

The School for Deacons

An Institution of the Diocese of California

Mission

The School for Deacons is an educational institution of the Diocese of California under the general oversight of its Bishop. The mission of the School is to provide a pre-eminent program for the education and formation of deacons in the Episcopal Church.

The diaconate, as a distinctive order, recalls to the Church, the Body of Christ, that Jesus Christ came to serve, and that the Church has a servant identity. Ordained deacons personify, sacramentalize and enable the ministry of service to which all Christians are called at baptism. The diaconate was the first order to be instituted by the Church (*The Acts of the Apostles*). A deacon is instructed (in the Service for Ordination of Deacons in The Book of Common Prayer), to “serve all people, particularly the poor, the weak, the sick, and the lonely. . . to make Christ and his redemptive love known by your word and example, . . . to interpret to the Church the needs, concerns, and hopes of the world . . . to assist the bishop and priest in public worship and in the ministration of God's Word and Sacraments.”

The curriculum is designed to provide an academic foundation in biblical, historical and theological studies; specific pastoral and liturgical skills; and experience that will permit the future deacon to function effectively in both parish and social ministry. A Bachelor of Diaconal Studies degree is awarded upon successful completion of all requirements of a three-year course of study.

**Where I am, there my
servant will be,
Whoever serves me,
will be honored
by the Father.**

John 12:26

Courses at the School for Deacons are open to individuals wishing to deepen their theological awareness, or who wish to prepare for lay ministry. However, because the primary mission of the School is to prepare deacons, all courses are taught to emphasize the diaconal calling of the Church. The School also provides continuing education opportunities for its graduates.

The School actively seeks students for the diaconate and for lay ministry preparation from all the dioceses in northern California. Currently we have students from the dioceses of California, El Camino Real, Northern California, and other dioceses in Province VIII.

History

In 1960, Bishop James Pike of the Episcopal Diocese of California established studies for those persons wishing to be ordained as deacons by setting up a course specifically for that purpose. In the same year he ordained a number of students to the diaconate. In 1975, the Commission on the Ministry, at the behest of Bishop Pike's successor, the Rt. Rev. C. Kilmer Myers, directed that the established courses be regularized. This reorganization of studies in 1976 brought The Diocesan School for Ministries into being under the direction of the Rev. Robert Shearer. During the following years about twenty-five persons graduated from the three-year course. Most of these graduates were ordained to the diaconate or commissioned to a special ministry.

In the fall of 1979, the curriculum and program were again revised in order to provide an experience of community living for the students, and to strengthen the experiential part of the program. At the end of 1980, the Rt. Rev. William E. Swing, Bishop Myers' successor, determined that the school should be used specifically for the education and training of deacons, therefore he asked that the name of the school be changed to The School for Deacons. The Very Rev. Shirley F. Woods became Dean of the School at this time.

In 1978, the School began meeting at Mt. Alverno, a Franciscan convent in Redwood City. In September 1983, after five years at

this site, the School moved to expanded and shared quarters in Castro Valley. The relationship expanded and together the School and Holy Cross Church moved into a new permanent church building and temporary modular buildings in July 1988. The Very Rev. Judith G. Dunlop succeeded Dean Woods in September 1990 and in 1993, the School moved to St. Barnabas' Mission, San Francisco. In 1998, the School was relocated to Berkeley at the Church Divinity School of the Pacific (CDSP). Roderick B. Dugliss, Ph.D. has served as dean since 1999.

Because the School awards degrees only in theological disciplines, it is exempt from regulation by the State of California Bureau of Private Post-Secondary and Vocational Education. As an exempt institution, the School does not participate in the Student Tuition Recovery Fund.

ADMISSION TO FULL-TIME COURSE OF STUDY BACHELOR OF DIACONAL STUDIES

Application

The applicant must submit to The School for Deacons a completed application form that includes information concerning educational experience, personal and other biographical data. There is a non-refundable application fee of \$25.00.

Letter of Support

Applicants who are not already postulants for the diaconate must have their Rector or Vicar submit a letter of support, indicating support from the home parish. All applicants must submit a brief letter from someone who knows the applicant and can attest that the applicant is capable of college level academic study. These recommendations should reflect some knowledge of the prospective student's vocation and decision to attend the School for Deacons as well as an evaluation of his/her potential and capabilities as a learner.

Interviews

All prospective students must schedule interviews with the Dean and at least one other member of the faculty or staff. Upon completion of application, an interview date is scheduled. Interested candidates are encouraged to visit the School, when in session, where they may observe classes and talk with current students. The Annual Inquirers' Day is offered at a time when classes are in session.

Transcripts

All transcripts from college or work related courses must be received by the School prior to the admission interview.

Following the interviews, and upon receipt of all letters, the admissions committee will consider the applicant for admission. An official letter notifies the applicant of the committee's decision to accept (or reject) the applicant as matriculated in the B.D.S. program. Applicants who are accepted as matriculated students will receive registration forms together with information regarding orientation day and school class session dates.

EDUCATIONAL PREREQUISITES

General education requirements for admission are 60 semester credit units of lower division college study (for example: English, history, behavioral science, the sciences, mathematics, including foreign languages and the arts). Transcripts of previous college work must be submitted for admission. An earned Bachelor's or Associate's degree is accepted as fulfillment of the educational prerequisites.

Students who want to enroll in the B.D.S. program and who do not have the educational background cited above, may be admitted on a provisional basis providing they follow one of two alternatives: (1) general education may be completed by attending courses at any accredited institution of higher education or (2) through an approved distance learning program. Students may take basic education courses concurrent with the School's course of study. The completion of the B.D.S. may take a longer time if this is necessary. As part of the 60 Lower Division credits, students may submit a portfolio of work, church and life experience for evaluation. Up to

15 semester credit units may be awarded by the faculty for the life portfolio after a review by the admissions committee and the Dean. Guidelines for the portfolio and criteria for evaluation are available upon request. Admission to the School will be provisional until all lower division course work is completed. A B.D.S. degree can be awarded when the 60 Lower Division and 71.5 Upper Division semester credit units have been completed. Students who lack the prerequisite 60 units of Lower Division work but complete the full 72 units of work at the school are awarded a Certificate in Diaconal Studies. Students who complete at least a year of the full curriculum, at the recommendation of the faculty, may be awarded a Certificate in Theological Studies.

Credit from Other Institutions

Credits toward graduation may be given for courses taken in a recognized Episcopal seminary within the last ten years. Courses taken at other institutions may be accepted towards graduation at the discretion of the Dean. Official transcripts are required.

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The Diaconate was the first order of ministry to be instituted by the Church:

" . . . and they presented them to the Apostles who first prayed over them and then laid hands upon them."

Acts 6:6

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REQUIRED COURSES FOR B.D.S. CANDIDATES

The following is an outline of required courses that lead to earning the B.D.S. degree. In addition to the school days, students attend monthly, off campus meetings of their Spiritual Formation Groups. In the second and third years they are also involved in field education off campus. The annual All School Retreat in the middle of the school year is also a required event and must be attended at least three times.

YEAR I

Bible Studies I	Bible Studies II
Christian Mythos I	Homiletics I
Enabling & Empowering Groups	Intro to Theological Reflection
Prayer Book Studies I	Prayer Book Studies II
Liturgical Practicum I	Foundations in Social Ministry
Spiritual Formation I	Spiritual Formation II
All School Retreat	

YEAR II

Intro to Pastoral Care	Anglican Theology
Homiletics II	Intro to Counseling
Off Campus Field Education I	Liturgical Practicum II
Field Education Seminar I	Christian Mythos II
Spiritual Formation III	Off Campus Field Education II
Bible Studies III	Field Education Seminar II
Organizing for Social Change	Spiritual Formation IV
All School Retreat	

YEAR III

Christian Social Ethics	Romans and the Gospel of John
Christian Education	Senior Seminar
Social Ministry I	Social Ministry II
Liturgical Practicum III	Deacon in Liturgical Music
Off Campus Field Education III	Off Campus Field Education IV
Field Education Seminar III	Field Education Seminar IV
Spiritual Formation V	Spiritual Formation VI
All School Retreat	

GRADUATION REQUIREMENTS

The Bachelor of Diaconal Studies degree is designed to be a three-year course which covers 72 semester credit units of Upper Division work (Junior and Senior years) for a bachelor's degree. Lower Division work (Freshman and Sophomore years) must be completed at some other institution or as described above. A total of 131.5 semester credit units is required for graduation with a B.D.S. degree. Students must pass all required courses to graduate, and take enough elective courses to meet the minimum number of

semester units at The School for Deacons which include:

- 6 Semesters of Required Courses**
- 3 Semesters of Liturgical Practicum**
- 3 Elective Workshops**
- 6 Semesters of Spiritual Formation Group attendance**
- 4 Semesters of Field Education**
- 4 Semesters of Field Education Seminar**
- 3 All School Retreats**

Students already holding a bachelor's degree are working for an additional bachelor's degree. All credits awarded at the School are undergraduate units. All courses required for graduation must be completed within six years of matriculation unless an exception is made by the dean for good reason.

ANNUAL EVALUATIONS

Students who are in a formal process towards ordination receive regular written evaluations. Letters of recommendation needed by students in the ordination process are based on these evaluations. Students not in the ordination process will receive a final written evaluation at the end of their program which may be sent to their bishop upon the student's request at a later date.

THE SCHOOL YEAR AND CALENDAR

A School Year consists of two semesters, fall and spring. Students may enter The School for Deacons every fall. Spring entrances are rarely accepted and only with special permission from the Dean. The annual all school retreat is scheduled between the fall and spring semesters.

To accommodate working students, The School meets on weekends. Monthly Spiritual Formation meetings may be scheduled during weekday evenings or on weekends. A full semester class schedule includes six weekends plus the Spiritual Formation meetings. The last four semesters include field education time (**minimum eight hours per week during the school year**). A calendar giving specific dates and a class schedule is published on an annual basis, usually in early summer.

Retreats

School retreats are annual events. Participation in three retreats is required for graduation. The location for retreats is the Bishop's Ranch in Healdsburg, California. Students receive credit for participation if they attend all sessions.

PART-TIME AND CONTINUING EDUCATION

Most courses are open for part-time and continuing education students. Non matriculated part-time students and continuing education students must complete a part-time application form. Most courses in the catalogue, including the All School Retreat, are open for enrollment. Part-time students are not charged an application fee. The registration fee is \$25 a semester.

GRADUATION AND ORDINATION

Graduation from The School for Deacons does not guarantee ordination and attendance at The School does not guarantee acceptance by a diocesan Commission on Ministry, or bishop, as a postulant or candidate in the ordination process. The School does not provide placement assistance.

COMMUNITY LIFE

Meals

Coffee, tea, and other beverages are available throughout the school day. Lunch on Saturdays is available for purchase at several restaurants/shops close to campus. After students buy lunch off campus they are expected to bring lunch back to the refectory to eat with the community. A community dinner is catered and served on two Saturday nights of each semester. Students are expected to attend these events which are important community building times. Students' family members are most welcome and encouraged to participate.

Student Community Life

Students are encouraged to participate in the common life of the School. Interaction with other students and faculty members enriches the student's intellectual and spiritual experiences. Friendships formed at the School can become a lifelong source of

emotional and spiritual support for those engaged in demanding ministries. In addition to the community dinners held twice each semester, opportunities for common study and discussion of class materials abound throughout class weekends, at lunch, break times, etc. As time permits students may engage in diaconal ministry projects such as the collection of clothing for the homeless, etc. All students are expected to participate in graduation.

TUITION AND FEES

Student tuition for the 2007-2008 school year is \$1,850 per semester. Tuition includes all School services for the student *except retreat costs, special fees, and graduation fees (senior year only)*.

Full Tuition	(Per semester)	\$ 1,850.00
Activities Fee	(Per semester)	75.00
Application Fee	(non-refundable)	25.00
Graduation Fee*		175.00
Late Registration Fee** (non-refundable)		50.00

* *Graduation fee includes hood rental. Hood purchase is extra.*

** **Late Registration Fee.** *Registration forms for returning students are due 10 business days before the first class weekend of the semester. Students submitting registrations later than that date will be assessed a \$50.00 late registration fee. The purpose of this fee is not to raise additional funds, but to motivate timely registrations. Registration forms must be submitted in writing, either by fax, USPS, or e-mail.*

Annual All School Retreat (non-refundable)		180.00
GTU Library Fee	(per academic year)	25.00
Parking Deposit	(refundable)	25.00
Semester Registration Fee (non-refundable)		25.00
Individual Course Tuition	(per credit hour of instruction)	210.00
Audit fees	(per credit hour of instruction)	80.00

The cost of books, study materials, travel, and student supplies is a personal expense of the student. These fees historically can total up to \$300 per semester. Travel costs vary according to the distance from student's residence to Berkeley.

The approximate total cost of the three year program for tuition and student fees, not including books and travel, at current tuition levels amounts to \$12,000.*

* *Tuition and fees are set at the end of each academic year by the Board of Trustees and the Dean. The total costs of the program shown in the School Catalogue may vary.*

Payment Schedule

There are two payment plans available to students.

1. Payment can be made in full at the beginning of each semester.
2. Payment on a monthly basis at \$360 per month for ten months, due the first of each month. The first payment, registration and activity fees of \$90 per semester are due at the first session of each semester.

Student Aid

The School has a very small amount of money available for student aid each year from the Peter Hayn Scholarship Fund, which includes a memorial to Deacon Maria Sachiko Ridgway, and the Class of 2006 gift. Students requiring financial aid should apply in writing to the Administrator, including a budget of personal income and expenses. Students with financial problems should consult the Dean before a crisis threatens withdrawal. Financial aid may be given to individual students by outside agencies. Students are encouraged to apply for financial aid from diocesan scholarship or parish funds. Employers sometimes have funds available to support formal study. Application, screening, and award of such aid is overseen by the entities making such awards. By pre-arrangement such awards can be sent directly to The School and credited to the student's account.

Students should not hesitate to discuss their financial problems with their parishes, with the School Administrator, or with the Dean of the School. Practice in solving financial problems is very useful to a potential deacon. Every effort will be made by the School to accommodate students' financial concerns.

Refund Policy

The tuition agreement is a legally binding contract when signed and accepted. The student has the right to cancel the agreement any time before school begins. Students may also cancel this agreement and obtain a refund any time up to the end of the third class weekend, which is 3/6 or 1/2 of a semester. Prorated refunds are given to students who withdraw from the School by the end of the third class weekend of the semester. Refunds are based on the official withdrawal date and the amount of tuition paid. For example, if a student has paid for the semester tuition in full and withdraws at the end of the second weekend, a refund for 67% of the total would be returned to the student. Part-time students may drop a particular class up to the end of the third class weekend. Refunds will be made based on the official withdrawal date and the amount paid.

Any student withdrawing from The School for Deacons or dropping a class after the end of the third class weekend will receive a failing grade and tuition paid will not be refunded.

Students may cancel the tuition agreement anytime in the semester, but refunds are not given if the student withdraws after the third weekend. Any remaining tuition will be considered due and payable immediately. Students are expected to cancel the agreement **in writing** to the Administrator. Telephone calls or messages sent by proxy will not be accepted as a means of formal withdrawal from the School and cancellation of the agreement.

ACADEMIC AND SCHOLASTIC STANDARDS

Students are expected to meet minimal standards for academic work as described in this catalogue. Student progress will be determined by the faculty. Grades are pass/fail and given by the instructors. Credits will be given upon consideration of attendance, quality of work, papers, class participation and examination.

Attendance

80% of class days in a semester must be attended for credit to be given. Students are expected to arrange for makeup work with their professors if an absence occurs. Absences are acceptable only in the case of illness, death in the family, or other extreme situations. Neither the Dean nor the faculty "give permission" for absence. Students are expected to make these decisions in light of reason, experience, and school policy. Students who will be missing class should notify the Dean or Administrator.

The Grading System

H = Honors: The student consistently does outstanding work in all areas, including class preparation, participation, papers, projects, and exams, that exceeds the requirements and objectives set by the instructor. Honors are given entirely at the discretion of the instructor.

P = Pass: The student meets course objectives and requirements which include successfully passing exams, written reports and all requirements that meet the expectations of the instructor.

I = Incomplete: An Incomplete may be given due to extenuating circumstances, when a student, who is otherwise passing, has failed to submit required assignments and has contacted the instructor prior to the end of the semester. An Incomplete Contract *must* be completed at this time and submitted to the Administrator. The deadline date to make up work is negotiated with each individual faculty member. Incomplete make-up work must, according to School policy, be completed by April 15th for Fall semester work and September 1st for Spring semester work. Incomplete grades not made up by the aforementioned dates will either convert to a failing grade, or to an Audit, as determined by the instructor in the Incomplete contract.

F = Fail: The student has not attended sufficient class sessions or the course requirements have not been fulfilled. Course must be repeated.

A = Audit: The student enrolls to experience and participate in the classroom experience, but is not expected to complete written or other homework assignments. An "A" can be awarded if an Incomplete grade is not completed, but the student has otherwise fully attended and participated in a class.

W = Withdrawn: Student withdraws from course before end of the 3rd class session. Grades of F & W are removed from a student's transcript if the course is retaken and successfully completed.

The Credit System

The School for Deacons generally credits one semester unit for every 15 hours of class time per semester, which includes both in-class and directed study time. A one unit class equals 7 hours in-class time and 8 hours directed study time. Directed study does not mean "homework" assignments. It means additional direction and study that is in lieu of class time or field practice. This includes an expected three hours of home study for each one hour of in-class time. Monthly Spiritual Formation meetings yield 1.5 credits per semester. Field Education is a "lab" class; students earn 4 credits per semester for Field Education. Liturgical Practicum courses are 1.0 credit classes in which the student prepares for and participates in the School liturgies. The retreat is a .5 credit hour class.

Student Records

Student records are maintained permanently by the Registrar, The School for Deacons, 2451 Ridge Road, Berkeley, CA 94709. Students and graduates who wish to be issued copies of their transcripts, or to have their transcripts sent to other institutions, must make their request in writing and pay a \$5 fee. Requests must be signed by the student or graduate. There is no charge for transcripts sent to bishops or Commissions on Ministry.

LOCATION

The School is located on the campus of the Church Divinity School of the Pacific (CDSP), 2451 Ridge Road, Berkeley, CA. The administrative office is in Suite 114 in Shires Hall. CDSP is a member of the Graduate Theological Union; The School for Deacons is not. The campus is just north of the University of California campus, and is accessible by BART and AC transit.

FACILITIES

Facilities include a refectory, chapel, library, classrooms, restrooms, offices and a bookstore---all wheelchair accessible. Classrooms are located in Shires and on the Refectory level; All Saints' Chapel is adjacent Easton Hall. The Refectory is located between Shires and Parsons Hall (CDSP dormitory). The GTU Library is located across Ridge Road from the Chapel.

Library Resources

Students enrolled in the School for Deacons may have borrowing privileges at the Flora Lampson Hewlett Library of the Graduate Theological Union by presenting the School's identification card and paying an annual use fee of \$25.00 to the library. Acclaimed for its architectural design, the Library offers access to a wide array of resources including combined collections of more than 690,000 items.

Textbooks

The GTU Bookstore, 2465 Le Conte Av., Berkeley CA provides a textbook service to the School. It is located across LeConte St. from Parsons Hall. In addition to required textbooks, this store has a wide selection of books and other materials of interest to those preparing for ministry.

Lodging

A limited number of rooms are generally available on campus for a modest cost. Contact the Church Divinity School of the Pacific (CDSP) office at 510.504.0705 to arrange for lodging. Students are responsible for reserving and paying for rooms.

STUDENT LIFE

A Student Handbook containing specific information related to student life, grading, evaluations, etc. is given to all students on the first day of school every year. A Customary provides guidance to the school's liturgical practices.

The life of students at the School is protected by a process for hearing complaints and grievances. When a dispute arises between a student and faculty member, the student is expected to first go to the faculty member and attempt to resolve the grievance. If no resolution is negotiable, the student or faculty member may bring the matter to the Dean. The Dean will attempt to bring about a fair and just resolution. The Dean may bring the matter to a faculty committee for review and decision. The Dean will then write a judgment and the decision will be final.

High ethical standards and conduct among all members of The School for Deacons are expected. Student, faculty, and staff are expected to encourage an atmosphere of inclusiveness.

The Dean reiterates annually, a clear verbal warning against such unethical practices as plagiarism and the selling of exam answers, term papers, or honors projects. If a student is suspected of such a practice, an investigation (conducted by the Dean, a Board member, a student, and a faculty member) commences immediately. If such an accusation is proven, the student will be dismissed from the School.

Health and Safety

All persons in the School are expected to respect fellow students, faculty and staff. Compliance with minimal standards of health and safety is expected of every person at the School, including:

- The prohibition of fire arms on campus. Exceptions may be made by the Dean for those persons who are expected to carry weapons in the course of their work or who, by nature of their work, find it irresponsible not to have the weapon with them. Unauthorized carrying of fire arms on the campus is cause for immediate suspension.
- Prohibition of substance abuse. The School follows Diocese of California guidelines for use of alcohol at church functions and expects all those involved with the School to be aware of and follow those guidelines. Students found to be under the influence of alcohol or other chemical substances during the course of School will be barred from campus. Continued substance abuse will be reason for dismissal from school.
- Health Care. Students are required to submit an up-to-date health form every year. There is no on-campus health facility, as the School is entirely an adult commuter school. A first aid box is readily available in the School office storage closet. "Report of Injury" forms are in the School office. Students must have a personal physician and health insurance and notify the Administrator of same.

The student handbook contains information regarding medical emergency procedures as well as the School's sexual and verbal/physical harassment policy.

Non-Discrimination Policy

The School does not discriminate in either admissions or employment on the basis of race, color, ethnic origin, national origin, gender, sexual orientation, disabilities or age.

THE ACADEMIC CURRICULUM

Academic classes meet six weekends per semester – Fall semester is August through December and the Spring semester is January through May. The required curriculum consists of courses in the following areas:

		Credits
Spiritual Formation	6 Semesters	9.0
Bible Studies	4 Semesters	8.0
Christian Mythos	2 Semesters	4.0
Theology	1 Semester	2.0
Christian Social Ethics	1 Semester	2.0
Field Education (off campus)	4 Semesters	16.0
Field Ed Seminar	4 Semesters	4.0
Intro to Theological Reflection	1 Semester	1.5
Enabling & Empowering Groups	1 Semester	1.5
Christian Education	1 Semester	2.0
Social Ministries	2 Semesters	4.0
Intro to Counseling	1 Semester	1.5
Intro to Pastoral Care	1 Semester	1.5
Prayer Book Studies	2 Semesters	2.5
Deacons Role in Music	1 Semester	1.0
Liturgical Practicum	3 Semesters	3.0
Foundations in Social Ministry	1 Semester	1.0
Homiletics	2 Semesters	3.0
Senior Seminar	1 Semester	2.0
Organizing for Social Change	1 Semester	1.0
All School Retreat	3 Retreats	1.5
Total		72 Credits

These subjects are presented through lectures, audiovisual methods, and home study assignments. The student is expected to supplement every hour of in-class time with at least three hours of home study, including reading and preparation of papers. Instructors consult together and attempt to integrate the different classes into a coherent whole.

COURSE TITLES AND DESCRIPTIONS
Regular Semester Calendar of Course Offerings

FALL SEMESTER

Bible Studies I, III
 Prayer Book Studies I
 Organizing for Social Change
 Christian Mythos I
 Homiletics II
 Enabling & Empowering Groups
 Social Ministry I
 Christian Education
 Intro to Pastoral Care
 Intro to Counseling
 Field Education (Off campus)
 Field Education Seminar I, III
 Liturgical Practicum I & III
 Spiritual Formation
 Electives

SPRING SEMESTER

Bible Studies II
 Romans and John
 Intro to Theological Reflection
 Christian Mythos II
 Homiletics I
 Christian Social Ethics
 Social Ministry II
 Prayer Book Studies II
 Deacon's Role in Liturgical Music
 Anglican Theology
 Field Education (Off campus)
 Field Education Seminar II, IV
 Liturgical Practicum II
 Spiritual Formation
 Foundations of Social Ministry
 Electives

163 Prayer Book Studies I

An overview of the history of liturgy in the western church, with an emphasis on Baptism, Eucharist, and the Daily Office. Reading, reflection, and class discussion will help students articulate the Church's theology of Baptism and Eucharist; understand the shape of the Daily Office; and use the resources of the BCP to plan worship. *1.0 Credit per semester*

164 Prayer Book Studies II

An introduction to the various roles of deacons in the liturgical life of the church. Through reading, practice, reflection, and class discussion, the students will explore the ministry of deacons in worship.

1.5 Credits per semester

391 Deacon's Role in Liturgical Music

Students are required to sing/chant various pieces associated with the liturgies of Holy Week and the Great Fifty Days of Easter. They will be trained in how to "point" the psalms and the Gospels, and will be required to demonstrate their acquired skills. Emphasis is placed on understanding the theology and logistics of these liturgies as well as on performing them.

1.0 Credit

161 Liturgical Practicum I

Basics of liturgical movement, presence, dress, and leading daily offices.

261 Liturgical Practicum II

Liturgical resources and practice for situations in ministry outside the church.

361 Liturgical Practicum III

Practicum for the deacons' role in the Eucharistic Liturgy.

Students participate, with the instructor to master the basics of doing liturgy comfortably and competently. Second and third year students are designated as Masters of Ceremonies and are responsible for organizing liturgies as assigned. This is a critical part of liturgical learning for students. Emphasis is placed on the development of liturgical competence. All students must take 3 semesters of liturgical practicum.

1.0 Credit per semester

364 Senior Seminar

This course is designed by the dean and faculty to be an integrative "capstone" for senior students. The course is one semester in length and the focus is on the diaconate, servant ministry and spirituality.

2.0 Credits

Bible Studies

Biblical study is divided into four semesters. The courses are taught sequentially beginning with the Old Testament.

112 Bible Studies I

This survey course immerses the student in the Old Testament. The emphasis of the course is on understanding the stories and prophetic writings of the Old Testament in their own time and the meaning Old Testament literature has for us in the world today.

2.0 Credits

113 Bible Studies II

This course introduces the students to the New Testament. Parables of Jesus and the relationship of Jesus' parables and Paul's writings to law and faith are explored.

2.0 Credits

214 Bible Studies III

This course focuses on the contents and theology of the synoptic gospels, including exegetical skills needed for effective diaconal preaching. *2.0 Credits*

314 Romans and the Gospel of John

The Epistle to the Romans and the Gospel of John have probably had more impact on Christian life and thought than any other documents. This course will analyze these works in detail with special attention to their social setting, literary structure, theology and spirituality and the implications for contemporary Christianity. Instruction will be by lecture and requires two projects and three sermon outlines on preselected topics. *2.0 Credits*

Christian Education

370 Christian Education

This one semester course is designed for both lay and ordained persons called to Christian Education ministry. Topics include: the importance of story, theology of Christian Education, faith development, cultural sensitivity, how we learn, how we teach, group building and process, educational and congregational assessment and analysis, recruitment training, support of volunteers, and designing and implementing educational programs for the catechumenate for children, youth, and adults. *2.0 Credits*

Ethics

378 Christian Social Ethics

An in-depth course that defines the Anglican ethical perspective and examines the principal social justice issues facing the Church today. General topic areas include: issues related to the poor, biomedical ethics, issues related to women, sexual ethics, and professional ethics. *2.0 Credits*

Christian Mythos

122 Christian Mythos through the Ages I

123 Christian Mythos through the Ages II

This two semester course introduces the student to the cultural, ritual, historical and theological influences on the developing Church from its beginnings to the present day. *2.0 Credits per semester*

Pastoral Care

270 Introduction to Pastoral Care

This one semester class examines the unique quality and contribution of pastoral care, the elements of theological assessment, and the pastoral offices of the Episcopal Church. *1.5 Credits*

173 Enabling and Empowering Groups in Community

A one semester course that introduces students to group process and effective leadership skills. By the end of the semester, students will have a beginning level of skills in forming groups and enabling group members to carry out their ministry. *1.5 Credits*

240 Introduction to Counseling

The primary goal of this class is to show deacons-in-training how they may involve themselves more actively and helpfully in their care giving and counseling interactions via the attending (listening) skills of attending, paraphrasing, questioning, reflection of feeling and summary, and via the intervention (influencing) skills of interpretation, confrontation, and direct mutual self disclosure. *1.5 Credits*

Field Education

200 Field Education I

202 Field Education II

300 Field Education III

302 Field Education IV

All students at The School for Deacons must complete four semesters of field education with a minimum number of 120 hours per semester (or 8 hours per week), and four semesters of Field Education Seminar. While field placement may be at either an agency or parish, two semesters of parish work are usual. All placements must be approved by the Coordinator and a contract must be completed by the student and mentor before the semester begins. Field education may be taken during the second and third years of the program, or during the summer months with the consent of the Dean. All students beginning field education must attend an orientation to field education. Students must complete canonically required training in adult sexual abuse prevention and “Safe-guarding our Children” before beginning field education. *4.0 Credits per semester*

Field Education: INTERN YEAR

Students may choose to extend the time of study to four years by doing Field Education between the second and third years of school. In this situation, the student is assigned at a parish, and an agency concurrently. The student is not enrolled in the regular academic classes. Ideally, the student will be engaged in an agency that is, or could be connected with the parish where assigned. The student must also be enrolled in the Field Education Seminar for the year. A special project will be designed for the student to complete in lieu of the second year of Field Education Seminar.

274 Field Education Seminar I

275 Field Education Seminar II

374 Field Education Seminar III

375 Field Education Seminar IV

This seminar runs concurrently with off campus field education placement that begins in the second year of study. The focus is on presentations and discussion about particular ministry experiences, using a theological reflection process as the format. In the first year, students must take Introduction to Theological Reflection as a prerequisite to the seminar. In the second year, students meet with the field education coordinator for this seminar. *1.0 Credit per semester*

174 Introduction to Theological Reflection

This course is an opportunity for the student to develop the discipline of theological reflection, a process that involves examining the specific ministerial experiences of the student in the light of scripture, reason and tradition. *1.5 Credits*

Homiletics

191 Homiletics I

292 Homiletics II

This year-long course teaches the student the exegetical, organizational, mechanical, and voice projection skills needed in the preparation of sermons. The major emphasis of both semesters is on the practice of delivering homilies and sermons and the building of a safe community in which to practice preaching. *1.5 Credits per semester*

Social Ministries

170 Foundations of Social Ministry

Introduces students to varieties of social ministry. Students begin to gather information and resources that will be expanded in Social Ministry, and explore their options for field education placements. *1.0 Credit*

171 Organizing for Social Change

This course lays the foundation for the year-long course in Social Ministry. Students cover basics of social ministry, the prophetic voice of the deacon, and the process, instigation, and management of change. Students develop an appreciation of the systematic nature of the needs, concerns, and hopes of the world. *1.0 Credits*

376 Social Ministry I

377 Social Ministry II

This year-long course is designed for both lay and ordained persons interested in social ministry. Topics in the first semester include principles of social ministry, community analysis and assessment, cultural issues, working with volunteers, group dynamics, leadership, and fund raising issues. In the second semester, specific social ministries will be examined in depth from programs to feed and house the poor to programs that care for the sick and differently able. *2.0 Credits per semester*

Spiritual Formation

198 Spiritual Formation I

199 Spiritual Formation II

298 Spiritual Formation III

299 Spiritual Formation IV

398 Spiritual Formation V

399 Spiritual Formation VI

Students are required to meet in spiritual formation groups at least once a month. These groups discuss individual members' experience with God, the experience of being called as leaders, and the experience of growing from call to specific ministries, ordination as deacons or priests, or commissions as lay leaders. *1.5 Credits per semester*

234 Anglican Theology

This is a seminar class exploring the fundamentals of Christian theological inquiry from an Anglican perspective with the goal of developing a distinctive diaconal theology. *2.0 Credits*

188 All School Retreat I
288 All School Retreat II
388 All School Retreat III

An annual event usually held the first weekend in January (Friday evening to Sunday afternoon). This is a required event for all full-time students. Credit is given. Retreat topics change yearly. Faculty, staff, board members and a limited number of alumni/ae may attend.

0.5 Credit per year

*** Electives**

The School encourages students to seek alternative learning sources during their course of studies in order to set a pattern of lifelong learning. Three different educational programs, roughly equivalent to a one day workshop, are required in order to graduate. It is expected that students will do one each school year. Information on acceptable programs is provided throughout the each school year. These programs may be offered by SFD, a member school of the GTU, or some other institution. Students with a special interest in a program not previously approved by the School may petition the Dean to have a program accepted. While academic credit is not offered for these programs by the School, completion of three of them is a requirement for graduation.

* Canonically required workshops on preventing sexual abuse, combating racism, and clinical pastoral education – or its equivalent – do not count as electives.

The School for Deacons

THE BOARD OF TRUSTEES

The Rt. Rev. Marc Handley Andrus, *Chair*

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Mrs. Joanna Shreve

The Rev. Wendy Smith, Ph.D.

Mr. Franklin Sterling

The Rev. Lamont Wiltsee

The Rev. Rebecca Morehouse, *School Administrator*

STAFF

Dr. Roderick B. Dugliss, Dean. 1999- B.A. cum laude, Stetson University; M.A. & Ph.D., Duke University.

The Rev. Rebecca Morehouse, Administrator. 2005 - B.A. Smith College; B.T.S. The School for Deacons.

The Rev. Mary Louise Hintz, Registrar and Director of Admissions. 2001- B.T.S. School for Deacons.

The Rev. Katherine Salinaro, Field Education Coordinator, Deacon in Residence. 1993 - B.S., San Francisco State University; B.T.S., School for Deacons; M.A. Holy Names College. Instructor: Field Education Seminars and Music.

FACULTY

Dr. David E. Abernethy-Deppe. 2005- B.A., Concordia Senior College; M.Div., Concordia Seminary; M.A., St. Louis University; D.Min, Christ Seminary-Seminex; Ph.D., St. Louis University.
Instructor: Theological Reflection

The Rev. Brian Barnes. 2007 - B.A., University of Texas; M.A., University of San Francisco; B.D.S., School for Deacons.
Spiritual Formation Leader.

The Ven. Ernestina Campbell, Deacon. 2000- B.A., University of California Davis; B.T.S., School for Deacons; M.A., California State University, Sacramento.
Spiritual Formation Leader.

Dr. Roderick B. Dugliss, Dean. 1999- B.A., cum laude, Stetson University; M.A. & Ph.D., Duke University.
Instructor: Homiletics and Organizing for Social Change.

The Rev. Connie Hartquist-Jacobs. 2006- B.A., University of California, Los Angeles; B.T.S., The School for Deacons.
Instructor: Spiritual Formation

The Rev. Mark Henderson, Deacon. 2001- B.A., magna cum laude, Wayne State; B.T.S. School for Deacons; M.A. University of Iowa; M.A. Iowa State University.
Spiritual Formation Leader.

Mr. Robert Kramish. 2005- B.A., Swarthmore College; M.A., Graduate Theological Union.
Instructor: Old Testament

Sr. Pamela Clare Magers, C.S.F. 1982- B.A., University of Denver; M.A. & Ph.D., University of Arizona.
Instructor: Social Ministries.

Mr. Steven McCormack. 1984- B.A., St. Lawrence University; M.A., California State University, Hayward.
Instructor: Enabling and Empowering Groups in Community, Introduction to Counseling, Spiritual Formation Leader.

The Rev. Mary K. Morrison, Priest. 2001- M.Div. Church Divinity School of the Pacific; B.T.S. School for Deacons; B.A. University of California, Davis.
Instructor: Prayer Book Studies

The Rev. Eric Nefstead, Priest. 2005- M. Div., Union Theological Seminary NY; B.A., St Olaf College Northfield, MN; Certificate in Anglican Studies, CDSP.
Instructor: Pastoral Care.

The Rev. Brian Nordwick, Deacon. 1997- B.S., California Lutheran College; B.T.S., School for Deacons.
Spiritual Formation Leader.

Ms. Jan Robitscher, 1991- B. Mus., DePauw University; M.A., University of Notre Dame; M. Div., Nashotah House.
Instructor: Foundations in Social Ministry.

The Rev. Kenneth Schmidt, Priest. 1991- B.A., Houghton College; M. Div., Princeton Theological Seminary; Ph.D., Princeton Theological Seminary; D.Min., San Francisco Theological Seminary.
Instructor: Theology.

Ms. Patricia Shannon, 2000- B.A., Michigan Technological University; M.A., Graduate Theological Union; Ph.D., Graduate Theological Union.
Instructor: Ethics.

The Rev. Scott Sinclair, Priest. 1999 - B.A. & M.A., Johns Hopkins University; M. Div., Church Divinity School of the Pacific; Ph.D., Graduate Theological Union.
Instructor: Bible Studies.

The Rev. Sue Thompson, Priest. 2002- B.S. and M.Ed., University of Georgia; M. Div., Church Divinity School of the Pacific.
Instructor: Christian Education.

The Rev. Anthony B. Turney, Deacon. 2004- B.T.S., The School for Deacons.
Instructor: Liturgical Practicum

The Rev. Claudia Jo Weber, Deacon. 2004- A.B., cum laude, Vassar College; B.T.S., The School for Deacons; M.A., California State University, Sacramento; C.T.S., Church Divinity School of the Pacific.
Instructor: Liturgical Practicum.

The Rev. Monrelle T. Williams, Priest. 2007- B.A., University of the West Indies; M.Phil, Trinity College, Dublin; Ph.D., Durham University.
Instructor: Church History

**FIELD EDUCATION MENTORS
2006 - 2007**

The Rev. Lucinda Ashby: St. Matthew's Episcopal Church, Sacramento

The Rev. Dr. Gary R. Brower: UC Berkeley, Canterbury House

The Rev. Ernestina Campbell: Trinity Cathedral, Sacramento

The Rev. Kathy Crary: Holy Trinity Episcopal Church, Richmond

The Rev. Michael Ferrito: The Church of the Holy Spirit, Campbell

Pat Harrison: The Episcopal Sanctuary, San Francisco

The Rev. Pamela Higgins: Holy Trinity Episcopal Church, Richmond

The Rev. John Kirkley: St. John the Evangelist Episcopal Church,
San Francisco

The Rev. Ernie Lewis: St. Martin's, Davis

Cynthia Montarose: Crestwood Healing Center, Concord

Michael Murray: San Mateo County Jail, Redwood City

The Rev. Steven R. Strane: St. Timothy's Episcopal Church, Danville

The Rev. John D. Sutton, St. Anselm's Episcopal Church, Lafayette

The Rev. Diana Wheeler: Aidan's Way, St. Aidan's Episcopal Church