



**KOOTENAY SCHOOL
OF MINISTRY**

**CATALOGUE
AND
STUDENT HANDBOOK
2016**

revised April 27, 2016



Be transformed by the renewing of your minds.
- St. Paul

Welcome to the Kootenay School of Ministry.

When St. Paul wrote to the Christians in Rome he wrote from a deep reflection on the nature of Christian faith and his vision of the church in a world where many different cultures, traditions and spiritualities compete for attention. In such a world Paul writes that it is important to consider what it is that shapes our hearts and minds and to intentionally decide to what we will give our precious lives and energies. He knows that this is not simply an intellectual exercise but a process by which learning leads to life, knowledge leads to action, and information leads to transformation. And so he urges them and us to “be transformed by the renewing of your minds” (Romans 12:2). This is the motto of the Kootenay School of Ministry.

The School deeply believes that learning is for living, and Christian life leads to ministry. Every baptized person is drawn into the life of Christ and into the ministry of Christ. As the Body of Christ we share in his work in the world. The Kootenay School of Ministry exists for all Christians as a resource to deepen our knowledge and understanding of our faith and to equip us for ministry. Some will be exercising that ministry in our homes and places of work, others will have specialized ministries (lay and ordained) both in the church and in the world.

We offer high quality courses, taught by experienced teachers and leaders, and the conversation with other students is stimulating and enriching. Each course can be taken for credit toward a diploma or individually for interest. Credit students will have assignments to complete and there are no assignments for those taking the course for interest (audit). At the current costs of a course they are amongst the best bargains in education anywhere. In the words of a recent student: *People keep asking about the course and I stumble around with inadequate descriptions. Perhaps it is best summed up by the raw, tender, open-heartedness that it engendered in me... one I hope I can maintain to the greatest degree possible... The conversations, inner and outer, that took place in this course will continue to inform my personal spiritual life and ministry in the years to come.*

The current courses are listed in this catalogue as is information about the School and its programs. If you have questions please do not hesitate to be in touch with me or the School's Registrar, Kathryn Lockhart.

John E. Privett
Acting Principal

Kathryn Lockhart, Registrar
admin@kootenayschoolofministry.ca
778-478-8310

Kootenay School of Ministry

2016 Courses

June 3-6: Ethics (P105) *also available for audit*

Instructor: The Rev. Canon Dr. Travis O'Brian

St. Andrew's Anglican Church, 4619 Lakeshore Road, Kelowna

August 26-29: Pastoral Care (P108) *also available for audit*

Instructors: The Ven. Dr. Ellen Clark-King and The Rev. Jeremy Clark-King

All Saints' Anglican Church, 3205 – 27th Street, Vernon

September 30-Oct. 3: Jesus and the Jewish Scripture (O100-001)

Instructor: Dr. Elmer Joy *also available for audit*

St. Andrew's Anglican Church, 4619 Lakeshore Road, Kelowna

All courses begin Friday evening and end at noon on Monday.



Things You'll Want to Know

Certificate in Ministry Studies

The Kootenay School of Ministry offers the Certificate in Ministry Studies as our way of telling the world that you've received a high quality education. The Certificate is awarded to people who successfully complete any nine full (21 contact-hour) courses at KSM. If you are interested in ordination as a Deacon or Locally Trained Priest in the Diocese of Kootenay, specific programs have been laid out for you. If you are joining us for the pure joy of learning, then you may craft your own program, selecting freely from the courses that we offer.

Registration and Tuition Fees

Registration forms are available on the Kootenay School of Ministry website, at www.kootenayschoolofministry.ca Payment can be made using PayPal, or by cheque made payable to **The Diocese of Kootenay** and mailed to: Kootenay School of Ministry, Diocese of Kootenay, #201 - 380 Leathead Road, Kelowna, BC V1X 2H8. Tuition for 2016 is \$250 for a credit course, which includes lunch and supper for the two middle days of the course (ordinarily Saturday and Sunday). Once payment is received, access to course materials will be granted. Selected courses are also available for audit - see below. *If you are interested in taking a course, please register promptly, as courses with low enrollment may be cancelled.*

Questions regarding course information should be directed to Kathryn Lockhart, Registrar. She can be reached at: admin@kootenayschoolofministry.ca or 778-478-8310.

Auditing Courses

Certain courses are available for an audit fee of \$99. Auditors will be able to attend the classes but will not submit assignments for assessment. For an extra \$100 auditors may also attend all meals. Please note that students who audit a course, and who subsequently decide to take the course for credit, will have to retake the course for the credit fee.

Not all courses are suitable for audit: suitability depends on the nature of the course, the course delivery style and schedule, the instructors, and other factors. These courses will be as accessible as possible, for the greatest possible percentage of the diocesan population.

The audit courses for 2016 are as follows:

- *Ethics* with The Rev. Canon Dr. Travis O'Brian
- *Pastoral Care* with The Ven. Dr. Ellen Clark-King and The Rev. Jeremy Clark-King
- *Jesus and the Jewish Scripture* with Dr. Elmer Joy

Billets

Free billets for students taking a course for *credit* are usually made available for KSM courses, so that your costs can be minimized. Unfortunately, we cannot make any promises with regard to availability or suitability to your needs. If you are interested, please indicate this in the appropriate place on the registration form. You are strongly encouraged to register promptly, in order to for us to schedule you with a billeting home. Availability is always limited and last minute arrangements are more difficult to make.

Suitability for Courses

KSM strives to make seminary-level education widely-available in as accessible a manner as possible. Our classes include students with a broad range of ages, educational qualifications, and life-experiences. We anticipate that students will either be high-school graduates or of an equivalent level of academic capability. We expect that students will be prepared to undertake a significant quantity of work in each course. This may include reading and written assignments before and/or after the course meets. Courses are graded for the benefit of those who wish to take them for credit.

Bursaries

Bursaries are available only for courses meeting requirements for positions licensed by the Bishop of Kootenay. KSM has a limited number of bursaries available, at a maximum of \$100 per course, up to a total of \$200 per student per calendar year. If a student has received two bursaries in a calendar year, and requires financial assistance for another required course, the Principal may agree to give an additional bursary. The number of bursaries given to an individual may be used toward the cost of tuition or required supplies for courses.

Eligible persons include candidates for ordination or Licensed Lay Ministry; Licensed Lay Ministers; and Locally Trained clergy fulfilling requirements for continuing education, as established in their covenants. Persons seeking to enter these programs, who are members of congregations that have no resident incumbent clergy, may also apply; the Principal will consider these applications separately and may seek advice before approving, so applicants are encouraged to be in conversation with parish wardens and the Bishop of Kootenay before proceeding with an application.

Bursary requests must be received at least one calendar month before the course start date.

*Before applying for a Bursary, the candidate will access funds from their sponsoring congregation, as per policy: *Licensed Lay Ministry Program* - section 4.1.3 on pg. 6
Deacon Program - section 4.1.9 on page 10
Locally Trained Priests Program - section 4.1.9 on page 6

Bursary forms are available at <http://kootenayschoolofministry.ca/bursaries/>

Instructors for the 2016 Academic Year



The Rev. Canon Dr. Travis O'Brian is Director of Anglican Studies at the Vancouver School of Theology and Rector of St. Barnabas Anglican Church in Victoria. He earned his Bachelor's Degree in Philosophy and English from the University of British Columbia and both his Masters and Ph.D. degrees in Philosophy from the Higher Institute of Philosophy (Hoger Instituut vor Vijsbegeerte) at the Katholieke Universiteit, Leuven in Belgium. His doctoral thesis focused on the Danish philosopher and theologian Søren Kierkegaard. Travis has also studied at McGill University, Wycliffe Hall (Oxford), and finished his preparation for ordination at VST. In his spare time, Travis pursues his love of literature through the writing of poetry. He is also an avid fly-fisher and general lover of getting outdoors. Travis is married to Jasmin, who is the Community Minister at St Barnabas. Together they have four children aged 6-16.



The Ven. Dr. Ellen Clark-King is Cathedral Vicar of Christ Church Cathedral and the Diocese of New Westminster's Director for Diaconal Formation and also teaches in the Doctor of Ministry program at Virginia Theological Seminary. She is the author of two books: *Theology by Heart: Women, the Church and God* (Epworth, 2004) and *The Path to Your Door: Approaches to Christian Spirituality* (Continuum, 2011). She is married to Jeremy Clark-King and has lived in Vancouver since 2005.



The Rev. Jeremy Clark-King is Rector of St Mary's, Kerrisdale, Regional Dean of Point Grey, and part of the team of the Diocesan School for Parish Development. He is particularly interested in the intersection of spirituality, organization and personal development. He is married to Ellen and has also lived in Vancouver since 2005.



Dr. Elmer Joy has a deep appreciation for the Hebrew Scriptures and their place in Christian theology and spirituality. After a varied career as professor in biblical studies, VP Administration and Finance, and then as Academic Dean at Regent College, he worked with Bishop Michael Ingham in the Diocese of New Westminster as Business Administrator and then as Director of both Christian Formation and Congregational Development. Elmer recently retired from a career in real estate in Kelowna. He is the current director of Emmanuella House of Prayer, shifting its focus somewhat to the development of creation theology and its implications for spiritual exercises and earth keeping. He has proven right those who have argued that a person should expect up to five careers in a lifetime.

Course Requirements for Ordination Programs in the Diocese of Kootenay

Those wishing to be ordained as Locally Trained Priests in Kootenay must take the following:

- P 100 Foundational Theology
- P 101 Anglican Theology and Identity
- P 102 The Ministry of Evangelism Today
- P 103 Spiritual Formation
- P 104 Liturgy
- P 105 Ethics
- P 106 Parish Administration
- P 107 Congregational Leadership
- P 108 Pastoral Care and Education

Those wishing to be ordained as Deacons in Kootenay must take the following:

- P 100 Foundational Theology
- P 101 Anglican Theology and Identity
- P 102 The Ministry of Evangelism Today
- P 103 Spiritual Formation
- P 105 Ethics
- P 107 Congregational Leadership
- D 100 Diaconal Studies
- D 101 Equipping Others for Ministry
- D 102 Diaconal Role in Liturgy and Homiletics



Courses

P 100 Foundational Theology

Foundational Theology is an introduction to theological method — with a focus upon critical thinking skills — and the basic touchstone topics of Christian theology: Trinity, Christology, and salvation. The approach will be both historical and systematic, so that participants encounter the main streams of thought in Western Christianity — ancient, medieval, modern, and contemporary. Significant attention will be given to the development of the Nicene Creed and its explication at the Council of Chalcedon. This course will be particularly attentive to the relevance of this material for priestly ministry, with assignments oriented toward preaching and pastoral situations.

P 101 Anglican Theology and Identity

Anglican theology is theology that belongs to the whole church, but has a particular character that is rooted in its historical development. This course, therefore, seeks to elucidate the nature of Anglicanism through investigation of works by Anglican theologians and discussion of Anglican history. We will address the nature of Anglican understandings of the church, orders, and sacraments. Canadian Anglican history (with a focus on British Columbia) will be a significant part of the course, as will the Anglican Covenant and contemporary expressions of Anglicanism worldwide.

P 102 The Ministry of Evangelism Today

This course aims to provide an understanding of the theology and practice of evangelism that resonates with Anglicanism today. Course content will include biblical and theological foundations, starting with the mission of God (*missio dei*) and the content of "the good news;" Jesus as an evangelist; evangelism as process; evangelism as a dimension of healthy parish life; how to talk about God; the place of evangelism in a pluralistic society; and how to help a congregation embrace the ministry of evangelism with confidence, joy and fruitfulness.

P 103 Spiritual Formation

Christian Spirituality is grounded in attentiveness to personal and communal religious experience which finds expression in loving action in the world. This course will invite students to explore the nature of their own spiritual formation as well as introduce modalities of formation from Christian traditions of spirituality. It will then discern their implication for ministry today. The course seeks to demonstrate that self-care and ministry must be complementary rather than competitive, so that balance in self, relationship, and ministry can be sustained. It will invite participants to regular spiritual practice and requires a willingness to try a variety of spiritual practices that encourage a contemplative approach to life. A contemplative milieu and the discipline of spiritual direction will inform all aspects of the course.

P 104 Liturgy

This course will introduce the candidate to liturgy and homiletics, with particular attention to the priest's role. The course will include instruction in how to lead Morning Prayer, Eucharist, Evening Prayer, funerals, taking reserved sacrament to those who are ill and shut-in, Reconciliation, anointing for healing and in preparation for death; both the BAS and BCP

services will be included. The course will include both theory and practice. The course will follow the liturgical year, demonstrating the liturgical role of the priest throughout. Primary to this area of instruction is the history, theology, and use of the church's principal liturgical books and other authorized resources, with particular attention to the priest's traditional functions in all the liturgies of the Church. Candidates will prepare and deliver a sermon for critique for the course.

P 105 Ethics

This course seeks to cultivate an awareness of contemporary social issues and a desire to wrestle with them. Topics will include: ethical theories, the challenge of change, skills for theological and pastoral reflection on ethical issues, and ways of preparing others to wrestle with moral dilemmas. Experiential group work — using case studies — will enable students to develop practical skills and a deeper awareness of ethical issues.

P 106 Parish Administration

The purpose of this course is to present an overview of parish administrative life routinely encountered by the parish priest. This course examines the features of an Anglican ecclesiology as it is lived out in the life of the Anglican Church of Canada.

This course will cover the following topics:

- Diocesan, Provincial and National structures and organization
- Clergy designations (e.g. Archdeacon, Canon, Regional Dean, Dean) and their appropriate salutation terms
- Annual Reports for the Diocese
- Synod Office personnel and services
- Regional organization
- Parish organization
- Parish registers and how to use them
- Knowing how to call and direct an Annual General Meeting
- Directing effective parish meetings
- Effective supervision of volunteers and employees
- Canonical role of the priest in chairing meetings

P 107 Congregational Leadership

This course will focus on the pastoral care of congregations with particular emphasis on leadership of congregations including strategic planning, visioning, systems and change theories, and conflict management. The course will explore group dynamics, supporting volunteers and self care including management of time and stress. It will include a personal assessment of the student's own conflict style and its strengths and liabilities.

P 108 Pastoral Care and Education

This course will focus on the pastoral care and the education of individuals and small groups. The organizing principle for pastoral care will be the liturgies of the church: baptism, reconciliation, marriage, ministry to the sick and homebound, ministry at time of death, and funerals. Education of the whole people of God will be explored through an examination of theories of faith development as well as teaching and learning styles. We will also discuss criteria for choosing curriculum.

D 100 Diaconal Studies

Introduction to the history and development of the Diaconate, looking at the first centuries of the church, and the changes seen in this and other denominations, from that time to the present. This session will also explore the various areas of Diaconal ministry, the call of all Christians to serve others and the role of the Diaconate in that call, how to look at issues for the application of Christian belief and assistance, seeing the deacon as a bridge between the church and the world.

D 101 Equipping Others for Ministry

This course will assist the deacon to form, educate, and support the people of God for the ministries to which they are called at baptism. This will require an ability to recruit, motivate, and inspire lay participation. The Deacon will need skills in effective communication, in implementation and evaluation of projects, recruiting and caring for volunteers, and in facilitating group process. Time will also be spent on looking at the various organizational structures of our church, so that the deacon will know what resources are available to them. Since a deacon's ministry of evangelism is primarily a ministry of service to the world, we seek to form deacons who, in their public ministry, serve as spokespersons for the apostolic faith, by working to alleviate poverty, misery, and ignorance, and by actively seeking peace and justice and by empowering others to do the same.

D 102 Diaconal Role in Liturgy and Homiletics

An introduction to liturgy and homiletics, with particular attention to the Deacon's role. The weekend will include both theory and practice. Candidates will prepare and deliver a sermon for critique for the weekend. The weekend will follow the liturgical year, demonstrating the liturgical role of the Deacon throughout. It will include instruction in the taking of reserved sacrament to the sick, other pastoral services, and the preparation and leadership of non-sacramental worship for a variety of contexts. The deacon brings the needs, concerns, and hopes of the world to the Church. This is exemplified by the deacon's role in the liturgies of the Church. So, primary to this area of instruction will be the history, theology, and use of the church's principal liturgical books and other authorized resources, with particular attention to the deacon's traditional functions in all the liturgies of the Church.

O100 Special Topics in Hebrew Scriptures

Courses will be offered focusing on particular aspects of the Hebrew Scriptures.

O100-001 Jesus in the Hebrew Scripture

Jesus was undeniably Jewish. So were his disciples. While that is generally understood, the implications of that are seldom considered. It is the purpose of this course to explore these implications in terms of Jesus' person and self understanding, in terms of the Scriptures and traditions that Jesus inherited and either revered or challenged, in terms of Jesus' followers and the formation of the early and largely Gentile church, and in terms of the formation of the Christian Scriptures. The character of the course is at once historical and hermeneutical, the goal being to examine ways, both old and new, of reading the Gospels and of re-reading the Christian Old Testament.

O101 Special Topics in the New Testament

Courses will be offered focusing on particular aspects of the New Testament.

O102 Special Topics in the Gospels

Courses will be offered focusing on particular aspects of the Gospels.

O103 Special Topics in Theology

Courses will be offered focusing on particular aspects of Systematic Theology.

O103 001 God in the Midst of Us: Thinking about Sacraments

Christian life is about meeting God in our world. Sacramental theology discusses the ways that this happens. This course talks about some of the big themes of Christian life — Creation, Incarnation, and the Reign (or Kingdom) of God — and how we encounter them in everyday life. How does God work in the world? What is grace and how do we find it? At the centre of it all, for us as Christians, is the meeting with God in those ritual actions that the church officially designates as "sacraments", so these will be addressed — with special consideration of baptism and Eucharist.

O103 002 World Religions

This course is an introduction to major traditions in World Religions, with a focus on the nature and development of religions. We will examine what a religion is, and consider some of the ways that religions function in society. We will investigate healthy and unhealthy ways in which religions interact, with special consideration given to the role of syncretism (the act of mixing religions). The roots and growth of Western secularism will be major themes of discussion. The ultimate goal of the course is that students become aware of helpful strategies for living in a multifaith world.

O103 003 Lutheran Theology and Identity

This course provides an introduction to the basic teachings of Lutheranism, which, in turn, give Lutheranism its distinctive identity within the Christian family. Beginning with Martin Luther's "Copernican" revolution of theology, we will explore his "Theology of the Word," the doctrine of justification, and what it means to be a theologian of the cross. We will also briefly explore the primary document that has defined Lutheranism since the 16th Century, the Augsburg Confession. In the last part of the course, we will look at how these ideas have shaped Lutheran Identity in their relationships with their ecumenical partners.

O104 Special Topics in Pastoral Theology

Courses will be offered focusing on particular aspects of Pastoral Theology.

O104 001 Preaching

This is an introduction to preaching. The course will include theological reflection on preaching, but will be especially oriented toward practical skills.

O104 002 Issues in Death and Dying

This course will address questions such as: How can I help a dying person? What are the end of life issues that come up for the dying and their families? How do I deal with the diverse social and cultural aspects of dying? How do I discuss death with children? What can I learn from the dying? How do different modes of dying (e.g., suicide) affect the grief process? What is the difference between normal grief, complicated grief and clinical depression? How do I take care of myself and avoid compassion fatigue? This course will involve PowerPoint presentations, videos, experiential exercises, self-reflections, and readings with the goal of deepening and enhancing one's understanding of and comfort with death, dying and grieving.

Policies

Refund of Fees

If you register and pay for a course and are then unable to attend, we will refund full fees (less a \$30 processing fee) up to and including 7 days prior to the first scheduled day of class. We will refund full fees (less a \$50 processing fee) for cancellations made less than 7 days prior to the course start date, after which no refunds will be permitted.

Course Transfers

Students wishing to substitute a course completed at another institution for a Kootenay School of Ministry course must obtain permission from the Principal before registering. Appeal may be made to the Principal for transfer of credits completed elsewhere; however, acceptance is not guaranteed.

Students should be aware that the Kootenay School of Ministry is not accredited by the Association of Theological Schools. Courses taken at KSM may not be transferable to other institutions. Consult with the institution of your choice before studying with us, if you anticipate using our credits toward a program elsewhere.

Grade System

A+	90+	D+	57-59
A	85-89	D	54-56
A-	80-84	D-	50-53
B+	77-79	F	49 or lower
B	74-76		
B-	70-73		Some courses may be graded Pass/Fail
C+	67-69		
C	64-66		
C-	60-63		

Course Assignment Extensions

The assignment deadline is considered to be part of the course requirements, and as such, is included in the course outline. Due to the additional workload for faculty to have to grade late papers, and due to KSM's intention to be fair to students who submit their work on time, we will consider extensions for course work only in exceptional circumstances. You should take serious consideration of this before registering for a course.

Appeals of Academic Standing

Students may appeal academic standing in any course offered by the Kootenay School of Ministry. Appeals must be filed at the Synod Office of the Diocese of Kootenay, in writing and with full documentation, within 60 days of receipt of the final grade for the course under appeal. Appeals shall be considered only when accompanied by evidence that the student has made appropriate and sincere efforts to resolve the issue with the faculty person responsible.

Official Transcripts

Official Kootenay School of Ministry transcripts are available to students for a fee of \$5.00. A written request for an official transcript must be emailed to the Administrator and will be processed as soon as payment is received. A transcript is only official once the Principal has signed it.

Ordination Programs

Please be aware that **Kootenay School of Ministry does not administer ordination programs** for the Diocese of Kootenay or any other diocese. If you wish to investigate the some form of ordained ministry, you will need to enter a diocesan process. We recommend that you discuss this matter with your local clergy. Ultimately, ordination decisions in the Anglican Church of Canada rest with diocesan bishops. However, bishops commonly take the advice of committees, based upon various forms of assessment. The process ordinarily takes years to complete. Thus, you are strongly advised to express your interest in ordination as soon as you are prepared to begin discussions.

Note that transcripts from Kootenay School of Ministry are made available to dioceses upon official request. Faculty from the School may also provide assessments of student performance to dioceses, when called upon to do so.



Plagiarism

Plagiarism in Kootenay School of Ministry work is not acceptable and may result in academic consequences ranging from deduction of marks to outright expulsion.

Plagiarism is any inappropriate use of ideas provided, or work performed, by another person. This may include:

1. quotation from any source, whether under copyright or in the public domain, without giving credit through footnotes or other system of attribution;
2. use of information from any source, whether under copyright or in the public domain, without giving credit through footnotes or other system of attribution;
3. use of your own prior work, performed for other classes — in whole or in part — without permission from the professor;
4. submission of someone else's work, claimed as your own;
5. collaboration on work, without giving credit to all collaborators.

If you are unclear about whether you are plagiarizing, consult your instructor.

Decisions about what constitutes plagiarism in work submitted to the Kootenay School of Ministry will be made by the course instructor. The Principal will decide what penalties should be imposed. Appeals may be made following the procedure outlined for Appeals of Academic Standing.



Privacy Policy

All materials submitted to the Kootenay School of Ministry and all personal documents produced by the School are handled with appropriate privacy safeguards, in accordance with the Diocese of Kootenay Privacy Policy which can be found at

<http://www.kootenayanqlican.ca/storage/Diocesan%20Privacy%20Policy.pdf>