

Montreal Diocesan Theological College



MONTREAL DIO
MONTREAL DIOCESAN THEOLOGICAL COLLEGE 1873

Student Handbook 2023-2024 Academic Year

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A .pdf version of this handbook is available on the college website.

Welcome to the College!	1
Dio College Prayer	1
UTC College Prayer	2
Directory.....	3
Calendar of Important Dates	5
Vision and Mission Statements.....	7
Montreal Dio	7
United Theological College.....	8
Academic Information	9
Program Requirements.....	9
Master of Divinity (M.Div.)	9
Diploma in Ministry (Dip.Min.)	13
Licentiate in Theology (L.Th.).....	13
Lay Education	13
Certificate in Bilingual Ministry.....	14
Admissions programs.....	15
Transfer Credit	16
Convocation	16
Libraries	16
Tuition, Fees, and Funding.....	17
Tuition and Fees.....	17
Refund Policy	18
Bursaries	19
Government Financial Aid	20

Student Evaluation	22
Year-end Meetings and Bishop’s Letters (Anglican).....	22
Year-end Meetings and United Church Theological School Report (United Church)	23
Worship Leadership and Liturgical Formation	23
Community Life	25
Language.....	25
Chapel and Worship	25
Meals.....	28
Chaplain	29
College Council and Student Roles	30
Computers and Printing.....	31
Parking	32
Lockers	32
Mailboxes.....	33
Wingè Ox	33
Washrooms.....	33
Tobacco, Cannabis, and Alcohol Policy.....	34
Responsibility, Care, and Use of the Building.....	34
Guests in the College	37
Student Support	37
Spiritual Director.....	38
Complaints	38
Harassment Policy	39
At McGill	39

History and Governance 40

- Theological Education in Montreal..... 40
- Governance of the College 43
- How are MDTC, Dio, MST, PC, UTC, SRS and McGill related? .. 44

An Alphabet Soup of Acronyms 46

Welcome to the College!

Welcome to Dio! Wherever you are from and wherever you are, we are glad you are here, and we thank God that you have come to study with us. This handbook outlines many of our common practices and policies. If there are any other questions and concerns that are not found here, please do not hesitate to ask. There are lots of people in this college who are here to help you and help you succeed.

Dio is an ecumenical and inter-cultural Christian community, incorporating students from Anglican, United, and other Christian traditions, as well as students from around the world. We are glad you are here to be a part of this community.

Dio College Prayer

O God, you have called us together in this Diocesan College to a life of study, prayer and ministry.

Grant that your Holy Spirit may work through our study to bring us to a mature faith,
and through our prayer
to move us to an ardent love,
so that made confident to act in your Name,
we may enable your Church
to accomplish the mission you have entrusted to it,
for the sake of Jesus Christ and his Kingdom. Amen.

UTC College Prayer

Dieu, sainte et mystérieuse Présence,
nous te remercions de nous avoir réunis
comme communauté au séminaire
pour étudier ta Parole vivante,
pour créer des relations reflétant ton amour pour ce monde
et pour apprendre à témoigner de ton histoire avec l'humanité et
avec la création.

Aide chacun et chacune parmi nous à trouver notre place comme
un fil dans le tissage de la vie ;

à croître en sagesse et en compassion

en reconnaissant que nous appartenons à une même famille.

Fais de nous des instruments de l'Esprit d'amour du Christ,

afin que nous poursuivions ta mission.

Amen.

God, Holy Mystery,

we thank you for having gathered us as college community

to study your living Word,

to create relationships reflecting your love for this world

and to learn to witness to your story with humanity and creation.

Help each one of us to discover our place as one strand in the web
of life

and to grow in wisdom and compassion by recognizing all people
as kin.

Make us instruments of the loving Spirit of Christ

that we may pursue your mission.

Amen.

Directory

Principal

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Montreal School of Theology

Jesse Zink
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B.Th. Program Advisor

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Calendar of Important Dates

2023

August

- 28 Orientation for BTH Students at McGill
- 29 Orientation for In-Ministry-Year students at Dio
- 30 McGill classes begin
Dio/UTC Chapel Services begin

September

- 4 Labour Day: College closed, no classes
- 5 In Ministry Year classes begin
- 8-10 College retreat
- 12 Add/drop deadline for McGill students

October

- 9 Thanksgiving Day: College closed, no classes
- 6-11 Fall break, no classes or chapel services

December

- 1 Advent service at the college
- 5 Classes end at McGill
- 7 Exams begin at McGill
- 17 Last Sunday in placement for IMY students
- 21 Last day of exams at McGill

2024

January

- 4 McGill classes begin
- 4-11 Intercultural Encounter for In-Ministry-Year students
- 16 In Ministry Year classes begin, Add/drop deadline

March

- 4-8 Winter reading week, no classes or chapel services

April

- 12 Classes end at McGill
- 15 Exams begin at McGill
- 21 Last Sunday in placement for IMY students
- 30 Exams end

May

- 6 College Convocation (tentative)

Please refer to [this link](#) for other important dates built around the Key Academic Dates at McGill

Vision and Mission Statements

Montreal Dio

Growing in God's redeeming power, Dio is a creative learning community forming leaders for God's mission.

Dio teaches people to be leaders in God's world, preparing them to share the Gospel in whatever way God calls them, by

offering high quality and innovative programs of theological education, vocational discernment and spiritual formation for lay and ordained people of the Anglican Communion and other traditions;

engaging the challenges of the cultural and linguistic context of Montreal and the world of the 21st Century;

partnering with world class educational institutions, the global church, and other dynamic organizations.

Dio builds community to foster ongoing learning and support by

nurturing an inclusive student body and faculty through meaningful relationships, common worship, and challenging theological reflection;

sustaining networks of support and continuing education for alumni;

equipping parishes to serve as sites of missional learning and growth;

leveraging opportunities with the wider community.

Adopted February 11, 2016

United Theological College

Dio carries forward the word of the former United Theological College. In 2020, UTC adopted the following mission and vision.

The Mission of the United Theological College is to educate and form courageous, compassionate and innovative leaders for service and ministry in the church and world of tomorrow.

Our Vision

For our students – an inclusive and richly diverse community of learning for leaders who are grounded in theological scholarship, trained in practical ministry, and equipped with intercultural skills. At UTC, students will develop the capacity to innovate: to launch new ministries, plant new communities of faith, participate in God’s mission “to make all things new.”

For the church – a crossroads place where people gather to be touched and transformed by the Divine and by their encounter with others; a sacred space where people come to share different expressions of spirituality, to grow and change, to heal and be healed for a better world.

For the world – a global village that we see through the lens of our local communities, where neighbours strive to live together in peace and work together for justice, where strangers and newcomers are welcome, where dialogue happens across difference, and diversity is respected and celebrated.

Academic Information

Program Requirements

Dio and UTC offer a range of programs in both residential and distance formats. This section describes and summarizes the requirements for the most common programs.

Master of Divinity (M.Div.)

The M.Div. program is integrated with the B.Th. program of the School of Religious Studies of McGill University. Normally, the M.Div. is considered a graduate degree, and students entering the program will already have a Bachelor's degree. These students will complete a 60-credit B.Th. program which, combined with the M.Div. III Year, amounts to a three-year course of full-time study leading to the M.Div. degree. Under special circumstances, students may be admitted to a 90 or 120-credit B.Th. program, and be awarded an M.Div. after completing the M.Div. III year and meeting all the other degree requirements. Up to 36 credits may be transferred from another theological college, but it is expected that students will complete the whole M.Div. III Year at Dio/MST. The M.Div. degree is awarded by the college in collaboration with the Montreal School of Theology and is accredited by the Association of Theological Schools of the U.S. and Canada. Complete regulations for the M.Div. program are available on the MST website:

<https://mst-etm.ca/wp-content/uploads/2019/06/MDIV-Regulations.pdf>

In 2020-2021, the Senate of McGill University—on the advice of the Bachelor of Theology Committee—approved a new curriculum for the B.Th. program. Students are encouraged to visit the website of the School of Religious Studies, consult their Director of Studies, or

discuss the matter with Professor Patricia Kirkpatrick, chair of the B.Th. Committee. Students enrolled in the B.Th. program before April 2021 are eligible to complete the program under the old course requirements and regulations.

Students who have achieved a CGPA of 3.30 at the end of B.Th. 2 (M.Div. 1) may apply for permission to enter the B.Th. Honours program. They will be required to complete RELG 494/495 with a grade of B or better.

M.Div. students are strongly encouraged, but not required, to take 6 credits of a Biblical language. This may be either Ancient Greek or Biblical Hebrew. These count as elective credits. Students pursuing ordination should check with their sponsoring dioceses or regions about language or other requirements specific to them.

Ministry Seminar (M.Div. I and M.Div. II)

In addition to the course work at McGill, M.Div. students are required to complete four semesters of the non-credit Ministry Seminar before entering the final year of the M.Div. The Ministry Seminar is on a two-year cycle and is an opportunity to integrate vocation, academic learning, and church life. Normally this class does not require written work, though occasionally reading is required. Evaluation is pass/fail. The Ministry Seminar meets on Friday mornings. A schedule will be distributed at the first class.

Field Education

Students pursuing a Master of Divinity degree, and who are not enrolled in the United Church Studies stream, are required to complete four semesters of part-time field education prior to their In-Ministry Year. This placement will normally take place in a local parish or congregational setting and will generally include Sunday morning and one other commitment, for a total of four to eight

hours a week. Students will meet with the Director of Field Education to discuss their individual learning goals and field placement in the first few weeks of the academic year.

United Church Studies students who are in an ordination process are expected to be actively engaged members of a church during the first two years of the M.Div. program. This looks different for different students depending on individual circumstances. The college can help arrange placements in this part of the program. In general, students are expected to be at their church on Sundays and often one other commitment during the week.

M.Div. III (the “In Ministry Year”)

The course requirements for the M.Div. III are as follows:

MST 500	Field Education (12 credits)
MST 511	Pastoral Care (2 credits)
MST 531	Preaching (3 Credits)
MST 541	Education and Formation (2 Credits)
MST 561	Christian Mission (3 Credits)
MST 562	Congregational Leadership (2 credits)

In addition, students take 6 credits of courses related to their denominational tradition. For Anglican students, these courses are:

MDTC 582	Anglican History and Theology (3 Credits)
MDTC 522	Anglican Liturgy and Worship (3 Credits)

For United Church students, these courses are:

UTC581	United Church History and Theology (3 credits)
UTC 571	United Church Polity (1.5 credits)

UTC 522 United Church Worship (1.5 credits)

Students from other traditions should consult their Director of Studies.

Field Education is a major component of the M.Div. III Year. The student spends about 20 hours per week in supervised ministry. Elements of field education include: (a) the supervisory session, i.e., 1.5 hours per week in intentional theological reflection with the supervisor; (b) the lay committee, i.e., four or five parishioners who offer assistance, prayer and constructive critical feedback; (c) the learning covenant, in which the student identifies specific learning goals for his/her work in the placement, and specific tasks to achieve those goals; and (d) assignments, i.e., a number of course assignments of a practical nature and related to the placement: a congregational analysis, a leadership project, an education project, regular preaching, a funeral.

Successful completion of the In Ministry Year also requires completing an Intercultural Encounter requirement. Students may meet this in different ways and further information will be provided during the school year.

Workshops

Various workshops on preaching, conflict management and topics in Christian education are held throughout the M.Div. III. The workshops are a required part of the program and, as such, attendance is expected as part of successful completion of the program.

Integrative Project

One of the requirements of the M.Div. program is “satisfactory completion of an integrative project that combines personal and theological reflection with an understanding of how the student engages in specific functions of ministry.” This requirement is met through supervised field placements and the writing of a three-part Integrative Paper over the three years of the program. The directors of studies will be in contact with students with more details on this requirement.

Diploma in Ministry (Dip.Min.)

The Diploma in Ministry is a program for students with previous graduate-level study of theology who are now preparing for ordained ministry. The requirements for the Diploma in Ministry are the same as those for the In Ministry Year listed above under M.Div.

Licentiate in Theology (L.Th.)

Dio offers a Licentiate in Theology program through a combination of residential and non-residential study. More information about this program is available on the college website or by talking to college faculty.

Lay Education

Each semester, Dio offers open enrollment online courses designed for adult education for members of the church well beyond the college. You may see advertising information about these courses and students in other programs are welcome to enroll and pay the cost of tuition, but these programs are separate from those generally covered by this student handbook.

In collaboration with the General Council Office of the United Church of Canada, the college also offers a program in French for Lay Formation covering a wide range of theological and ministry related topics. Le programme intitulé “Exploration de la foi et du leadership” offre des modules en ligne ouverts aux francophones.

Certificate in Bilingual Ministry

The college offers a Certificate in Bilingual Ministry that can be completed either as part of an existing degree or diploma program or as a stand-alone award. At the present time, this is primarily oriented towards speakers of English or other languages who wish to demonstrate competency in French. There are three parts to the program.

- 1) Application and assessment of French language ability: Upon application, students meet with the Coordinator of French and Bilingual Education to assess their ability in French. After this assessment, the coordinator will give guidance and direction as necessary on how to improve one’s ability in French.
- 2) Improving French language ability: Students work largely on their own time and according to their own schedule to improve their French, including the taking of language courses as required.
- 3) Completion of the French for Ministry course: This course is generally offered as a one-week intensive in May. Students must demonstrate a satisfactory level of French before admission. Upon completion of the course, students need to successfully complete all assignments to be awarded the Certificate.

Academic credit earned during the Certificate in Bilingual Ministry (e.g. in French courses) is not eligible for credit towards the M.Div. or Dip.Min. The French for Ministry intensive is a non-

credit course which similarly cannot be used to meet requirements of the M.Div. or Dip.Min.

Students whose first language is French are also eligible for the Certificate in Bilingual Ministry by completing the In Ministry Year.

The Certificate in Bilingual Ministry is open to all students, regardless of denominational background or degree program. No student is required to enroll in the Certificate in Bilingual Ministry. Students who anticipate ministering in Quebec or who are preparing for ministry in the United Church of Canada are strongly encouraged to enroll and are expected to take an initial French language assessment in their first

Students who are enrolled in a college degree or diploma program are exempt from paying application and completion fees for the Certificate in Bilingual Ministry but do need to pay the tuition for the French for Ministry course.

In addition to the programmatic elements of the Certificate in Bilingual Ministry described here, the college supports the use of many languages in our community life. See the Language section of this handbook for more information.

Admissions programs

Admission Ministers are ordered ministers entering the United Church from other denominations. The college offers courses to help these students enter the United Church of Canada. These programs are also open to other students and some are taken by IMY students as United Church denominational requirements.

Transfer Credit

Of the 90 credits of the Master of Divinity program, at least 54 must be done in the Montreal School of Theology, meaning students can transfer up to 36 credits from another institution. In general, this requirement is understood to mean that students will complete the In Ministry Year and some further portion of academic study at the Montreal School of Theology and McGill University.

In general, transfer credit is not permitted into the Diploma in Ministry.

Convocation

Convocation is held in the first week in May at a church in or around Montreal. All students are invited to attend and participate in the service. At Convocation, prizes and awards are given to students to recognize outstanding academic performance, service to the community, and liturgical leadership. Graduating students should expect to hear from the college administrator in the winter semester prior to Convocation regarding details of the service. Students who complete McGill degrees are also eligible to take part in McGill Convocation exercises and are encouraged to do so.

Libraries

All students who are co-registered at McGill have access to all McGill library resources. Students in the third year of the M.Div. program or in the Diploma in Ministry have access to physical McGill library resources. Arrangements for such access are made at the beginning of the school year through the MST Registrar. In addition, the Presbyterian College library is open to all Dio and UTC

students. The small library in Dio's basement is also open to all students and is run on an honour system. Please use books those that you need and return them when you are complete.

The Religious Studies liaison librarian at McGill is Kristen Howard (kristen.howard@mcgill.ca). Edyth Arnott coordinates the work of the Presbyterian College library (library@pcmtl.ca). Both are eager and willing to help students navigate the library resources (both electronic and physical) of their institutions. Do not hesitate to be in contact with them if you need assistance.

Tuition, Fees, and Funding

Tuition and Fees

For all programs, tuition is billed by and paid to the college.

The college also charges fees, which vary depending on the degree and your full- or part-time status. Students who are co-registered as McGill students will also need to pay fees (but not tuition) directly to McGill. Billing is done on a per-semester basis so students should expect an invoice by the first week of each term. This must be paid within 30 days.

Tuition and fees may be paid to the college in one of four ways:

- By cheque, made out to Montreal Diocesan Theological College
- By Interac e-transfer to info@montrealdio.ca. If you are asked for a security question, please make sure that the answer is University (in English), e.g. "What street is the college on?"
- By credit card, in the college on our machine.
- By credit card, through an electronic invoice sent to your e-mail and paid over the internet.

If you pay by credit card—and particularly if you pay by electronic invoice—the college is charged substantial processing fees. As a result, the college adds a \$50 fee for tuition invoices paid by credit card. Please consider whether you are able to pay by one of the first two options. If you have questions about how to pay your invoice, please contact the college administrator (jerohammelendez@montrealdio.ca or info@montrealdio.ca.)

An overview of the tuition and fee structure can also be found on the College website. These tuition and fees apply to all students in the college whatever your denominational background:

<https://montrealdio.ca/admissions/tuition-and-fees/>

Students who experience difficulties in paying their bills to the college should contact the principal as soon as possible.

Refund Policy

For full- or part-time students enrolled in M.Div., B.Th., S.T.M., and Diploma in Ministry

Fees paid to McGill will follow the refund policy of McGill University. Tuition and fees paid to the college will be refunded according to the following scale. The first \$200 of the tuition assessed is non-refundable. College fees are refunded on the same scale as tuition.

Of the remaining charges, refunds will be made on the following basis when notification is received:

- 90% is refunded during the first two weeks of classes
- 60% is refunded during the third and fourth weeks of classes
- 40% is refunded during the fifth and sixth weeks of classes

- 20% is refunded during the seventh and eighth weeks of classes

After the eighth week of classes, no refund can be given. Students must give a notice of withdrawal in writing to the principal and college administrator. Fees and corresponding refund will be assessed based on the date of the notice received.

Bursaries

The college has funds available for scholarships and bursaries to assist students in their studies. An application form for these funds is available on the college website and via e-mail to all registered students. Applications received by June 15 receive priority consideration. Financial aid normally covers a full academic year and is disbursed in two equal portions at the beginning of the fall and winter semesters. The bursary is deducted from tuition and fees owed to the college and the balance is either refunded or billed to the student.

The policy by which bursary funding is distributed is available on the college website.

The college also strongly encourages students to research all avenues for funding their degrees, including such organizations as the Anglican Foundation of Canada, the United Church Foundation, the Society for the Increase of Ministry, as well as approaching their sponsoring diocese, region, or congregation for support.

The college maintains a small hardship fund to which students can make appeal during the course of the year. Application is made by inquiring directly of the principal.

Government Financial Aid

Students who are Quebec residents and are or have been enrolled at McGill for all or part of their program may apply for financial aid through the [Aide financière aux études \(AFE\)](#) program of the Ministère de l'éducation et de l'enseignement supérieur (MEES).

On your application, you will be asked for an institution code and a program code. These are different depending on whether you are a student at McGill or only at MST.

If you are a student at McGill, use institution code 97900 and program code 10000 (Arts).

If you are in the In Ministry Year, or if you are taking a combination of McGill and MST courses to reach full-time status, you must use the college's institution code: 97900E, and the program code 10500 (Theology). Please contact the college administrator if you have questions.

Students in the IMY who need to defer loans that originate from a province other than Quebec because they are continuing in study will need to use the college's Designated Educational Institution code: FUAW. Please contact the college administrator if you have questions.

American students can use loans that originate with the U.S. government for the McGill portion of their degree. The college is currently unable to accept loans that originate with the U.S. government for any college-specific program such as the Diploma in Ministry. Enrollment in a college-specific program such as the In Ministry Year is not sufficient grounds to defer loans that originate with the U.S. Department of Education. Students who hold these loans should anticipate making payments on them while enrolled in the IMY.

The information in this section applies to all students regardless of denominational background.

Student Evaluation

The college seeks to be a welcoming and supportive community to all its members, in which students can grow, learn, and discern where God is calling them into ministry in the world. Faculty and staff are here to help form this community and guide students in this process of growth and discernment.

There is also an evaluative component to our common life. This is most obvious in the grades that you are given for your coursework. However, the faculty also have a broader responsibility to report to sponsoring dioceses and judicatories about your progress and development while you are at the college.

Year-end Meetings and Bishop's Letters (Anglican)

At the end of each academic year, each Dio student in the M.Div., S.T.M., or Dip.Min. program schedules a meeting with the principal to review progress and performance in the past year. (Students in other programs are also invited to schedule a meeting but it is not required.) For students who are actively in an Anglican or Lutheran ordination process in their diocese or synod, this meeting forms the basis of an evaluative and confidential letter the principal writes to the sponsoring bishop. After the meeting, the principal drafts the letter and shows it to the student who is permitted to make corrections before it is sent to the bishop. For other students, this end-of-year conversation is an opportunity to reflect on the year past.

Year-end Meetings and United Church Theological School Report (United Church)

At the end of the academic year, UTC students who have entered the Candidacy Pathway with the United Church meet with the Director of United Church Studies to review their learning and growth over the past year. The Director of Studies prepares the United Church Theological School report which is sent to the student's Candidacy Board. Students have an opportunity to review the report and are asked to sign it, indicating that they have read it, before it is sent.

Worship Leadership and Liturgical Formation

Growth as leaders of worship and liturgy is a key part of our life in the college. Students are given many opportunities to lead and participate in worship. The college is a supportive place in which students can take roles they have never had before and learn new things about worship and worship leadership. It is also a place for learning. College faculty may offer feedback to students after they have taken a leadership role in worship to help them continue to grow and develop. Students are also encouraged to ask questions about the liturgical leadership decisions of college faculty and staff, who welcome these conversations. All of this is meant to be part of a dialogue within the college community about our worship life and our growth as leaders in the church.

All the work of feedback and evaluation is designed to help facilitate a process of growth, development, and maturation in Christ. Students should expect that feedback is given in positive, constructive, and encouraging fashion. If you feel that this is not the case, you should make this known.

Community Life

The life of our community is central to our educational mission. This section lays out what we aspire our community life to look like. In recent years, we have had to modify this in response to public health realities and may need to do so again.

Language

Members of the college community speak many languages as a mother tongue or as a second, third, or more language. The college is affiliated with a university in which English is the dominant language and located in a city in which many languages are spoken, in a province in which French is the official language, and in a country in which English and French are official languages.

As a college community, it is our goal to welcome people of all linguistic backgrounds. English is the dominant language at McGill and at the college and French is a part of our worship and community life.

We seek to honour, welcome, and support one another in practicing and improving one's non-dominant language.

Chapel and Worship

It is our conviction that the vitality of a theological college's community life is undergirded by a vital worship life. As the college moves towards an ecumenical future, faculty and staff are in continual reflection about how to craft a worship life that responds to the many different backgrounds of members of our community. We hope and anticipate that in each academic year all members of the community deepen their relationship with God in Christ

through worship, learns something new about how to worship, and are challenged by a new spiritual or worship practice.

The centrepiece of our weekly worship schedule is the Wednesday mid-day service. This begins at 11:40 am with worship and includes lunch and community announcements. It is complete by 1pm for those who have class, but many people linger afterwards. These Wednesday services are generally, but not always, liturgies of the table (Eucharist in Anglican parlance, Communion in the United Church) and alternate between Anglican and United Church forms of worship.

The Daily Office is an ancient form of prayer that is central to the liturgical tradition of the Anglican Church and many other churches. It is prayed in the College Chapel during term time:

Morning Prayer (Tues., Weds., Thurs.)	8am
Evening Prayer (Mon., Tues., Weds.)	4:30pm

The college community also gathers on Friday mornings at 8am during the semester for a liturgy of the table (Eucharist/Communion) and breakfast. The first of these services will be Friday, September 15.

Three times during the semester on Thursday evenings at 5:30pm, United Church students meet for a Communion service and community meal. All members of the community are invited to attend but students in the United Church Studies program are expected to attend.

Community evenings are a significant occasion for United Church students and others. We share a meal around a common table, with a table liturgy that includes communion in a United Church style and biblical reflection. This is an important time to connect with each other, formally and informally. All Dio students are welcome and you are encouraged to bring friends and family members and guests.

We gather in the Community Room (on the main floor). People arrive after their afternoon classes to socialize and we start at 5:30. We end by 7:30 pm.

In the Fall Semester, the community evenings will be on September 28, October 19, and November 30.

The college expects that all students preparing for Christian ministry will have a life of prayer during their time as a student. We also expect that that life of prayer will be centred, in some fashion, on St. Luke's Chapel. The form that that takes will vary from student to student as we seek to adapt ancient rhythms of prayer to the realities of modern living, commuting, class schedules, family life, and our multi-denominational community. It is generally expected that Anglican students will attend at least one service of the Daily Office every day they are on campus.

Attendance at the Wednesday mid-day service is normative for members of the community. These are an opportunity to break bread both at the altar and around the community table and deepen our relationships with one another before Christ. As we welcome guest celebrants and preachers, they are also an opportunity to learn from the preaching and presiding style of a diversity of clergy.

The Friday morning service and breakfast is one of the highlights of the week and something many alumni mention as the most memorable part of their time at the college. All members of the community are encouraged and expected to participate as they are able.

Students are invited into leadership roles almost from the moment of their arrival. United Church students are involved in planning the Tuesday and Wednesday worship services. The college expects Anglican students to take their place on the chapel rota, officiating at the Daily Office and serving at Eucharist. Additionally, all

students are invited to join the preaching rota for Friday Eucharists in the winter term and senior students are expected to preach at a Wednesday mid-day service.

Students take the primary responsibility for officiating the Daily Office and for serving in various roles at the Eucharists. A rota is prepared each term, is circulated, and posted. If a student is not able to lead the office they are assigned, it is their responsibility to find a replacement and note it on the calendar posted by the chapel. Students may ask other students or faculty to replace them.

Several times throughout the academic year, the usual Wednesday Eucharist is replaced by a worship service held jointly with the Presbyterian College. Students are expected to attend and are encouraged to engage with students from PC.

Meals

Eating together is a big part of what it means to be a Christian community. In our normal pattern of life, the college community eats lunch together on Wednesdays after our mid-day worship and eats breakfast together on Friday after Eucharist. Please ensure that you note any dietary concerns on your student information form so that these can be accounted for during the year.

The Wednesday meal is catered, though members of the community are asked to be involved in set-up and clean-up. The Friday meal has traditionally been cooked by a member of the community. The college would like all members of the community to take a turn in preparing Friday breakfast. But we also do not wish this to be a financial hardship for any member of the community. If you would like to be reimbursed for your expenses, please give the receipts for the food you purchase to the college administrator. If you wish, you may simply offer the food as a gift to the

community. If covering an out-of-pocket expense for the breakfast will be difficult for you, please let the principal know. In general, the college will reimburse costs for Friday breakfasts of about \$4 per person.

In planning our common meals, we seek to keep in mind several things. We are attentive to the need to provide sufficient food for those who are attend. We are also aware of the many different cultural backgrounds of members of our community and the different ways in which members of our community relate to food, styles of food, and a common table. We are aware that what and how we eat is a reflection of our commitments to live with justice and simplicity in this world. We keep in mind the annual cycle of the year through which the church sanctifies time. At different times of the year, we will eat differently as we balance these different values and principles, while maintaining a fundamental commitment to a shared table.

Chaplain

Norman Robert Boie is the college chaplain. Norman has a M.Div. from the United Theological College and is currently in a Supervised Ministry Experience in the United Church of Canada. He is at the college most Wednesdays during the semester and at other services.

The chaplain's primary concern is the spiritual well-being of all college members, including all students, faculty, and staff, whatever their denominational background. Concerns and conversations brought to the chaplain are held in confidence unless there is an explicit understanding or legal requirement that the concern should be taken elsewhere. The chaplain sits outside the evaluative structures of the college and matters raised with the chaplain do not bear on a student's evaluation.

In addition, the chaplain has oversight of the worship life of the college. This oversight is held collaboratively with the Director of Music and college faculty. But if you have a question about worship, the chaplain is a good place to start.

College Council and Student Roles

Every student is a member of the College Council, which holds the primary responsibility for our shared life together. Meetings are held periodically throughout the year. The College Council is responsible for the planning of the Advent party as well as the end-of-year party. The College Council may also organize other social events throughout the year. Early in the term, there is an organizational meeting and election to determine the College Council President and fill other roles. The following roles have traditionally, though not always, been part of the College Council.

The President is usually a more senior student, who has the authority to call meetings and chairs the weekly announcements at our Wednesday community lunches.

The Treasurer oversees the funds of the College Council and deputizes for the principal in their absence. Information about those funds is available from the college administrator.

The Sacristan sometimes with a sub-sacristan, is responsible for setup of the Wednesday and Friday Eucharists. They also keep the altar linens clean and the sacristy tidy.

The Cellarer is responsible for the Wednesday lunch/Friday breakfast clean-up schedule, and to see that the downstairs kitchen remains clean. This is achieved not by their own labour, but rather by helping every college member come to grips with their shared responsibility.

The Refectorer is responsible for ensuring that set-up of the Wednesday lunch is taken care of, including bringing plates, silverware, and napkins from the kitchen to the main floor. They may also take charge of arrangements for college events organized by the students.

All members of the community are asked to fill in their names on a schedule for clean up after the Wednesday lunch. This is arranged by the students, and includes taking the dishes downstairs, running the dishwasher, (usually two loads over the afternoon), and putting away any extra food.

All roles in the College Council are open to all students regardless of denominational background.

Computers and Printing

The college has free Wi-Fi available throughout the building, and students are encouraged to use their own laptops or other devices at the college. McGill students are given access to the Microsoft Office suite of programs. IMY students can gain access to Microsoft Office through the college. Please contact the college administrator if you need such access.

Students may use the printer/photocopier/scanner on the main floor of the college, which is usually straightforward to connect to your device. The college does not charge per copy for use of the printer. Instead, students are asked to make a goodwill contribution to the college towards the cost of printing of 5-cents per black-and-white side and 15-cents per colour side. Double-sided black-and-white printing is possible and preferred. The code for the main floor photocopier is available from the college administrator. In past years, the college has recovered somewhere between one-quarter and one-third of the cost of student printing

on the photocopier. We would like this figure to be much closer to 100%!

McGill-registered students also have access to the university's IT services, which includes access to computer labs, printing services and discounts on hardware, software, and services.

Parking

The college has two parking spaces accessible through the Presbyterian College lot off Milton St. These are available on a first-come, first-served basis to all members of the community. Overnight parking is not permitted. Members of the college community are not permitted to park in the Presbyterian College lot without making specific arrangements with PC.

Plowing in the winter is handled by McGill and Presbyterian College. We are working with them to improve the situation, but if you rely on parking, you should be aware that in the past, snow piling up in the back of the lot has severely restricted access to the college spaces in the winter semester.

Parking is also available on nearby streets and parking garages. Pay attention to all parking restrictions and payment.

Students at the college are eligible for discounted student rates on Montreal public transit. Please contact the college administrator for further details.

Lockers

There are a limited number of lockers in the basement common space which students may use. These will be assigned at the beginning of the year. Please indicate your interest in a locker to the college administrator. If there is more interest than there are available lockers, preference will be given to those who live

furthest away, who are full-time students, and who are not McGill students. There are also lockers for McGill-registered students to use in the Birks Building.

Mailboxes

Each student is given a mailbox. These are located in the social room in the basement of the college. Please check this periodically as it is an important way the college and others may communicate with you. We will use the e-mail address you provide on your student information form to contact you electronically. Please advise us if you prefer us to use a different e-mail address.

Wingèd Ox

Each Monday during the semester (or Tuesday if Monday is a holiday), the college publishes the Wingèd Ox, an e-newsletter. (The name is taken from Dio's patron, St. Luke, whose symbol is an ox with wings.) Anyone may place an announcement in the Wingèd Ox. Please ensure the announcement is sent to the communications coordinator by 10am on Monday morning.

Washrooms

There are washrooms on all floors of University Hall. To access the washrooms on the main level (the one on which you enter the building), walk down the hallway between the chapel and the college offices. They are at the end of the hallway on the right.

The college is an old building and the water pressure in the washroom on the second floor of the college (where faculty offices are) is highly variable and not always reliable.

All washrooms in the college are gender-neutral.

Tobacco, Cannabis, and Alcohol Policy

The college is located in property owned by McGill and as such McGill's policies on tobacco and cannabis possession and use apply within the college.

McGill tobacco policy: <https://www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy>

McGill cannabis policy:

https://www.mcgill.ca/secretariat/files/secretariat/policy_concerning_alcohol_cannabis_and_other_drugs.pdf

In general, use of tobacco is permitted only in specified areas of the McGill campus (the college is not a specified area). In general, use and possession of cannabis is not permitted.

The college does not have a formal policy on alcohol. Students and faculty in the college community come from a variety of Christian traditions that have varying approaches to alcohol consumption. Students and faculty also have different personal relationships with alcohol based on their own history and life circumstances. The college occasionally provides alcohol at college-sponsored events. When we do, it is our practice to ensure that an equally attractive non-alcoholic beverage is widely available. College faculty are always open to talking with students further about our practice in this regard.

Responsibility, Care, and Use of the Building

The college has sole use of the main college building, and faculty, staff, and students are all given access to the building through their McGill ID or a key fob. Students may have access to the building between 7 a.m. and 10 p.m., weekends included. Students entering and exiting the building outside of business hours (9 a.m. to 5 p.m.

weekdays), should use the main entrance to University Hall and the interior entrance to the college space. Both the outside door into the courtyard and the emergency exit into the alley are alarmed nights and weekends and will draw a check from security if they are left open. When leaving the building outside of office hours, all the doors must be checked to ensure they are locked and secure, including the door into the neighbouring building, which is a part of McGill. If you believe you are the last one out of the building, please ensure that all lights in public spaces are turned off.

There is a separate key for the chapel, which students will be given. The chapel is not used exclusively by the college, but also (and rather frequently) by McGill's School of Music, which has primary responsibility for the chapel. Therefore, if students would like to use the chapel at times other than at ordinary service times, arrangements must be made through the college administrator. The door to the chapel is old. If you struggle to open it, press your hand (or better yet your shoulder) against the door just above the lock while turning the key to the left.

College students are welcome to work in the college during the day and use the college as a base of their activities on University St. This includes, for instance, storing lunch items in the refrigerator or using the microwave. Leftovers from Wednesday lunches are presumed to be available for any one to consume.

Space is limited in the college. In order to maximize space use and establish clear expectations on its use, please adhere to the following guidelines.

- The basement room with the kitchen and couches is understood to be a social space. In other words, while students can work there, there is no expectation that this will be a quiet work environment.

- Salle Deux (the basement room with the chalkboard) is understood to be a quiet work environment. This room can readily accommodate more than one person.
- Room 1 (the smallest of the basement rooms) is also understood to be a quiet work environment. However, if you need to take a Zoom call during the day, this is the room in which to do so. Please see the guidelines about Zoom calls below.

The Community Room on the main floor of the college is used for eating, meeting, and teaching during the week. If you would like to reserve it for a specific purpose, please contact the college administrator. All reservations are subject to the approval of the Principal. When the Community Room is not in use, it is also available for quiet study and work.

Zoom calls in the college: If you need to take a Zoom call while you are at the college, please follow this guidance.

- Use headphones for all Zoom calls to minimize noise for others in the building.
- Take all Zoom calls in Room 1 (see above). No student can expect to have exclusive use of this room. It may be necessary for more than one Zoom meeting to be taking place simultaneously in this room.
- If Room 1 is full, Zoom calls may overflow to the Community Room.

For students who are also enrolled at McGill, McGill provides several sound-proofed study pods in the McLennan Library and elsewhere that may be suitable for Zoom calls.

Guests in the College

All worship services at the college are open to members of the public, who may join these services. Members of the college are expected to be welcoming and hospitable. When the college serves meals after a service (at lunch on Wednesday, for instance, or breakfast on Friday), we extend our table hospitality to those guests who joined us for the service. These are excellent opportunities to meet other members of the broader McGill and Montreal communities. It is also an opportunity to bring a friend or classmate along to introduce them to the college community. If you know you are bringing a guest to a Wednesday meal, it is helpful, though not necessary, to let the administrator know in advance to ensure we have adequate food.

At other times during the week outside of chapel services and public meals, college social and work spaces are understood to be for the use of college students. Non-college students (such as students from Presbyterian College or a class at McGill) are welcome in the college provided they are there as a guest of a college student who is present with them. This policy and practice is meant to maximize our available and limited space for the use of college students, while also permitting the kind of informal interactions and study groups that make our life in the Montreal School of Theology so enriching.

Student Support

Studying theology can be an energizing, demanding, and challenging time for students. In addition to members of the college community, students are encouraged to seek the support from friends and loved ones, and to consult appropriate professionals as needed during their time at the college. College

faculty and the chaplain have extensive knowledge of the resources available to support students during their studies. Please do not be shy about asking for help. This section lists a couple of particular means of support and recourse available to students.

Spiritual Director

During their time in seminary, students are strongly encouraged to seek the support of an experienced spiritual director. Spiritual direction is a ministry which is found in many forms and expressions, and more information and guidance with finding a spiritual director can be had in conversation with faculty and the chaplain. Please speak to the chaplain or a faculty member if you are interested in more information about finding a spiritual director.

Complaints

From time to time, students may experience dissatisfaction with programs, policies, or experiences within the college and the college community. The college takes feedback from students very seriously. Concerns and complaints about the college may be brought to the principal, either in person or in writing. If the concern or complaint is about the principal, members of the community may speak to another member of staff, or they may write to the Rev. Jim Pratt, secretary of the Board of Governors at jbpratt140@gmail.com, who will address the matter in confidence.

In addition, the Montreal School of Theology provides a policy for complaints. This is available online:

<https://mst-etm.ca/wp-content/uploads/2020/09/Complaints-Policy-October-1-2020.pdf>

Harassment Policy

The College is committed to being a safe space where students, faculty and staff can feel safe, respected, and cared for. Any behavior construed as harassment of another will be taken very seriously and could jeopardize student's status. More information is available in the college's Anti-Harassment Policy on the college website.

At McGill

Students who are also enrolled at McGill have access to a wide variety of services, including but by no means limited to a medical clinic, housing service, international student services, academic support, and counselling. Extensive information about how student services may be received may be found by following links on the following page: <https://www.mcgill.ca/student-services/>.

There are additional resources available to all students for matters including learning support and learning disabilities, visa and immigration matters, health and wellness, and much else. Navigating the resources available to students can be complicated and challenging at times. We are a small community. If you need help, please ask!

History and Governance

Theological Education in Montreal

Formal, academy-based theological education in Montreal dates to roughly the time of Confederation. In the 1860s and 1870s, several denominations started small theological colleges to serve their churches. One of these was Montreal Diocesan Theological College, founded in 1873 by Bishop Ashton Oxenden, the Bishop of Montreal. In spite of the name, Bishop Oxenden acted without consulting his synod, and the college has always had a friendly but not formal relationship with the Anglican Diocese of Montreal. The first principal was J.A. Lobley. When he arrived, the college had ten students and Lobley taught every subject. In 1879, the College was formally incorporated by an act of the Legislature of the Province of Quebec. In 1880, the College formally affiliated with McGill University. By this point, Montreal Diocesan Theological College was one of several similar institutions, including the Congregational College of Montreal, the Wesleyan Theological College, and The Presbyterian College.

In 1896, the College moved into a new building on University Street, which is still its home today. The building was paid for and endowed by A. Frederick Gault, a prominent layman in the diocese. In 1914, several Protestant theological colleges in Montreal, including Dio, the Congregational College of Montreal and the Wesleyan Theological College, came together to form the Joint Board of Theological Colleges Affiliated with McGill University. This is the oldest ecumenical theological education consortium in North America. In 1927, the Congregational College and the Wesleyan Theological College combined to form the United Theological College, serving the new United Church of Canada. UTC became a member of the Joint Board. In 1931, the Joint Board worked to build Divinity Hall (now known as the Birks Building) to provide a

common teaching area and library for the colleges. During World War II, the military used UTC's building on the northwest corner of Milton and University (it is now the School of Social Work) for housing and UTC temporarily moved into Dio's buildings just down the street.

In 1948, following many years of negotiations, the McGill Faculty of Divinity was established thanks to the generous gifts of the Joint Board. The Joint Board transferred many of its assets, including Divinity Hall and several endowed professorships, to McGill. In return, McGill undertook to continue to enroll students preparing for ministry and waive their tuition.

In the mid-1960s, the United Theological College sold its building on Milton and University to McGill. UTC moved in with Dio for a second time. The colleges had separate principals and separate programs, but the students shared much of their life in common. Following the end of union negotiations between the Anglican Church of Canada and the United Church of Canada, UTC moved out in 1975.

In 1971, the Joint Board instituted the In Ministry Year, its first effort at collaboration in the delivery of "professional" training for ministry. In the early-1980s, the colleges of the Joint Board were accredited to offer a Master of Divinity degree. Since 2003, the Joint Board has done business as the Montreal School of Theology. The three denominational colleges continued their active affiliation and inter-relationship. The affiliation agreement with McGill was renewed in 2016 for a further 25 years.

In 2008, Dio sold its building to McGill University. The college now rents what used to be the principal's house from McGill and retains access to the chapel.

In 2020, Dio and UTC began conversations again about sharing space. In 2021, UTC sold its building and moved into Dio for a third

time, retaining its existence as a separate college but with a shared principal. In the 2021-2022 school year, the Boards of Governors of the two colleges reached an agreement in which Dio committed to launching a United Church Studies program that would ensure students can prepare for ministry in the United Church of Canada and agreed to amend its governance structures to provide for United Church representation on an equitable basis with Anglican representation. UTC agreed to take steps to wind down its existence and transfer its assets to Dio.

Dio and UTC exist within a network of inter-institutional relationships. The shape and form of these relationships has changed over time, but it is these relationships that have allowed us to sustain high-quality theological education at low cost for nearly 150 years. We are glad you are here to join in this story.

Governance of the College

Montreal Diocesan Theological College's charter establishes a Corporation and a Board of Governors. Under the College's constitution, the college Corporation is a membership organization which any individual or organization may join. There are currently about 100 members of the Corporation who pay a small membership fee to be part of the Corporation, which is also called the "Friends of the College."

The Board of Governors holds responsibility for the governance and strategic direction of the college. The Corporation elects the Board of Governors at its annual general meeting every fall.

The members of the Board in the 2022-2023 academic year were:

- The Rt. Rev. Mary Irwin-Gibson, President and Chair
- The Rev. James Pratt, Secretary
- Ms. Laura Prince, treasurer
- Ms. Patricia Evans, member at large of executive committee
- The Ven. Robert Camara
- The Rev. Helen Hliaris
- Ms. Barbara Reynolds
- The Rev. Dr. Elisabeth Jones
- The Rev. Canon Giuseppe Gagliano
- The Ven. Ralph Leavitt
- Ms. Vivian Lewin
- Mr. Alexander Montgomery
- Ms. Jessica Stillwell
- The Rev. Gwenda Wells
- The Rev. Canon Jesse Zink, *ex officio*

It is expected that at the Annual General Meeting of the college in September 2023, new members of the Board will be elected. An updated list of members will be posted on the college website after these elections are complete.

In addition, the College is served by four standing committees:

- Executive Committee
- Academic Committee
- Selection Committee
- Finance Committee

The constitution provides for student representation on the Board of Governors and the Academic Committee.

How are MDTC, Dio, MST, PC, UTC, SRS and McGill related?

The alphabet soup of abbreviations and institutions can be a struggle to understand. Here's a brief introduction. Montreal Diocesan Theological College, widely known as Dio, holds a charter from the Legislature of the Province of Quebec for theological education. Since 1880, it has been affiliated with McGill University. In 2022, Dio agreed to launch a United Church Studies program and UTC agreed to continue a process of winding down its operations. Our closest partner at McGill is the School of Religious Studies (SRS). Since 1914, Dio and UTC have been part of the Joint Board of Theological Colleges Affiliated with McGill University (more commonly called the Montreal School of Theology). MST consists of Dio and Presbyterian College. Each of the MST colleges is overseen by a Board of Governors and MST has its own Board as well. Together, these institutions (SRS, MST, Dio, and PC) cooperate to deliver high-quality theological education on University Street in Montreal. These complex interrelationships

have grown out of a long, shared history. We probably wouldn't design it quite like this if we were starting from scratch—but by God's grace it continues to work today!

An Alphabet Soup of Acronyms

There is no shortage of acronyms flying back and forth across University Street. Here are some of the most common you might hear.

ATS: The Association of Theological Schools in the United States and Canada. This is the organization that accredits theological education. McGill and MST were most recently re-accredited in the 2019-2020 school year for a further period of 10 years.

B.Th.: The Bachelor of Theology program at McGill, which can be a 2-, 3-, or 4-year program. The 2-year program is incorporated into the Master of Divinity program. The B.Th. program is overseen by the B.Th. Committee at SRS. The college principals are members of that committee and there is provision for a student representative.

Dio: Not an acronym! Just the widely-used abbreviated version of Montreal Diocesan Theological College. Perhaps the best “backronym” we have come up with is Divine Instruction for Ordination (but you don’t need to be seeking ordination to be a student here!).

Dip.Min.: The Diploma in Ministry, an academic award offered by the colleges to those who already have a graduate theological degree.

IMY: The In Ministry Year, the final year of the M.Div. (or the entirety of the Dip.Min.) which includes a ministry placement and coursework. This is collectively taught by the colleges of MST.

M.Div.: The Master of Divinity degree offered by the colleges, working collaboratively with one another and with SRS.

MST: the Montreal School of Theology, the official name of which is the Joint Board of Theological Colleges Affiliated with McGill University. MST has a Board and a director. The director, who is one of the college principals, serves a two-year term. In 2022-2023, the director of MST is PC's principal, Roland De Vries. The MST Board includes one student representative from each college.

PC: The Presbyterian College of Montreal, our next-door neighbour and partner in theological education.

SRS: The School of Religious Studies at McGill, housed in the Birks Building. Until 2016, it was known as the Faculty of Religious Studies.

S.T.M.: The Master of Sacred Theology (the acronym is from the Latin name), a degree at SRS which provides advanced study in theology.

UTC: The United Theological College