



STUDENT HANDBOOK

SEMINARY LIFE POLICIES

**Revised by the Rector's Formation Council
and issued *ad experimentum* on August 23, 2024.
Applicable until a permanent edition is published.**

Policy 1: Dress Code

	Seminary Professional Theologians	Seminary Professional Pre-T	Seminary Casual	Formal
What?	Black shoes, socks, black slacks, black clerical shirt and collar with optional jacket	Dress shoes, socks, dress slacks, dress shirt and tie with optional jacket	Shoes, socks, shirt with collar, dress slacks ¹	Seminary Professional + Jacket
When?	Morning Prayer, M/Tu/Th/F Mass, lectures	Morning Prayer, M/Tu/Th/F Mass, lectures	Evening Prayer, Rector's Conferences, W/Sa Mass, dinners	major seminary institutional events, Su Mass and lunch

Policy 2: Rooms

Each seminarian is assigned a room with a private bath and furnished with a desk, chair, lamp, bed and bookcase, at the beginning of the academic year. Seminarians are to notify the Dean of Seminarians if the room or its contents are not adequate. Modifications of any kind to a room are not allowed without the explicit approval of the Dean of Seminarians.

Each seminarian is expected to clean his room and private bath regularly and keep them clean and tidy. Supplies will be provided for this purpose.

No seminarian is permitted to loan or give a standard item of seminary room furnishing (desk, dresser, bookcase, lamp, etc.) to another seminarian. If seminarians need furniture or if they wish furniture moved, they must obtain the Dean of Seminarian's approval and then contact the Director of the Physical Plant through a TMA request.

Seminarian rooms are usually painted off-white, and are repainted on a rotating basis. No wallpaper, repainting, or borders are allowed. Seminarians should make requests for carpet cleaning in writing to the Dean of Seminarians, who will arrange a convenient time.

Each seminarian will be assigned a storage unit and a lock with two keys. One key will be retained by the seminarian and one by the Facilities Department. The storage unit is available to seminarians during the academic year and over the summer.

At the end of the academic year, each seminarian is to empty his assigned room of all personal belongings (removing them from the seminary or storing them in the assigned storage locker). Any personal items left in the room will be considered abandoned and removed and/or destroyed by the seminary. Each seminarian will turn in his key fob for his assigned room by the established last departure date. Each seminarian is expected to turn over his room in the condition it was at the beginning of the academic year.

There is a strict limit to the number of appliances permitted in each seminarian's room. Televisions

¹ No tennis shoes for servers. Under "Seminary Casual", the term "shirt with collar" is to be understood as either polo shirt with collar (untucked or tucked) or dress shirt with collar (always tucked). The term *excludes* T-shirts. Shorts and blue jeans are never permitted in the chapel or on weekdays.

are permitted, and all seminarian rooms are cable ready. Outside aerials may not be installed. The use of electric frying pans, hot plates, microwave ovens, etc. is against fire regulations. Their use is strictly prohibited in the dormitory areas of the building. Waterbeds and hallway furniture are also not permitted. Only small refrigerators are permitted.

A seminarian wishing to change his room during the school year for any reason should make his request in writing to the Dean of Seminarians.

Seminarians are not to stay in their rooms over the summer break.

Seminarian's rooms may be inspected by the Dean of Seminarians or his delegate upon twenty minutes advance notice to the seminarian. The Dean of Seminarians or his delegate may inspect a seminarian's room without notice with probable cause that the seminarian is in possession of any illegal or prohibit item or reasonable cause to believe that dangerous condition exists in the room.

Policy 3: Residence Halls

In the use of electronic, digital, and sound equipment, seminarians are to be especially sensitive to the needs and sensitivities of their neighbors and fellow residents and the policy of silence for study and prayer.

No alterations may be made to the public areas of the house including residence halls. Hanging pictures or objects on the walls or doors, using Scotch tape on walls or doors, as well as any other such adjustments are not permitted. Problems in the public or residence areas should be reported to the Dean of Seminarians immediately.

Seminarians are not to leave discarded boxes, plants and assorted other trash in the dorm hallways or at the end of the hallways. These items should only be placed in a "trash room" on the B & D wings where housekeeping will dispose of them. If there is no space in the trash room, the dumpsters located in the service wing parking lot are to be used. Garbage must never be left in the trash rooms but always disposed of in a dumpster. An ice machine is located in Room 322A for use by the seminarians.

Policy 4: Silence and Solitude

After 11:00 p.m., all are asked to maintain complete quiet in the dorm area until 7:00 a.m. the following morning. Elevators may not be used after 11:00 p.m. except in the case of an emergency. In order to promote an atmosphere of solitude, no visiting in rooms shall occur after 11:00 p.m. Late night study groups may use classrooms or the refectory.

Throughout the day, all are asked to maintain a spirit of reasonable quiet, including the use of televisions and sound equipment, in the dormitory areas to allow for study and reflection. Group socializing properly occurs in public social spaces such as lounge rooms on the residential corridors or the Donnelly Lounge. Socializing in the corridors of the dormitory areas shall be

considerate of all residents on the floor and seminarians should feel free to bring it to the attention of fellow seminarians if they are being disturbed by socializing which those socializing shall respond to respectfully and in a manner that eliminates any disturbance. By the same token, seminarians are permitted and encourage to socialize in a spirit of friendly and respectful fraternity on the corridors.

Policy 4b: Reasonable Hours

Seminarians are expected to return to the seminary at reasonable hours in the evening. Such a practice reflects prudent decision-making and accountability that will serve well after ordination. On weekdays seminarians are expected to be in the seminary by 11:00 p.m. and on weekends by 12:30 a.m.

Policy 5: Common Language

Life in formational community (*communauté éducatrice*) presupposes a commitment to commonality of students and faculty in one community of prayer, study, and ministry, but presupposes real distinctions and differences regarding leadership, office, and responsibility. This harmonious tension between unity and diversity is operative as well in the cultural and linguistic composition of seminary community, in which faculty and seminarians of different backgrounds and languages come together for the common task of priestly formation in the United States. As an expression of this, English should normally be the common language used in community venues on the first floor: classrooms, refectory, atrium, hallways. Native languages are appropriate in personal spaces, in the Donnelly Lounge and in small groups. In the chapel different languages are used as appropriate. Native speakers of English are encouraged to be patient and understanding and open to learning about the diverse cultural backgrounds of their brothers in the seminary. All seminarians are expected to be inclusive and welcoming in all their social interactions. While socializing during meals in a common language other than English is permitted, it should not occur exclusively or without variation. Those whose first language is other than English should normally communicate in English during meals with the exception of occasionally sharing a meal in the Refectory with others who speak their own first language. Those whose first language is English shall welcome those whose first language is not English at their tables for meals and include all in table conversations in a welcoming manner.

Policy 6: Storage

If availability permits, one room per corridor will be designated for "Seminarian Storage" during school terms only. Storage rooms will be keyed to the outside door and will be cleaned out on May 31 each year.

A seminarian no longer in formation at St. Mary's must remove all his belongings from the seminary prior to final departure from St. Mary's as determined by the Dean of Seminarians. With the permission of the Dean of Seminarians, a seminarian taking a one-year leave of absence from

seminary after vacating his room(s) may store his personal effects, boxed and labeled, in the seminary storage room. St. Mary's assumes no liability for loss or damage to a seminarian's property except as covered by insurance.

A bike storage room is available for all seminarians. Keys may be obtained from the receptionist.

Policy 7: Keys

Each seminarian receives a room key, a mailbox key, and a key fob. The key fob opens the front three main doors, the service entrance doors, and allows elevator access to the 3rd and 4th floors and to the 3rd and 4th floor hallway doors., Each seminarian is to return all keys to the Director of the Physical Plant by the date in May set by the Dean of Seminarians.

No additional locks may ever be put on a room door or cabinets or storage units within a seminarian's room. The Seminary administration reserves the right to enter any room in the building at its own discretion and when required.

Policy 8: Housekeeping

Cleaning of offices, halls, restrooms, and other common areas of the building is the responsibility of the institution. Cleaning of individual seminarian rooms is the responsibility of the seminarian to whom the room is assigned. Rooms are to be cleaned on a regular basis and residents may not sweep dust and dirt into the corridors.

Laundry facilities are located on the "A" and "E" corridors of the 3rd and 4th floors. Seminarians must provide and launder their own linens, sheets, towels, etc.

Policy 9: Maintenance

Needed maintenance and repair of public facilities of the building as well as seminarian rooms and facilities are handled by St. Mary's Physical Plant Department. All mechanical problems encountered by the seminarian in his room should be brought to the attention of the Director of Physical Plant through the TMA work order system available on the Community website or in an emergency by direct contact.

At no time should a seminarian contact any outside contractor to do repairs. If an emergency arises outside of normal working hours, seminarians should refer to the emergency name and phone number list posted on hallway bulletin boards. No plumbing or electrical work may be done by a seminarian without proper authorization.

Each seminarian room has a washbasin with hot and cold water and a "Stopper Strainer". Proper use of the washbasin is required. The "Stopper Strainer" should remain in place at all times (this prevents non-solubles from stopping up the drains). Hair, plaster, paint, wax, etc., should not be disposed of in the washbasin of one's room or any washbasin in the building. At no time shall

drain cleaners be used in any washbasin or toilet in the building. Drainage issues should be reported immediately to the Physical Plant Department through a TMA work order or directly in any emergency.

Each seminarian room window, as well as all windows in the seminary, have been equipped with a triple track storm sash and screen in addition to the regular double hung sash. Each room also has a radiator and door providing adequate opportunity for seminarians to regulate the ventilation and air conditioning of the room. Proper use of the storm window allows participation in the conservation of energy.

Policy 10: Elevators

There are two elevators in the building, one in the "A" wing and one in the "E" wing. The elevator in the "A" wing provides public access from the basement level to the second floor. The "A" wing elevator also serves the third and fourth floors, but access is restricted to residents or guests with elevator keys. The elevator in the "E" wing serves the first, second, third and fourth floors. To access this elevator on the first floor, you must have a key fob programmed for elevator use. There is no access to the library from the "E" wing elevator. To reduce noise in the dorms, elevators shall be used between 11:00 p.m. and 7:00 a.m. except in the case of an emergency

Policy 11: No Smoking

To promote the general health and well-being of the entire house, as well as to promote house-wide fire safety, St Mary's Seminary and University is a non-smoking facility. Smoking is, therefore, prohibited in all public and private areas inside the seminary building, including student dormitory rooms. Smoking is currently permitted at specific designated areas on campus currently behind the seminary in the two inner courtyards as well as the patio outside the Donnelly Lounge. Cigarette bins are provided in each designated smoking area. It is expected that each smoker dispose of cigars, cigarettes, pipe tobacco, and other tobacco products appropriately in these specified containers. The Health and Wellbeing Committee of the Seminary Board of Trustees has recommended that St. Mary's move towards becoming a smoke-free campus. Smokers should be prepared for gradual and progressive policy changes in that direction, such that it is likely that before completing the seminary program no smoking will be permitted anywhere on the grounds of St. Mary's Seminary & University. Smokers are liable for any damage occasioned as a result of their tobacco use.

Policy 12: Substance Abuse and Alcohol

The following policy statement on substance abuse should be read in the context of St. Mary's Seminary & University's mission of priestly formation and theological education, and in light of the various policies and handbooks of the institution. The issues of alcohol abuse and illicit drug use have important implications both for individuals and for the institution.

The unlawful use, possession, manufacture, dispensing or distribution of alcohol or illicit drugs on the premises of St. Mary's Seminary & University or as part of any of its activities is strictly prohibited. Though legal in certain circumstances, the use, possession, manufacture, dispensing or distribution of marijuana and cannabis related substances is likewise prohibited and subject to the same consequences applicable to legally controlled substances. The use of these substances anywhere and at any time by a seminarian is prohibited and will subject the seminarian to disciplinary action, not excluding dismissal. The recreational use of even legal drugs is likewise strictly prohibited and may lead to disciplinary action, not excluding dismissal, depending on the circumstances and at the discretion of seminary authorities.

The abuse of alcohol and the use of illegal drugs can cause serious harm to oneself, including impaired judgment, addiction, mental and physical illness, irreversible damage to the central nervous system and, in some cases, death. The use of marijuana by seminarians is prohibited. Any seminarian who it is learned has used marijuana anywhere or at any time regardless of its being legal under the circumstances is subject to disciplinary action, not excluding dismissal.

Violators of St. Mary's policy on substance abuse are subject both to civil prosecution and other penalties imposed by St. Mary's Seminary & University. In imposing its own penalties, St. Mary's will take account the nature of the violation(s), the individual's record, and other circumstances pertinent to the case. Such penalties, may include but are not limited to, disciplinary reprimand, referral for prosecution, mandatory treatment, probation, temporary suspension, expulsion or dismissal from the program. (N.B. Only beer and wine are permitted in the Donnelly Lounge and on its patio except for special occasions as determined by the administration of the seminary.)

St. Mary's Seminary & University prohibits the possession and use of alcoholic beverages on campus except at approved locations and during approved social events. St. Mary's prohibits the use of alcohol by individuals under 21 years of age and the abuse of alcohol by any seminarian or employee on its premises or as part of its activities. Alcoholic beverages of any sort may not be kept or consumed in seminarian rooms or dormitory areas.

Policy 13: Sexual Misconduct

St. Mary's Seminary & University fully supports all local, state, and federal laws prohibiting sexual misconduct, including sexual assault and sexual harassment. It is the responsibility of all seminarians, faculty, and staff to be aware of and adhere to these laws. As members of the Seminary community, seminarians are expected to respect the rights and dignity of all persons.

All investigations involving sexual misconduct allegations against seminarians will be conducted in accordance with the rules and procedures of the Seminarian Handbook and in full compliance with the Policies on Sexual Misconduct adopted by the Society of St. Sulpice U.S. Province with special sensitivity to the nature of the charges and the best interests of all persons involved. A seminarian who is found responsible for sexual misconduct will be subject to disciplinary action up to and including dismissal from St. Mary's, and may face criminal and/or civil sanctions.

If a seminarian believes he has been subjected to sexual misconduct of any kind, include

harassment, or has any information relating to sexual misconduct, he should contact the President Rector or, in his absence, the Vice Rector.

Policy 14: Fraternal Correction

The overall well-being of any Christian community is the responsibility of all its members. This is all the more vital in a Sulpician *communauté éducatrice*, a genuine formational community of faculty and seminarians “which prepares for co-responsibility and which allows for necessary confrontation and a better discernment of vocations” (Sulpician Constitutions, Article 14, #2). In this formational community, while all have responsibility, the Rector and the faculty have the authority to safeguard the well-being of the community. When a seminarian observes another seminarian lacking in the observance of policies 1-11 and 16-33, he should fraternally and with Christian charity make his fellow seminarian aware of the matter. In the event that the fellow seminarian is undeterred or otherwise responds negatively, the seminarian should consider asking one or more other seminarians who are aware of the concern to engage the fellow seminarian with him to repeat the concern. If the seminarians feel that the fellow seminarian has not responded properly, they should then bring it to the attention of the Vice Rector who will determine with the Rector the best course of action with respect to the concerns expressed.

Policy 15: Severe Violations of These Policies

Repeated or severe violations of policies 1-11 and 16-33, and any action contrary to policies 12 and 13 is to be reported promptly to the Rector and/or Vice Rector and/or the Dean of Seminarians. If a doubt exists regarding the seriousness of an alleged behavior, the counsel of the Dean of Seminarians should be sought. Reports of alleged behaviors by a seminarian are treated confidentially and with complete respect for all persons involved. Seminarian expressing concerns about another’s behavior are enjoined to the charity of quiet discretion while the seminary authorities investigate the facts of the case and are not to discuss with anyone other than designated seminary authorities during the course of the investigation. Seminarians are not to attempt to influence witnesses in any way during the course of the investigation or to persuade others regarding the matter. Any seminarian violating these admonitions will be subject to disciplinary action. The Rector is responsible in his judgment for timely group notification of the faculty, and timely notification of the Vocation Director of the seminarian about whom concerns have been raised.

The Rector and Dean of Seminarians carefully investigate and evaluate the facts of the case. This investigation always includes direct conversations with the seminarian alleged to have acted contrary to these policies to clarify the facts and to determine what further steps might be required to resolve the matter. The Dean of Seminarians maintains an administrative record of the case, while the Rector keeps the seminarian's mentor, the formation faculty and vocation director informed throughout the process. If the matter is serious enough, the Archbishop of Baltimore will also be informed and kept up-to-date on the matter, as will the Provincial Superior of the Society of St. Sulpice. Confidentiality will be maintained throughout this process to protect all individuals involved. Since this investigation may prove to be time-consuming, prayerful patience is enjoined

upon all concerned. The administrative record referred to herein is to be kept confidential and sealed at the conclusion of the investigation with future access to the record to be determined by the Rector unless as part of the disposition of the matter it is determined that the complete record is not to be maintained. However, the seminarians' files are to include at least a brief summary of the basis of the investigation and disposition of the matter.

If a seminarian admits the truth of a serious allegation, the Rector, Vice Rector and Dean of Seminarians will judge whether it requires consideration of withdrawal or dismissal from the seminary program. A seminarian may withdraw on his own initiative or have the matter submitted to the Formation Faculty. The Formation Faculty, however, reserves the right to dismiss a seminarian who has offered to withdraw or to declare worthy of dismissal a seminarian who has withdrawn.

If a seminarian denies the truth of a serious allegation, the Rector and Dean of Seminarians will continue their investigation. They may interview others and consult as needed with appropriate persons. If the matter cannot be resolved by these means, it will be submitted to the judgment of the Formation Faculty. Confidentiality will be maintained throughout this process and information provided only as necessary to those who have a right to know.

Policy 15: Refectory and Dining Facilities

St. Mary's maintains professionally staffed dining facilities for the use of faculty, staff and resident seminarians of the institution. Seminarian guests may also be served, provided a meal ticket is purchased in advance from the Library at the circulation desk. Seminarian "guest groups" for meals need to be approved in advance by the Dean of Seminarians, after which arrangements should be made immediately with the Director of Reservations & Institutional Services. St. Mary's facilities are not open to the public and on certain days approved guests are restricted from the dining facilities. Daily menus are regularly posted near the Refectory and are available on the SAGE App which is accessible to seminarians, faculty, and staff and others who obtain the app.

Policy 16: Nutrition

The seminary provides three balanced meals every day in the refectory. The food service seeks to offer a healthy variety of food groups in its meal selections. Each seminarian is responsible for maintaining a well-balanced diet suited to his overall health needs. In general, seminarians are advised to eat more grains, vegetables, and fruits, and to limit the intake of fats and cholesterol.

The food service will provide special diets ONLY for seminarians with written instructions from a medical doctor. Under no circumstances will the food service provide food other than the regular menu without such instructions. Other dietary issues should be handled via appropriate choices from the daily menu provided. If assistance is needed, please contact the Director of Reservations & Institutional Services.

Policy 17: Meals during Vacation Periods

The refectory is officially open to seminarians for dinner on the evening of the first arrival day in the fall semester and on the evening prior to the first day of classes in the spring semester. The refectory officially closes after breakfast following the final day of exams in the fall semester and after breakfast on the fifth day after the end of final exams in the spring semester. No meals are served on Thanksgiving Day or Easter Sunday except when special are arranged and seminarians informed and permitted to sign up for them in advance of these holidays.

Policy 18: Meal Payment

For all seminarians, the cost of all regular meals is covered by their room and board fees. Non-resident seminarians may make special regular arrangements with the Director of Reservations & Institutional Services. All non-resident seminarians and seminarian guests may purchase meal tickets in the library before taking any meals.

Policy 19a: Kitchen Use

The main kitchen is OFF LIMITS to seminarians and all other students. Enter this area without authorization is prohibited. Please see the Director of Reservations and Institutional Services to request the use of items from the kitchen. The food service does not supply food to individuals or small groups.

The seminary food service does not provide food for individual class parties and activities unless approved by the administration. Classes and other groups will be charged at the rates available from the Director of Reservations & Institutional Services for individual approved events. St. Mary's does not reimburse seminarians for class-wide functions attended in lieu of regular seminary meals.

Only food service personnel may use kitchen facilities for food preparation of any kind to avoid the possibility of injuries or sother problem that may affect thre seminary's insurance. Any exceptions must be approved by the Director of Reservations and Institutional Services.

No dishes, glasses, flatware or utensils should be removed from the dining area at any time and individuals are not to take food or meals from the refectory for individual consumption away from the refectory In the event of illness, seminarians should request that meals to be brought to their rooms by an Infirmarian.

Policy 19b: Seminarian Kitchen

There is a small private seminarian kitchen located on the ground floor of the Seminary in room 008S. It is provided solely for the private use of resident seminarians.

Seminarians using the kitchen-space are solely and completely responsible for seeing that the kitchen is cleaned and suitably prepared for its next use. This includes:

- Thoroughly cleaning and putting away all pots, pans, dishes, and utensils used, by using either the dishwasher or washing by hand;
- Cleaning the stove, oven, toaster, coffee pot, and any other appliances used;
- Cleaning the table, chairs, countertops and sink;
- Wiping up any spills from the kitchen floor;
- Most importantly
 - Removing any unused food items from the refrigerator and/or freezer and wiping up any spills in the refrigerator
 - Throwing away all trash and garbage immediately in the Seminary dumpster located in the service wing parking lot and restocking the kitchen trash can with a plastic trash bag.

After cleaning the kitchen, seminarians are to turn out the lights and report any problems to the Dean of Seminarians. Failure to attend to these rules will be reported to the Dean of Seminarians.

Policy 20: Parking

Seminarian parking is available in the following areas on campus: in rows three (3) and four (4) of the front parking lot; in the parking spaces below the service wing parking lot along the drive to the Center for Continuing Formation, and in undesignated spaces on the parking lot along the drive to the Center for Continuing Formation; and in the undesignated spaces on the parking lot at the rear of the building. Seminarians must register their cars by filling out a form and obtaining a decal from the University Registrar in room 222B.

Seminarian parking is not permitted in the service wing parking lot except for loading and unloading—and then only for a very short period of time. Seminarians will be warned to remove their cars from this area if they remain there and the Dean of Seminarians will be informed if a car is not removed after a warning or leaving one's car in this area becomes a chronic problem. The service wing parking lot is reserved for faculty, maintenance, housekeeping and food service staff only, in addition to contractors. No parking is allowed along the curb directly in front of the building which is a fire lane. For some special events each year, seminarians will be asked and must move their cars to the back parking lot to accommodate seminary guests.

Policy 21: Mail

Seminarian mailboxes are located on the ground floor of the "A" wing across from Donnelly Lounge. Should a seminarian receive a package too large for his mailbox, a note will be posted on the bulletin board just outside the Information Office.

During the summer months, first-class mail can be forwarded. However, seminarians desiring that their mail be forwarded must supply the Information Office with gummed and addressed labels for

forwarding. All 2nd and 3rd class mail, however, will be discarded.

Upon their definitive departure from St. Mary's, seminarians should leave an adequate supply of gummed address labels for first class mail. Should no such labels be provided, the seminary will hold mail delivered during the first month after a seminarian's departure for his pick-up at a suitable time. Mail delivered after the first month will be discarded. The United States Post Office does not acknowledge change-of-address forms for mail delivered to an institutional address and the seminary will not be responsible for forwarding mail after the first month.

Policy 22: Communications

22.1 Media Policy

All calls, inquiries or visitors representing the media (either print or electronic) are to be immediately directed to the Senior Vice President for Administration or Director of Communications. No statements, information, or materials may be made or provided to the media without prior clearance by the the President-Rector or the Vice Rector in his absence.

Seminarians who have regular communications with the public through blogs, e-mail newsletters, or other forms of social media, must review any material communicated through such means with the Vice Rector and the Director of Communications and obtain permission for their transmission. Such requests may be referred to the President-Rector at the discreion of the Vice Rector and/or Director of Communications.

This policy does not apply to individual personal communications a seminarian's friends and acquaintances. However, the Vice Rector and Director of Communications, and the President-Rector in appropriate cases, will determine if a communication is individual and personal or social and public in their sole discretion. Seminarians risk disciplinary measures if engaged in communicatations that violate this policy.

In today's atmosphere it is important for seminarians to acquire appropriate discretion in this use of social media and to avoid communications that may convey a false or misleading, or a negative impression of the seminary and seminary life. Negative impressions of seminary life or individual situations should be reported to the Dean of Seminarians, Vice Rector, or President Rector for appropriate discussion and approaches to addressing seminarian concerns. Seminarians are to remain vigilant to the possibility of communications that may be defamatory, even when unintended, and also that might transgress moral principles regarding detraction, and scrupulously avoid any such communications. Engaging communications that are defamatory or that detract from another person's reputation, whether through social media or any other form of communication, written or verbal, is below the dignity and unbecoming of the character of seminarians and clerics and seminarians should therefore cultivate intentionally and progressively the habit of declining to engage in such conduct communicating in such a manner Seminarians and all who are associated with St. Mary's should cultivate an attitude as represented by St. Paul's admonition in Philippians 2:3-5: "Do nothing out of selfishness or out of vainglory; rather, humbly regard others as more important than yourselves, each looking out not for his own interests, but

[also] everyone for those of others. Have among yourselves the same attitude that is also yours in Christ Jesus, ...”, and observe the precept that “If you have nothing good to say about someone, say nothing at all.”

22.2 Bulletins

Bulletin Boards at St. Mary's are placed at various locations in the building and serve specific purposes. The Foyer Board located outside the Information Office is for seminarian messages, seminary community notices, and emergency notices. The Chapel & Spiritual Life Board located in the chapel foyer is for Seminary Liturgical and Spiritual Life events. All posted notices must be signed and dated. The School of Theology Bulletin Board located outside the Registrar's Office on 2B-wing is for all seminary academic notices and announcements. The Ecumenical Institute Bulletin Board located outside the Ecumenical Institute offices on 2B-wing and also on the Library kiosk is for all its notices and announcements. Bulletin Boards located in Seminarian Dorms contain information pertaining to seminarian life and activities. All notices posted on bulletin boards should clearly indicate the name of the person posting the notice, the date of posting, and the date to be removed. Notices may not be posted directly on walls or doors. On Monday through Friday, a "Daily Bulletin" with announcements and information about the next day's activities, is distributed via e-mail at approximately 3:30 p.m. Seminarians who wish to have a notice put in the Daily Bulletin should contact the Assistant to the President Rector. The Bulletin for a specific date is prepared and e-mailed the prior afternoon. Therefore, all requested notices must be received by 2:30 p.m. the previous day. All notices are subject to review and approval by the President-Rector or his designee.

Policy 23: Printing and Duplicating

Seminarians who have personal printing; i.e., many copies of an item or more elaborate printing, may may request individual printing projects from the Print Shop (i.e., many copies of an item, or more elaborate printing projects). The work must then be picked up and paid for at the Cashier's Office, Room 209D.

St. Mary's follows federal copyright laws. A summary of the main provisions of those laws is posted in the copier room. Accordingly, the Print Shop will not reproduce articles, sections of books and magazines, or music not in the public domain unless the item has written on the top "Reprinted with Permission" along with evidence that permission has been obtained and the name or initials of the person requesting reproduction.

Policy 24: Health Services

St. Mary's has an Infirmary, Room 317D, with minimal medical equipment and supplies. It is staffed by seminarian-infirmarians. Available infirmary services are posted each fall on Bulletin boards throughout the residence halls. Seminarians who become ill should contact or ask someone to contact one of the infirmarians immediately. See below regarding absences due to illness.

Policy 25: Obtaining Course Textbooks

Lists of required texts for courses are available on the St. Mary's website. Students are responsible for consulting the webpage and purchasing books from their vendors of choice prior to the start of the semester.

Policy 26: Recreation and Exercise

Seminarians should incorporate regular physical exercise into their daily schedule, contributing to a healthy and balanced lifestyle. Some may wish to participate in sports like basketball, tennis or golf, including team or group sports sponsored by the seminary, while others simply prefer a brisk walk. Seminarians should always follow the advice of their personal physician on what forms of exercise is most suitable.

St. Mary's has a well-equipped Fitness Center, open free of charge to all resident seminarians, on the ground floor of the "A" wing.

Seminarians also have privileges at several neighboring institutions with more complete facilities, including swimming pools and gymnasiums. Prior authorization for using these facilities is required and can be obtained from the Vice Rector's office. Early each semester, current information is posted on local bulletin boards throughout the residential areas of the building. Seminarians are asked to be circumspect and respectful of these other institutions and their students when using the privileges extended by them.

Policy 27: Absences

Seminarians are expected to attend all liturgical celebrations (Lauds, Vespers, Mass, Sulpician meditation, and other liturgies on retreat days/day or evening of recollection), all meetings of classes they are enrolled in, public lectures organized by the School of Theology or Ecumenical Institute), Rector's conferences, pastoral placements, major institutional events (opening Mass, Alumni days, Feast of the Presentation, pre-Christmas celebration, installation ceremonies of Lectors, Acolytes, and Mass of Candidacy, end-of semester and end-of-year celebrations), ordinations celebrated in the seminary, and other formation-related events held at the seminary (including retreats and Days or Evenings of Recollection). Furthermore, seminarians are expected to be in seminary overnight and may not be absent overnight without permission from the Dean of Seminarians.

Absences from any of these events and all overnight absences require i) that the absence has been discussed with the seminarian's Mentor, ii) submission of the correct request form, and iii) the permission of the Dean of Seminarians. After permission has been granted, the seminarian is promptly to inform all professors, staff, pastoral supervisors and others whose activities will necessarily be impacted by his absence. Absences from class require the professor's permission. Denial of such permission may be appealed to the Dean of the SOT, the Dean of Seminarians, and

in appropriate cases to the President-Rector who may grant the permission notwithstanding the professor's denial.

When an absence is requested for a more important part of the seminary's schedule, the Dean of Seminarians will consult the Vice Rector and/or the Rector before permission is granted. Permission must therefore be requested before travel arrangements are made. Seminarians may not presume that permission will be given and must accept the consequences if these guidelines have not been followed when permission is denied.

In the case of illness, seminarians are promptly to inform – by email – their mentor, the Dean of Seminarians and all professors, staff, pastoral supervisors and others whose activities will be impacted by their absence. A similar email is to be sent to all those listed above if the seminarian is ill for a second, third, or more days. On the third day of illness, the seminarian is to send an email with further explanation to his Mentor and the Dean of Seminarians.

All seminarians enrolled in EI classes abide by the Ecumenical Institute of Theology's policy regarding absences from class, which limits absences to two (2) classes per semester. More than two (2) absences can result either in a lower grade or in the professor requiring additional work to make up for the absences. Seminarians should keep this policy in mind even when attending a special mandatory institutional event.

Sunday Mass (11.30am) and lunch (12.30pm) is obligatory for those seminarians who do their pastoral placements on Wednesday and all who do not have a Sunday parish pastoral assignment. Permission from the Dean of Seminarians is required to be absent.

Policy 28: Security

Seminarians should always make sure that all outside doors close securely lock when using them, especially during evening hours and on weekends. Seminarians shall not hold doors open or otherwise allow entrance to anyone he does not personally know. When admitting anyone to the building who has not already registered with the Information Office or already approved by an appropriate administrator, the seminarian shall personally escort him or her to the Information Office to register, or to his or her approved destination and/or office. The purpose of the receptionist/telephone system is to provide entrance into the seminary. All seminary guests are to introduce themselves to the main Receptionist and register, giving the reason for entering the seminary. Outside of regular business hours, all guests must be hosted by a seminarian or faculty member who has obtained prior authorization for the presence of the guest in the seminary.

St. Mary's provides night security each evening of the week from 10:00 p.m. to 6:00 a.m. but assumes no responsibility for thefts of or damage to personal property kept on the premises. The security guard carries a cell phone (410-245-7215). Because the building is often open to the public and because there have been thefts, it is advisable for seminarians to keep the doors to their rooms locked whenever they are unoccupied. Seminarians should find out if their personal property is covered by any form of insurance by family or their diocese, and may wish to consider securing homeowner's insurance or a rider on a family or diocesan policy that would cover losses

occurring at the seminary in order to secure themselves against financial loss due to theft or damage.

The U.S. Department of Education requires that St. Mary's Seminary & University maintain records of criminal offenses occurring on campus and publish and distribute this information to seminarians and employees. Seminarians are to report to the Vice Rector all known or suspected crimes that occur on campus. A report of any such incident should be made in writing, including the following information: the name of the person reporting the crime; the nature of the crime; the time and place of its occurrence; and the victim(s) (if any) of the crime. The report should also indicate if administrators or police were contacted at the time the crime was reported.

Seminarians are encouraged to be extremely cautious and aware of potential fire hazards. The use of candles or devices producing an open flame is not permitted in seminarian rooms. Any seminarian who detects smoke or fire in the building should set off the nearest interior fire alarm and call the Fire Department immediately (911 or ask the operator to make the connection to emergency services). The interior alarm alerts the Fire Department. Seminarians shall not attempt to put fires out unless they are of a minor nature. St. Mary's carries fire insurance only on seminary property.

If a seminarian is in his room when a fire alarm goes off, he should leave immediately and close, but not lock, the door behind him. Seminarians should take all fire alarms seriously. Fire drills should be treated as if they were real emergencies. Whenever a fire alarm goes off, everyone must vacate the building and proceed to the assembly area for their section of the building and report to the designated Fire Marshall in order to assure that everyone has made their way to a place of safety. Normally, in case of an alarm, the building is evacuated by the front doors, near the Periodical Room of the Library, the Information Office and the Main Dining Room. If these entrances are blocked by flame or smoke, the seminarian should take the nearest open exit but proceed to the front of the building so that all can be accounted for. Whenever an alarm goes off, on the event of a fire, the center of communications will be the middle of the front parking lot. No one may re-enter the seminary building until clearance has been obtained by Fire Department officials and communicated through the Fire Marshalls to residents.

Policy 29: Facilities for Handicapped Seminarians

In accordance with applicable Federal and State laws, St. Mary's Seminary & University does not discriminate against qualified individuals with disabilities with respect to admission or access to, or treatment or employment in, its programs and activities. The designated individual responsible for coordinating St. Mary's compliance with these laws is:

Registrar
St. Mary's Seminary & University 5400 Roland Avenue
Baltimore MD 21210
410-864-3605

An individual seeking accommodation(s) with respect to a disability should contact the Registrar.

St. Mary's reserves the right to request appropriate documentation to support a request for accommodation(s).

Policy 30: Donnelly Community Lounge and Patio

An air-conditioned lounge is located in the basement of "A" wing. The Donnelly Lounge is exclusively for the use of faculty and seminarians and their guests. In the evenings, snacks and beverages are served in the lounge. Hours for this service are posted. While the lounge will be open, the bar will not be open on retreat days and during academic breaks. It is every seminarian's responsibility to keep the spaces clean and orderly.

(N.B. Only beer and wine are permitted in the Donnelly and its patio.)

Policy 31: Seminarian Guest Policies

St. Mary's welcomes guests of seminarians and faculty to the community. The seminary community wishes to cultivate a spirit of hospitality and welcome to family and friends of its members. The seminary has three types of guest accommodations listed below.

31.1 Guest Room Accommodations Tickets and Rates

Type 1: St. Mary's Seminarian Guest Rooms – St. Mary's has residence hall guest rooms available exclusively for guests of seminarians or prospective seminarians aged 18 or older. These rooms are available without charge for seminarians or prospective seminarians; \$100 per person/per night is charged for other guests, OR one guest "ticket" per night. These rooms will be prepared and cleaned by Seminary Housekeeping.

Type 2: St. Mary's Seminary Guest Suites – St. Mary's has six guest room suites for official seminary guests, guests of the faculty, and seminarian guests, when available for \$100 per person/per night OR one guest "ticket" per night for the suite. Type 3: St. Mary's Center for Continuing Formation Guest Suites for special seminary events such as Lector/Acolyte, Diaconate or Graduation. St. Mary's makes available guest suites in the Center for Continuing Formation available to seminarians under special circumstances and only for special seminary events such as Diaconate or Graduation. Please consult the Vice Rector availability and restrictions on the use of these guestrooms. Guest room "tickets" are not transferable to another seminarian.

Tickets for personal guests DO NOT include meal tickets, which can be purchased beforehand at the Library Circulation Desk. Present the meal tickets to the Server in the Refectory. Seminarians are to accompany guest(s) for any meals including breakfast.

31.2 Making a reservation

For Bishops, Vocation Directors, or Prospective Seminarians.

All guest room reservations for vocation directors or prospective seminarian visits must be made only through the Office of the Vice Rector.

For All Other Guests, Family, and Friends.

All other guest room reservations are made through the Director of Reservations and Institutional Services after approval of the visit/request by the Dean of Seminarians.

All guest room reservations must be made during normal seminary business hours Monday-Friday, 8:00 a.m. to 4:00 p.m. For daytime guests (friends or family visiting during the day with no overnight stay) please respect the following:

- i) Before the visit, the Director of Reservations and Institutional Services and the Dean of Seminarians is to be informed via email of who is coming and when;
- ii) Upon arrival, the visitors are to sign in at Reception;
- iii) Guests must be accompanied at all times by the hosting seminarian;
- iv) Floors 2, 3 and 4 are not to be visited without express permission from the Dean of Seminarians;
- v) Visits are to take place at a suitable time (not late at night or early morning; not when the seminarian has lectures or formation-related events);
- vi) Visits are to respect the nature of the seminary.

31.3 Hosting Your Guest

It is each seminarian's responsibility to host his guest(s) when they arrive, during their stay, and when they depart. Personal hospitality is absolutely essential if a room is reserved. Under no circumstances should guest rooms be reserved for guests when a seminarian is not present to host them during their stay. On the day of the guest's arrival, room keys will be placed in a basket on the shelf across from the Faculty/Staff mailboxes and must be picked up during regular business hours as indicated above. In the case of weekend or holiday arrivals, keys must be claimed by 4 p.m. on the previous workday.

St. Mary's is pleased to offer hospitality to your guest(s). Please observe the courtesy of introducing your guests to the Rector or Vice Rector as soon as possible after they arrive.

31.4 Departure and Check-Out

Guest(s) must check-out of their rooms by 9 a.m. on the day of departure. Seminarians must make full payment and return guest room keys to the Information Office immediately at the time of departure so rooms can be prepared for the next guest. Guest(s) may remain after 9 a.m. and store personal belongings in the Information Office. Seminarian hosts are expected to accompany their guests at all times during their stay at St. Mary's.

31.5 Guest Emergencies

In case of any emergencies regarding seminarian guests, please notify the Vice Rector promptly. In the case of unexpected guests who require accommodations outside normal business hours, please contact the Vice Rector for assistance.

31.6 Meals for Your Guests

St. Mary's is pleased to offer meals for your guest(s). Seminarians must purchase the necessary number of meal tickets in advance. This can conveniently be done at the Library Circulation Desk. Present the meal tickets to the Server in the Refectory. Always accompany your guest(s) for any meals including breakfast.

The Refectory is closed to all outside guest(s) for certain community events during the year. Please check with the Office of the Vice Rector to be sure there is no community event being held in the Refectory when your guests are here.

31.7 Additional Information

At certain times of the year, because of special events, including but not limited to Alumni Week, no guest suites will be available for seminarian guests. Please check in advance with Director of Reservations & Institutional Services. Pets and smoking are not allowed in any Guest Room.

31.8 For Candidacy and Ministries

The President-Rector invites by letter the vocation directors of all those receiving Ministries or Candidacy, as the seminary's official guests for liturgy and dinner;
Seminarians receiving Candidacy or Ministries may each invite up to five (5) personal guests for 1 guest table in the Refectory. The names of each seminarian's guests are to be given to the President-Rector's Assistant at least 7 days prior to the Candidacy ceremony;
The total number of outside guests for Candidacy is not to exceed 80; for Ministries the number of outside guests should not exceed 100.

31.9 Diaconate

The President-Rector invites by letter the vocation director of all those receiving Diaconate as the Seminary's official guest for the liturgy and reception. Each seminarian receiving Diaconate may invite a maximum number of 50 personal guests

31.10 Commencement

School of Theology and Ecumenical Institute graduates may invite a limited number of guests, as specified by the University Registrar in consultation with the SOT, EI, and Pontifical Deans. Initial distribution is 5 tickets per graduate, but additional tickets may be requested of the unused pool (usually about 60 extra tickets are available on first come, first served basis). Following the ceremony, a reception is held in Laubacher Hall.

Policy 32: Outside Group Policies

All outside groups are restricted to the first floor of the seminary building. Groups in excess of 30

may require additional security (on weekends), resulting in an additional cost to the group. Access to the Donnelly Lounge and the residence halls is never permitted without the authorization of the Rector.

32.1 Tour Groups

Diocesan or Alumni sponsored tour groups can be scheduled during the week with approval from the Rector or Vice Rector. Requests for such visits may be made to the Senior Vice President for Administration or Director of Facilities and Institutional Services. If a group wishes to attend Mass, the Director of Liturgy should be notified by the seminarian or administrator making the arrangements, and if they wish to stay for lunch the diocesan or alumni coordinator makes arrangements directly with the Director of Reservations to confirm details. The Vice President for Advancement is responsible for communicating the visit through the Daily Bulletin.

32.2 Guests at Liturgies

Outside guests, visiting St. Mary's for a day or part of a day or staying overnight in a guestroom, are welcome for Evening Prayer if they are invited and accompanied by a seminarian or faculty member. As a general rule, there should be no more than five guests per seminarian host for Chapel events. The Dean of Seminarians should be informed via e-mail when guests are attending liturgies. If the hosting seminarian would like to lead a first-floor tour before or after a liturgy, he must be considerate of the ordinary activities of the seminary and his own schedule. Guests are not invited for dinner unless special permission is granted (and only for immediate family or vocation guests) by the Dean of Seminarians. Laubacher Hall may also be used as a convenient meeting place after evening prayer.

32.3 Parish Retreats or Confirmation Group Programs

Parish Retreat and Confirmation Groups are normally scheduled on Saturdays. A group may wish to coordinate a retreat or confirmation group with the Seminary's "Sunday at the Seminary" program, in which case special permission is required from the Dean of Seminarians after consulting the Rector.

The primary location for such meetings is the Forum Hall, which must be scheduled with the Director of Reservations, which has limited availability due to other Center commitments. Laubacher Hall may also be used if the Forum is not available, also scheduled through the Director of Reservations. Food can only be made available if pre-paid and arranged in advance through the Director of Reservations. Any food will only be served in the Forum Café and not the Refectory.

Any minors visiting the Seminary must have adult chaperones from the sponsoring group at a ratio of 1:10 (1 adult for every 10 children), with a minimum of 2 chaperones. All groups with minors must be in compliance with the Archdiocese of Baltimore's Policy on the Charter for the Protection of Children and Young People, which includes permission slips, travel arrangements, chaperones and no minors unless accompanied by 2 adults at all times. Permission for such groups is granted by the Rector or Vice Rector only after the seminarian has checked space availability with the Director of Reservations. After permission is confirmed, the seminarian is responsible for

communicating in writing with the Rector about the group, and making sure that an announcement is placed in the Daily Bulletin prior to the weekend of the visit. The seminarian must be with the group the entire time, and is responsible for the behavior of the group members while they are on Seminary property.

Any use of institutional equipment (i.e. screen in Laubacher Hall) must be approved by the Director of Information Technology or Director of Physical Plant to insure safe operation.

Policy 33: Vocation Visits

Vocation Director visits are coordinated through the Vice Rector's Office. The Vice Rector's Office requests room reservations directly from the Director of Reservations and Institutional Services, coordinates appointments for the Vocation Director with the Rector and Vice Rector, notifies seminarians from the diocese of the Vocation Director's visit, types the final draft of the vocation director/mentor/seminarian meeting schedule, and leaves a copy of the vocation director's schedule at the Information Office before his arrival at St. Mary's. Each of the seminarians from the diocese receives a copy of his vocation director's final schedule. Vocation Directors visits are not to be coordinated by a seminarians. Rather, the Vocation Director or his Assistant should contact the Vice Rector's Office directly to schedule such visits. Seminarians coordinated visits have resulted in serious scheduling lapses in the past and the seminary has instituted a policy of responding to requests from the Vocation Director's Office only in order to avoid the kinds of miscommunication that have occurred in the past when arrangements are left to a seminarian. All formal Vocation Director visits should a meeting with the Rector after the Vocation Director has met with his seminarians and their Mentors.

Visits by prospective seminarians are coordinated by the Vice Rector's Office. The arrangements include room reservations, all appointments, designation of a host seminarian, and a schedule of classes and activities available during the prospective seminarian's visit should ordinarily be made by the Vocation Director of the prospective seminarian's diocese. The schedule, as well as an informational packet, will be given to the prospective seminarian when he arrives at the Information Office. Seminarians and prospective seminarians should not attempt to make these arrangements on their own.

Policy 34: Records and Files

St. Mary's complies with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), regarding seminarian education records. In general, seminarians have the right to inspect and review their own education records; to seek amendment of covered records the seminarian believes are inaccurate, misleading or otherwise in violation of the seminarian's privacy right; to consent to disclosures of personally identifiable information from the seminarian's records to third parties, subject to certain exceptions. For example, the seminarian's written consent is not required for disclosures to faculty and administrators of St. Mary's Seminary and University who have legitimate educational interests, or his Vocation Director and Bishop; to certain government agencies and officials or as required by law; to other schools in which the

seminarian intends to enroll, upon written request by the seminarian.

A seminarian's Directory Information, Medical and Psychological Records, and Personal (Formation) File are treated below. A seminarian's other files are treated in accordance with the policies enunciated in other sections of this policy or other applicable seminary policies.

St. Mary's distinguishes between "education records" covered by FERPA and "formation records" that are within the exclusive domain of the seminary formation program. Formation records are only available to the Bishop and diocese which sponsors a seminarian, usually through the Vocation Director, on whose behalf seminarians are admitted to the formation program. "Educational records" within the meaning of FERPA constitute a part of the seminarians' "formation records" and are available to the seminarian during or after his enrollment in accordance with FERPA, records which pertain principally to the seminarian's intellectual formation and participation in his degree program/s. "Formation records", on the other hand, are confidential and constitute the property of the seminary and sponsoring diocese, and are only available to the seminary and sponsoring diocese, unless the sponsoring diocese chooses to share them with the seminarian or the diocese or seminary is compelled by legal process to produce them to anyone other than the sponsoring diocese or the seminarian's Directory Information, Medical and Psychological Records, and Personal (Formation) File are treated below. A seminarian's other files are treated in accordance with the policies enunciated in other sections of this policy or other applicable seminary policies.

St. Mary's maintains the following seminarian "directory information": name, room and cell phone number, home address, date and place of birth, ethnic and racial background, biological sex, denominational or diocesan affiliation (where applicable), clerical status (where applicable), dates of attendance at St. Mary's, degree program, degrees granted, previous educational institution(s) attended. St. Mary's may release "Directory information" without specific prior authorization by the seminarian. The seminarian, however, has the right to notify the Vice Rector in writing that some or all of the above information shall not be designated as "directory information" for that seminarian (e.g., an unlisted phone number provided to St. Mary's for emergency use). Each seminarian's "directory information" is maintained in the Vice Rector's office, and seminarians are encouraged to check it for accuracy.

Limited medical records are kept in the Infirmary (317D), e.g., a listing of allergies, voluntarily submitted by the seminarian. This information is accessible only to the Head and Assistant Seminarian Infirmarians. Except in cases of emergency where the safety of the seminarian or of other persons is jeopardized, information will not be released without the express consent of the seminarian.

The results of psychological and vocational tests administered as a part of the admissions or academic programs are confidential. Maryland medical records laws govern access to and release of psychological evaluation and treatment records. These records are maintained in the Vice Rector's office. The results of testing may be made available to the seminarian upon special written request to the Rector, through the medium of a qualified interpreter of such instruments. Appointments for interpretations should be made through the Psychological Services Department. Copies of test results are not provided.

It is ordinarily possible, upon written request of the seminarian, to release psychological test information to qualified persons serving other agencies or institutions. In some instances, a copy of St. Mary's own record is provided, and the seminarian is charged a small service fee. In other cases, where questions of copyright may be involved, the seminarian must deal directly with the testing organization. Reports on testing more than three (3) years old are ordinarily not made available.

The seminarian file of each seminarian is kept in the Assistant to the Vice Rector's office. It contains the annual evaluation (where applicable) and other non-academic documents relevant to the seminarian's general progress at St. Mary's. Access to this file is limited to , the President Rector, the Vice Rector, and the seminarian's mentor and spiritual director (where applicable) during the time the seminarian is enrolled at St. Mary's, and the diocesan officials responsible for the seminarian's attendance at St. Mary's. Formation records in the seminarian's file may be available to the seminarians in accordance with the seminary's policy for the release of such information to the seminarian, or in accordance with the evaluation process outlined in the Rule of Life and Seminarian Handbook. Seminarians requesting access to "formation records" should make such requests to or through their sponsoring diocese. Once a seminarian is no longer enrolled at St. Mary's, formation records not covered by FERPA will only be made available to the seminarian's sponsoring diocese, or to another diocese or seminary making a request for the Rector's Testimonial regarding the seminarian referred to in the Code of Canon law, *Ratio fundamentalis*, and Program for Priestly Formation, if particular records are relevant to the Rector's Testimonial. In the case of a seminarian, it is assumed that the annual evaluation and other documents are open to inspection by his Ordinary or his delegate, but each seminarian is asked at the beginning of his studies here to confirm this in writing. In all other cases, no document from a seminarian's personal file will be made available to anyone without the seminarian's express written consent.

Policy 35: CPE

Clinical Pastoral Education (CPE) is a method of learning pastoral practice in a clinical setting under supervision. Successful completion of a CPE unit may be accepted in place of a pastoral elective. Information on CPE is available from the Pastoral Formation Office. Applications for summer CPE positions should be made as early in the year as possible, and certainly by winter break.

Policy 36: Full-Year Pastoral Internships

Full-year Pastoral Internships, commonly referred to as a "Pastoral Year" may be required by some dioceses. Seminarians who return to St. Mary's from Pastoral Internship will be expected to participate in pastoral work along the same lines as their classmates. In the spring, the Pastoral Formation Director meets with those seminarians going on pastoral year to discuss the faculty's expectation for the Pastoral Year. Each seminarian is to submit to his Mentor specific goals and strategies for the Pastoral Year, as well as the name and address of his supervisor and placement.

Diocesan supervisors are expected to submit to the Pastoral Formation Office a final evaluation respecting the Pastoral Year prior to the seminarian's return to the seminary.

Policy 37: Academic Courses During Pastoral Internships

Ordinarily, a Pastoral Year presupposes a full-year immersion experience of parochial life and ministry, as well as introduction to the local (arch)diocesan experience of priestly life and ministry. It is primarily pastoral/formatational in scope.

It might be advisable under certain conditions (acceptance into St. Mary's in mid-formation, a missing course in curricular sequencing, returning after less than one academic year's leave of absence) for a seminarian to register for academic courses, either at St. Mary's or as a distance independent study, during the Pastoral Year. It may also be advisable under certain circumstances for eligible seminarians to register for academic courses during the Pastoral Year, either at St. Mary's or in distance independent study, to facilitate the attainment of a degree (concurrent M.A./M. Div. or S.T.L.) within the standard PPF required six-year program, though normally no more than one course per semester will be allowed during the Pastoral Year.

Registration for and completion of academic courses, either at St. Mary's or in distance independent study, during a Pastoral Year does not shorten one's overall formational time as outlined by the Program for Priestly Formation and the Code of Canon Law at St. Mary's.

Courses taken during the Pastoral Year are payable at the per-credit-hour rate. Academic course registration taken during a Pastoral Year needs the approval of the following parties at the time of registration: the Vocation Director, both to authorize fee payment and to attest to the congruity of academic study during internship; the Pastoral Formation Director, to monitor the feasibility of such study in conjunction with internship learning goals; the Vice Rector, to attest to the need and formational desirability for such study; the SOT Dean, to control proper course sequencing.

Policy 38: Pastoral Formation and Seminary Priorities

Pastoral commitments are designed and carried out in ways that complement and enrich academic, human and spiritual formation. Special care should be taken that the requirements of pastoral formation not overwhelm but always serve the interests of a seminarian's academic, human and spiritual formation. The seminary requires a proper balance between each element of priestly formation.

Policy 39: Pastoral Files

Pastoral files contain records of the seminarian's progress and experience in pastoral formation. These files may be seen by the Vice Rector, the SOT Dean, the staff of the Pastoral Formation Department, the Dean of Seminarians, and the seminarian's Mentor and Spiritual Director (where applicable) without special written authorization. All Pastoral files are kept in the Office of the Pastoral Formation Coordinator.

LITURGICAL POLICIES

Policy 40: Liturgy in a Sulpician Seminary

The liturgy of St. Mary's Seminary and University follows the principles and norms provided in the Program of Priestly Formation (cf. PPF 118) and in the GIRM Sacramentary, Lectionary, and Ordo. As a Sulpician seminary, the Faculty Council at St. Mary's has direct responsibility for the spirit and liturgical practice in the seminary. Their duty is to establish the general tone, rhythm, and expression in the seminary's liturgical life. The President Rector in his capacity as pastor of the seminary community is responsible for assuring that the seminary liturgy meets the Church's norms and the formational objectives of the faculty. The Director of Liturgy, the Coordinator of Liturgical Music, and the Liturgy Committee, as well as liturgy preparation groups, all assist the Faculty and the President Rector in carrying out their important roles in liturgical formation. The active and prayerful participation of all seminarians and faculty is essential for the daily liturgical life of the seminary.

Policy 41: General Liturgical Statement

The following policies are an explanation of the General Instructions of the Roman Missal and the Liturgy of the Hours as applied to the liturgy at St. Mary's Seminary. All faculty and seminarians, when involved in the preparation and celebration of the liturgy, should be aware of and follow these policies.

All ministers at the Eucharist and the Liturgy of the Hours should be familiar with the major liturgical resource documents. Please see the Director of Liturgy for details.

All ministers should acquaint themselves with the physical arrangements of any given day's liturgy so that they know what they are doing before Mass begins. Sacristans should check with the sacristy staff beforehand to be sure that they have understood the details of the particular liturgy properly. In terms of arrangements for a given liturgy, where the situation arises calling for a change in these guidelines, please consult and obtain the prior approval of the Director of Liturgy.

The Director of Liturgy, the Coordinator of Liturgical Music, the Liturgy Committee, sacristans, musicians, and artists in the house, serve as resources to help seminarians creatively prepare their assigned feast day liturgies. Committees are appointed for preparing special liturgical occasions that arise during the year. Should anyone have any suggestions or concerns, please bring these matters to the attention of the Director of Liturgy.

Policy 42: Liturgy Preparation and Schedule

The Eucharist is the Church's central act of worship and the focal point of the liturgical life of St. Mary's. Ordinarily daily Eucharist is celebrated in the Main Chapel when the whole seminary community celebrates together (PPF 116). Special occasions, such as Candidacy, Lector-Acolyte, Diaconate, etc., are separately scheduled. Seminarians are welcome to invite guests to the liturgy

at St. Mary's.

The Eucharist and Liturgy of the Hours are celebrated in accordance with the principle of progressive solemnity. The Coordinator of Liturgical Music is responsible for preparing music for liturgies in accordance with this principle.

The Eucharist is celebrated in the Main Chapel on Sunday, Monday, Tuesday, Thursday and Friday at 11:30 a.m. On Wednesday Mass is celebrated at 8:00 a.m. (with Morning Prayer) and on Saturday at 11:30 a.m. in the St. Charles Chapel.

Morning Prayer is celebrated communally at St. Mary's on Tuesday, Wednesday, Thursday, and Friday in the Main Chapel at 8:00 a.m. On Mondays, Morning Prayer is prayed privately before the scheduled common Sulpician Meditation and on Wednesday it is celebrated with Mass. Evening Prayer is celebrated in the Main Chapel on Monday through Thursday at 5:15 p.m.; on Thursday, Evening Prayer is celebrated within Solemn Exposition. Night Prayer is celebrated by small groups throughout the house on various evenings (cf. PPF 117 and 119), and Solemn Night Prayer is celebrated communally on Sundays at 9:00 p.m.

Policy 43: Other Services and Devotions

Devotion to the Blessed Sacrament is encouraged as part of the seminary program (cf. PPF 124). The Eucharist is reserved in the Main Chapel as well as in a small chapel on the fourth floor. Seminarians are encouraged to make a daily visit to the Blessed Sacrament. Adoration through simple Exposition and simple Reposition is available Monday through Friday, 6:45-7:45 a.m. in the Main Chapel. Each semester a day of Eucharistic Adoration is celebrated by the seminary community. Weekly Holy Hour with Solemn Exposition is scheduled every Thursday from 4:30-5:30 p.m. in the Main Chapel. All are invited to participate. Holy Hour closes with Evening Prayer and Benediction celebrated by the community at 5:00 p.m. Communal celebrations of the Sacrament of Penance are scheduled during Lent and Advent. Spiritual Directors are available for confession at a seminarian's request. In addition, twice a semester additional confessors are available for the Sacrament of Penance (cf. PPF 120).

As part of the Sulpician tradition, Sulpician Meditation led by a faculty member occurs every Monday at 8:00 a.m. (cf. PPF 123).

A house Confessor is available on Wednesday mornings before Mass for those who wish to avail themselves.

During the season of Lent, special devotions are held at the seminary. In accordance with the Bishop's pastoral The Challenge of Peace, Friday abstinence is encouraged for members of the community not only during the Season of Lent, but also throughout the year. Stations of the Cross are celebrated on Thursday's during Lent in lieu of Evening Prayer which is prayed in private.

Marian Devotions are held regularly to honor the Blessed Virgin Mary, especially under the title of Mary, Seat of Wisdom, the Patroness of St. Mary's (cf. PPF 125). Communal recitation of the

Rosary is announced in the Daily Bulletin. The Rosary is prayed Sunday Evenings at 8:30 with the Rector before Night prayer for those who wish to participate. The Rosary is prayed together at 5:00 p.m. on Wednesdays during Advent in lieu of Evening Prayer which is prayed privately. Seminarians are also encouraged to pray the Rosary individually or in groups at other times.

In addition, special ecumenical and inter-faith celebrations are held several times a year in conjunction with the Ecumenical Institute (cf. PPF 126).

Policy 44: Sacred Music

The music program at St. Mary's is designed to instill in our seminarians the understanding that sacred music "forms a necessary or integral part of the solemn liturgy" (SC 112). As a part of daily worship in the seminary, sacred music provides a greater opportunity for community participation. Both appropriate music selection and the accurate performance of musical selections are valued in providing a prayerful liturgical experience for the members of the seminary community. The program incorporates congregational singing, cantoring, choral singing, and instrumental music in the celebration of the liturgy in order to express the wide variety of music that is an integral part of liturgy and the Church's liturgical traditions.

There is a formative dimension to the music program at St. Mary's. In the chapel seminarians are introduced to a wide variety of theologically appropriate traditional and contemporary music. Music in Spanish and Latin is also used to prepare seminarians for the multi-cultural dimensions of the Church and to teach them to appreciate the rich heritage present in our communities. In liturgy committees and preparation sessions seminarians are trained to select music that is appropriate for the readings of the day, season of the year, and particular setting. Following the guidelines set out by the Church and utilizing the resources available to seminaries and parishes, seminarians in the chapel, classroom, and preparation sessions are formed in the maxim that "there is no Christian life without ritual, and no ritual life without music."

Policy 45: Music Ministers

At St. Mary's Seminary, music ministry is vital to the celebration of the Church's liturgy. Musicians should keep in mind that their primary role is to assist the assembled community in a prayerful and professional manner. The function of music is ministerial; it must serve and never dominate. Musicians cooperate in liturgical preparations with the other designated ministers.

Musicians are reminded to be careful to adhere to copyright laws at all times. They should also be conscious of being public ministers and should be groomed and attired properly. Jeans are not appropriate for Main Chapel liturgies.

INSTITUTIONAL AND FINANCIAL POLICIES

Policy F-1: Fee Schedule

Resident seminarian fees are determined yearly and are available from the Finance Office.

Policy F-2: Payments and Refunds

Fees are not refundable but tuition and other charges are refundable according to the following schedule: 1 week, full refund; 2-3 weeks, 80% refund; 4-5 weeks, 60% refund; 6-7 weeks, 40% refund; after 7 weeks, no refund. The date used is that on which the Vice Rector sends to the Dean written notice of the seminarian's withdrawal from the program. A copy of this notice is sent to the Vice President of Finance.

Policy F-3: Student Accounts

General student account files are confidential, and only the seminarian, the President Rector, heads of programs and departments, the Vice President of Finance, and the seminarian's mentor and spiritual director (where applicable) may see them. In all other cases, express written permission of the seminarian will be obtained prior to release of such material. In the case of seminarians, these files are available to the person's Ordinary or his delegate. Upon entering St. Mary's, each seminarian will be asked to confirm this in writing. The Vice President of Finance for St. Mary's is responsible and keeps these files in his office, 204D.

Policy F-4: Financial Aid

Through the generosity of benefactors, the School of Theology has accumulated an endowment fund for restricted and unrestricted scholarships. The income from this fund is used to provide scholarships and employment. Such factors as scholastic achievement, participation in school or seminary activities, vocational commitment, and financial need, as well as the degree of participation in the formation program of St. Mary's by the seminarian's diocese are weighed.

*Note: Please contact St. Mary's Finance Office for the Institutional Aid Application requesting your loan amount for the academic year or semester.

Policy F-5: Work Study

St. Mary's funds some work-study positions for eligible seminarians. Seminarians who accept work-study positions are expected to fulfill the requirements of the position as stated in the job description and as explained by their supervisor. Dependability is expected in fulfilling work-study requirements.

Application for work-study is made by returning the completed Institutional Aid Application, the signed Financial Aid Award, and the completed Work Study Employment Application to the Payroll Office.

The Dean of Seminarians makes work-study assignments (department, job title and maximum number of work hours per week). Questions concerning assignments and/or changes to assignments should be directed to the Dean of Seminarians.

Payment for work-study is processed through the Payroll Office, and requires the completion of the following:

- US Department of Justice Employment Eligibility Verification form (bring required documentation - Valid Passport, Social Security Card, Driver's License or Birth Certificate);
- Federal and State tax withholding forms; Direct deposit form (only method of payment) - bring a voided check or savings account number. All seminarians participating in work-study are paid through St. Mary's payroll.

Time sheets are available on the Community Web Site. Please check the time sheets for payment schedules. Late time sheet submission delays payment until the following pay date. Each time sheet should be filled out as follows:

Seminarian name, department and position (please print);

- Hours worked should be indicated for the appropriate day and totaled for week and month;
- Signatures of both the seminarian and supervisor.

Seminarian work is limited to 6 hours per week. Any exceptions require the approval of the Dean of Seminarians. Working during scheduled off days requires the approval of the Dean of Seminarians. Payments will be made up to the amount of the work-study award. A summary of each seminarian's work-study award status is prepared each month. The seminarian is responsible for monitoring the award and consulting the Payroll Benefits Administrator concerning adjustments to their F-6: Personal Expenses

Policy F-6: Personal Expenses

Under no circumstances is St. Mary's responsible for personal seminarian purchases made through vendors in the community. Personal expenses incurred through St. Mary's vendor accounts must be billed in the seminarian's name ONLY. Penalty is payment of bill plus \$25 charge.

Policy 7: Institutional Purchasing

St. Mary's is a tax-exempt organization by state law and any and/all purchases made using the tax-exempt status should be for institutional purposes ONLY. The Finance Office has departmental regulations concerning advances for school purchases made in St. Mary's name. Please inquire with the Finance Office for details before purchases are made.

Policy F-8: External employment

Seminarians are not permitted to seek or accept paid employment during their studies at St. Mary's Seminary and University outside of seminary work-study.