

# STUDENT HANDBOOK

2021-22



YOUR  
word  
IS A  
lamp  
TO  
MY  
feet  
PSALM 119:105

Concordia Seminary, St. Louis



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Dear Seminarian,

Greetings in the name of the Lord Jesus Christ! And, welcome to Concordia Seminary! I thank God for your presence in our midst, and I pray that your time here will be a great blessing for you and — through you — for the church.

The psalmist in Psalm 1 extols the blessings of the man who is deeply rooted in the Word of God: He is drinking in life and nourishment like a green tree planted by streams of water; he is in the midst of the “congregation of the righteous,” the joyous company of God’s forgiven people. May your years with Concordia Seminary be years full of both blessings: a deep immersion in the Word and the life-giving instruction of our God, as well as a season of rich and meaningful

fellowship with brothers and sisters in Christ!

Toward that end, approach your studies with due seriousness and find time daily to read and meditate upon the Holy Scriptures, but also prioritize spending time with and for others. Let me say, with emphasis, that our chapel services provide daily opportunity to do both. I hope to see you in chapel regularly! This handbook contains many important guidelines, policies and resources that you should familiarize yourself with as a Concordia Seminary student. Please take time to read it through from beginning to end.

Every blessing in Christ,

Dr. Thomas J. Egger  
President

Dear Graduate School Students,

Greetings in the name of Jesus! Welcome to all new and returning students to Concordia Seminary! We are glad you are with us! This *Student Handbook* will provide you with an introduction to life at Concordia Seminary. Included is information about campus services and safety, as well as policies for life in the Seminary community. Daily schedules, contact information and student guidelines also are provided here.



Advanced Studies comprises four academic programs offering four degrees: Master of Arts, Doctor of Ministry, Master of Sacred Theology and Doctor of Philosophy. More details about program requirements are found in the *Academic Catalog* and in the guidelines posted on SemNet (intranet).

At Concordia Seminary you will have an opportunity to learn and grow as a believer in Jesus Christ and as a scholar. You will be equipped to apply your academic work to service in the church and life in the Word so that you may bear faithful witness to the Gospel of Jesus and its truth. Life together at Concordia Seminary with other students, and with faculty and staff, also will prepare you for the fulfillment of this important work. As Prov. 2:6 reminds us: “For the Lord gives wisdom; from his mouth come knowledge and understanding.” It is our prayer that you continue to increase in knowledge and grow in wisdom through your studies at Concordia Seminary.

Please let us know how we may serve you. If you have any questions about your Advanced Studies program, or about anything else about Concordia Seminary, please feel free to contact me at [elowskyj@csl.edu](mailto:elowskyj@csl.edu) or Dr. Beth Hoeltke, the director of the Graduate School, at [hoeltkeb@csl.edu](mailto:hoeltkeb@csl.edu), or Dr. Mark Rockenbach, director of the Doctor of Ministry Program, at [rockenbachm@csl.edu](mailto:rockenbachm@csl.edu). We are glad you are with us in the Concordia Seminary community!

The motto of Concordia Seminary is “The Light from Above.” It refers to the Light of salvation that shines into the world in the Gospel and in the person and work of our Lord Jesus Christ. May each of you be a faithful witness to the Gospel of our Lord Jesus for the world.

“Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God” (Col. 3:16 ESV).

In Christ,

A handwritten signature in black ink that reads "Joel Elowsky". The signature is written in a cursive style.

Dr. Joel Elowsky  
Dean of Advanced Studies  
Professor of Historical Theology  
Director of the Center for the Study of  
Early Christian Texts  
Coordinator of International Seminary  
Exchange Programs



Dear Seminary Students,

Welcome to our campus and to the beautiful city of St. Louis, aka Cardinal Nation. Every year, when I meet our new students and listen to the stories of how you came to be here, I am strengthened in my belief that the Holy Spirit is still powerfully at work in the hearts and lives of His people. I listen to the experiences that many of you have had, the paths your lives have taken, and I am humbled by your faith and your passion to share the Gospel with those who do not know Jesus.

You have come here because you love the Word, and you desire to know Jesus more deeply and speak His truth faithfully. We are grateful that we will be walking with you on this part of your journey. In the few short years that you will spend with us, you will make friends that will enrich your lives. You will share exciting and challenging experiences. You will be shaped — influenced — by your classes, your reading, your field education, your vicarages and internships, and this community. But in all of it, you can be sure that the Lord is in control and His love for you will never end.

I hope that this *Student Handbook* will be useful to you. In it you will find information regarding campus policies and services, as well as the Student Association Bylaws. Don't forget that one of the main sources of information for our campus is the *Daily Announcements*, which are sent to your Seminary email account every day. Your spouse and other members of your family can subscribe to the *Daily Announcements* by sending a request to [dailyann@csl.edu](mailto:dailyann@csl.edu). The *Daily Announcements* will keep you up-to-date on important events happening on our campus and around St. Louis.

If you have any questions or if there is anything I can ever help you with, please feel free to get in touch with Deb Roediger, my administrative assistant, at [roedigerd@csl.edu](mailto:roedigerd@csl.edu). She will be happy to set up an appointment for you. I wish you God's richest blessings on your journey. Enjoy the ride!

In Christ's name,

A handwritten signature in cursive script that reads "Timothy Saleska". The signature is written in dark ink on a light background.

Dr. Timothy Saleska  
Professor of Exegetical Theology  
Dean of Ministerial Formation  
Coach of Preachers Basketball

## **OUR MISSION**

Concordia Seminary serves church and world by providing theological education and leadership centered in the Gospel of our Lord Jesus Christ for the formation of pastors, missionaries, deaconesses, scholars and leaders in the name of The Lutheran Church—Missouri Synod.

## **OUR VISION**

Concordia Seminary will be the world leader in Lutheran ministerial formation, scholarship and theological resources.

## **OUR CORE VALUES**

Centered in the Gospel of Jesus Christ, we at Concordia Seminary value:

Faithfulness to the Scriptures and the Lutheran Confessions

Demonstrating the identity of the Seminary as both Lutheran and evangelical, concerned for both the pure and bold proclamation of Christ

Servanthood to Christ and His church

Defining the focus of our activities and the attitude with which we carry out these activities

Responsiveness to a changing world

Embodying our attitude toward the church and the world

Excellence in all our endeavors

Acknowledging the standard by which we fulfill our mission





# WELCOME

## WELCOME TO ALL STUDENTS

We are eager to welcome all our new and returning students for the 2021-22 academic year as we serve our Savior's mission through academic preparation at Concordia Seminary. In addition to classroom learning, the Seminary offers a rich variety of family, worship, community and athletic events in which students are encouraged to be engaged as they become a part of the life at the Seminary.

## WELCOME TO INTERNATIONAL STUDENTS

Seminary and graduate students from around the world make a welcome and significant contribution to Seminary life. For questions concerning nonimmigrant student (F-1) status, international students should consult the Registrar.

## WELCOME TO SPOUSES

Spouses are an important part of the Seminary community and are cordially invited to participate in community life. Many events on campus are planned especially for Seminary spouses: Seminary Women's Association (SWA) activities, Seminary women's classes, choral and instrumental groups, intramural activities, and many other routine and special occasions. Spouses are encouraged to participate in as many Seminary-sponsored events as time, energy and family responsibilities allow. For campus activities for spouses, visit [csl.edu/campus-life/spouses-and-families/](https://csl.edu/campus-life/spouses-and-families/). Also subscribe to the *Daily Announcements* ([dailyann@csl.edu](mailto:dailyann@csl.edu)).

## WELCOME TO CHILDREN

Children are an important part of our Seminary community as well. Throughout the year, special age-appropriate events are scheduled. Also, there are many free and family-oriented events and museums in the St. Louis area.

# WORSHIP

## THE CHAPEL OF ST. TIMOTHY AND ST. TITUS

In our daily chapel services, we rejoice in receiving the gifts that God gives us in His Word and Sacraments. Daily chapel is viewed as part of the student's formation for ministry. Campus offices are closed during chapel time.

Dean of Chapel – Jon Vieker  
Director of Music Arts – James Marriott

### Chapel Services

Monday, Tuesday, Thursday, Friday	9:35 a.m. - 9:55 a.m.
Wednesday	9:35 a.m. - 10:25 a.m. Holy Communion (sponsored by an LCMS congregation)

Confession and Absolution by the Campus Chaplain is available. Please watch the *Daily Announcements* for times.

Prayer requests to be included in the chapel service may be submitted by filling out a prayer request form on SemNet ([semnet.csl.edu](http://semnet.csl.edu)) under "Resources."

Audio and video recordings of chapel sermons are available at [scholar.csl.edu](http://scholar.csl.edu).

Each Wednesday's chapel sermon also is featured on the home page at [csl.edu](http://csl.edu).

All students on campus are invited to worship in fellowship with the Seminary community in daily chapel services. As an institution of The Lutheran Church—Missouri Synod (LCMS), the Seminary confesses the faith of the church consistent with that of the LCMS. Because Holy Communion is a confession of the faith which is confessed at this altar, students who are members of LCMS congregations and of church bodies that are in altar and pulpit fellowship with the LCMS are invited to participate in the fellowship of the Lord's Supper on Wednesdays. Those who are not yet instructed, in doubt, or who hold a confession differing from that of the LCMS, and so are unable to receive the Sacrament, are invited to meditate on God's Word and pray for the day when divisions will have ceased.

## MUSIC

Through various worship services, concerts and tours, ensembles contribute to the musical and liturgical richness of the Seminary community, the greater St. Louis community and the global church. *Laudamus* is the premier choir at Concordia Seminary. This auditioned ensemble rehearses weekly. Various other small ensembles meet and serve throughout the year.

Along with our Seminary concerts and choral activities, student musicians also accompany and enrich our daily chapel services, complementing the strong congregational singing that is a hallmark of Lutheran worship.

# HOURS OF OPERATION

Campus Chaplain	Days and times will be posted in the <i>Daily Announcements</i> .	
Campus Store	Monday - Friday	9 a.m. - 1 p.m.* <i>*Closed during chapel</i>
Copy Center	Monday - Friday	7:30 - 9:30 a.m. 1 - 2:30 p.m./3:30 - 5 p.m.
Concordia Publishing House (CPH) truck	Monday/Wednesday/Friday	Between 2 - 2:20 p.m.
Dining Services	Monday - Thursday	Lunch 11:30 a.m. - 1 p.m. Dinner 5 - 6:30 p.m.
	Friday	Lunch 11:30 a.m. - 1 p.m.
	Saturday	Brunch 11:30 a.m. - 1 p.m.
Fitness Center	Monday - Thursday	6 - 9 a.m. Noon - 9 p.m.
	Friday	6 - 9 a.m. Noon - 6 p.m.
	Saturday	10 a.m. - 1 p.m.
	Sunday	Closed
Food Bank	Students may shop twice per month during the academic year when classes are in session and once per month during summer months.	
	Shopping times are as follows unless otherwise noted:	
	<ul style="list-style-type: none"> <li>• The second and fourth Wednesday of each month, 10 a.m. - 2 p.m.</li> <li>• The second and fourth Saturday of each month, 9 a.m. - noon</li> </ul>	
Library	When classes are in session:	
	Monday - Thursday	7 a.m. - 10 p.m.
	Friday	7 a.m. - 4:30 p.m.
	Saturday	1 - 5 p.m.
	Sunday	6 - 10 p.m.
Mail Room	Monday - Friday	8 - 9:30 a.m. 3:30 - 5 p.m.
Re-Sell It Shop	Shopping times when classes are in session; unless otherwise noted:	
	<ul style="list-style-type: none"> <li>• The second and fourth Wednesday of each month, 10 a.m. - 2 p.m.</li> <li>• The second and fourth Saturday of each month, 9 a.m. - noon</li> <li>• One Thursday a month, 11:30 a.m. - 2 p.m.</li> </ul>	
Technology Services Help Desk	Monday - Friday	8 a.m. - 4:30 p.m.* <i>*Closed during chapel</i>

Welcome Center	Monday - Friday	7:30 a.m. – 5 p.m.*
		<i>*Closed during chapel</i>
	Saturday	9 a.m. – 1 p.m.
	Sunday	Closed

Please watch the *Daily Announcements* for changes regarding any hours of operation for each area. Modified hours for holidays and breaks will be posted in the Daily Announcements. The *Daily Announcements* only run Monday, Wednesday and Friday during summer classes. No *Daily Announcements* run during holidays or breaks.

### **DAILY CLASS SCHEDULE**

<b>FALL</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30-9:25 a.m.	Grad School Classes	Grad School Classes	Grad School Classes	Grad School Classes	Grad School Classes
8-9:25 a.m.	Class	Class		Class	Class
9:30-10:10 a.m.	Chapel	Chapel	Chapel	Chapel	Chapel
10:25-11:50 a.m.	Class	Class		Class	Class
11:50 a.m.-12:50 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
12:50-1:50 p.m.	Lab	Lab	Lab	Lab	
2-3:25 p.m.	Class	Class		Class	Class
2-3:55 p.m.	Grad School Classes	Grad School Classes	Grad School Classes	Grad School Classes	Grad School Classes

# ACADEMIC CALENDAR 2021–22

## FALL SEMESTER 2021

Aug. 24	Tuesday	Orientation for all new students begins
Aug. 27	Friday	Opening Service
Aug. 30	Monday	Fall Semester begins (excluding SMP & ODS programs)
Aug. 31	Tuesday	Deadline for complete SMP applications for Spring 2022 matriculation
Sept. 6	Monday	Labor Day holiday
Sept. 13	Monday	Fall Semester classes begin for SMP Program
Sept. 14	Tuesday	Fall Semester classes begin for ODS Program
Sept. 21	Tuesday	Theological Symposium – no classes
Sept. 22	Wednesday	Theological Symposium – no classes
Oct. 11	Monday	Registration begins for Winterim and Spring Terms
Oct. 15	Friday	Registration ends for Winterim and Spring Terms
Oct. 18	Monday	Reading Week begins - no <i>residential</i> class sessions are scheduled.
Oct. 25	Monday	Session I and Midterm grades deadline
Oct. 25	Monday	Classes resume and Fall Semester Session II begins
Oct. 31	Sunday	Deadline for SMP ELCEs for Spring 2022 matriculation
Nov. 22	Monday	Fall Semester SMP Term ends
Nov. 23	Tuesday	Fall Semester ODS Term ends
Nov. 23	Tuesday	Thanksgiving recess begins after classes
Nov. 25	Thursday	Thanksgiving
Nov. 29	Monday	Classes resume
Dec. 6	Monday	SMP Fall Semester grade deadline
Dec. 7	Monday	ODS Fall Semester grade deadline
Dec. 17	Friday	Fall Semester ends after classes

## WINTERIM TERM 2022

Jan. 3	Monday	Fall Semester grade deadline
Jan. 3	Monday	Winterim Term classes begin (Mandatory for students enrolled in Greek during Fall Semester, second-year M.Div. students & RAR students.)
Jan. 10	Monday	Reduced Residency S.T.M. & Ph.D. courses begin
Jan. 10	Monday	SMP & GPC intensive courses begin
Jan. 14	Friday	SMP & GPC intensive courses end
Jan. 17	Monday	D.Min. on-campus seminar begins
Jan. 21	Friday	Reduced Residency S.T.M. & Ph.D. courses end
Jan. 21	Friday	D.Min. on-campus seminar ends
Jan. 21	Friday	Winterim Term ends after classes

## SPRING SEMESTER 2022

Jan. 31	Monday	Spring Semester classes begin (excluding SMP & ODS programs)
Feb. 11	Friday	Winterim Grade deadline (excluding SMP & ODS programs)
Feb. 18	Friday	SMP & ODS Winterim grade deadline
Feb. 28	Monday	Spring Semester classes begin for SMP Program
Feb. 28	Monday	Deadline for complete SMP applications for Fall 2022 matriculation
Feb. 28	Monday	Deadline for complete ODS applications for Fall 2022 matriculation
Feb. 28	Monday	Scholarship deadline for Old Testament, New Testament, Christian Doctrine ELCEs for Fall 2022 matriculation
March 1	Tuesday	Spring Semester classes begin for ODS Program
March 14	Monday	Registration begins for Summer and Fall Terms
March 18	Friday	Registration ends for Summer and Fall Terms
March 21	Monday	Reading Week begins – no <i>residential</i> class sessions are scheduled.
March 28	Monday	Classes resume and Spring Semester Session II begins
March 28	Monday	Session I and Midterm grades deadline
April 13	Wednesday	Easter recess begins after classes
April 17	Sunday	Easter
April 19	Tuesday	Classes resume (excluding SMP & ODS programs)
April 25	Monday	Classes resume for SMP Program
April 26	Tuesday	Call Day
April 26	Tuesday	Classes resume for ODS Program
April 30	Saturday	Deadline for Old Testament, New Testament, Christian Doctrine ELCEs
May 3	Tuesday	Multiethnic Symposium – no classes
May 4	Wednesday	Multiethnic Symposium – no classes
May 16	Monday	Spring Semester classes end for SMP Program
May 17	Tuesday	Spring Semester classes end for ODS Program
May 19	Thursday	Spring Semester ends after classes
May 20	Friday	Commencement

## SUMMER TERM 2022

May 23	Monday	Summer Term begins for all programs (excluding SMP & ODS programs)
May 30	Monday	Memorial Day – no classes in session
May 31	Tuesday	SMP & ODS Spring Semester grade deadline
May 31	Tuesday	Deadline for Greek and Hebrew ELCEs for Fall 2022 matriculation
June 2	Thursday	Spring Semester grade deadline
June 6	Monday	Summer Term classes begin for SMP Program
June 6	Monday	Reduced Residency S.T.M. & Ph.D. courses begin
June 7	Tuesday	Summer Term classes begin for ODS Program
June 17	Friday	Reduced Residency S.T.M. & Ph.D. courses end
June 20	Monday	SMP & GPC intensive courses begin
June 24	Friday	SMP & GPC intensive courses end
June 27	Monday	Summer language courses begin
July 4-5	Monday/Tuesday	No SMP or ODS courses due to July 4 holiday
Aug. 12	Friday	Summer language courses end
Aug. 12	Friday	Summer Term ends (excluding SMP & ODS programs)
Aug. 22	Monday	SMP Summer Session ends
Aug. 23	Tuesday	ODS Summer Session ends
Aug. 26	Friday	Summer Term grade deadline
Sept. 6	Monday	SMP Summer grade deadline
Sept. 7	Tuesday	ODS Summer grade deadline

# ACADEMIC CALENDAR—2022–23

## FALL SEMESTER 2022

Aug. 23	Tuesday	Orientation for all new students begins
Aug. 26	Friday	Opening Service
Aug. 29	Monday	Fall Semester begins (excluding SMP & ODS programs)
Aug. 31	Wednesday	Deadline for complete SMP applications for Spring 2023 matriculation
Sept. 5	Monday	Labor Day holiday
Sept. 12	Monday	Fall Semester classes begin for SMP Program
Sept. 13	Tuesday	Fall Semester classes begin for ODS Program
Sept. 20	Tuesday	Theological Symposium - no classes
Sept. 21	Wednesday	Theological Symposium - no classes
Oct. 10	Monday	Registration begins for Winterim and Spring Terms
Oct. 14	Friday	Registration ends for Winterim and Spring Terms
Oct. 17	Monday	Reading Week begins - no <i>residential</i> class sessions are scheduled.
Oct. 24	Monday	Session I and Midterm grades deadline
Oct. 24	Monday	Classes resume and Fall Semester Session II begins
Oct. 31	Monday	Deadline for SMP ELCEs for Spring 2023 matriculation
Nov. 21	Monday	Fall Semester SMP Term ends
Nov. 22	Tuesday	Fall Semester ODS Term ends
Nov. 22	Tuesday	Thanksgiving recess begins after classes
Nov. 24	Thursday	Thanksgiving
Nov. 28	Monday	Classes resume
Dec. 5	Monday	SMP Fall Semester grade deadline
Dec. 6	Tuesday	ODS Fall Semester grade deadline
Dec. 16	Friday	Fall Semester ends after classes

## WINTERIM TERM 2023

Jan. 3	Tuesday	Fall Semester grade deadline
Jan. 3	Tuesday	Winterim Term classes begin (Mandatory for students enrolled in Greek during Fall Semester, second-year M.Div. students & RAR students.)
Jan. 9	Monday	Reduced Residency S.T.M. & Ph.D. courses begin
Jan. 9	Monday	SMP & GPC intensive courses begin
Jan. 13	Friday	SMP & GPC intensive courses end
Jan. 16	Monday	D.Min. on-campus seminar begins
Jan. 20	Friday	Reduced Residency S.T.M. & Ph.D. courses end
Jan. 20	Friday	Winterim Term ends after classes
Jan. 20	Friday	D.Min. on-campus seminar ends



## SPRING SEMESTER 2023

Jan. 30	Monday	Spring Semester classes begin (excluding SMP & ODS programs)
Feb. 10	Friday	Winterim Grade deadline (excluding SMP & ODS programs)
Feb. 17	Monday	SMP & ODS Winterim grade deadline
Feb. 27	Monday	Spring Semester classes begin for SMP Program
Feb. 28	Tuesday	Spring Semester classes begin for ODS Program
Feb. 28	Tuesday	Deadline for complete SMP applications for Fall 2023 matriculation
Feb. 28	Tuesday	Deadline for complete ODS applications for Fall 2023 matriculation
Feb. 28	Tuesday	Scholarship deadline for Old Testament, New Testament, Christian Doctrine ELCEs for Fall 2023 matriculation
March 13	Monday	Registration begins for Summer and Fall Terms
March 17	Friday	Registration ends for Summer and Fall Terms
March 20	Monday	Reading Week begins - no <i>residential</i> class sessions are scheduled.
March 27	Monday	Classes resume and Spring Semester Session II begins
March 27	Monday	Session I and Midterm Grades deadline
April 5	Wednesday	Easter recess begins after classes
April 9	Sunday	Easter
April 11	Tuesday	Classes resume (excluding SMP & ODS programs)
April 17	Monday	Classes resume for SMP Program
April 18	Tuesday	Classes resume for ODS Program
April 26	Wednesday	Call Day
April 30	Monday	Deadline for Old Testament, New Testament, Christian Doctrine ELCEs for Fall 2023 matriculation
May 2	Tuesday	Multiethnic Symposium - no classes
May 3	Wednesday	Multiethnic Symposium - no classes
May 15	Monday	Spring Semester classes end for SMP Program
May 16	Tuesday	Spring Semester classes end for ODS Program
May 18	Thursday	Spring Semester ends after classes
May 19	Friday	Commencement

## SUMMER TERM 2023

May 22	Monday	Summer Term begins for all programs
May 29	Monday	Memorial Day - no classes in session
May 30	Tuesday	SMP & ODS Spring Semester grade deadline
May 31	Wednesday	Deadline for Greek and Hebrew ELCEs for Fall 2023 matriculation
June 1	Thursday	Spring Semester grade deadline
June 5	Monday	Summer Term classes begin for SMP Program
June 6	Tuesday	Summer Term classes begin for ODS Program
June 12	Monday	Reduced Residency S.T.M. & Ph.D. courses begin
June 23	Friday	Reduced Residency S.T.M. & Ph.D. courses end
June 26	Monday	Summer Language courses begin
June 26	Monday	SMP & GPC intensive courses begin
June 30	Friday	SMP & GPC intensive courses end
July 3/4	Monday/Tuesday	No SMP or ODS courses due to July 4 holiday
Aug. 11	Friday	Summer Language courses end
Aug. 11	Friday	Summer Term ends (excluding SMP & ODS programs)
Aug. 21	Monday	SMP Summer Session ends
Aug. 22	Tuesday	ODS Summer Session ends
Aug. 25	Friday	Summer Term grade deadline
Sept. 5	Monday	SMP Summer grade deadline
Sept. 6	Tuesday	ODS Summer grade deadline

# EMERGENCY/SAFETY/DISASTER INSTRUCTIONS

## CAMPUS SAFETY

Campus Safety is managed through Campus Facilities/Environmental Services. To reach the watchman on duty, call 314-565-4690. For all emergencies, call 911 first, then notify Campus Safety. (Whenever possible use a campus landline when calling 911 as this helps identify your location.)

## MAINTENANCE

Maintenance emergencies in dormitories or Seminary-owned married student housing should be brought to the attention of Environmental Services (Maintenance Shop, 314-505-7333) during normal working hours. At all other times, emergency situations should be brought to the attention of Campus Safety (314-565-4690).

## EMERGENCIES/DISASTER INSTRUCTIONS

In case of an emergency, dial 911. (Whenever possible use a campus landline when calling 911 as this helps identify your location.) In the case of theft or crime, after calling the Clayton Police Department, please call Campus Safety at 314-565-4690.

Clayton Police	314-645-3000
Ambulance	314-768-1212
Campus Safety	314-565-4690

Respond to sirens and alarms from outside or inside of buildings. Please do not assume the alarm is false. Consider what you should do in case of an emergency before one occurs.

In case of fire, remain calm and act quickly. If you hear a smoke detector or fire alarm, exit the building quickly. Once you are outside, do not re-enter the building until given the OK by fire department personnel. As a safety measure, check your smoke detector regularly.

In case of a tornado, seek shelter immediately. The safest place is in a basement. If there is no basement, seek shelter in a small interior room in the middle of the building on the ground floor, e.g., a closet or a bathroom. Stay away from large open rooms, outside walls and windows. Lie low with hands covering the back of your head. If you are in a car, get out. Seek a safe structure or lie down in a low area with your hands covering the back of your head. Keep alert for flash floods that often accompany such storms.

In case of an earthquake, stay where you are when the shaking begins. If you are outside, stay outside. Get away from trees, buildings and utility lines. If you are inside, get under a desk or bed. Stay away from heavy objects, windows and exterior doors that may fall on you. If you are driving, stay away from underpasses or overpasses. Stop in a safe area and remain in your car.

## **BUILDING EMERGENCIES**

For building emergencies that occur between 6 a.m. - 4:30 p.m. weekdays, call 314-505-7333 or Ext. 7333. At all other times, call Campus Safety at 314-565-4690. Campus Safety phones are monitored at all times.

## **OTHER SERVICES**

For other questions, call the Welcome Center at 314-505-7000. Please note the Welcome Center hours listed in this handbook. The Welcome Center is closed during campus holidays.

## **MISSING PERSONS PROCEDURES**

Concordia Seminary will endeavor to identify students who are missing without known cause and assist to determine their location.

If a student is missing for 24 hours without known cause, that circumstance can be reported to any of the following campus departments:

Campus Safety Administrator 314-505-7088  
Residential Services Administrator 314-505-7324  
Ministerial Formation Dean 314-505-7130

A missing student report must be immediately referred to Campus Safety. Campus Safety will investigate. Within 24 hours if a determination of whereabouts is unsuccessful, the following actions must be taken:

- The Clayton Police Department must be notified and a report filed.
- If the student has designated an emergency contact, that person must be notified.

Students must provide emergency contact information through SemNet ([semnet.csl.edu](http://semnet.csl.edu)). This information is available only to these Family Educational Rights and Privacy Act (FERPA)-trained campus officials:

- Campus Safety Administrator
- Residential Services Administrator
- Health and Wellness Coordinator
- Registrar
- Dean of Ministerial Formation
- Senior Administrative Assistant for Ministerial Formation

If the investigation is turned over to Clayton Police Department, the emergency contact information will be provided to the police at that time.

# CAMPUS CLOSING AND PROCEDURES POLICY

Once the decision to close the campus has been made by the President or anyone he designates, multiple and redundant means will be employed to communicate the message, including:

- Via the Emergency Notification System, an email, text message and phone message will be sent to all faculty, staff and students who have signed up with the Emergency Notification System.

“Closed” will mean “closed for all” – staff, classes (students and faculty) and all Seminary-sponsored events and activities.

## WHOM TO SEE FOR WHAT

Have a question? Here are the first people you should contact. Please consult the *Pictorial Directory* (found on SemNet) for contact information. If the person listed or the administrative assistant does not have an immediate answer, he or she will direct you to the best resource. Your concerns are important to us. We promise to help you in any way we can.

### ACADEMIC PROGRAMS

Ministerial Formation: Timothy Saleska, Dean  
Master of Divinity (M. Div.)/Residential Alternate Route (RAR): David Lewis  
Center for Hispanic Studies (CHS): Leopoldo A. Sánchez M. or Mark Kempff  
Deaconess Studies: Gillian Bond  
Ethnic Immigrant Institute of Theology (EIIT): Ely Prieto  
Urban and Cross-Cultural Ministry: Ely Prieto  
Specific Ministry Pastor Program (SMP): W. Mart Thompson  
Resident Field Education (RFE): Jeffrey Thormodson  
Church Planting: Jeffrey Thormodson  
Vicarage and Internship: Glenn Nielsen  
Personal Growth/Leadership Development: Mark Rockenbach  
Families in Transition (FIT): Katie Nafzger  
Certification: Glenn Nielsen  
Placement: Glenn Nielsen  
Student Life: Peter Nafzger

### ADVANCED STUDIES

Advanced Studies: Joel Elowsky, Dean  
Graduate School: Beth Hoeltke  
Doctor of Ministry Program: Mark Rockenbach

### ADMINISTRATIVE ASSISTANTS

Debbie Roediger for Dean of Ministerial Formation, Personal Growth/Leadership Development and M.Div./RAR Director  
Karen Sartorius for Vicarage/Internships, D.Min.  
Cathy Whitcomb for Placement, Certification  
Emilene Cella for RFE, EIIT Vicarages, Cross-cultural Ministry Center (CMC)

### ACADEMIC RECORDS

Registrar: Beth Menneke

### SPIRITUAL LIFE

Chapel: Jon Vieker, Dean  
Music Arts: James Marriott  
Spiritual Counseling: Paul Sieveking

## **COMMUNITY LIFE**

Student Association: Michael Wilke  
Seminary Women's Association: Emily Gustafson  
Residential Services: Michael Broberg  
International Student Visa: Beth Menneke  
Food Bank: Robyn Kuntz  
Re-Sell It Shop: Hannah Loum  
Media Services: Ryan Arnold  
Tech Help Desk: Frank Reinsel  
Safety: Ray Allen

## **STUDENT ACCOUNTS AND SUPPORT**

Financial Aid: Laura Hemmer or Sarah Kassel  
Student Accounts Receivable: Carla Georgie  
Adopt-A-Student: Jenny Wagener

## **HEALTH AND WELLNESS**

General Health, Wellness and Insurance: Julie Gary  
Athletics and Field House: Julie Gary  
Student Employment: Tom Myers

# OFFICE PHONE NUMBERS

\*All numbers, unless specifically stated, start with 314-505.

## FACULTY OFFICE PHONE NUMBERS\*

### Department of Exegetical Theology

Adams, David	7144
Egger, Thomas	7368
Golden, Kevin	7131
Lewis, David	7387
Oschwald, Jeffrey	7146
Penhallegon, Phillip	7165
Saleska, Timothy	7130
Schuchard, Bruce (Chair)	7103
Seifrid, Mark	7119
Voelz, James	

### Department of Historical Theology

Bode, Gerhard (Chair)	7391
Dost, Timothy	7142
Elowsky, Joel	7106
Herrmann, Erik	7389
Robinson, Paul	7133
Schumacher, William	7112

### Department of Practical Theology

Bahkou, Abjar	7120
Haupt, Benjamin	7037
Marrs, Richard	7287
Nafzger, Peter	7111
Nielsen, Glenn	7211
Peter, David	7101
Prieto, Ely	7077
Rockenbach, Mark	7109
Rutt, Douglas	7019
Schmitt, David (Chair)	7137
Thompson, W. Mart	7078
Vieker, Jon	7570

### Department of Systematic Theology

Arand, Charles	7125
Biermann, Joel	7567
Burreson, Kent	7569
Maxwell, David	7385
Okamoto, Joel (Chair)	7152
Sánchez M., Leopoldo A.	7273

### Emeritus Faculty

Bartelt, Andrew	7013
Berger, David	7040
Brauer, James	7022
Gibbs, Jeffrey	7110
Graudin, Arthur	7153
Hartung, Bruce	7105
Kolb, Robert	7115
Manteufel, Thomas	7135
Meyer, Dale	7011
Rosin, Robert	7134
Rossow, Francis	7154
Rowold, Henry	7136
Weise, Robert	7141
Wollenburg, David	7139

## DEPARTMENT PHONE NUMBERS\*

Academic Adviser	7107
Accounting	7309
Advanced Studies/Graduate School	7031
Alumni Relations	7326
Archivist	7391
Athletics	7329
Campus Events/Services	7337
Campus Store	7319
Center for Hispanic Studies	7273
	800-677-9833
Center for Reformation Research	7389
Center for Stewardship	7170
Center for the Care of Creation	7125
Center for the Study of Early Christian Texts	7106
Certification	7211
Chaplain	7289
	515-570-3144
Communications	7378
<i>Concordia Journal</i>	7117
<i>Concordia Seminary</i> magazine	7378
Continuing Education	7286
Copy Center	7310
CSToday	7378
Creative Services	7376
Curriculum Design and Development	7092
Custodial Services	7333
<i>Daily Announcements</i>	7378
Deaconess Studies	7114
Dean of Chapel	7570
Dean of Faculty	7101
Dining Services (Fresh Ideas)	7321
D.Min. Program	7109



Emergencies	911	Technology Services	7231
Enrollment	7200		866-333-2064
Environmental Services	7333	Theological Research and Publication	7125
EIIT Program	7077	Tours	7319
Exegetical Department	7103	Vicarage and Deaconess Internships	7210
Exercise Room (Field House)	7275	Wartburg Hall	7390
Field House	7277	Weight Room (Field House)	7276
Finance and Administration	7304	Welcome Center	7000
Financial Aid	7202		
Food Bank	7029	<b>FAX NUMBERS*</b>	
Food Services	7321	Accounting	7338
Grounds	7341	Advanced Studies/Graduate School	7345
Health and Wellness	7329	Alumni Relations	7356
Historical Department	7391	Campus Services	7331
Housefellow Quarters	7021	Center for Hispanic Studies	7781
Housing (guest)	7336	Chapel Office	7027
Human Resources	7329	Communications/Creative Services	7356
Information	7000	Continuing Education	7393
Institute for Mission Studies	7116	Dining Services (Fresh Ideas)	7328
International Seminary Exchange		EIIT Program	7781
Coordinator	7106	Enrollment	7229
Kitchen	7320	Financial Aid	7220
Library Circulation	7030	Health and Wellness	7220
Lost and Found	7000	Human Resources	7338
Mail Room	7310	Library Services	7046
Maintenance	7333	Maintenance (C&W Services)	7335
Media Services	7024	Ministerial Formation	7124
Ministerial Formation	7130	Office of the Executive Vice President	7004
Music Arts	7118	Office of the President	7004
Office of the Associate Provost	7037	Office of the Provost	7004
Office of the President	7010	Placement	7229
Office of the Provost	7012	Recruitment	7229
Personal Growth and Leadership		Registrar	7345
Development	7109	Resident Field Education	7124
Placement	7370	Residential Services	7220
Practical Department	7137	Seminary Advancement	7356
Recruitment	7224	Technology Services	7232
Registrar	7107	Theological Research and Publication	7393
Re-Sell It Shop	7209	Vicarage and Deaconess Internships	7124
Resident Field Education	7113	Welcome Center/Switchboard	7331
Residential Services	7324		
Safety	7339		
Seminary Advancement	7266		
	800-822-5267		
SMP Program	7078		
Spiritual Life	7569		
Student Employment (off campus)	7147		
Student Employment (on campus)	7329		
Student Life Director	7111		
Systematic Department	7152		

## **STUDENT ASSOCIATION OFFICERS 2021-22**

President: Michael Wilke  
Vice President: Dillon Weber  
Secretary: TBD in the fall  
Controller: TBD in the fall  
Publications Chairman: TBD in the fall  
Social-Cultural Chairman: TBD in the fall  
Intramural Chairman: Colby Howell  
Spiritual Life Chairman: Ian Heinze  
Students in Mission: Harry Stevens  
Sacristan: Jason Kohm  
Sexton: William Fredstrom  
Housefellow: Avery Hjulberg  
Health and Wellness Chairman: TBD in the fall

## **SEMINARY WOMEN'S ASSOCIATION OFFICERS 2021-22**

President: Emily Gustafson  
Vice President: Maddie Asp  
Treasurer: Denae Stevens  
Sonshine Coordinator: Mary Schultz  
Publicity: Sarah Hart and Maddie Asp  
Events Coordinator: Vanessa Palmer, Dana Otto and Katie Thompson  
Welcome Coordinators: Catherine Bluege, Tiffany Harkins and Hannah Schultz  
Families in Transition (FIT): Katie Nafzger  
Faculty Wives' Liaison: Katie Nafzger

## **RESIDENT ASSISTANTS**

B Dorm: Lesley Chen  
C Dorm: Justin Brockman  
D Dorm: Rob Choate  
Deaconess House: Abigail Ward

# WHERE TO GO FOR WHAT

## CAMPUS CHAPLAIN

Rev. Paul Sieveking serves as Campus Chaplain. The Campus Chaplain provides pastoral care to the campus community; students, their families, faculty and staff. He provides spiritual support, guidance and counseling. Opportunities for private Confession and Absolution are offered informally by appointment and weekly in the Chapel of St. Timothy and Titus. Because he is not part of the academic program or certification process, the Chaplain provides safe and confidential ministry to those who need to share their concerns. The Chaplain's hours are posted on his office door (Brauer Hall 14). Contact Chaplain Sieveking at 314-505-7289 (office) or 515-570-3144 (cell).

## FAMILIES IN TRANSITION (FIT)

Concordia Seminary believes that women are an important part of the Seminary community and future ministry. The Families in Transition (FIT) team was developed to equip women for life in ministry by offering educational opportunities, mentoring, spiritual growth and social activities. The team has developed a curriculum that is designed to address the unique situations that couples face in ministry. Classes are offered Tuesday evenings and some Saturdays at no cost. In addition to classes, Bible studies, prayer groups, retreats and mentoring opportunities also are available. The FIT team also helps to build a healthy community at the Seminary by offering regular social activities that are led by our Seminary Women's Association (SWA). All women are encouraged to join the Seminary women's Facebook group "Women of Concordia Seminary STL," where they can connect and receive up-to-date information. For more information, contact Women's Coordinator Katie Nafzger at [nafzger@csl.edu](mailto:nafzger@csl.edu).

## RESIDENTIAL SERVICES

Residential Services is located on the second floor of Stoeckhardt Hall (E.220T.01). Residential Services is responsible for the operation and management of student residential facilities. The staff help prospective students (and their spouses/families, along with current and returning students) with the many and varied issues that may arise during a move or their time at the Seminary. The Residential Services Administrator makes assignments for residence halls and married student housing units. Both the Residential Services Administrator and Director of Student Life work closely with the Resident Assistants to ensure that students are provided a safe and pleasant place to live. For assistance, call 314-505-7324 or email [residentialservices@csl.edu](mailto:residentialservices@csl.edu). Additional information is available under Campus Housing at [csl.edu](http://csl.edu).

## HEALTH AND WELLNESS

Health and Wellness is located on the second floor of Stoeckhardt Hall (E.201). The Coordinator of Health and Wellness supports and encourages students to maintain healthy lifestyles and urges them to be proactive in decisions affecting their personal health habits.

The Coordinator of Health and Wellness maintains student health and immunization records in accordance with state and federal laws.

Students are encouraged to consult with Concordia Plans at 888-927-7526 or their personal health provider for referrals to in-network physicians and dentists in the local area or for general questions regarding health insurance coverage.

## **CORONAVIRUS UPDATES**

Concordia Seminary is closely monitoring developments relative to the coronavirus pandemic. Our students are encouraged to stay up to date on information related to the pandemic for the safety, health and well-being of our Concordia Seminary family and surrounding community. Updates can be found at [csl.edu](http://csl.edu).

## **ON-CAMPUS EMPLOYMENT**

Student employment opportunities are listed on SemNet and the Seminary's website. Pay rates are determined in accordance with state and federal law. Students may hold no more than four jobs at any one time and may work up to a total of 18 hours per week while they are actively in class. While on semester breaks or on summer break and not taking classes, but enrolled in a program, students may work up to a maximum of 40 hours per week.

Students are reminded to dress for the particular job they are performing. If working outside, be sure to wear durable shoes and proper safety equipment. If working indoors, please be sure to follow the dress guidelines set forth by that particular department. When in doubt, please do not hesitate to contact a supervisor.

All hours worked must be recorded in a timely manner in the ADP timekeeping system. Timesheets must be submitted no later than 11:59 p.m. every Saturday.

For more information, visit "Student Employment" at [csl.edu](http://csl.edu).

## **MAIL ROOM**

The Mail Room is in the lobby of the Student Services Building. Window hours are 7:30 - 9:30 a.m. and 3:30 - 5 p.m. weekdays. Student mail boxes are located in the basement of Loeber Hall. Mail boxes may be accessed during the hours of 6:30 a.m. - 10 p.m. Students may send out mail that has proper postage and can collect incoming packages during window hours. Stamps are available for purchase at the library.

## **FOOD BANK**

The Food Bank offers grocery and household staples at no charge to full-time residential Seminary students and their families. Items are provided by generous donors who give both in-kind and monetary gifts. Food donations are sorted directly onto the shelves and the monetary donations are used to purchase additional goods. The Food Bank is a wonderful resource that allows students to stretch their monthly budgets. All students are highly encouraged to donate time to the Food Bank on a regular basis, as volunteers are crucial to the success of the Food Bank operation. In addition, students are encouraged to write thank you notes to donors. The Food Bank is located in the lower level of Koburg Hall in the Benidt Center. The Food Bank hours are listed under "Hours of Operations" and also are posted in the *Daily Announcements*. Students and spouses are encouraged to join the closed Facebook group page "CSL Food Bank."

## **RE-SELL IT SHOP**

The Re-Sell It Shop is located in the Benidt Center. The shop stocks household goods, clothing, toys, games and other items made available to Concordia Seminary students and their families at greatly reduced prices. Students are highly encouraged to donate time to the Re-Sell It Shop on a regular basis, as volunteers are crucial to the success of the shop's operation. The Re-Sell It Shop hours are listed under "Hours of Operations" and also are posted in the *Daily Announcements*. Students and spouses are encouraged to join the closed Facebook group page "CSL Re-Sell It Shop."

## CAMPUS STORE

The Campus Store is located in Lange Hall across from the chapel. The store offers a variety of items including Concordia Seminary merchandise, cards, books, devotionals and an assortment of gifts. It also offers a wide variety of food items, including simple breakfast items, fresh coffee, sandwiches, ice cream, soda, juice and other snack items, all at a reasonable price. Clergy shirts also are available by special order. Please keep an eye out for sales and special events in the *Daily Announcements* and on various Facebook pages.

## DINING SERVICES

Campus food service is available in Wartburg Hall according to the following schedule when classes are in session:

Monday - Friday	Lunch	11:30 a.m. - 1 p.m.
Monday - Thursday	Dinner	5 - 6:30 p.m.
Saturday	Brunch	11:30 a.m. - 1 p.m.

A La Carte Dining and Snacks:

Monday – Thursday	10:30 a.m. – 2 p.m.
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The menu for the week can be found under “Dining Services” at [csl.edu](http://csl.edu). For call-ahead orders, please call Wartburg Hall at 314-505-7390.

## BENIDT CENTER COMMUNITY ROOM

The Community Room is for use by all students of Concordia Seminary. Accordingly, students may use all of the resources found in the Community Room. It is expected that all students using the room will clean up after themselves.

The Community Room cannot be exclusively reserved for private functions. Organized gatherings scheduled in the Community Room outside of normal campus operating hours must be approved by the Vice President of the Student Association. Organized gatherings are required to be placed on the Seminary’s master calendar for the safety of the Seminary community. Normal campus operating hours are Monday through Friday, 8 a.m. - 5 p.m. For the safety of our Seminary community, overnight events are not permitted to take place in any campus building.

The kitchen in the Community Room is for the use of any student on a first come, first served basis. This is a privilege which can be revoked if the kitchen is not kept clean. Any food items kept in the refrigerators must have the owner’s name written on them and the date they were put in the refrigerator. Anything without identification or older than seven days will be discarded.

Beer and wine may be responsibly consumed in the Community Room. Please refer to “Drug and Alcohol Use and Abuse Policy Statement” in the *Student Handbook*.

All Seminary community members are welcome to attend organized gatherings in the Community Room. Seminary community members include students, faculty, staff and the immediate families (spouses and children) of students, faculty and staff. A person who does not fall into one of these categories is considered an external guest. Events with external guest attendees or that are not student-centered must be officially booked through the office of Campus Services in a reserved space. Please contact Campus Services at 314-505-7336 or [campusservices@csl.edu](mailto:campusservices@csl.edu) for more information.

## **BENIDT CENTER COMMUNITY ROOM RULES**

1. The Community Room is for the enjoyment of all Seminary students and must remain accessible to all students during room operating hours. It may not be used by external groups, nor may it be used to host functions that are not student-centered or consisting of external guests.
2. The Community Room is available for use from 7 a.m. – 11 p.m., Monday through Saturday and 1 - 11 p.m. Sunday. Any student planning an organized gathering in the Community Lounge must obtain approval from the Vice President of the Student Association.
3. Smoking is not permitted inside any campus buildings. Beer and wine may be responsibly consumed in the Community Room. Please refer to “Drug and Alcohol Use and Abuse Policy Statement” in the *Student Handbook*.
4. Any malfunction or safety hazard must be reported immediately to Environmental Services at Ext. 7333 or 314-505-7333.
5. Students using the Community Room must provide for their own room setup, clean-up and/or custodial assistance, operation of equipment, the arrangement of exhibits, and/or other forms of assistance. Supplies and equipment must be stored off premises.
6. No physical changes are allowed in the Community Room except for the rearrangement of furniture. Nails, tacks, tape, etc. and the hanging, tacking, and/or posting of fliers, signs, and/or posters on the walls, doors, shades, or windows are prohibited.
7. The Community Room must be left clean and in good condition. All waste must be removed from the Community Room and disposed of properly. Failure to leave the facility in proper order will result in denial of future requests to use the room.
8. Animals are not allowed except for ADA service animals.
9. No unaccompanied minors will be allowed in the Community Room. Adult sponsors/chaperones must attend meetings where individuals under 18 years of age will be present. Adult sponsors/chaperones shall be responsible for compliance with this Policy, all Seminary policies, and the behavior of the group and its activities.
10. The Seminary and the Student Association reserve the right to limit or prohibit future use of the Community Room by students that have caused damage to the rooms, carpet, equipment, fixtures, furniture or facility, or that have caused a disturbance in the Benidt Center and/or failed to comply with the rules established by the Seminary and/or Student Association. In addition, Concordia Seminary is not responsible for loss or damage to personal property of students using the Community Room.
11. The Seminary and the Student Association reserve the right to issue additional rules and regulations which they may deem necessary in the future.

## **LIBRARY**

The Kristine Kay Hasse Memorial Library is the largest Lutheran library in the United States. The renovated building offers comfortable seating and study spaces, private Ph.D. study rooms and houses more than 275,000 items including books, special collections, journals, microfilms and other media.

Along with a large physical space and collection, the library offers a wide range of electronic resources. The online catalog allows users to search not only the Concordia Seminary collection but also to connect to MOBIUS libraries for additional access. We also subscribe to a variety of research and language databases that provide research support and full-text access. Our institutional repository offers access to a digital archive of chapel sermons, dissertations, Bible studies, etc. related to campus ministry and scholarship. Finally, to assist with navigating these many resources, the library Research Guides provide tutorials and updates. Learn more under “Resources” at [csl.edu](http://csl.edu).

## Regular Library Hours

When classes in are session:

Monday - Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 5 p.m.
Saturday	1 - 5 p.m.
Sunday	6 - 10 p.m.

Holidays and academic break schedules are posted to the campus calendar and *Daily Announcements*.

Additional information on the library including loan periods, services and contact information is available at [csl.libguides.com/welcome](http://csl.libguides.com/welcome).

Contact: Circulation Desk, Ext. 7030 or [librarycirc@csl.edu](mailto:librarycirc@csl.edu)

## Lending periods

Books:

Six weeks (M.Div., RAR, SMP)

One year (M.A., S.T.M., Ph.D.)

Nonbook formats: Seven days

Closed reserve books: Three hours

## Fines

\$.10 book/day

\$.50/hour for closed reserve books

## Copy services

\$.10 page/B&W

\$.25/page Color

## LOST AND FOUND

Lost and found is located in Campus Safety. Lost articles should be turned in by the finder and sought by the owner. Items will be held for 30 days and, if unclaimed, will be donated to the Re-Sell It Shop.

## PUBLICATIONS

News of the Seminary community is communicated through the *Daily Announcements*. Announcements pertain to course information (e.g., registration, changes in class schedules), details about upcoming speakers and events, official notices and links to important information. To submit an announcement, go to SemNet under "Resources" or send an email to [dailyann@csl.edu](mailto:dailyann@csl.edu). Each announcement may run for one week and should be less than 50 words in length. During the summer months the *Daily Announcements* run only Mondays, Wednesdays and Fridays.

The *Concordia Journal* is one of the flagship theological journals of North American Lutheran Christianity. The *Concordia Journal* is published quarterly (winter, spring, summer and fall). It explores urgent ideas, themes and issues related to the past, present and future of global Christianity and today's world from a confessionally Lutheran perspective. Find the *Concordia Journal* under "Resources" at [csl.edu](http://csl.edu).

*Concordia Seminary* magazine is a free magazine that chronicles news, issues and current events at Concordia Seminary. It is published three times a year (fall/winter, spring and summer). Find the magazine under "Resources" at [csl.edu](http://csl.edu).

*Grapho* is a student, peer-reviewed theological journal overseen by the Student Publications Committee. It is published once a year and distributed throughout the campus. Submissions should be sent to [cslstudentpublications@gmail.com](mailto:cslstudentpublications@gmail.com).

### **ORGAN/PIANOS**

Arrangements for the use of the Seminary-owned organ or pianos may be made through the Dean of Chapel in conjunction with the Campus Events Coordinator. All those conducting private lessons must complete a registration form with the chapel office. Business insurance and licensing may apply. Please contact the Dean of Chapel or Campus Services for more information.

### **BULLETIN BOARDS**

Bulletin boards are reserved for academic and student activity announcements. The use of the campus bulletin boards is under the general supervision of Ministerial Formation. Please go to the Enrollment (formerly Ministerial Recruitment and Admissions) or Ministerial Formation offices to receive approval for items to be posted. Posters displayed on campus must be approved by one of these offices and removed following the event. No signs may be taped to any doors or windows. Signs may not be posted on bulletin boards designated to specific departments without the permission of the department.

### **SELLING ON CAMPUS**

Students and their spouses may set up agencies to sell merchandise or services. For the sake of order and protection, permission must be obtained first from Residential Services. Third parties are not ordinarily allowed to solicit on campus. Notify Campus Safety or Residential Services if you are approached by someone from off campus or suspect someone of fraudulent or misleading enterprises.



# SPORTS INFORMATION

## INTERCOLLEGIATE VARSITY TEAM

Intercollegiate programs include the following activities:

- Basketball
- Soccer
- Tennis
- Golf

Students who participate in intercollegiate sports are required to maintain a GPA of at least 2.5.

## INTRAMURAL SPORTS

Intramural sports are student-run. Teams are formed in the fall and compete in various indoor and outdoor activities throughout the academic year. Equipment may be checked out of the field house with a student ID. Generally the gymnasium is reserved Tuesday and Thursday afternoons for intramural team events. Please see the *Daily Announcements* for more information as it becomes available.

## SPORTS AND ATHLETIC VENUES

The Seminary athletic facilities include the Pederson Field House (home of Preachers basketball), the outdoor athletic fields just west of the main campus and a sand volleyball court. The field house is available to all seminarians, their spouses and their children. All patrons must be at least 16 years of age in order to use any equipment without parental supervision. During a student's initial visit to the facility, he or she will be required to fill out an "Assumption of Risk" agreement to have on file for the year.

All seminarians must present their student ID to the front desk field house attendant each time they use any of the indoor field house facilities. Seminary spouses and dependents will be asked to present a valid unexpired picture ID, such as a driver's license, when using any of these facilities. Patrons arriving without their ID will be asked to retrieve this information before being allowed entrance and use of the facilities. This practice is in place for the safety of the entire Seminary community.

## FITNESS CENTER HOURS

The Fitness Center is generally open from 6 - 9 a.m. and noon - 9 p.m. Monday through Thursday, 6 - 9 a.m. and noon - 6 p.m. Friday, and 10 a.m. - 1 p.m. Saturday. The Fitness Center is closed Sunday. Modified hours for holidays, breaks between semesters and large campus events will be posted in the *Daily Announcements*.

# INSTITUTIONAL POLICIES AND PROCEDURES

## DRUG AND ALCOHOL USE AND ABUSE POLICY STATEMENT

Concordia Seminary is committed to maintaining a safe and healthy environment for members of the Seminary community by promoting a drug-free environment as well as one free of the abuse of alcohol. Concordia Seminary strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances or alcohol on Seminary property or as a part of any Seminary activity. All students must comply with this policy as a condition of their employment or enrollment.

Students are prohibited from reporting to class or other educational activities on the Seminary's campus under the influence of alcohol or illegal drugs. When a reasonable suspicion exists that a student may be under the influence of illegal drugs or alcohol, the Seminary reserves the right to (1) require the student submit to a drug and/or alcohol test and (2) inspect the student's property that is on the Seminary's campus.

The drug-free workplace policy applies whenever any student is representing or conducting business for the Seminary, on Seminary property or at a Seminary-sponsored event. This policy applies during all working hours. Recreational drug use of all kinds are prohibited even if the student is on vicarage or serving an internship in a state where marijuana is legal.

Campus social events at which alcohol may be served must adhere to the "Alcohol Policy" available on SemNet in the "Document Libraries," "Campus Services."

### Disciplinary Action

Students found to be in violation of the Seminary Drug and Alcohol Policy may be subject to the disciplinary action as outlined in the Seminary's "Guidance and Discipline" section outlined in this handbook. Disciplinary action may include, among other things, reprimand, warning, suspension, probation, expulsion or termination. The Seminary reserves the right to refer students to an appropriate rehabilitation program.

## ALCOHOL AND DRUG EDUCATION

### Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses may significantly impair an individual's judgment and coordination. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening.

### Treatment

Concordia Seminary recognizes that alcohol and drug abuse and addiction are treatable illnesses and that early intervention and support improves the chances of successful rehabilitation. Students are encouraged to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

## **DRUG AND ALCOHOL SERVICES AND EDUCATIONAL RESOURCES**

- CIGNA Concordia Seminary Employee Health and Wellness  
cigna.com
- National Institute on Drug Assistance Program Abuse  
nida.nih.gov
- Partnership for Drug-Free Kids  
drugfree.org
- Alcoholics Anonymous  
aa.org  
aastl.org  
alano@aastl.org  
14 Sunnen Drive, Suite 144  
St. Louis, MO 63143  
314-647-3677

### Hours:

Monday, Tuesday, Thursday, Friday	8:30 a.m. - 5 p.m.
Wednesday	8:30 a.m. - 7 p.m.
Saturday	9 a.m. - noon

- AL-ANON  
(Informal group discussions for friends and relatives involved in any way with alcoholism.)  
stl-al-anon.org

14 Sunnen Drive, Suite 144  
St. Louis, MO 63143  
314-645-1572

## **SEXUAL HARASSMENT POLICY**

Concordia Seminary is an institution of The Lutheran Church-Missouri Synod and as such, it adheres to the doctrines and practices of our church body. Students and employees are expected to lead lives that are consistent with the Holy Scriptures. It is a violation of Seminary policy for any member of the Concordia Seminary faculty, staff, administration or student body to sexually harass or sexually assault any employee, student, visitor or applicant.

The Seminary is committed to compliance with legal and regulatory requirements regarding sexual misconduct. The Seminary reserves the right to discipline or terminate any employee or student found to be in violation of sexual misconduct policies.

### **TITLE IX Roles**

“Title IX” refers to Title IX of the Education Amendments of 1972 and related U.S. Department of Education regulations requiring good-faith efforts to maintain a campus environment free from sexual harassment and sexual assault.

The Title IX Coordinator is responsible to the Seminary President for maintaining the policies on sexual misconduct, organizing campus training, and ensuring prompt and fair investigation of all allegations.

Tom Myers (Title IX Coordinator)  
Office SSB-212  
Email: myerst@csl.edu  
Extension: 7329  
Mobile: 636-233-2327

Title IX Investigators are trained to advise a Complainant of appropriate procedures and to investigate each allegation based on the Seminary’s procedures. The results of the investigation are forwarded to the Title IX Coordinator for action.

Alan Borcharding (Title IX Investigator)  
Office: P-113  
Email: borchardinga@csl.edu  
Extension: 7336  
Mobile: 314-952-1513

Kathry Gritts (Title IX Investigator)  
Office: L-126B  
Email: grittsk@csl.edu  
Extension: 7595

Title IX Decision-Makers are the senior campus leaders who constitute a three-person panel that conducts a formal hearing regarding sexual harassment allegation and determines the outcome.

The Complainant is the person alleging a violation of this sexual harassment policy.

The Respondent is the person who is alleged to have violated this sexual harassment policy.

## **Relationships**

Some relationships while permitted by law, are contrary to the Seminary's policy. Romantic or sexual relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-employee) ARE PROHIBITED unless the individuals are married. Such relationships create issues of actual or perceived exploitation and favoritism, and may also violate the Seminary's moral conduct code.

## **Sexual Harassment Defined**

Sexual harassment is unwelcome sexual or sex-based conduct, whether verbal, written, online or physical. Sexual harassment deprives other members of the community of access to educational or employment opportunities and benefits to which they are entitled to receive. The forms of misconduct below are forbidden under this policy.

Quid Pro Quo harassment occurs when a person makes sexual requests in return for an educational or employment reward. Specifically, Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a condition of education or employment opportunities or benefits.

Unwelcome Conduct of a sexual nature that a reasonable person would find to be offensive and is so severe or pervasive that it interferes with, denies or limits a student's opportunity to participate in or benefit from the Seminary's programs, or interferes with an employee's work and opportunities. Examples include inappropriate touching, comments or jokes.

Non-Consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Non-Consensual sexual intercourse is any sexual intercourse however slight, with any object, by a person upon another person, which is without consent and/or by force. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Intimate Partner Violence is violence or abuse between those in an intimate relationship to each other. This includes Dating Violence and Domestic Violence. The abuse may be physical or psychological.

Stalking is a repetitive and menacing pursuit, harassing or interfering with the peace or safety of another.

Consent must be clear and voluntary. It must be given explicitly – silence is not consent. Persons not of legal age and persons who are incapacitated due to alcohol, drugs or a medical condition are incapable of giving consent as understood in this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to understand what is happening. Consent is not given when force or intimidation is used.

## **Jurisdiction**

Federal regulations state that this policy is applicable to all campus-sponsored programs and activities that are conducted within the United States. It applies to the campus property and to off-campus events sponsored by the Seminary. It offers protection to campus visitors and applicants for admission and employment regarding the conduct of Seminary students and employees.

At the time of filing a formal complaint, a Complainant must be either 1) participating in or attempting to participate in a Seminary program or activity, or 2) employed or actively seeking employment at the Seminary.

### **Retaliation**

The Seminary expressly prohibits any form of retaliation for filing an allegation regarding sexual misconduct. Retaliation includes any adverse action by the Seminary or an individual against a person involved in the misconduct investigation, including persons who reported the matter, persons accused in the matter, witnesses and investigators.

The Seminary's policy against retaliation does not protect persons from the consequences for their actions in matters unrelated to an allegation of sexual harassment. For example, students are not shielded from the consequences for poor academic performance, and employees are not shielded from consequences for poor work performance.

### **Duty to Report**

Any Seminary employee or student who has reason to believe that a violation of the sexual misconduct policy has occurred is expected to report this matter to one of the following persons.

- President
- Provost
- Executive Vice President
- Senior Vice President for Finance and Administration
- Senior Vice President for Seminary Advancement
- Director of Human Resources
- Dean of Ministerial Formation
- Dean of Advanced Studies

Reporting an alleged violation to one of these persons constitutes a formal report and the Seminary is obligated to investigate the report.

Exemptions: The Campus Chaplain is exempted from reporting if he is maintaining the seal of a penitent's confession or counseling with a shared expectation of privacy. Professionally credential counselors providing service on behalf of the Seminary are expected to observe professional codes of conduct when sexual misconduct is reported.

**Note: A Title IX sexual misconduct investigation at Concordia Seminary is distinct from a criminal investigation. Whether a Complainant chooses to report or not to report the incident to law enforcement, and regardless of the outcome of a criminal investigation, the Seminary is obligated to take all reasonable measures to provide a safe environment that is free from sexual harassment.**

### **Confidentiality**

The Seminary is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All reasonable steps will be taken to avoid revealing the identity of the Complainant, the Respondent and the witnesses beyond those named in the report and the administrators involved in resolving the matter. Federal regulations require that the Respondent is to be notified regarding the allegation and that both parties must receive information regarding the progress of the investigation.

The Seminary cooperates with law enforcement, including compliance with mandatory reporting laws, subpoenas, no-contact orders and the like.

**Supportive Measures**

Depending on the seriousness of the matter, the Seminary has the responsibility to take actions that ensure the safety of a Complainant until the investigation process is concluded. Depending on the situation, the Seminary may make temporary changes in employee work assignments and in student class and on-campus living assignments, as described more completely in the Sexual Harassment Investigation Procedure.

In addition to supportive measures provided by the Seminary, Complainants may contact the Title IX Coordinator to receive additional information on resources for legal assistance, mental health, counseling and the like.

**Investigation Procedures**

The procedures for investigating an alleged violation of this policy are contained in a separate document titled Sexual Harassment Investigation Procedure.

## STUDENT INSURANCE

The Seminary Board of Regents requires each full-time student to verify existing health care coverage in a group health plan. The board also encourages each student to secure adequate health insurance coverage for his or her dependents. A student classified as a nonresident alien is required by the Board of Regents to have adequate health coverage for himself or herself and his or her dependent(s). Ordinarily, this coverage is provided by enrollment in the Seminary's student health plan.

The Seminary partners with Concordia Plans to administer its health insurance through Anthem Blue Cross/Blue Shield of Minnesota. Open enrollment for students and their dependent family members who previously declined coverage may enroll generally between August and September of each year. Students may opt out to a comparable group health plan, such as a plan through their parent's or spouse's employer or military or other government plan. Students and/or dependent family members of students who desire to enroll in the Concordia Health Plan (CHP) outside of the open enrollment window will need to meet special enrollment criteria before being allowed into the plans. In these circumstances Concordia Plans has the final say as to who meets this criteria. Forms can be found on SemNet under "Document Libraries," "Health." Please contact the Health and Wellness Coordinator at 314-505-7329.

Seminary insurance coverage extends from Sept. 1, 2021, to Aug. 31, 2022. If a student and/or family are enrolling in Concordia Plans, his or her student account will be billed monthly. The Seminary charges an \$8 administrative fee in addition to the listed premiums in the Concordia Plans informational brochure. Coverage is worldwide and includes dental and vision benefits as well as preventative health programs.

**Vicars:** The LCMS Council of Presidents has adopted financial guidelines stating the congregation is to assist the vicar and his family with health insurance. A vicar who has not completed his course work at the Seminary is enrolled in the Synod's Concordia Health Plan (CHP) unless he has opted out because of enrollment in another group health plan or governmental coverage. Dependent enrollment in the CHP is optional for the student. The congregation's reimbursement to the vicar for his cost of coverage in the CHP's multiemployer church plan is not taxable income to him. The congregation's reimbursement for health insurance coverage places it at risk of being penalized significantly by the IRS if the vicar has enrolled in any health care plan other than the CHP. In this situation, a congregation should instead consider increasing the compensation it pays to the vicar by taking into consideration his cost of insurance coverage. The added compensation would be taxable wages to the vicar.

A delayed or deferred vicar, although he has completed his course work at the Seminary, remains on the Seminary's group health plan unless the congregation he serves opts to include him under its plan. Contributions made by the congregation to any of the Concordia Health Plan options for a delayed or deferred vicar are not taxable income to him. Also, these contributions are not "wages" for FICA purposes.



## TECHNOLOGY SERVICES

### Student access to Concordia Seminary Network Policy

This policy shall be considered as an extension of and subject to the terms and conditions of the “Technology and Privacy of Information Policy” as established and adopted by the Board of Regents Jan. 23, 1999.

Concordia Seminary does not assume responsibility for installation, maintenance and/or repair of student computers and software.

Students wishing to access the Concordia Seminary network shall be subject to the following terms:

1. All students who intend to connect computers and other network equipment to the Concordia Seminary local area network MUST ensure that all such equipment complies with minimum operating systems and security standards.
2. Access to the local area network will be allowed only after minimum standards are met. Resources are available to aid the student to reach compliance with the minimum standards.
3. Technology Services reserves the right to monitor network activity of any student equipment or programs connected to the network.
4. All unauthorized or unregistered equipment shall be immediately disconnected from the network. Failure to do so may result in financial and/or penalties to be assessed against the student by the Seminary.

Students who knowingly or unknowingly engage in inappropriate or excessive network activity shall be subject to the following:

- a. Technology Services reserves the right to monitor all network traffic on the Concordia Seminary network.
- b. Technology Services identifies activity which it deems to be inappropriate or excessive, including but not limited to virus-like activity, excessive peer-to-peer traffic, and high volume streaming or uploading/downloading activity. Technology Services shall identify the source of the offending activity and cause the connection to be terminated.
- c. Technology Services shall make reasonable attempts to contact the person to whom the equipment or connection is registered to inform him or her of the action taken.
- d. The connection will be reactivated only upon acceptable proof that proper steps have been taken to ensure that the offending equipment or programs have been repaired, modified or deleted to the satisfaction of Technology Services.
- e. In the event that the offending equipment or program cause temporary or permanent harm to the Seminary network or causes the Seminary to expend substantive resources to locate and isolate offending equipment or software, financial and/or reasonable penalties may be assessed by the Seminary.

### Username and password

All new students have already received their username and password as part of their admissions process. This username and password serves as your USER ID (also known as your Login ID). You will need this USER ID to access the various Seminary resources.

Passwords must be a minimum of 20 characters in length, they are case-sensitive and must contain any combination of characters or numbers using three of the four following groups:

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Numbers (0 through 9)
- Non alphabetic (e.g., !, @, etc.)

Passwords cannot contain any string of characters related to your username. (For example, if Martin Luther logs in as “lutherma,” he cannot have “luther” or “martin” anywhere within the password.)

The following is an example of a valid password that meets these established criteria: “There is a fly in my soup.”

Lastly, make sure that you keep your password in a secure location!

## **Email**

All new students should have received their Seminary email address before Orientation. All official communication from the Seminary will be sent to students via their Seminary email. Concordia Seminary does not maintain personal email addresses.

## **Internet access**

Internet access through Concordia Seminary’s network is available to all students. A connection to the internet through the Seminary’s network assumes students have read and agreed to abide by the Acceptance Use Policy as stated on the homepage of SemNet ([semnet.csl.edu](http://semnet.csl.edu)). Wireless (WiFi) access is available campus wide. The official “Wireless Access Point” Broadcast ID (SSID) is “CSLWiFi.” The password is Seminary1839.

Residential students who live in the Iso dorms will have WiFi access via the IsoWiFi broadcast ID (SSID). The password is CFWWalther. They also may physically plug into the network port located in their rooms. The use of your own wireless router in an Iso dorm room is prohibited. Concordia Seminary reserves the right to shut down any devices suspected of causing problems on the network. Students who live in the campus apartments (the Woods) will not have a connection to the Seminary’s network while in the apartments. A fee for internet services is included in each apartment’s monthly rent.

It is the policy of Concordia Seminary to require that all computers or other devices attempting to gain an internet connection through the CSL network have their software up-to-date and have a supported anti-virus software installed and actively running with the latest definitions (i.e., Microsoft Security Essentials or Windows Defender).

The Technology Services Help Desk is staffed Monday through Friday from 8 - 9:30 a.m. and 10:30 a.m. - 4:30 p.m. (closed daily from 9:30 - 10:30 a.m. for chapel). The Help Desk is located in the lower level of Sieck Hall and can be reached at 866-333-2064 or 314-505-7231 or [helpdesk@csl.edu](mailto:helpdesk@csl.edu).

## **Electronic communications (Including websites, Facebook, Twitter and blogs)**

All electronic communications are subject to the Eighth Commandment, as are communications of all forms. Electronic means of communication can be used in positive ways, including proclamation of the Gospel. However, these means also can be used to damage yourself or others. They are often difficult to retract and can be disseminated beyond the intended recipient. Therefore, students are encouraged to be very careful with their electronic communications, including blogs, emails, text messages, voicemail, instant messaging, Facebook, Twitter and other forms of electronic posting and publishing. They are reminded to speak the truth in love and to explain everything in the kindest way so as to uphold their reputation and that of their neighbor. Additionally, students are encouraged to be good stewards of their time with regard to their studies and the use of electronic means of communication.

**Uses of offices and equipment on campus**

Personal use of Seminary offices and equipment (including computers) by students is not permitted. If there is a valid reason for use of offices and equipment, especially during times when offices are closed, prior approval must be obtained in each case from the appropriate department manager.

**Telephone services**

Phones are currently active for local calling in all apartments, classrooms and dorm lounges. If students desire long-distance service for an apartment unit, the Seminary's long-distance service provider is Charter Spectrum. The long-distance rate will vary. Any long-distance charges will appear on the monthly "Concordia Seminary Billing Statement." If a phone is shared, one person will need to be the responsible party for that phone. The Seminary cannot individually bill long distance charges that are charged to the same phone number.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), with which Concordia Seminary intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by Concordia Seminary to comply with the act.

Release to a third party of any information not considered “directory” information requires written consent by the student. Concordia Seminary has adopted a policy that explains in detail the procedures used for compliance with the provisions of the act. Copies of the policy may be obtained from the Registrar. The following information pertaining to students has been declared to be (public) directory information by Concordia Seminary:

- Full name
- Local address
- Telephone number
- Campus P.O. Box number
- School email address (\_\_\_\_\_@csl.edu)
- Academic program (and classification, I, II, vicar, IV for M.Div. students)
- Dates of enrollment
- Enrollment status
- Home district (for LCMS students)
- Name of vicarage/internship congregation, city, state (for vicars, deaconess interns)
- Spouse’s first name for married students

Students are advised that information other than public directory information may be released in emergency or life-threatening situations.

Students who do not wish to have any information released, including directory information, must complete a “Request for Nondisclosure Form” in the Registrar’s office during the first week of the fall semester.

## CAMPUS PARKING REGULATIONS

The policies and regulations for parking at Concordia Seminary have been developed to maintain adequate control and supervision over roads and parking areas on campus as well as to hinder auto break-ins and theft. Everyone driving on campus is required to comply with the driving and parking regulations.

Regulations are in effect at all times including weekends, holidays, vacations and semester breaks. All students, faculty and staff who drive vehicles on campus are asked to respect the following regulations:

The campus speed limit is 15 miles per hour.

Parking or driving vehicles off roadways, on sidewalks or on grass is strictly prohibited.

No parking is permitted at any time in the following areas:

- Luther Lot – reserved for visitors, guests and special permits
- Chapel parking spaces marked for visitors and handicapped
- Student Services Building Lot – reserved for visitors, guests and special permits
- In sections marked with yellow curbs
- In front of walks, walkways or courtyards
- In fire lanes
- In loading zones or on lawns
- On North and South McCall Terrace – for residents only
- Along Founders Lane or the athletic fields
- On campus roadways – temporary parking for loading and unloading is permissible if headlights or blinkers are left on (day or night).

Reserved parking – 6 a.m. - 6 p.m. Monday through Friday for faculty and staff:

- Sieck Hall Lot A – first row north of the building
- Lot B south of Koburg Hall
- Lot D south of Concordia Historical Institute
- Maintenance Shop

Parking for visitors and people with disabilities:

- Student Services Building Lot
- Luther Lot
- Chapel parking spaces as marked

Student parking (resident and commuting):

Only cars, vans and trucks, which are operable, have currently valid and visible state vehicle license and are insured, are permitted to park in Seminary parking lots. The Seminary assumes no liability for theft, damage or other loss to a vehicle parked on Seminary-owned and -operated lots.

Designated parking lots for students are:

- Lot A – north of Sieck Hall
- Lot C – south and east of the Library (three areas available)
- Lot G – south of Founders Hall (Isolation Lot)
- Lot E – south of the tennis courts
- Lot F – west of the Pederson Field House
- South McCall Terrace – west of the chapel

Students with disabilities must apply for special needs parking assignments.

Vehicles not permitted to be parked or stored on campus:

- Trailers, campers/trailers, boats/trailers and recreational vehicles
- Cars, vans and trucks, which are not operable, do not have a currently valid and visible state license plate and are not insured

Motorcycles – must be licensed and may park in areas assigned for vehicles. Motorcycles are NOT allowed in building hallways, stairwells or on walkways.

Bicycles – may be parked in bicycle racks provided by the Seminary located throughout the campus. Bicycles are not allowed in building corridors, stairwells or chained to campus light posts.

Changing oil – this may be done at a local service station. There are no facilities on campus for this purpose.

When moving on or off campus, Clayton's Parking Regulation Code allows standard 1-ton trailers to park on campus for a maximum of 72 hours in any seven-day period as long as the vehicle does NOT impede traffic flow.

Campus Safety reserves the right to temporarily close any campus parking lot, suspend its assigned parking privileges and designate it for special event parking. Notices will be sent to the Seminary community through [csl.edu](mailto:csl.edu) email of alternative parking locations.

## **SCHEDULING MEETINGS AND/OR EVENTS**

The Campus Events Coordinator manages events directly with a designated event host. The event host may start the process by logging onto SemNet and following the steps for requesting a space.

### **Room reservations/event space requests**

To reserve a room or space on campus, go to the “Quick Links” section on the SemNet home page and click on “Campus Services Room Request.”

Reservation(s) for the event will be confirmed/denied via email by the Events Coordinator once the request has been submitted. For questions, contact the Events Coordinator at [campusservices@csl.edu](mailto:campusservices@csl.edu) or 314-505-7337.

### **Event guidelines**

At all events where alcohol is served:

- There may be no charges or admission fees.
- Alcohol service must be in a controlled area (e.g., inside a building, behind a serving table barricade, etc.).
- Alcohol may not be freely accessible to guests. The sponsoring host organization must hire a Campus Services student bartender to serve alcohol and to check each individual served for identification of legal age.
- One drink only served at a time.
- Signs must be prominently posted at the serving areas. Minimum dimensions of signs shall be 24” high by 30” long, and must say: YOU MUST HAVE PROOF OF LEGAL AGE TO BE SERVED. One sign per serving area.
- Individuals furnishing proper proof of legal age may have hands stamped by a representative of the host organization to indicate that proper identification has been checked. Ink stamps are required. Markers or pens may not be used.
- Alcoholic beverages may not be taken from the area of the event.
- Rules requiring proper presentation of identification apply to both “open” and “closed” events.
- The patrol persons shall check for Concordia Seminary identification at the entrance to the event.
- Representatives of the host organization shall check for proof of legal age at the point of distribution.
- All Bring-Your-Own (BYO) beverages at “closed” events must be kept at the controlled point of distribution and are subject to the above rules.

### **Host responsibility**

Most individuals or organizations are responsible for compliance with this policy. Sober, responsible individuals must be present during the entire event at which alcohol is served. They must be readily available to Campus Safety or other Seminary representatives. It is the responsibility of host organizations and Campus Service student bartenders to ensure that intoxicated persons are not served alcoholic beverages.

### **Cleanup and maintenance**

It is the responsibility of host organizations to clean up in any party area or Seminary property within eight hours of the conclusion of the event. Trash must be bagged in or near appropriate containers.

The Seminary reserves the right to assign maintenance personnel to clean an area not properly policed by the host organized and to bill the organization.

**Inappropriate alcohol consumption**

Alcohol consumption in some parts of campus and at some events, regardless of the legal age of the individual, is prohibited.

Alcohol at athletic events is prohibited. Alcohol in classrooms, lectures or public events is prohibited.

**Other limitations**

Other restrictions on the possession or serving of alcoholic beverages may exist for certain buildings or events, either on campus or associated with sponsored activities. Please consult with Human Resources or Campus Services for more information.

**Liability**

While the Seminary can never totally eliminate its liability exposure, it must be sure that those sponsoring activities be aware of the potential for liability and that they make every effort to reduce the exposure and have a safe activity. Sound judgment is key to this effort.



## STUDENT LIFE POLICIES AND PROCEDURES

### Residential life

The objectives of Residential Services are to provide appropriate housing facilities for students and their families; create and maintain an environment conducive to academic, social, physical and interpersonal growth and development; and provide regularly maintained and serviced facilities.

### Guidelines for community life

- First and foremost, students should accept responsibility for their own behavior and personal development.
- Recognize and respect the mission of the Seminary.
- Exercise care and consideration when using Seminary facilities.
- Respect others regardless of their race, gender, national or ethnic origin, or disability.
- Respect thy neighbors:
  - Physical and emotional well-being
  - Privacy
  - Personal property
- Allow others to read and study without interference, unreasonable noise and other disturbances.
- Allow everyone to be free from intimidation, physical or emotional harm.
- Maintain a clean environment.
- Teach children to have respect for other individuals including Campus Safety.
- Children should respect the property of others.
- Children, ages 16 and under, are not allowed in academic buildings (including the library), residence halls or chapel, unless accompanied by an adult.
- Children, under the age of 18, are not allowed to use or access the Benidt Center (including the Food Bank and Re-Sell It Shop) unless accompanied by an adult.
- The Fitness Center is always staffed during open hours, but parents must provide proper supervision for children ages 16 and under.
- Children should not climb trees, buildings or other fixtures, or use facilities in any way other than their intended purposes.
- Bicycles, scooters and rollerblades are prohibited inside campus buildings.

### Alcohol

Moderation is the rule for the use of alcoholic beverages at the Seminary. Excess is the cause for Christian admonition and may result in dismissal from the Seminary. The serving of alcoholic beverages at student functions on campus is limited to Prof'n Stein, Oktoberfest and Springfest, and in no way is to be advertised to the general public. The use of illegal drugs is prohibited. The "Alcohol Policy" is located on SemNet under "Resources," "Document Libraries," "Campus Services." Specific alcohol policies also are listed in this handbook.

### Housing Application process

Applications for Seminary-owned housing are available via SemNet in January of each calendar year for the following academic year. The housing application deadline is March 31; however, students are encouraged to apply early for priority consideration of their specific housing needs. All residents must re-apply for housing every year if they want to be considered for on-campus housing. Residents of residence halls will sign a contract upon check-in that will specify move-in/move-out dates and resident responsibilities. Apartment residents must be current on their rent and in good standing with the Seminary before a new lease will be offered. The Seminary will consider the preferences of students, but no guarantee will be made to provide students with their preferred room or apartment choices. Students will be assigned on-campus

housing based on availability. Students are expected to adhere to dates specified for return of applications, acceptance forms, deposits and move-in/move-out dates.

### **Housing for Reduced Residency students**

Dormitory style guest housing is available to students attending classes via the reduced residency format of study on campus both in January and June. If you would like guest housing during your stay, please contact Campus Services.

### **Fire safety**

Students, staff and faculty all share responsibility for preventing fires in on-campus buildings and grounds. These responsibilities include, but are not limited to, the following:

- DO NOT cover, disable or tamper with smoke detectors or other fire safety equipment.
- Exercise caution in using outdoor grills and smokers. Dispose of ashes properly.
- The firepit in the East Courtyard of the Benidt Center should only be used on pavers.
- Firepits, fire rings, campfires or any form of recreational fire built directly on or into the ground is prohibited. Portable, self-contained firepits are permissible, as long as use conforms to all other policies outlined herein. Please contact Campus Services for information on bonfires for special events.
- Check fire extinguishers regularly to ensure that they are ready to use.
- DO NOT smoke in campus buildings and exercise caution in disposing of cigarettes when smoking outside.
- Students should never leave food that is cooking in the third floor community kitchen of the Benidt Center or any other common area unattended.

### **Marriage policies**

#### *Unmarried students who plan to marry*

Upon his or her decision to marry, the student shall notify the appropriate program director by submitting an “Engagement Notification Form” (available on SemNet under “Resources,” “Document Libraries,” “Ministerial Formation”).

#### *Spouses living together*

A married student who enters Concordia Seminary or a student who marries while at the Seminary will be expected to live with his or her spouse in residence or at the site of ministry in the case of distance education students and during his or her vicarage/internship year. No exceptions will be made to the vicarage/internship requirement. Special permission for exceptions while a residential student is taking course work must be obtained from the appropriate program director.

#### *Non-Lutheran spouses*

As a result of consultations between the two seminaries and the Ministerial Placement Committee of the Council of Presidents, it was decided that a student whose spouse belongs to a church body other than The Lutheran Church—Missouri Synod (LCMS) or a church in fellowship with the LCMS shall not be placed. Therefore, Concordia Seminary will not place any student on vicarage/internship nor will the student be certified for placement as a pastor or deaconess whose spouse is not yet a member of an LCMS congregation or a congregation of a church in fellowship with the LCMS.

### **Students with disabilities**

Concordia Seminary is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the Seminary under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Seminary is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the Seminary or fundamentally alter the requirements essential to a program of instruction. Accommodations for disabilities at Concordia Seminary are individualized to meet the needs of the specific student. For specific accommodations, please contact Ministerial Formation. For information about buildings on campus that are handicapped accessible, contact Campus Services.

Students with physical disabilities and/or visual impairments may be assigned to mailboxes specifically located on the first floor of Loeber Hall, which are accessible at all times. Students needing such a mailbox should request one from the Mail Room at Ext. 7312. Students who require handicapped-accessible housing should contact Residential Services at Ext. 7324.

### **Academic Resource Center**

The Academic Resource Center (ARC), housed in the Kristine Kay Hasse Memorial Library, provides academic support to Concordia Seminary students at no charge. The ARC provides resources and support for every aspect of students' academic needs, including but not limited to: languages, writing and exams. The ARC supports Hebrew, Greek, Latin and German studies through individual tutoring, review and homework sessions. Writing consultants also are available through the center, in-person and online, for consultations on writing projects — from course work assignments to dissertations. If you would like academic support for exams, course assignments or projects, please contact the Academic Resource Center by emailing [librarycirc@csf.edu](mailto:librarycirc@csf.edu) or contacting the Public Services Librarian at 314-505-7036. For more information, please visit: <https://csf.libguides.com/ARC>

### **Applying for financial aid**

Each year, all students must complete various financial aid applications. All applications are available in January and are completed online. All applications must be completed by April 1.

Required applications are as follows:

M.Div./RAR:

- Current year FAFSA (Free Application for Federal Student Aid)
- Seminary Financial Aid Application
- Financial Aid Partnership Covenant
- District Application

EIIT, CHS, ODS:

- Seminary Financial Aid Application
- Financial Aid Partnership Covenant
- District Application as required

M.A. Deaconess Studies:

- Current year FAFSA (Free Application for Federal Student Aid)
- Seminary Financial Aid Application
- Financial Aid Partnership Covenant
- District Application

M.A., S.T.M., Ph.D.:

- Current year FAFSA (Free Application for Federal Student Aid)
- Seminary Financial Aid Application

D.Min., SMP-GPC:

- Seminary Financial Aid Application
- District Application as required

### **Additional information**

- Applications are available via “Admissions,” “Apply” at [csl.edu](http://csl.edu).
- The FAFSA must be completed by all students in order to be considered for student loans or work study. The application should be completed online at [fafsa.ed.gov](http://fafsa.ed.gov). Concordia Seminary’s school code is G02457.
- The Seminary Financial Aid Application must be completed by all students receiving any form of financial aid.
- The Financial Aid Application will only be completed once in the first year of the student’s degree program.
- The District Application has three sections. The student must complete the first section and obtain his or her home pastor’s signature before returning the application to Financial Aid. Students should check their district’s contact list to determine whether the district requires any additional paperwork. Financial Aid will complete the required information and submit the application to the student’s LCMS district office.
- Outside grants and scholarships are available based on individual eligibility requirements. A list of scholarships that students may qualify for can be found on the Seminary’s website at [csl.edu](http://csl.edu).

### **Adopt-A-Student (AAS)/Seminary Endowments**

A student’s tuition will be supported by many different sources. Two of these sources may be the Adopt-A-Student program and Seminary endowments, in which donors willingly make a financial commitment to help students with tuition assistance.

If a student is matched with an Adopt-A-Student and/or endowment sponsor, Seminary Advancement will provide the student with the donor’s name and address along with a request to communicate with the donor regularly. This information is available on SemNet. Students are responsible for writing to their sponsors according to Adopt-A-Student guidelines at least twice per semester and being sure that their correspondence is on file with Seminary Advancement.

A student who does not respond in a timely manner and/or is unwilling to communicate with a donor after repeated requests and reminders from Financial Aid negatively impacts the future availability of financial aid for all students and jeopardizes his or her own eligibility for future funding. Financial Aid will inform the Dean of Ministerial Formation when the absence of communication from a student occurs.

Questions or concerns regarding the expectations of a demonstration of gratitude to donors should be addressed to Financial Aid.

### **Guidance and discipline**

Concordia Seminary assumes two things about students preparing for the ministry: (1) that he or she will live among us as a Christian person and (2) that he or she is growing toward qualification as a member of the Lutheran ministerium or deaconess roster. When either assumption is brought into question, guidance and counseling is considered in whatever way and by whomever is in the best position to be helpful. In most instances, this approach is effective. If a problem persists (e.g., continued bad grades, inimical behavior), additional resources may be employed to adjudicate the matter or bring about necessary change. The interest of the program directors, Dean of Ministerial Formation or any other concerned person is pastoral in nature. As far as is possible, guidance is informal and flexible in its approach.

On rare occasions, more structured action may be necessary, for example, in serious discipline cases. The faculty has adopted the following guidelines:

- Discipline policies are recommended and adopted by the faculty.
- The policies are applied by the Dean of Ministerial Formation.
- The Dean of Ministerial Formation will act in consultation with the appropriate program director and the Ministerial Formation Student Consultation Committee.
- Reports are made to the faculty by the appropriate program director or by the Dean of Ministerial Formation as cases are determined.
- If a student or a faculty member is not satisfied with the decision of the Dean of Ministerial Formation, he or she may, together with the Dean of Ministerial Formation, consult with other members of the faculty in an effort to reach a satisfactory resolution.

### **Class attendance**

Concordia Seminary seeks to provide the environment and direction that best helps each student to develop most fully his or her Christian and professional capabilities. Since students have a vocational commitment, the Seminary assumes that each student is dedicated to the goals and objectives of the campus community. The Seminary class attendance policy endeavors to provide an opportunity for the student to demonstrate this dedication by developing self-discipline, responsible stewardship attitudes and concern for the welfare of all.

Since the classroom at Concordia Seminary structures the necessary participation of students and instructors, class attendance is an essential part of the educational process. Attendance in class and punctuality in meeting classes not only promotes educational growth but also demonstrates commitment and individual responsibility. Classroom involvement by means of discussion and exchange between students and instructors is a contribution to the learning and the teaching process and promotes the welfare of the whole class, as well as that of the individual. The involvement is a joint concern of students and instructors. It is assumed that registration for a class contracts the parties, student and instructor, to an agreement for participation and interaction. Any infringement on that agreement is the mutual concern of the student and the instructor. Problems of infringement that are not solved to the mutual satisfaction of instructor and student should be referred to adjudication through the appropriate program director. Students should understand that class absences and/or tardiness are subject to compensatory work at the professor's discretion.

### **REDUCED RESIDENCY COURSE ATTENDANCE (S.T.M. AND PH.D. ONLY)**

Students pursuing the Ph.D. or S.T.M. can choose to take their courses in the reduced residency format of study. The reduced residency option allows students to complete their course requirements through a combination of online course work and on-campus intensives. The on-campus intensives occur two times annually (January and June) for two weeks of intensive course work.

Reduced residency courses have a Part A and a Part B, which correspond to the preparation time and the on-campus intensive time, respectively. For example, in the Fall Semester, Part A will start in August and end in December; Part B consists of the on-campus, two-week intensive in January and any post-intensive work, ending with the conclusion of the Winterim. A similar schedule follows with the start of the Spring Semester and ends with the conclusion of the Summer Term.



# ACADEMIC STANDARDS

## PRIVILEGE OF ENROLLMENT

As a Lutheran institution committed to the mission of Christ, Concordia Seminary is committed to community and care for its students. It also holds to the highest ethical and moral standards. Enrollment at Concordia Seminary is a privilege and is subject at all times to shared values, integrity and agreement with policies and commitment to proper procedures. Failure to do so may result in termination or suspension by action of the dean or director of the academic program in which the student is enrolled. Such action may be based upon failure by the student to meet and maintain academic standards prescribed by the faculty or upon conduct on the part of the student that is inconsistent with or detracts from the spiritual, moral and social character that the faculty and the Board of Regents desire for the Seminary community.

The provision of inaccurate or misleading information by a student at the time of application or while enrolled shall be considered grounds for dismissal.

Termination or suspension for academic reasons will be determined by the dean or director of the academic program in which the student is enrolled in consultation with the Registrar.

In cases of termination or suspension for other than academic reasons, the student may appeal in writing through the Office of the President to the faculty within 10 days for consideration at the next regular meeting of the faculty. If no understanding is reached, the student or the student together with any interested faculty member, may appeal to the President of the Seminary for his decision. His decision will be conclusive and final. The President, if he desires, may appoint a review committee of faculty members not previously involved with the case. The committee will bring its findings to the faculty for review and decision. The decision of the faculty will be conclusive and final.

Any student applying for admission to the Seminary shall be deemed to have read and understood the terms of this notice and, if accepted, will be subject to them.

## ACADEMIC DISHONESTY

Cheating of any kind, including plagiarism, is considered unethical conduct inconsistent with the habits of a Christian student and may be grounds for immediate dismissal.

## ACADEMIC PROBATION, LEAVE OF ABSENCE, WITHDRAWAL, DISMISSAL

Students are expected to maintain the highest level of scholarship of which they are capable and to meet the standards set by the faculty of Concordia Seminary.

Concordia Seminary assumes that a student is mature enough to decide when activity other than class work is beneficial and when it is harmful to his or her formation progress. Such activity may involve participation in an extracurricular activity or athletic activity on campus, in social or civic groups off campus, or in working at a part-time or full-time job.

The dean for each program and the directors are available for consultation should the student desire assistance in determining which activity might be discontinued because of interference with his or her formation progress.

## **Student leave of absence**

A leave of absence is initiated when a student steps out of his or her program with the intention of returning when circumstances change. Please refer to the Academic Policies & Procedures section of the *2021-22 Academic Catalog* for the full policy.

## **Student withdrawal**

A student who wishes to withdraw from any pastoral or deaconess preparation program, or any Advanced Studies program, including Ph.D., D.Min, S.T.M. or M.A., must consult with his or her program director before withdrawing. To withdraw as a student in good standing, the student must have a satisfactory conduct record and must have satisfied all obligations to the school. Please refer to the Academic Policies & Procedures section of the *2021-22 Academic Catalog* for the full policy.

## **Dismissal**

Dismissal also may occur in response to behaviors that are deemed ethically unfitting for a seminarian or deaconess student. Dismissal is the responsibility of the Dean of Ministerial Formation acting in consultation with the appropriate program director and the Ministerial Formation Student Consultation Committee. A student may appeal his or her dismissal through the Office of the President. Please refer to the Academic Policies & Procedures section of the *2021-22 Academic Catalog* for the full policy.

## **ACADEMIC GRIEVANCE PROCEDURES**

Specific concerns relative to course instruction should be discussed first with the instructor. Please refer to the Academic Policies & Procedures section of the *2021-22 Academic Catalog* for the full policy.

## **OFFICIAL ACTS – PASTORAL STUDENTS**

In carrying out the responsibilities given it by The Lutheran Church—Missouri Synod (LCMS) and in the interest of maintaining good order, the LCMS Council of Presidents and the two seminary faculties have adopted the following policies governing participation by pastoral students in the official acts of the parish or other church groups.

The guidelines proceed on the following three major considerations:

In general, the pastor loci should conduct all official acts because of his continuing and responsible pastoral relation with his people, deeper pastoral insights into their spiritual needs and his valid call.

“Official acts” include the following: conducting and participating in the conduct of public services of the church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages; participating in ordinations; installations and commissions; and conducting funerals and interments.

The doctrine and practice regarding the Holy Ministry, specifically Article XIV of the Augsburg Confession: “Of Ecclesiastical Order they teach that no one should publicly teach in the church or administer the Sacraments unless he be regularly called.” While the church grants to the pastoral students, as part of the process of their training, the right to preach and teach under supervision, in no case may the student be considered by the congregation, pastor or student as being regularly called to the pastoral ministry. “Pastoral student” is herein understood as any unordained person under the academic control of the Seminary, including residential students in their first, second, third (vicarage) and fourth years of academic theological work, colloquy program, all distance education programs and graduates of the Seminary who are on the



deferred candidates list and have not yet been ordained. It is to be understood that no pre-seminary student is to participate in any capacity in these official acts of the church.

The student during his training is under the supervision of the faculty. His participation in the official acts of the congregation must be within the limits of the policies set down by the Seminary and approved by the LCMS Council of Presidents. These policies in turn grow out of three premises:

- a. A student must have studied the relevant doctrinal material before undertaking a given phase of the pastoral ministry.
- b. The student must be mature, i.e., have demonstrated sufficient stability, ability to handle responsibilities and vocational conviction to assume one or the other phase of the ministry.
- c. In the best interests of the congregation, the Seminary and the student alike, it is desirable that the student assume the privileges and duties of the pastoral ministry gradually and progressively, in correlation with the curriculum and the student's own growing maturation and pastoral insights.

Therefore, the general policy shall be that, with prior consent of the Seminary, a student participates in the official acts of the church upon specific authorization of the congregation and under the responsible supervision of the pastor.

A student who terminates his relationship with the Seminary in any other way than entering the ministerium of the church has the same relation to the official acts of the church as does any other lay member in the church. The policy shall be applied to specific cases as follows:

Students may preach, conduct services and assist in the distribution of the Lord's Supper after licensing by the Seminary. Ordinarily, this will occur upon completion of the initial homiletics course and liturgies orientation seminar, the only exceptions to be at the discretion of the instructor. Generally, sermons must be submitted to the responsible pastor far enough in advance to permit him to read the manuscript and suggest any necessary changes. Where this procedure is not possible, sermons must be read and approved in advance by a faculty member or another pastor.

Students may not consecrate the elements or pronounce Holy Absolution in connection with services of Holy Communion. This provision is not designed to prevent a student from saying the declaration of grace nor in any way to inhibit him in the exercise of the consolation of members of the Christian community in private.

Students may not administer the Rite of Confirmation, conduct funerals or solemnize marriages (even where this is legally possible). Students may not administer the Sacrament of Holy Baptism except in authorized situations. Although students may participate in the service, they should not assist in the actual Rite of Ordination and installation of pastors and teachers.

When the students say the blessing at the end of a service, they should put the object in the first person plural, e.g., "The Lord bless us and keep us." Matins and Vespers should end with the *Benedicamus* — that is, the blessing "The grace of our Lord Jesus Christ" — should be omitted when the officiant is not ordained. When the congregation and supervising pastor believe that an exception to the above policy is necessary, approval from either the Director of Resident Field Education (in the case of field education) or the Director of Vicarage and Deaconess Internships and the LCMS District President must be secured in advance. Exceptions also must take into account the nature of the individual situation as well as the maturity and qualifications of the individual person.

## OFFICIAL ACTS – DEACONESS STUDENTS

In carrying out the responsibilities given it by The Lutheran Church—Missouri Synod (LCMS) and in the interest of maintaining good order, the LCMS Council of Presidents and the two seminary faculties have adopted the following policies governing participation by the Seminary deaconess student in the official acts of the parish or other church groups.

The guidelines proceed on the following two major considerations:

In general, the pastor loci should conduct all official acts because of his continuing and responsible pastoral relation with his people, deeper pastoral insights into their spiritual needs and his valid call. “Official acts” include the following: conducting and participating in the conduct of public services of the church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages; participating in ordinations; and conducting funerals and interments.

The student during her training is under the supervision of the faculty. Her participation in the official acts of the congregation that are available for the Office of Deaconess must be within limits of the policies set down by the Seminary and approved by the LCMS Council of Presidents.

These policies in turn grow out of three premises:

- a. A student must have studied the relevant doctrinal material before undertaking a given phase of diaconal ministry.
- b. The student must be mature, i.e., have demonstrated sufficient stability, ability to handle responsibilities and vocational conviction to assume one or other phase of diaconal ministry.
- c. In the best interest of the congregation or institution, the Seminary and the student alike, it is desirable that the student assume the privileges and duties of the diaconal ministry gradually and progressively, in correlation with the curriculum and the student’s own growing maturation and diaconal insights.

Therefore, the general policy shall be that, with prior consent of the Seminary, a student participates in all appropriate official acts of the church or institution available for the Office of Deaconess upon specific authorization of the congregation or institution and under the responsible supervision of the pastor or deaconess supervisor.

A student who terminates her relationship with the Seminary in any way other than entering the diaconal service of the church has the same relation to the official acts of the church as does any other lay member in the church.

The policy shall be applied to specific cases as follows:

Participation in home and hospital visits, evangelism, congregational social ministry and outreach programs, and congregational board meetings is encouraged.

Teaching Bible study classes: Students may teach Bible study classes. Generally, lessons must be submitted to the responsible pastor or deaconess far enough in advance to permit him or her to read the lesson plan and suggest any necessary changes. Where this procedure is not possible, lessons must be read and approved in advance by a faculty member or another pastor.

Teaching confirmation classes: Students should observe the confirmation classes and after a time and with appropriate preparation time, may teach the classes under the supervision of her pastor or deaconess supervisor.

Responsibilities with the congregation's youth ministry programs: Students may assist the assigned congregational youth ministry directors with activities and education of the youth as a member of the youth ministry team. However, she should not be solely or directly responsible for the youth ministry program.

Students may not administer the Sacrament of Holy Baptism except in the case of emergencies.

Participation in the public worship service: Because the Office of Deaconess is not oriented to the official acts of the pastoral office, participation in public worship should follow the guidelines of lay involvement established by congregational custom and policy (e.g., lay readers, children's message). Congregational custom and policy notwithstanding, deaconess students should not lead the liturgy, the public prayers or assist in the administration of the Sacrament of the Altar.

When the congregation and supervising pastor or deaconess believe that an exception to the above policy is necessary, approval from the Director of Resident Field Education, (in the case of field education) or Director of Vicarage and Deaconess Internships (in the case of internship) in consultation with the Director of Deaconess Studies must be secured in advance. Exceptions must also take into account the emergency nature of the individual situation as well as the maturity and qualifications of the individual student.

## **PRESUPPOSITION FOR PLACEMENT**

It is assumed that students offering themselves for vicarage or internship assignment or candidate placement will be able in the processes described below to assert their complete commitment to the public doctrine and churchly practice of The Lutheran Church—Missouri Synod. If a student is aware of any potential inability to make such a commitment with complete integrity, he or she should promptly divulge his or her concern to the appropriate program director so that the concern may be resolved as soon as possible.

## **VICARAGE/INTERNSHIP**

As a climax to his or her field education experience, the student engages in a year of vicarage or internship. Here the student engages in ministerial/diaconal activities under the direction of a qualified supervisor.

Prerequisites for vicarage/internship are the following:

- The student should manifest conviction in the faith.
- The student should be doctrinally sound.
- The student should lead a wholesome and upright life.
- The student should give evidence of a desire to serve people in a capacity to which the church calls him or her.
- The student should demonstrate a capacity for outgoing involvement with people in sensitivity and love.
- The student should give evidence of sufficient skills in the various areas of ministry to undertake the tasks of the vicarage or internship at a satisfactory level.
- The student should be sufficiently sound of mind and body to do the work of the vicar or intern.
- The student's class and field education programs should fulfill the *Academic Catalog* prerequisites for vicarage or internship.
- The student should have achieved a quality GPA of at least 2.35.

## **ASSIGNMENT OF VICARAGES AND DEACONESS INTERNSHIPS**

The Council of Presidents, acting as the Board of Assignments, shall regularly assign to qualified graduates of educational institutions of the Synod and workers available from colloquy programs as "first calls" those

calls that have duly extended to fill active member positions as identified in the 2016 Handbook of The Lutheran Church—Missouri Synod Bylaw 2.11.1 for ordained and commissioned ministers for which candidates are qualified are available. The president of the district in which a candidate is to be placed shall be consulted and his suggestions and recommendations shall be a part of the final recommendation to the Board of Assignments.

- a. The Dean of Ministerial Formation is responsible for the total formation development of the student by helping the program director guide students through their formation process. The Director of Vicarage and Deaconess Internships and the Ministerial Formation Student Consultation Committee determine the degree to which each candidate meets the requirements of the faculty.
- b. The Director of Vicarage and Deaconess Internships shall:
  - i. Counsel with all candidates for vicarage and internship regarding the procedure of assignment and with individuals who have particular concerns regarding their assignment;
  - ii. By means of personal interviews gather necessary data regarding each student for assignment, which will serve properly in advising the Board of Assignments toward the assignment of vicarages and internships;
  - iii. Meet with the Ministerial Formation Student Consultation Committee to review concerns regarding assignment procedures and secure advice on the necessary action in special cases;
  - iv. Review the assignment as submitted by the district presidents to the Board of Assignments and compile the necessary information which the Board of Assignments will use in the regular assignment procedures of the Council of Presidents;
  - v. Report to the faculty on all assignments made;
  - vi. Administer the regular assignment procedures with the assistance of the Ministerial Formation Student Consultation Committee and in conjunction with the Board of Assignments of the Synod (normally this action takes place at the annual spring assignment);
  - vii. Implement the necessary procedures for the placement of vicars and interns; and
  - viii. Carry out in conjunction with the Ministerial Formation Student Consultation Committee and the Interim Board of Assignments the necessary action to implement the interim placements.

## PLACEMENT

The policy of the Synod concerning placement is found in the 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw 2.7:

### Eligibility for individual membership

- a. A graduate of an authorized educational institution of the Synod must be declared qualified for a first call and recommended by the faculty of the respective educational institution before the effective date of the first call to service in the church, as assigned by the Council of Presidents acting as the Board of Assignments as provided in the 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw section 2.9.
- b. Candidates who have satisfactorily completed an approved colloquy program of the Synod for the ordained or commissioned ministry must be declared qualified for a first call and be recommended by the appropriate colloquy committee (see 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaws 3.10.2ff and 3.10.3.2ff) before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw section 2.9.
- c. Candidates who have satisfactorily completed an approved educational program of the Synod for the ordained or commissioned ministry involving extensive use of distance learning and/or mento-

ring system must be declared qualified for a first call and recommended by the faculty of one of the seminaries, colleges or universities of the Synod before the effective date of the first call to service in the church, as assigned by the Board of Assignments as provided in 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw section 2.9.

- d. Graduates of one of the colleges, universities or seminaries of the Synod who desire to continue their professional studies after they have completed the prescribed undergraduate curriculum, or who for any other valid reason are not ready for first calls to service in the church, shall continue to be eligible for unqualified recommendation for first calls as long as they can be recommended by the faculty of the educational institution of the Synod from which they have graduated. The respective faculty shall annually ascertain through personal interviews with the candidate or through satisfactory testimonials that each candidate so classified is still qualified for recommendation for a first call to serve in the church.

A candidate qualifies for placement into the ministry of The Lutheran Church—Missouri Synod when he or she successfully completes the prescribed courses of study, expresses his or her readiness to serve the church and to accept his or her initial call from the church through the Board of Assignments and personally fulfills the aims of Concordia Seminary which require the candidate to:

- a. Display the gifts which the Holy Spirit has endowed him or her by reverence for God, faithful use of Word and Sacraments and the diligent pursuit of opportunities for study and growth, for development of personal qualities and skills, and for increase in the grace to edify one's fellow Christians, to serve people in their need, and to witness to all nations, races and peoples as a person of good reputation;
- b. Accept without reservation the Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice and all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord as a true and unadulterated statement and exposition of the Word of God (Constitution of the LCMS, Article II, Sections 1 and 2);
- c. Manifest an appreciation and comprehensive understanding of the theology of the Bible and the skill to interpret the Holy Scriptures (in the case of residential pastoral candidates, on the basis of the Bible's original languages) and in accordance with sound hermeneutical principles;
- d. Manifest an understanding and appreciation of the church's formulation of scriptural doctrine in the light of its varying needs and the skill to present such doctrine clearly;
- e. Manifest an understanding and appreciation of God's guidance in the life of the church and the skill to investigate the church's past and to interpret it to the present generation;
- f. Manifest an understanding of the pastoral office as the ministry of proclaiming God's Word to human need within discipline of preaching, worship, teaching and pastoral care and counseling for the edification of God's people, enabling them to carry on the mission of the church in the world of diverse cultures and traditions, and manifest an understanding of the diaconal office as assisting in many of these functions; and
- g. Indicate a complete dedication to the ordained or diaconal ministry and the readiness to accept a call extended to him or her by the Board of Assignments (2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw section 2.8).

The faculty recommends the candidates to the Board of Assignments. The Director of Certification is to explore, together with the faculty, each candidate's readiness to accept and to comply with the prerequisites for ordination or commissioning as set forth by the Synod (2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw section 2.10).

## ORDINATION, COMMISSIONING AND INITIAL INSTALLATION

### Prerequisites

Candidates for the offices of an ordained or commissioned minister shall have:

- a. Been declared to be qualified as provided by the 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw sections 2.7 and 2.8;
- b. Received and accepted a call through an assignment by the Board of Assignments pursuant to the 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw section 2.9;
- c. Submitted a request for ordination or commissioning to the respective LCMS District President, who shall grant the request and schedule the ordination or commissioning when he is satisfied that all requirements for such have been fulfilled; and
- d. Evidenced an intent to accept membership in the Synod promptly after the assignment of the first call and prior to ordination or commissioning by signing and filing with the president of the district in which membership will be initially held, a statement to be supplied by the district president which acknowledges subscription to the Constitution of the Synod and which, upon installation and following ordination or commissioning, shall be deemed equivalent to the member having signed the Synod's Constitution.

### Rites of Ordination or Commissioning

The president of the district in which the calling congregation is a member or in which the eligible calling agency is located or with which it is otherwise identified shall be responsible for the rites of ordination and commissioning of candidates for the ministry called to that congregation or agency.

- a. The rite of ordination or commissioning should normally take place in the presence of the congregation or other agency to which the candidate has been called.
- b. In the case of missionaries called by the Synod, members of a faculty of an institution of the Synod or institutional chaplains, the rite shall take place in a setting approved by the district president.
- c. If an unusual circumstance warrants it, the appropriate district president may authorize that the rite take place in the home congregation of the candidate or other appropriate congregation, with the permission of the calling congregation.
- d. A service of celebration on the part of the candidate's home congregation is encouraged.
- e. The district president shall issue a diploma of ordination or commissioning.

### Forms and practices

The rites of ordination and commissioning and the rites of installation should be in accordance with forms and practices developed by the Synod for that purpose, and in all events the minister shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures. The Synod accepts the candidates for assignment to work in the church (2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw 2.10.4).

### Assignment of first calls

The Council of Presidents, acting as the Board of Assignments, shall regularly assign to qualified graduates of educational institutions of the Synod and workers available from colloquy programs as "first calls" those calls that have duly extended to fill active member positions as identified in the 2016 Handbook of The Lutheran Church—Missouri Synod, Bylaw 2.11.1 for ordained and commissioned ministers for which candidates are qualified are available. The president of the district in which a candidate is to be placed shall be consulted and his suggestions and recommendations shall be a part of the final recommendation to the Board of Assignments.

- a. The Dean of Ministerial Formation is responsible for the total formation development of the student by helping the program director guide students through their formation process. The program directors and the Ministerial Formation Student Consultation Committee determine the degree to which each candidate meets the requirements of the faculty.
- b. The Director of Certification shall:
  - i. Receive from the Dean of Ministerial Formation names of those students who are ready to begin the certification process; and
  - ii. Report to the faculty the results of the certification process, either (1) for the faculty to declare the students qualified for a first call, or (2) to recommend further formation or growth for the students or (3) to recommend that the student not be certified at the present time.
- c. The Director of Placement shall:
  - i. Counsel with all candidates for placement regarding the procedure of assignment and with individuals who have particular concerns regarding their assignment;
  - ii. By means of personal interviews gather necessary data regarding each candidate for placement, which will serve properly in advising the Board of Assignments toward the assignment of graduates to their first call;
  - iii. Meet with the Ministerial Formation Student Consultation Committee to review concerns regarding placement procedures and secure advice on the necessary action in special cases;
  - iv. Review the call data as submitted by the district presidents to the Board of Assignments and compile the necessary information which the Board of Assignments will use in the regular assignment procedures of the Council of Presidents;
  - v. Report to the faculty on all assignments made;
  - vi. Administer the regular placement procedures with the assistance of the Ministerial Formation Student Consultation Committee and in conjunction with the Board of Assignments of the Synod (normally this action takes place at the annual spring assignment); and
  - vii. Carry out in conjunction with the Ministerial Formation Student Consultation Committee and the Interim Board of Assignments the necessary action to implement the interim placements.

### **Deferral of the certification process**

A student may not desire to enter the certification process and receive a first call. In such a case the student shall notify his or her appropriate program director and the Dean of Ministerial Formation.

Upon recommendation of the student's appropriate program director, the student will submit to the Dean of Ministerial Formation a "Deferred Candidate Status" form (found on Semnet: "Resources," "Document Libraries," "Ministerial Formation") that will include a brief description of the student's program, including location and expected termination date.

Conditions for deferred status are:

- Approval of deferred status is for one year.
- Applications for renewal may be made.
- Ordinarily deferred status is limited to three years.
- Deferral is from entrance into the certification process. It is not deferral from call or from placement since the student has not yet been moved into those stages.
- At the end of his or her program or when the possibility of a call arises, the candidate shall so notify the Dean of Ministerial Formation. An "Ending Deferred Candidate Status" form is available on SemNet.

### **Steps to ending deferred status**

Students who desire to end their deferred candidate status should complete the "Ending Deferred Candi-

date Status” form (found on SemNet: “Resources,” “Document Libraries,” “Ministerial Formation”) and return it to Ministerial Formation (Pritzlaff Hall 110).

After notifying the Dean of Ministerial Formation, the student is free to contact Placement. (An official notification will be sent to Placement by Ministerial Formation.)

After these steps have been completed, the student will be placed into the certification process:

- The student’s name is presented to the Ministerial Formation Student Consultation Committee (MFSCC).
- Once approved by the MFSCC, the student’s name is forwarded to the Director of Certification.
- The Director of Certification informs the student of any requirements needed to meet certification.
- The Director of Certification will notify the faculty.
- The student’s name is presented to the faculty for certification.



# BYLAWS OF THE STUDENT ASSOCIATION

(Revised 03/26/2018)

In accordance with God's purpose of doing all things in good order, we, the students of Concordia Seminary, St. Louis, Missouri, hereby form ourselves into an association subject to the following regulations and bylaws.

## ARTICLE I

### Name

The official organization of the student body of Concordia Seminary, St. Louis, shall be named the Student Association.

## ARTICLE II

### Objective

The objectives of the Student Association of Concordia Seminary, St. Louis, shall be:

- A. To govern its members and component organizations by Christian principles and common sense.
- B. To regulate matters pertaining to the student life of its members that do not fall under the exclusive jurisdiction of the Seminary administration, faculty, and staff.
- C. To further in every way the Christian unity among the community of the Seminary.

## ARTICLE III

### Membership

The membership of the student body shall consist of all local, full-time students (hereafter called residential students) of Concordia Seminary, St. Louis, as determined by the Office of the Registrar.

## ARTICLE IV

### The Student Association

#### Section 1—Composition

- A. The Student Association shall be the governing unit of the student body and shall consist of the following voting members:
  - a. President, Vice President
  - b. Five Representatives: Post-Vicarage Representative, Pre-Vicarage (Non-First Year) Representative, First-Year Representative, Deaconess Representative and Grad School Representative
- B. The Student Association also recognizes the following to be non-voting members of the Student Association:
  - a. Social Cultural Chairman
  - b. Intramural Chairman
  - c. Publications Chairman
  - d. Spiritual Life Chairman
  - e. Health and Wellness Chairman
  - f. SWA President or Representative
  - g. Dormitory Counselors
  - h. Four First Year Class Representatives (Single Off-Campus, Single On-Campus, Married Off-Campus, and Married On-Campus)
  - i. A representative from each of the officially recognized organizations of the Student Association.

## Section 2—Special Representative

In an effort to ensure that the voices of our single and married students are equally represented, an additional representative will be added to the Student Association.

- A. At the time of election, if four or more M.Div. members of the Student Association (President, Vice President, Spiritual Life Chairman, Post-Vicarage Rep, Pre-Vicarage Non-First Year Rep, and First Year Rep) are classified as single as determined by the Office of Ministerial Formation, an additional married representative from the M.Div. program shall be appointed by the President of the Student Association to serve on the Student Association as a voting member and shall be called the Married Representative.
- B. At the time of election, if four or more M.Div. members of the Student Association (President, Vice President, Spiritual Life Chairman, Post-Vicarage Rep, Pre-Vicarage Non-First Year Rep, and First Year Rep) are classified as married as determined by the Office of Ministerial Formation, an additional single representative from the M.Div. program shall be appointed by the President of the Student Association to serve on the Student Association as a voting member and shall be called the Single Representative.

## Section 3—Qualifications of Student Association Members

- A. The President of the Student Association shall be a Post-Vicarage member of the student body enrolled in the Master of Divinity program by the beginning of his term. The President of the Student Association cannot serve as the Post-Vicarage Class Representative.
- B. The Vice President of the Student Association shall be a member of the student body enrolled in the Masters of Divinity program and shall not be a member of the first year or post-vicarage classes during his term as Vice President.
- C. The Spiritual Life Chairman shall be a student enrolled in the Master of Divinity program who is not a member of the first year class. The Spiritual Life Chairman cannot serve as the Post-Vicarage Class Representative.
- D. The Post-Vicarage Representative shall be the President of the Post-Vicarage class. If no President is selected by the Post-Vicarage class by October 1, then a member of the post-vicarage class enrolled in the Master of Divinity program shall be appointed by the President of the Student Association to fill the position of Post-Vicarage Representative.
- E. The Pre-Vicarage (Non-First Year) Representative shall be a pre-vicarage student enrolled in the Master of Divinity program who is not a member of the First-Year Class.
- F. The First-Year Representative shall be a first-year student enrolled in the Master of Divinity program.
- G. The Deaconess Representative shall be a student enrolled in the Deaconess program at Concordia Seminary, St. Louis.
- H. The Grad School Representative shall be a student enrolled in the Graduate program at Concordia Seminary, St. Louis.
- I. The Social-Cultural Chairman shall be a residential student enrolled in the Ministerial Formation program, who is not a member of the First-Year Class.
- J. The Intramural Chair shall be a residential student enrolled in the Ministerial Formation program, who is not a member of the First-Year Class.
- K. The Health and Wellness Chairman shall be a residential student enrolled in the Ministerial Formation program, who is not a member of the First-Year Class.
- L. The Publications chairman must currently be an enrolled, residential student.
- M. The Seminary Women's Association (SWA) shall notify the President of the Student Association of the SWA Representative selection prior to the beginning of the Fall Term.
- N. The Office of Enrollment Management shall notify the President of the Student Association of the Dorm Counselor selections prior to the beginning of the Fall Term.

- O. All members of the Student Association must be approved by the Committee of Ministerial Formation to serve on the Student Association prior to election for the purpose of ensuring members of the Student Association are in good academic standing with Concordia Seminary.
- P. Classification is determined by the Office of the Registrar.
- Q. All members of the Student Association shall be full-time residential students of Concordia Seminary, St. Louis.

#### **Section 4—Determination of Offices and Responsibilities of the Student Association**

- A. The following offices and responsibilities will be determined at a meeting of the voting members of the Student Association prior to the first meeting following the Fall Elections and will be filled by the newly elected Student Association representatives for the remainder of their term:
  - a. Officers:
    - i. Secretary
    - ii. Controller
  - b. Responsibilities i. Additional responsibilities shall be assigned to Student Association officers and members in accordance with the Student Association policies.
- B. A representative may not be selected to serve in an additional office or take on an additional responsibility until all representatives have already been assigned a minimum of one office or responsibility.

#### **Section 5—The Executive Committee of the Student Association**

- A. Composition
  - a. The Executive Committee of the Student Association shall consist of all officers of the Student Association: the President, the Vice President, the Secretary, the Controller and the Spiritual Life Chairman.
- B. Duties
  - a. The President of the Student Association
    - i. The President of the Student Association shall be the official representative of the student body and shall be acknowledged as head of the student body in all student relations with the faculty and administration of the Seminary.
    - ii. The President shall call and preside over all meetings of the student body as described in Article IV.9.A.
    - iii. The President shall call and preside over all meetings of the Student Association as described in Article IV.9.B. but shall have no vote unless the Student Association is equally divided.
    - iv. The President shall call, at his discretion, open forums for the discussion of matters pertinent to the membership of the student body.
    - v. The President shall be responsible to the student body for the proper administration of the total program conducted by the Student Association.
  - b. The Vice President of the Student Association
    - i. The Vice President of the Student Association shall assist the President in the administration of the Student Association.
    - ii. The Vice President shall be directly responsible to the President of the Student Association.
    - iii. The Vice President of the Student Association shall assume all duties of the President in the absence of the President. In the case of a vacancy in the office of the President, the Vice President shall assume the presidency until a new President is elected.
  - c. The Spiritual Life Chairman
    - i. The Spiritual Life Chairman shall seek, through regular and consistent programming each academic term, to create a healthy atmosphere of Christian fellowship at Concordia Seminary, St. Louis.

- ii. The Spiritual Life Chairman shall provide moral and spiritual guidance for Student Association dealings.
  - iii. The Spiritual Life Chairman shall lead devotions and prayer at meetings of the Student Association.
  - iv. The Spiritual Life Chairman shall assist and coordinate with the Campus Chaplain and the Dean of the Chapel to improve student spiritual life.
  - v. The Spiritual Life Chairman shall be directly responsible to the President of the Student Association.
- d. The Secretary
- i. The Secretary shall be responsible for notifying the Student Association of all meetings of the Student Association, maintaining minutes of all meetings of the Student Association and filing all reports presented to the Student Association.
  - ii. The Secretary shall be directly responsible to the President of the Student Association.
- e. The Controller
- i. The Controller shall monitor and account for all funds under the control of the Student Association.
  - ii. The Controller shall keep an accurate and current record of all disbursements and receipts of the Student Association's funds and shall continually audit the expenditures of the Student Association against the approved budget.
  - iii. The Controller shall provide current written purchasing guidelines to persons responsible for the disbursement of Student Association funds at the beginning of each academic term.
  - iv. The Controller shall obtain financial reports from all organizations and chairpersons receiving allotments from the Student Association and present them along with the Controller's report to the Student Association at the close of each academic term.
  - v. The Controller shall notify the organizations and chairpersons of the date the financial reports are due at least two weeks in advance and shall withhold allocations until satisfactory reports for the previous term have been received.
  - vi. The Controller shall submit a budget request for the Student Association each fiscal cycle at the time that all departmental requests are submitted. All budget requests from organizations funded by the Student Association shall be submitted by the Controller.
  - vii. The Controller shall be directly responsible to the President of the Student Association.

### **Section 6—Duties of the Student Association**

- A. The Student Association shall uphold the policies outlined in the *Student Handbook* of Concordia Seminary, St. Louis.
- B. The Student Association shall establish, by a two-thirds vote, a set of policies not inconsistent with the *Student Handbook* of Concordia Seminary, St. Louis.
- C. The Student Association shall establish, through its policies, all committees and boards which it deems necessary, and authorize all such committees and boards to establish policies.
- D. The Student Association shall allocate and appropriate the Student Association funds and allocate funds, as it deems necessary, for any committees and boards established in its policies.
- E. The Student Association shall remove from office by a two-thirds vote any officer of the Student Association or any representatives of the Student Association who fails to fulfill the responsibilities of his or her office.

### **Section 7—The Adviser to the Student Association**

Enrollment Management by virtue of their duties and responsibilities shall appoint a staff member to be an advisory member of the Student Association and its committees who shall be consulted concerning all major regulations and procedures.

### **Section 8—Tenure of Office**

- A. The incoming President of the Student Association, the Vice-President of the Student Association, the Health and Wellness Chairman, the Intramural Chair, the Social Cultural Chairman, and Spiritual Life Chairman shall assume their positions on August 1st of their term and will serve until the conclusion of the Spring term of the current academic year.
- B. All Representatives shall assume their position at the time of their election and shall serve until the conclusion of the Spring term following their election.

### **Section 9—Meetings**

- A. Of the Student Body
  - a. Two meetings of the student body shall be called by the President each term.
  - b. Additional meetings must be called by the President upon a fifty-one percent affirmative vote of the student body at a meeting of the student body or upon petition presented to him of ten percent of the members of the student body.
  - c. Meetings of the student body shall be held on regular school days.
  - d. Ten percent of the members of the student body shall constitute a quorum.
  - e. The members of the student body currently serving as vicars shall not be included in the calculation of quorum or the determination of majority in voting.
  - f. Notice of all meetings of the student body shall be publicized through email and on the Intramural Bulletin Board at least five school days before each meeting by the President of the Student Association. The notice shall include: meeting time, place, and proposed agenda items.
  - g. Any member shall have the right to attend any such meetings and to introduce resolutions.
  - h. If any resolution is approved by a majority vote of the members present and is not acceptable to the Student Association, the Student Association shall submit the matter to the entire membership of the student body by referendum as provided in Article VI of these by-laws.
  - i. All voting and non-voting members of the Student Association, outlined in IV.1 of these Bylaws, must attend each of these meetings.
- B. Of the Student Association
  - a. The Student Association shall meet monthly at a regularly scheduled time.
  - b. Additional meetings must be called by the President upon a fifty percent affirmative vote of the Student Association or upon petition presented to him of sixty percent of the members of the Student Association.
  - c. Only voting members of the Student Association are required to attend the meetings, but all members of the student body are welcome to attend.
  - d. The Student Association must review submitted reports of the non-voting members of the Student Association.
  - e. The Student Association reserves the right to request the presence of any non-voting member of the Student Association at their monthly meeting.
- C. Of Organizations of the Student Body

All organizations, boards, and committees within the student body shall meet in accordance with the provisions of their individual charters.

## **ARTICLE V ELECTIONS**

### **Section 1—General Proceedings**

- A. In all elections the student garnering a majority of the votes cast shall be declared the winner of the contest for which the student was nominated.
- B. If a student does not garner a majority of the votes cast, a runoff election shall be held. The student who garnered the lowest number of votes will be removed from the ballot and another election will be held with the remaining candidates' names on the ballot.
- C. Every member of the student body shall be entitled to vote in the elections.
- D. No voting by proxy shall be allowed.
- E. The Graduate Representative need not be elected in conjunction with other Student Association elections.
- F. All positions for which monetary compensation is available shall be opened to all interested applicants and must be advertised to the student body.
- G. The Elections Board shall determine the method for collecting votes.

### **Section 2—Constituency**

- A. The President, Vice-President, Spiritual Life Chairman, and Intramural Chairman shall each be chosen by a vote of the entire student body.
- B. The Post-Vicarage Representative shall be elected at large by all students of the Post-Vicarage Class enrolled in the Masters of Divinity program.
- C. The Pre-Vicarage (Non-First Year) Representative shall be elected at large by all Pre-Vicarage students enrolled in the Masters of Divinity program who are not a member of the First-Year Class.
- D. The First-Year Representative shall be elected at large by all students of the First-Year Class enrolled in the Masters of Divinity program.
- E. The Deaconess Representative shall be elected at large by all students enrolled in the Deaconess program at Concordia Seminary, St. Louis.

### **Section 3—Spring Election**

- A. A general election shall be held and completed by April 14 during the spring term at which the following offices will be elected by the student body to serve in their post-vicarage year:
  - a. President of the Student Association
- B. This general election will also include an election of the Vice-President of the Student Association, the Intramural Chairman, and the Spiritual Life Chairman, who will serve one full year following the completion of the Spring term in which they are elected.
- C. The Social Cultural Chairman, who will serve one full year following the completion of the Spring term in which he is selected, will be selected prior to April 14 as well.
- D. The dates of this election shall be determined by the Elections Board in accordance with the provision of these Bylaws.

### **Section 4—Fall Election**

- A. A general election shall be held and completed by the conclusion of the third week of the Fall Semester at which the following representatives will be elected to serve until the conclusion of the Spring Semester of the current academic year:
  - a. The Pre-Vicarage (Non-First Year) Representative
  - b. The First-Year Representative
  - c. The Deaconess Representative
- B. The dates of this election shall be determined by the Elections Board in accordance with the provision of these Bylaws.

### **Section 5—Procedure for Filling Vacancies on the Student Association**

Any officer of the Student Association or representative to the Student Association whose term of office is terminated for any reason prior to the beginning of the spring term shall be replaced within three weeks of the termination. The President of the Student Association shall appoint the student who received the second largest number of votes in the previous election for the vacant position to the office. If the runner-up is unavailable, the President of the Student Association shall appoint a replacement at the approval of the Student Association.

### **Section 6—Special Elections**

All elections pertaining to the Student Association not outlined within the By-Laws or Policies of the Student Association are subject to the Elections Board Chairperson of the Student Association.

## **ARTICLE VI**

### **The Elections Board**

#### **Section 1—Function**

- A. The Student Association shall make suitable arrangements for the conduct of elections by the appointment of an Elections Board and shall also appoint its chairperson. This committee shall function in accord with the provisions established by the Student Association for its functioning and shall be charged with the proper conduct of the Student Association elections and nominations and with the supervision of the polls by responsible persons.
- B. The Elections Board is authorized to draw up, subject to ratification of three-fourths of the Student Association, a set of policies not inconsistent with these Bylaws for holding of elections. These policies may only be amended unanimously.

#### **Section 2—Composition**

The Elections Board shall consist of the following:

1. The Chair of the Elections Board
2. The President of Student Association
3. The Spiritual Life Chair
4. The Adviser of the Student Association

#### **Section 3—The Chair of the Elections Board**

The Secretary of the Student Association shall serve as the chair of the Elections Board.

#### **Section 4—Duties of the Elections Board**

- A. The Elections Board shall establish, by a two-thirds vote, a set of policies not inconsistent with the Student Handbook, these bylaws, or the policies of the Student Association.
- B. The Elections Board shall be responsible for the election of all Student Association officers and representatives to the Student Association. The Elections Board shall regulate the method of voting as well as oversee the counting of the ballots.
- C. The Elections Board shall be responsible for the election of all additional positions established in the Bylaws of the Student Association or the policies of the Student Association.
- D. The Elections Board shall collect the names of all candidates for the elections of Student Association officers, Student Association representatives, and additional posts and publicly present these names to the appropriate constituency prior to elections.

## **ARTICLE VII**

### **Petition, Referendum And Recall**

#### **Section 1—Procedure for Petitioning the Student Association**

- A. The petition for a referendum other than those for the election of the post-vicarage class president or for an amendment to these Bylaws shall require the signatures of ten percent of the student body of any segment thereof to which the referendum would be administered exclusively. Petitions for referendum must allow at least two weeks for preparation of the referendum. Any petition for referendum which meets the above requirements shall be binding on the Student Association.
- B. Any student petitions to the Student Association other than petitions calling for a referendum shall not be binding on the Student Association, but shall be presented in a regular meeting of the Student Association and shall be entered along with the pursuant discussion in the minutes of that meeting.

#### **Section 2—Procedure for Recalling an Officer of the Student Association or a Representative to the Student Association**

- A. An officer of the Student Association may be removed from office by a three-fourths vote of those voting in a recall referendum of the student body.
- B. A representative to the Student Association may be removed from office by a three-fourths majority vote of those voting in a recall referendum of the representative's constituency.
- C. Written notification of the reason why a vote for recall is being called should be submitted to any officer or representative two weeks prior to the intended vote.

## **ARTICLE VIII**

### **Amendments**

- A. If twenty percent of the student body petitions the Student Association to call a general election for a vote upon an amendment to the Bylaws of the Student Association, the election shall be held within two weeks of the date of the submission of the petition for amendment. This procedure shall be known as a referendum, and no approval of the Student Association shall be necessary.
- B. An amendment to the Bylaws of the Student Association originating in the Student Association must pass that body by a two-thirds vote of quorum. Having passed the Student Association, the amendment shall be published at least one week before the vote of the student body is taken.
- C. All amendments to the Bylaws of the Student Association must be passed by a two-thirds majority of the student body voting on the proposal.
- D. Changes in the language of the Bylaws of the Student Association for the purpose of clarifying but not changing its meaning or intention may be made by a two-thirds vote of the Student Association without the approval of the student body.

## **ARTICLE IX**

### **Ratification**

These Bylaws shall become effective immediately upon approval of the Student Association by a two-thirds majority of the student body voting on the ratification.

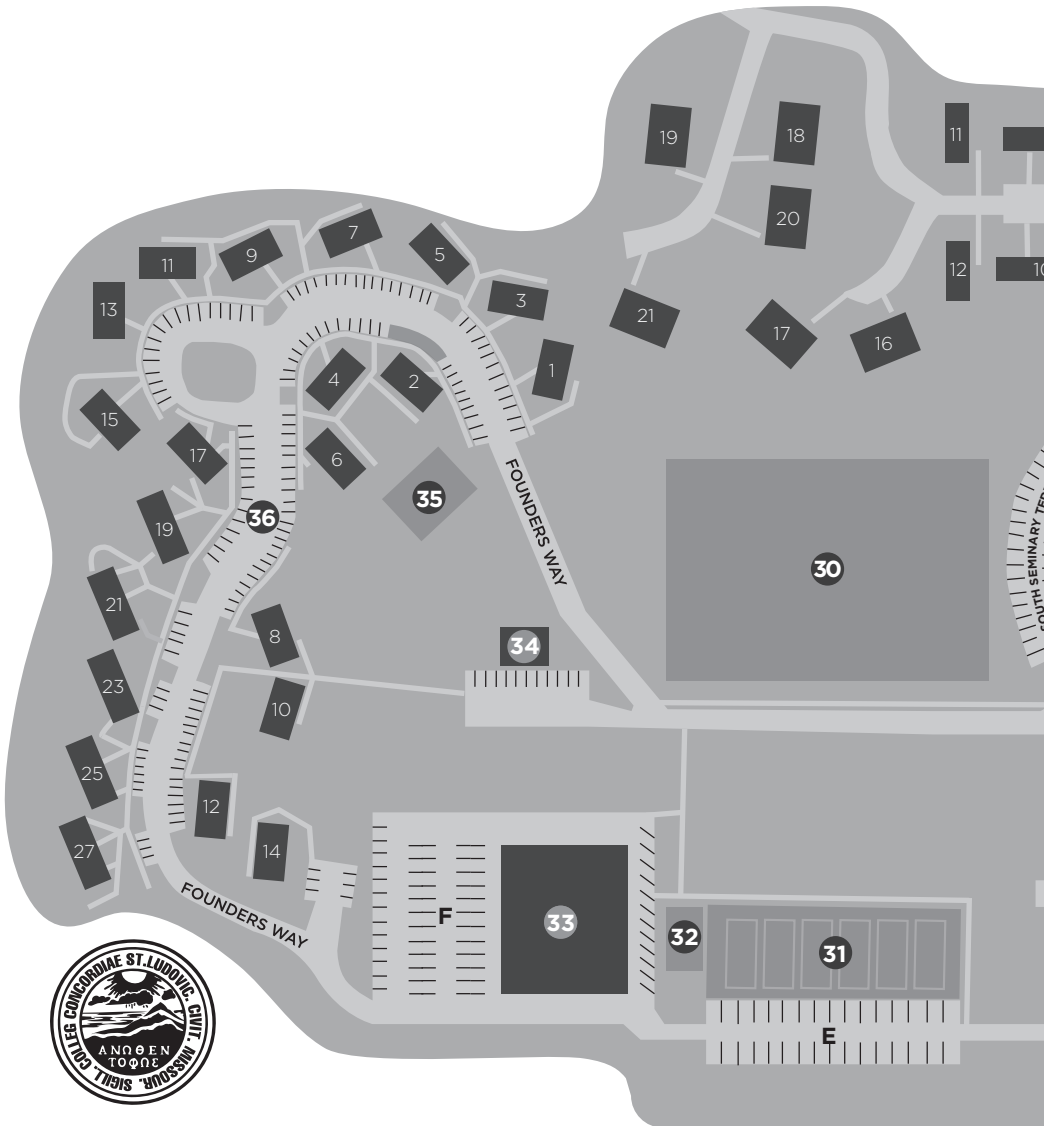
Adopted: March 26, 2018



## **HANDBOOK DISCLAIMER OF CONTENT**

The information and policies contained in this handbook are presented as a matter of information and are not intended as a contract or offer to contract. Concordia Seminary reserves the right to alter or change information or conditions contained in this publication without notice. Changes to the handbook will normally be announced via the *Daily Announcements*.

- 1 Luther Statue**
- 2 Founders Hall**  
Brohm Hall-C Dorm, Buenger Hall-D Dorm, O. Fuerbringer Hall-B Dorm (Isolation-Iso)
- 3 Log Cabin**
- 4 Kristine Kay Hasse Memorial Library**
- 5 Fountain**
- 6 Koburg Hall**
- 7 Johann Hinrich Benidt Seminary Center**  
Community Room, Food Bank, Kitchen, Re-Sell It Shop
- 8 Wartburg Hall**  
Dining Hall
- 9 Guenther Hall-J Dorm**  
Faculty Offices, Theological Research and Publication
- 10 Campus Store**  
Lange Hall-K Dorm
- 11 Main Quadrangle**
- 12 Stoeckhardt Hall**  
Associate Provost, Financial Aid, Health and Wellness, Enrollment, Residential Services
- 13 Walther Archway**
- 14 Pritzlaff Hall**  
Doctor of Ministry Program, Master of Divinity/Residential Alternate Route Programs, Ministerial Formation, Personal Growth and Leadership Development, Presidents Room, Resident Field Education, Vicarage and Deaconess Internships
- 15 Luther Tower**
- 16 Pieper Hall**  
Administrative Offices, Board Room, Graduate School, Office of the Executive Vice President, Office of the President, Office of the Provost, Registrar, Research, Assessment and Academic Programming
- 17 Werner Auditorium**



**18 Wyneken Hall**

Advanced Studies, Center for Hispanic Studies, Classrooms, Deaconess Studies, Distance Education, Ethnic Immigrant Institute of Theology, Faculty Offices, Placement, Specific Ministry Pastor Program,

**19 Sieck Hall**

Classrooms, *Concordia Journal*, Continuing Education, Faculty Offices, Technology Services, Video Studio

**20 Schaller Hall-F Dorm**

**21 Brauer Hall-G Dorm**

Chaplain, Faculty Offices

**22 Craemer Hall-H Dorm**

**23 Graebner Hall-I Dorm**

**24 Chapel of St. Timothy and St. Titus**

Chapel of St. Eunice and St. Lois, Faculty Offices

**25 Loeber Hall**

Guest Housing, Loeber I, Lutheran Women in Mission (LWML), Seminary Advancement (Advancement Services, Alumni Relations, Communications/Creative Services, Seminary Support), Student Mailboxes

**26 Student Services Building**

Accounting, Campus Safety, Campus Services, Copy Center, Finance and Administration, Human Resources, Loeber II, Mail Room, Welcome Center

**27 Concordia Historical Institute**

**28 Environmental Services Building**

Campus Facilities/Environmental Services

**29 Power House**

**30 Athletic Field**

**31 Ted Drewes Tennis Courts**

**32 Sand Volleyball Court**

**33 Eldon E. Pederson Field House**

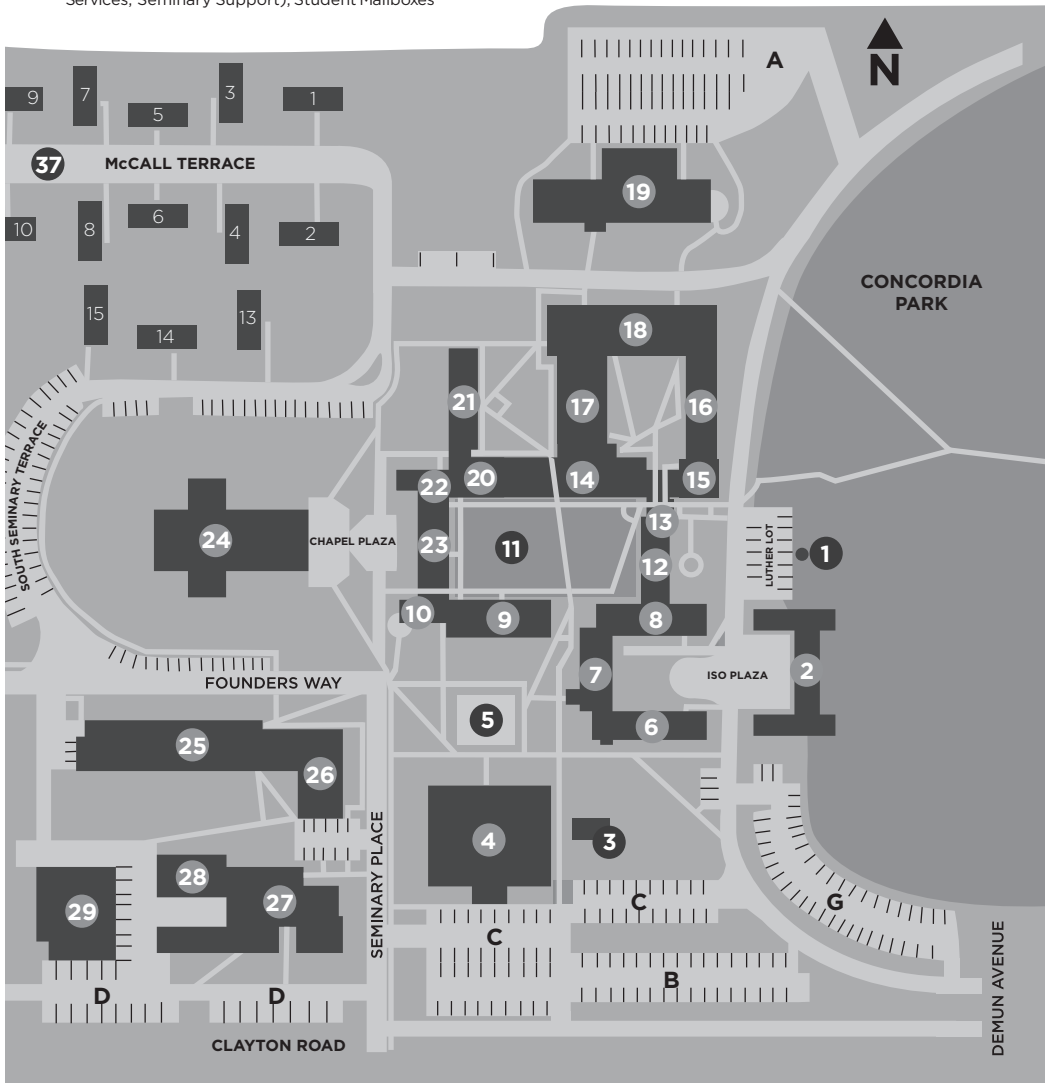
**34 KFUEO Radio Tower**

**35 Playground**

**36 The Woods**

Married student apartments

**37 Faculty Homes Nos. 1-21**









Concordia  
Seminary  
ST. LOUIS

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