

THE PRESBYTERIAN COLLEGE

STUDENT HANDBOOK

2018-2019



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2018-2019 Student Handbook

Welcome to the Presbyterian College for the 2018-2019 academic year. We look forward to an exciting year of theological education together in our community of faith and learning. Several you are joining us for the first time and we especially welcome you. Others will be returning after the summer break or after having been away for a year. We look forward to seeing everyone in late August or early September. The information in this handbook is provided in addition to the material B.Th. students receive from McGill University School of Religious Studies and In Ministry Year students receive from the Montreal School of Theology.

CALENDAR & IMPORTANT DATES 2018-2019

Please take note of the following important dates, along with the information you receive directly from the McGill University School of Religious Studies and the Montreal School of Theology:

Fall 2018

M.Div. 3 (IMY) Orientation	August 28 th and August 29 th , 2018
Labour Day – College Closed	September 3 rd , 2018
McGill B.Th. Fall Classes Begin	September 4 th , 2018
First Chapel & Community Lunch	September 5 th , from 11:35-1:20 p.m.
McGill B.Th. Orientation	September 5 th , 2018 from 5 to 6 p.m.
IMY Fall Classes Begin	September 10 th , 2018
Fall Retreat	September 7 th at 3 p.m. to September 9 at 4 p.m.
Presbyterian College Orientation	September 13 th , 6 p.m.
Last day for Bursary Applications	September 14 th , 2018.
M.Div. Course Approval Deadline	September 18 th , 2018
Add/Drop deadline	September 18 th , 2018
SRS Orientation Lunch	September 21 st , 2018
Course or University Drop (refund)	September 25 th , 2018
Thanksgiving- College Closed	October 8 th , 2018
Course or University Drop (NO refund)	October 30 th , 2018
Last day of courses	December 7 th , 2018
Examination Period	December 6 th - 20 th , 2018
Christmas Potluck	Dates TBD
Christmas Break – College Closed	December 24 th to 1st of January (<i>inclusive</i>)

Winter 2019

McGill B.Th. Winter Classes Begin	January 7 th , 2019
First Chapel	January 9 th , 2019
IMY Intercultural Trip	January 2 nd to 9 th 2019
Add/Drop deadline	January 22 nd 2019
Study Break	March 4-8 th , 2019
Last Chapel	April 10 th , 2019
Good Friday	April 19 th , 2019
Easter Monday	April 22 nd , 2019
Annual Convocation	May 9, 2019
End of Year Potluck	Dates TBD
National Patriots Day-College Closed	May 21 st 2019

Please consult the on-line schedule for all important dates, updated all through the year on our website: <http://www.presbyteriancollege.ca/current-students/calendar/> For all important dates associated with McGill University, please consult their website: <http://www.mcgill.ca/importantdates/key-dates>

FACULTY AND STAFF, 2018-2019

Principal:	Rev. Dr. Dale Woods
Director of Pastoral Studies:	Rev. Dr. Roland De Vries
Chaplain and Academic Dean:	Rev. Dr. Lucille Marr
Librarian:	Rev. Dr. Daniel Shute
Ajunct Faculty member	Dr. Gerbern Oegema
Administrative Coordinator:	Ms. Annie Baldessari
Development officer:	Ms. Tahra De Lallo
Accountant:	Ms. Sandra Steadman
Building Superintendent:	Mr. Mario Elvé
Dean of Residence:	Ms. Enjei Achah
Director, Leadership Centre	Rev. Tim Keener

STUDENT RESPONSIBILITIES

Those who are accepted as students of The Presbyterian College—whether enrolled in programs of the college or enrolled in programs at McGill University—accept the following obligations in relation to The Presbyterian College:

- Pay all tuition costs through the College.
- Participate in community life and worship at the College, including the fall retreat.
- Be part of a local congregation, engaged in some form of ministry.
- Participate in occasional programs at the college, as invited, in areas pertinent to their academic work.

ORIENTATION SESSIONS

The McGill B.Th. orientation session will take place on September 5th, from 5 to 6 p.m. in Room 100 in the Birks building, for all new B.Th. Students. All students who are new to the B.Th. or the combined B.Th./M.Div. program are required to attend.

There will also be a Presbyterian College orientation session for all students on September 13th at 6 p.m. in the college lounge (2nd floor).

ORIENTATION LUNCH — MCGILL SCHOOL OF RELIGIOUS STUDIES

The McGill School of Religious Studies Orientation lunch will take place on Friday September 21st in the Birks Building. Meet the SRS Faculty, the faculties from the other two theological colleges, and your fellow students.

COLLEGE RETREAT

The annual fall retreat will take place in the Quebec Gatineau hills at CAMMAC on MacDonald Lake near Harrington, from September 7, at 3 p.m. to September 9 at 4 p.m. **Attendance is expected for all students.** Spouses are welcome to attend (space permitting) at an additional cost. Further information will be made available through the College Chaplain, Rev. Lucille Marr. The retreat will be led by the Presbyterian College faculty and Student Society and provides an opportunity for students and faculty to become acquainted and build a sense of community at the beginning of a new academic year. This retreat provides an opportunity to meet your fellow students as well as staff and faculty of the two other Colleges in the Montreal School of Theology as they will be having their retreat at the same location at the same time. There will be some moments in the day that we will share (e.g. meals).

CHAPEL

Wednesday Worship Services: The faculty, students, and staff gather every Wednesday at 11:35 a.m. in the College Chapel for a service of worship. The services are conducted by faculty members, students, and guest preachers (a schedule will be posted by the mailboxes in the College office area).

First Chapel service of the year; September 5th, 11:35 a.m. @ PC Chapel, to be followed by community lunch.

Tri-College Worship Services: Presbyterian College students, faculty and staff will join the United Theological College and the Montreal Diocesan Theological College, as well as faculty from the McGill University School of Religious Studies for a Tri-College chapel three times this academic year. The colleges take turn hosting the event (see College calendar for dates).

Chapel Committee: The Chapel program will be coordinated under the leadership of the Chaplain, Rev. Dr. Lucille Marr, who will work with a small committee of students and faculty. Volunteers are needed for each term to serve on the chapel committee.

The Chapel is available for private prayer and for group prayer in the morning before 9a.m. and between 4 and 5 p.m. each day. With the chapel also being used by McGill music students for organ practice on a regular basis, please consult our receptionist for scheduling.

WEDNESDAY LUNCH PROGRAM

The Wednesday chapel service is followed by a community lunch provided by the College at approximately 12:15 p.m. During the lunch program we share community concerns, pray together and often discuss a topic relevant to the church, theology and ministry. The program concludes at 1:20 p.m. in time for afternoon classes. Students are invited to submit suggestions for discussion topics to the Principal or the Chaplain. Students are expected to participate in chapel and the Wednesday lunch program weekly.

MONTHLY PIZZA AND CONVERSATION

A time for our students to gather together with faculty to discuss questions and issues relating to study and life. Dates and times to be announced.

TUITION AND FEES

New tuition and fee structures for each program can be found on our website. You will receive a personal statement of account showing the tuition and fees payable to the College in your physical mailbox in the office area at the College. Note that while students pay tuition and fees to The Presbyterian College, there are some McGill fees also billed directly

by McGill University in M.Div. 1 and 2.

Fall Tuition Fees are payable to the Presbyterian College by October 1, 2018.

Winter Tuition Fees are payable to The Presbyterian College by January 31, 2019.

Visa, MasterCard, debit card, personal cheque or cash are all accepted. Please note that there is a \$5 fee per credit card transaction. Please make your payment in person at the reception/office or call with a credit card number: 514-288-5256, or mail your cheque made out to *The Presbyterian College*, to the attention of Sandra Steadman.

COURSE REGISTRATION

All students in combined McGill/Presbyterian College programs may register for courses at McGill as follows:

- All students in the B.Th. (as a first degree) or the combined B.Th./M.Div. program must have their courses approved by the Academic Dean (Dr. Lucille Marr) of The Presbyterian College and by the Chair of the B.Th. Committee at McGill (Professor Ian Henderson). All courses must be approved using the [Minerva Course Selection Form](#) and approvals must be sought before the drop/add deadline.

Please note that all B.Th. students will receive information directly from the School of Religious Studies concerning course registration, fees and billing, required legal documentation, and student ID cards. It is your responsibility (not the College's) to see that all requirements for your registration at McGill University are fulfilled. Please see the website for course requirements.

- Students in the third year of the M.Div. (sometimes referred to as the In-Ministry Year) will attend the August M.Div. 3 orientation and will choose courses in consultation with the Director of Pastoral Studies (Rev. Dr. Roland De Vries). In most cases, M.Div. 3 students all take the same classes, as a cohort.
- Students registered in the S.T.M. or Ph.D. program at McGill, through The Presbyterian College, will consult with their McGill advisor for all elements of their program. The Director of Pastoral Studies at The Presbyterian College is available to consult with all such students informally concerning courses and program requirements.

It is the student's responsibility to ensure that all of the requirements of their registration at McGill and The Presbyterian College are fulfilled. Please speak with the Academic Dean if you are uncertain about any question.

PASTORAL FORMATION HOURS

All Presbyterian students in M.Div. 1 and 2 are required to participate in the English Bible Literacy program, and any ministry training forums that may be arranged by the Faculty. More information will be provided during The Presbyterian College Orientation event.

All M.Div. students (regardless of denomination) are required to attend two Pastoral Formation Workshops in the first two years of the program. These workshops are held annually at the end of April or the beginning of May. More details to be provided in the course of each academic year.

AUTHORIZATIONS FOR PHOTOGRAPH AND INFORMATION RELEASE

A form in which you agree (or not) to publication of your picture in College newsletters, brochures, website etc., and to the release of your personal address/email/phone number needs to be on file for each student. Those of you who have not submitted the form last year, and new students will be asked to complete one at the beginning of the school year. A copy of the form will be available for you in your physical mailbox at the College (in the office area).

BURSARY ASSISTANCE

Students seeking bursary assistance must submit an application to the Bursary Committee. Forms are available on our [website](#) and should be submitted according to the following timelines:

Fall Semester — by Friday, September 14, 2018

Winter Semester — by Friday January 18, 2019

While it is the goal of the College to provide bursaries that help cover tuition fees, students will need to pay for their tuition before bursaries are available since all of these bursaries come after the payment date for the College tuition and fees. Students not studying for ministry within the PCC may be eligible for College bursaries but also should consult their own denominations for bursary assistance.

PC STUDENT SOCIETY

Students are encouraged to participate fully in the Student Society. In addition to the work of the Student Society executive, student representatives serve on the College Faculty, Board of Governors, the Academic Committee of the PC Board, the Board of the Montreal School of Theology, the IMY Appeals Committee, the SRS Faculty Council, the B.Th. Committee, and TUSA (Theological Students Undergraduate Association). You are encouraged to participate and contribute to the community life of the College and the McGill Consortium.

THE INTEGRATIVE PAPER

The Integrative Paper is a requirement of the M.Div. program. Students should speak to the Director of Pastoral Studies about this requirement. There are three papers, one due each year. In the first year students complete a paper on their own spiritual journey. In the second year they complete a paper on 'What the Church Believes'. In the third year, the integrative paper becomes a major paper assigned in the In Ministry Year.

PRESBYTERIAN CHURCH REQUIREMENTS FOR ORDINATION

Students should consult the Candidacy Process of Preparation and Discernment document available on both our [website](#) and that of the [Presbyterian Church in Canada](#). Students can also consult with Dr. De Vries about the candidacy process.

Psychological Testing

All candidates for the ministry of The Presbyterian Church in Canada are to complete psychological testing under the supervision of the College. Please consult with the Academic Dean to make the relevant arrangements. This requirement must be fulfilled prior to the In Ministry Year, preferably at the end of your first year of studies

Guidance Conference

All candidates for the ministry of The Presbyterian Church in Canada are required to attend a Guidance Conference under the supervision of Ministry and Church Vocations of the General Assembly. Application forms may be obtained from 50 Wynford Drive. The Guidance Conferences are normally held in early May and late August and must be completed prior to the In Ministry Year. Please see the Academic Dean for additional information.

Certification

All candidates for the ministry of The Presbyterian Church in Canada must be certified by a presbytery on a yearly basis. Please be in touch with your presbytery to make sure that your certification is up-to-date and that the College has been notified in writing.

Workshop on Sexual Abuse and Harassment

All candidates for ministry must complete, by the third year of the M.Div. a workshop on the Sexual Abuse and Harassment policy of The Presbyterian Church in Canada

POLICE CHECKS

All students engaged in church placements are required to have up-to-date police checks on record. This is a requirement of The Presbyterian Church in Canada’s “Leading with Care” policy. Please consult the Chaplain or Director of Pastoral Studies for further information if necessary.

LEADING WITH CARE POLICY

The *Leading with Care* policy of The Presbyterian Church in Canada is applied within the context of The Presbyterian College. This policy addresses how institutions must establish procedures for the protection of children and vulnerable adults. The policy may be found [here, online](#).

ANTI-HARASSMENT POLICY

The Presbyterian College is in the process of developing its own college-specific anti-harassment policy, which will be uploaded to the website of the college when it is completed in the coming months. However, at the present moment the college and its faculty, staff, and students are subject to, and have important rights under, the Policy for Dealing with Sexual Abuse and Sexual harassment of The Presbyterian Church in Canada. That policy document may be [found here](#).

MINISTRY EXPERIENCE AND MENTORING

During your three years of theological study, you are expected to be involved in the life of a local congregation. For students certified by a Presbytery, the local congregation must be a Presbyterian congregation. During the first term of the first year, students should worship in the congregation of their choice. By the beginning of the second term, students should seek to volunteer in a congregation, volunteering in that congregation for some form of ministry. Please consult with the Chaplain to confirm your involvement with a local congregation.

LIBRARY

Students have access to the extensive McGill Library system during their studies. The Joseph C. McLelland Library at the College is also open to the general public:

Tuesday and Thursdays:	Morning:	9.00 a.m. – 12.00 p.m.
	Afternoon:	1.00 p.m. – 5.00 p.m.
Wednesdays:	Morning:	9.00 a.m. – 11.30 a.m.

Afternoon 1.30 p.m. – 5.00 p.m.

When not officially open, the library may be accessed by the College's students and staff via a keypad lock, but remember that the librarian will not be on duty and books may not be charged out. Note that Biblical commentaries and reference works are on reserve in the library's reading room, where a coffee machine is also available. Happy reading!

COLLEGE LOUNGE

The lounge and kitchen on the 2nd floor is generally available as a meeting place for students, faculty and staff during the week. Students also use it as a place to rest and study. An adjacent small kitchen allows for the preparation of coffee and dry snacks. *The stove may only be used for warming of foods, and not for cooking meals, unless otherwise authorized through the Administrative Coordinator of the College.* Students using the kitchen are required to keep the kitchen clean out of respect for others who also wish to use the kitchen.

COLLEGE PARKING

The Presbyterian College has a small parking lot with an entrance on Milton Street. Students are allowed *three free parking passes* for each academic year. They may use these as long they reserve ahead of time with our administrative coordinator. After the three parking passes have been used, price is 10\$/day. Long-term parking is also available, please email reception@pcmtl.ca for more details.

STUDENT RESIDENCE

Students wishing to live in our student residence should contact our administrative coordinator at reception@pcmtl.ca for details and availabilities. More information can be found on the residence webpage: www.prezrez.ca

CAFETERIA

Cafeteria La Mosaique is located at 660 Milton, just across The Presbyterian College courtyard. Their opening hours and menu can be found on their website lamosaique.space