

## **Admissions Process**

### **Centre for Christian Studies**

#### **Purpose:**

The purpose of the admissions process is to allow access to CCS's program to would-be students while not accepting potential students whose involvement might be detrimental to the collective learning environment.

#### **Policy:**

##### **Admission to the Leadership Development Module:**

Students may register for the Leadership Development Module by filling out an application form and paying the fee.

Decisions about acceptance into the LDM will be made by the Principal based on the criteria:

- satisfactory application form and payment of fee.
- 1 letter of reference, evaluated in terms of the ability of the student to operate constructively within CCS's cooperative learning environment.

##### **Admission to Diploma or Certificate Program**

Students who have successfully completed the LDM within the past three years and who are recommended by Program Staff may apply for admission on the appropriate forms and with appropriate fees.

Decisions about acceptance into the Diploma or Certificate Program will be made jointly by the Registrar and one Program Staff person based on the criteria:

- satisfactory application form and payment of fee.
- Satisfactory completion of the LDM (Application for admission can be made prior to completion of the LDM, and approved pending successful completion of the LDM.)
- Recommendation of program staff (normally the student's LDM facilitator, but could be another person based on an interview.) The staff use the Guidelines for Readiness for Admission in their considerations.
- 2 letter of reference, evaluated in terms of the ability of the student to operate constructively within CCS's cooperative learning environment.

- Student's response to personal reflection questions included with the application form, evaluated in terms of the student's analytical skills, ability to reflect personally and ability to express themselves clearly in writing.
- Academic transcripts. Students without an undergraduate degree may be asked to demonstrate ability to study and write papers at an appropriate post-secondary level.
- Receipt of a Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check.

### **Admission**

The Principal and Staff member have three decision options

- a) accept the applicant unconditionally
- b) accept the applicant conditionally
- c) not accept the applicant

The decision will be communicated in writing by the Principal or Registrar within three weeks of completion of the Leadership Development Module and all of its assignments.

If the applicant is not accepted the applicant may apply at the next point of intake or at a subsequent entry point.

### **Protocol:**

Admission to LDM:

- Prerequisite: Students must be able to participate in group learning activities (oral and written) in English language.
- Potential students must fill out an LDM Admission Form (including personal data and questions like "What do you hope for from the LDM?"), provide 1 Letter of Reference, and pay an LDM admission fee
- Students can indicate which LDM course they wish to take part in, especially if we are offering more than one in a year.
- Admission Deadline is determined yearly by Staff but will be at least one month prior to the LDM for which they wish to enroll

### **Admission to Diploma or Certificate Program**

Pre-requisite: Completion of LDM (within the past three years) and recommendation of Program Staff

Applicants will:

- Fill out an Admission Form
- Provide 2 Letters of Reference (not including the one for LDM admission)
- Provide Academic Transcripts
- Submit documentation of courses previously taken (along with brief course description) to be considered as CCS externals.
- Pay a Diploma or Certificate Program Admission Fee.

Prospective students will be asked on the admissions form if they would like to be connected with a former or current student or diaconal minister who could provide support/advise/information during the admission process.

Students will not be required submit a budget, but will be asked on the admissions form if they have considered the cost, time commitment, and stress involved with full-time studies for diaconal ministry, and will be informed that some bursary assistance may be available.

Registration for upcoming Theme Years is distinct from Admissions. All students in the CCS program will be asked each year to register for Theme Year, Reflection Year, or Integrating Year.

Registration Deadline: Students can apply for admission to the Diploma/Certificate program any time during the year, but the deadline for Theme Year registration for new students will be one week after the end of the June LDM. (This is to accommodate the fact that many students decide during the LDM whether they want to do the Diploma/Certificate program or not.) Students taking an LDM after June (i.e. an LDM offered between June and the first Learning Circle of the academic year) will normally only be accepted into the Diploma or Certificate Program for the current academic year if they have been accepted pending completion of the LDM and staff recommendation and if they have done/can do adequate preparation for engaging in the first Learning Circle of the Year and a Field Placement approved by CCS staff.

Students who know they want to take the Certificate or Diploma Program before applying for the LDM should be encouraged to fill out the forms and provide their supporting materials prior to the LDM. Acceptance would then be based on completion of the LDM and Program Staff approval.

## **Early Admission**

All applicants for the program should apply within the suggested time frame. Applicants who have special needs are encouraged to apply early in order to ensure that the appropriate resources can be located.

### **Guidelines for Readiness for Admission**

In assessing an applicant's suitability for admission in the diploma program the following criteria are used as guidelines. These criteria are not absolute but indicate the areas in which applicants need to show openness, ability and potential.

#### **I Sense of Identity as Self**

1. Shows an ability to take initiative and give examples of this.
2. Understands oneself to be preparing for a lay or ordered ministry in the church and world.
3. Has emotional stability; is able to cope with physical and emotional stress; shows flexibility.
4. Has a capacity to work, play and pray.
5. Shows a sense of humour.
6. Is open to growth and change and has a beginning awareness of its implications.
7. Is able to invest oneself in the diploma/certificate program.
8. Has a beginning appreciation for the issues of racism, classism, sexism and heterosexism and is open to developing an understanding of how these factors influence one's own sense of self and one's position in the world.
9. Has some awareness of one's own sexuality.

#### **II Sense of Self in Relationship to others**

1. Has a beginning sense of one's own power and vulnerability.
2. Shows some ability to work alone and in relation to others; is aware of the importance of responsibility to community.
3. Values and demonstrates respect.
3. Is committed to including others in community and values diversity.
4. Is willing to explore issues of sexuality and their impact on personal and professional relationships.
5. Is open to learning in a community that holds a diversity of understandings of gender and sexuality.
6. Is open to the challenge and support in a community committed to the CCS Theological, Educational and Justice Stances.

#### **III Learning**

1. Approaches the world as a learner and is able to take responsibility for own learning;
  - wants to learn and grow and change

- is committed to learning in community
  - is willing to learn in different ways.
2. Can demonstrate ability to study and write at a university level.
  3. Willingness to learn in a community that is diverse culturally, theologically, economically and by sexual orientation.

#### **IV Communications**

1. Has basic skills in oral and written communication, including the ability to read and learn from university level theological resources and to write coherently and cogently.
2. Has basic interpersonal and relationship skills.
3. Has basic computer skills, including use of internet and email.

#### **IV Leadership and Group Process**

1. Has some awareness of how one functions as a member in groups.
2. Has some experience of leadership.
3. Has willingness to learn and practise variety of styles of leadership.

#### **V Theology and Faith**

1. Can articulate elements of one's own faith.
2. Is willing to explore the implications of one's faith.
3. Is aware of having acted out of a faith stance and can share examples.
4. Shows readiness to critique one's own theology.
5. Has an awareness of one's spiritual needs and is open to exploring spiritual practices.

#### **VI Education in the Faith Community**

1. Understands education as essential to the faith community.
2. Regards understanding and learning as a vital dimension of faith.
3. Is interested in learning how to enable others to grow in their faith.

#### **VII Social Service and Social Change**

1. Understands a role of ministry in responding to social needs and justice issues in the community (local and worldwide).
2. Understands justice and compassion for the church and the world to be an essential component of ministry.

#### **VIII Pastoral Care**

1. Is aware of the importance of pastoral care.
2. Has a sensitivity to the needs of self and others.
3. Is open to risk and vulnerability.
4. Has some awareness of one's own needs, power and vulnerability.

**IX Liturgical Ministry**

1. Values liturgy as important in the life of the faith community.
2. Has some experience of liturgical leadership.
3. Is open to exploring liturgical leadership for oneself.

**X Organizational and Administrative Skills**

1. Values organization and administration as important in the life of the faith community.
2. Has shown evidence of organization in one's own life and awareness of priorities.

**XI Understanding of Church**

1. Values the tradition of the church and shows some understanding of it denominationally and ecumenically.
2. Is open to understand the church as both an institutional structure and a faith community.
3. Has an understanding of the role of laity as essential to the life and work of the church.

**XII Integrated Understanding of Ministry**

1. Is ready, willing and able to learn and develop through struggle and question, ambiguity and complexity.