life	Dr C. Doyle
3:45	Evening Prayer	Dr C. Doyle

MUN Information

Fire and Safety

Appendix B - Evacuation Procedures (*updated 06 March 2013 from email P. St. Croix)

If You Discover Fire, See Smoke Or Smell Gas:

1. Sound alarm to warn occupants;(Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. **Assembly point is located in Parking Lot 62 outside Spencer Hall/Feild Hall.**
DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. *If you require assistance to evacuate:
 - a. Take shelter in a safe location
 - b. Inform someone of your location, and
 - c. Ask them to notify CEP or Fire Department (**Main Entrance**) of your location
4. If trained to do so fight fire using a fire extinguisher only if small and not between you and an exit; and
5. Call 864-4100 Campus Enforcement and Patrol.

If The Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. **Assembly point is located in Parking Lot 62 outside Spencer Hall/Feild Hall**
DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. *If you require assistance to evacuate:
 - a. Take shelter in a safe location
 - b. Inform someone of your location, and
 - c. Ask them to notify CEP or Fire Department (**Main Entrance**) of your location
4. Do not try to remove any vehicle from the parking lot/garage;
5. Obey all instructions of the Emergency Wardens and CEP;
6. Comply with Fire Department orders; and
7. Return to the building only when the CEP has authorized you to do so.

Fire Safety Emphasis

Do not assume it's a drill.

Leave the building immediately & proceed to the assigned Assembly Point (which is not in front of QC) – see attached picture for Lot 62. The reason for the distance is that if

the building was engulfed in flames or toxic fumes, you'd want to be more than 300ft from the structure! Also, removal of crowds allow for quick & easy access by the Fire Department.

Do not sit in your car. It seems like the easiest option (especially when it's raining) but if you are not at the designated Assembly Point & a head-count is taken....you're missing. So are you inside the building? Do you need assistance? Are you lying passed out from smoke inhalation? Should the Fire Department deploy someone to go back into the building & search for you?

Do not re-enter the building until the alarm has been silenced/reset with CEP & building has been cleared by the Fire Department.

Please share these directions with everyone at the beginning of every semester as the only way this will work is if everyone is aware of it.

Healthy and Safe Space

We are **Scent Free**. Please respect the needs and comfort of others. Avoid use of scented products. We do not use incense in our chapel.

No smoking on Campus.

Open windows. The air seems to get stale fast in our rooms, maybe due to the carpet. It is a good practice to open the windows occasionally. Please select your seating to allow for windows to be opened occasionally.

Cords can be cause of trips and falls. If you need to plug in a device, please pay close attention to the safety of others, and take responsibility to caution others about the cord.

Take care with food. We have had problems with mice in the past. Please put garbage in garbage containers and store food in the fridge or in the cupboards. Use sealed containers. Put used dishes in the dishwasher and clean all tables and place mats after use.

Lifting. Please be careful when lifting, especially furniture. A helping hand makes all the difference.

Special needs. If you have special needs, please contact the Provost and present documentation to verify the need of accommodation.

Parking

Parking is a substantial challenge at MUN. This year, we have a limited number of parking space and an increase in the number of students. Here is how we will handle allocation of parking:

1. Parking permits can be purchased by full-time and part-time students. Details are in the Academic Calendar.
2. Visitor parking can be requested for attendance at meetings via this link <https://www.mun.ca/cep/parking/visitor-parking-request-form.php> The permit is delivered to you via e-mail for you to print and display in your vehicle.
3. Students attending evening and weekend programs can purchase an after-hours permit from Campus Enforcement Office for \$6.00 per term.
4. There is metered parking and other Pay-Per-Use parking at sites throughout MUN, including along the road behind Spencer and Feild Hall. This link provides information and maps: https://www.mun.ca/cep/parking/parking_office.php

Student Tours of MUN can be scheduled at (when campus is reopened).

Video tour available at <https://www.mun.ca/undergrad/campustours/index.php>

A Virtual Library Tour and on-line orientation to MUN Library will be arranged. As part of the Academic Development Seminars.

RECORDING OF WEBINAR CLASSES

Queen's College Faculty of Theology courses and classes offered by webinar are often recorded for student and faculty member viewing and review. By your selection and registration for this (these) Queen's College webinar course(s), you acknowledge that you consent to the audio and video recording of your image and voice in the classes for this (these) course(s) and the distribution to and sharing of any such recording with students, faculty and staff of Queen's College as may be required for academic purposes in the absolute discretion of Queen's College.

E-Mail to Students, September 01, 2020. Review of Highlights

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).

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.

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

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.

ACADEMIC CALENDAR

The Academic Calendar is available on-line at the link below. It provides all our regulations and details on academic matters.

<http://queenscollegenl.ca/wp-content/uploads/2020/08/Calendar-2020-2021.pdf>

It is advisable to become familiar with the calendar, especially the section on Academic Policies and regulations, and most especially the regulations that pertain to your own program. We have made some revisions to the Calendar. Most revisions were to be clearer in our descriptions. We did make revisions regarding the Bachelor of theology by Distance and the M. Th. (Regulation on Advance Standing). Students are subject to the policies and regulation of the College at the time they are accepted into their program. A student may request to be subject to revised regulations. Contact The Provost with questions on this matter.

ACADEMIC INTEGRITY

A special session on Research methods will be presented in September. It will be recorded and the link provided to all students.

Policies on Academic Integrity are included in the Calendar 2020- 2021. We will provide links to informational narrated slideshow on Research Methods and Academic Integrity.

Plagiarism is "the act of appropriating the literary composition of another, or parts or passages of his/her writing, or the ideas or language of the same, and passing them off as the product of his/her own mind" (from H. C. Black, Black's Law Dictionary, (5th ed.; West Publishing Co., 1979).

Plagiarism is a form of cheating, a serious academic offence and is also a moral offence. Any "catchphrase", idea or thesis unique to a particular author, along with anything more than 3-5 consecutive words, must be cited.

POLICY RELATING TO PLAGIARISM

1. For most first offences, depending on the severity or degree, students will be required to rewrite the paper, with late penalties assessed at the discretion of the instructor.
2. For a subsequent offence, depending on its severity, the student will receive a failing grade for the course and may be required to withdraw from the program.

PROCEDURES RELATING TO PLAGIARISM

1. Minor offences will be handled between the instructor and the student.
2. Serious (or repeated) offences in a given course will be reported to the Provost, who may consult with Faculty regarding circumstances and proposed penalty. A decision with respect to the penalty will be communicated to the student within five working days of the Provost receiving the report.
3. Normal appeal procedures apply.
4. Students may be required to seek academic assistance. The student may also request other appropriate support services.
5. All serious offences will also be addressed in the normal evaluation process for those students sponsored for ordination or other forms of ministerial training.

Student Evaluation and Readiness for Ordination to Priesthood

Students preparing for ordination in the Anglican Church of Canada at Queen's College participate in a progressive evaluation and readiness for ministry process throughout their time as students.

This evaluation process is intended to be a resource for students in meeting their learning goals and to assist sponsoring bishops in their determination of individual candidate's readiness for ordination.

The program of studies at Queen's College that are intended to prepare candidates for ordination are designed and revised to ensure graduates are well prepared to take on the role of priest as articulated in *Competencies for Ordination to the Priesthood in the Anglican Church of Canada*¹.

The student evaluation format is designed to align formal studies, practical experience, community involvement, and personal formation with the five basic competencies for ordination. "A priest is expected to

- have a personal faith and spiritual life that is adequate to lead others;

¹ General Synod of the Anglican Church of Canada. *Competencies for Ordination to the Priesthood in the Anglican Church of Canada*. Toronto, Anglican Church of Canada, 2013.

- understand who we are as the people of God, our stories, our history and what it means to be an Anglican within the wider Christian family;
- be able to translate that rich tradition into the real life of the actual communities and contexts where we minister;
- have the capacities to provide effective leadership in the communities we are called to serve;
- be able to teach, mentor and support the development of the ministry of the whole people of God” (p.7).

The format also includes comments and summary from the student and the facilitator.

Chapel

The Chapel Handbook is intended as a guide to preparing for and presiding at the weekly course of worship in Queen’s College Chapel. Please note that this is a handbook, not a rule book. Worship at the College is intended to be a safe place in which to learn and grow in the liturgical traditions of the Anglican Communion. The handbook is meant as a guide in that process.

Copies of the Chapel Handbook are ready for distribution.

Worship Teams: As we settle into the year we will establish worship teams, roles and responsibilities for organizing liturgies and the Chapel.

Students in the M.Div. and B. Th. programs will attend the Worship Planning meetings each week on Mondays, or as rescheduled when we are closed on Mondays. The meetings are an opportunity to debrief on the previous week and plan the next week. The group will plan and organize the community liturgies.