



## PROGRAM HANDBOOK

Catholic Diocese of Green Bay  
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2406 South Alverno Road  
Manitowoc, WI 54220-9319  
(800) 236-4SLC  
[www.sl.edu](http://www.sl.edu)

All academic courses in this program are granted undergraduate credit through Silver Lake College of the Holy Family, Manitowoc, Wisconsin which is accredited through the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504

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Catholic Diocese of Green Bay  
EMMAUS PROGRAM

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# VISION OF MINISTRY FORMATION

## FOUNDATIONS OF MINISTRY

God's abundant love is manifested in Jesus, the Christ. His two-fold mission is to bring salvation to all and to proclaim the reign of God, through preaching, healing, teaching, praying, serving, and building community. Jesus commissions His followers to announce His Good News and to manifest a kingdom of love, justice, freedom, and mercy on earth. The spirit of Jesus empowers the Church, the community of disciples, to respond to God's love in living out this mission through the Paschal Mystery.

This call to discipleship is the foundation for Christian ministry. Through the Sacraments of Initiation the risen Jesus continues to call and form a community of disciples. The Catholic Church, in His name, commissions the disciples to participate in His mission. Therefore, each member of the Church has the right and life-long responsibility of using one's gifts in the service of the Church for the needs of the world and the spread of the Kingdom. The new millennium presents the challenge of discerning and enflashing this vision of ministry and service within a multi-cultural society.

Pope John Paul II in his apostolic exhortation on the laity, *Christifidelis Laici*, writes: "All the members of the people of God are laborers in the vineyard.... Every one of us possessing charisms and ministries, diverse yet complementary, works in the one and the same vineyard of the Lord."

## DESCRIPTION OF MINISTRY

Ministry is service in the name of the Lord to the Church and the world. The disciples of Christ respond to God's call to holiness and accept responsibility for ministry in the Church according to their state in life and the gifts of the spirit. In the Catholic Church, the laity and the ordained collaborate in fostering effective ministry in the world and Church communities.

The laity serves the Church by enflashing Christian values in family life and the marketplace as they engage in business ethics, political decisions, economic affairs, cultural development and life issues. The ordained and the laity mutually support each other in discerning the signs of the times and interpreting them boldly in light of the gospel.

Ministry in the Catholic Church involves the cooperation of all baptized, ordained and laity. Together, these ministers contribute to the life of the Church community in their unified service to the needs of all people, with a special concern for the poor. Through Holy Orders, the ordained have the right and responsibility to call forth the laity to assist them in exercising leadership in word, sacrament, community, and witness within the parish and diocese.

Culture and time influence the models and opportunities for ministry in the Church. The Eucharist, the source and summit of Church life, invites and empowers all for ministry. It integrates proclamation, service, community, and praise. The Eucharistic Community calls for a collaborative effort among all ministers. Evangelization, ecumenism, diverse cultural realities, and family perspectives impact the development of models for ministry. Opportunities for ministry that are rooted in and flow from the community are diverse and vary in commitment, responsibilities, financial compensation, and formational requirements.

### **FORMATION IN MINISTRY**

The Catholic Church has a responsibility to help members identify, affirm, support, develop, and celebrate the gifts of each member. Together, the individual and the Church discern a person's gifts and limitations for ministry. The Church, especially its leadership, prepares and forms the individual to witness Gospel values through one's daily life and serve as a leader in the faith community and the world at large.

Formation is an integrative process that nurtures effective ministers. This is accomplished through spiritual enrichment, theological education, and development of skills. The purpose of formation is to provide opportunities for an individual to strengthen and develop human wholeness, personal and communal spirituality, the incarnation of the theological and moral virtues, a positive sense of Church, communication skills, sound theological foundation and vision, social, political, and cultural awareness, and abilities for those who will exercise a leadership role.

# MISSION STATEMENTS

## **GREEN BAY DIOCESE**

### **Mission**

As friends and followers of Jesus we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

### **Vision**

We are missionary disciples striving to lead all people to the Kingdom of God.

## **SILVER LAKE COLLEGE OF THE HOLY FAMILY**

Silver Lake College is a dynamic learning community that empowers students through a quality liberal arts education integrated with professional preparation offered in an environment of mutual respect and concern for persons, based on the principles and truths of Franciscan Catholic tradition.

## **EMMAUS PROGRAM**

The Emmaus Program – in the spirit of Vatican II and with the combined effort of the Catholic Diocese of Green Bay and Silver Lake College of the Holy Family – is to provide a process that integrates human, spiritual, intellectual and pastoral formation which prepares Christians for their response to God's call of discipleship and collaborative ministry in the local Church and beyond.

# PROGRAM GOALS AND COMPONENTS

## GOALS

The program is designed to help participants:

1. Demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.
2. Construct a well-formed spirituality consisting of an active personal prayer life, regular theological reflection, and engagement in the communal prayer of the Church.
3. Articulate and interpret core Catholic teachings informed by the study of the Scripture and theology.
4. Exhibit a range of leadership and pastoral skills needed for effective ministry.
5. Apply the learned knowledge and skills to ministerial settings.

## PROGRAM COMPONENTS

The Emmaus Program is a process integrating human, spiritual, intellectual, and pastoral growth experiences.

### 1. Human Growth Experiences

Participants strengthen their life of discipleship by deepening their knowledge of self and others by:

- discussing and applying the results of the Myers/Briggs Type Indicator
- discovering personal strengths through the completion of the Strengthsfinder online tool as well as the Living Your Strengths workshop
- meeting periodically with the Program Director
- developing and implementing a learning covenant to serve as the blueprint for one's ministry

### 2. Spiritual Growth Experiences

Participants deepen their spirituality by:

- participating in evenings/days of reflection
- learning and experiencing various forms of spirituality through coursework
- experiencing spiritual growth with the help of a spiritual director
- reflecting on life/faith experiences through theological reflection
- developing and implementing a learning covenant to serve as the blueprint for one's ministry

### 3. Intellectual Growth Experiences

Participants gain a theological/scriptural foundation and competencies for a specialized area of ministry by successfully completing undergraduate courses through Silver Lake College of the Holy Family.

- **Theology/Scripture Studies**  
Required core of eighteen (18) credits

- **Specialized Studies**

Six (6) credits in one of the following areas: Pastoral Ministry, Liturgy, Faith Formation, Youth Ministry, Church Business Management. In the courses, participants actively participate in various classroom experiences, preparing and leading prayer services ([Appendix 3](#)), attending faculty and participant presentations, and small and large group discussions.

#### 4. **Pastoral Growth Experiences**

Participants are engaged in ongoing pastoral ministry which is discussed biannually with the program director. In addition, participants work with a Field Practicum experience with the help of a Learning Covenant which they design with the aid of various mentors. Pastors/Pastoral Leaders, diocesan department advisors, instructors and sponsors have an active role in assisting participants to carry out ministry competently and professionally:

- **Pastor/Pastoral Leader**

The pastor/pastoral leader of a participant's home parish or the parish in which the participant is ministering in a part/full time leadership position has the following responsibilities:

- recognizes and affirms the participant in the area of ministry in which he/she is serving
- identifies and evaluates with the participant his/her interaction and ministry with the people in the parish
- supports the participant in pursuing the formation needed in order to develop ministerial competencies
- reviews with the program director the program components, ministry and progress of the participant
- meets with the participant and his/her sponsor in discussing and finalizing the learning covenant
- meets with the participant, his/her sponsor, advisor, and program director to evaluate participant progress
- submits a written evaluation/recommendation to the program director that the participant be certified/not certified as a ministerial leader in the Diocese of Green Bay ([Appendix 16](#))

- **Diocesan Department Advisor**

The director or designated representative from the diocesan department of the participant's specialized ministry has the following responsibilities:

- interviews and assists the participant in identifying his/her strengths/limitations for the designated field of ministry using the National Certification Standards
- reviews the Code of Ethics of the respective ministry's National Association
- recommends to the program director specific areas that the participant needs to strengthen or develop in order to be a professional leader in this specialized area of ministry

- discerns with the participant his/her specific needs and, if necessary, develop a participant-designed formation plan
- assists the program director in determining a list of approved sponsors
- participates in participant /sponsor orientation
- participates in formulating and reviewing the learning covenant with participant, sponsor, pastor/pastoral leader, and program director
- submits a written evaluation/recommendation to the program director that the participant be certified/not certified as a ministerial leader in the Diocese of Green Bay ([Appendix 18](#))

- **Faculty**

Each faculty member is approved by the Bishop and Silver Lake College of the Holy Family. Faculty members are drawn from throughout the diocese, Diocesan Offices, local Catholic colleges (Silver Lake College of the Holy Family and St. Norbert College) and retreat centers. Some have a doctoral degree while all have at least a Master's degree in the curricular area in which they teach.

The faculty member who facilitates and evaluates participant learning in theology, Scripture and/or skill courses has the following responsibilities:

- provides opportunities for participants to acquire knowledge and competencies for ministry
- assesses participants' ability to apply knowledge and competencies to ministerial situations
- makes recommendations to the program director regarding coursework and participant progress

- **Sponsors**

An experienced minister engaged professionally in ministry, who assists a participant to reflect upon his/her ministerial experience, has the following responsibilities:

- supports the participant in learning how to integrate his/her theology, personal spirituality, Church practices, and skills in such a way as to grow competently in the exercise of leadership
- assists the participant in working with the advisor and pastor/pastoral leader to draw up the learning covenant utilizing the National Certification Standards and competencies designated for the special field of ministry
- reviews periodically the learning covenant with the participant; reflects upon the participant's involvement, participation, and personal growth in ministry; and assists and evaluates field projects, goals and plans, and skills and techniques
- meets with the participant, department advisor, pastor/pastoral leader, and program director to evaluate participant progress
- submits a written evaluation/recommendation to the program director that the participant be certified/not certified as a ministerial leader in the Diocese of Green Bay ([Appendix 17](#))

## DIOCESAN CHART OF PARISH MINISTERS

The following chart identifies examples of various parish ministries according to ministry areas and the appropriate formation:

AREA OF MINISTRY	GROUP I: PARISH MINISTERS (Parish/Diocesan Formation Recommended)	GROUP II: PARISH MINISTRY LEADERS (Diocesan Program Required)	GROUP III: PARISH MINISTRY LEADERS (Master's Degree Required)
<b>ORDAINED</b>		Deacon	Priest
<b>APPOINTED</b>			Pastoral Leader (without resident pastor)
<b>PASTORAL</b>	Pastoral Care Ministers Human Concern Ministers Family Life Ministers Evangelization Ministers Parish Pastoral Council Member	Pastoral Ministry Coordinator	Pastoral Associate
<b>LITURGY</b>	Liturgical Ministers Liturgy Committee Member Baptismal Prep Leader Leader of Initiation Leader of Prayer	Liturgy Coordinator	Liturgist
<b>FAITH FORMATION</b>	Facilitator* Catechist* Aide/Volunteer Board Member Secretary	Faith Formation Coordinator*	Director of Faith Formation*
<b>SCHOOL</b>	Teacher* Board Member Aide/Volunteer Secretary		School Administrator*
<b>YOUTH</b>	Youth Minister* Adult Advisor	Youth Ministry Coordinator*	Director of Youth Ministry*
<b>BUSINESS</b>	Secretary Bookkeeper Finance Council Member Trustee	Business Manager	Business Administrator

1986 Diocese of Green Bay

\*State Religion Certification Requirements still apply for teachers/catechists/education administration/youth.

+Deacon candidates take the theology/Scripture courses and the pastoral specialized component of the Emmaus Program.

# CERTIFIED MINISTERS

Certified Ministers are dedicated lay people who, after having successfully completed the Emmaus Program, are certified by the Bishop of the Diocese. They serve their local church or other institutions, having responsibility in and accountability for coordinating a major area of Church life. Some are members of the pastoral team, receiving adequate monetary compensation and benefits for their professional services. Others serve on a volunteer basis. Although specific job descriptions vary, the following are the general responsibilities of Certified Ministers.

## 1. **Pastoral Ministry Coordinator**

A Pastoral Ministry Coordinator assists the pastor/pastoral leader in the areas of pastoral care, RCIA, sacramental preparation, evangelization, and other spiritual needs and services.

Ministry Profile Components:

- to collaborate with pastor/pastoral leader and other staff members
- to assess pastoral needs
- to coordinate programs, as needed, to address the spiritual and corporal needs of parishioners
- to recruit, train, support, and supervise volunteers
- to provide opportunities for spiritual enrichment
- to make referrals when needs arise for counseling
- to prepare and monitor an annual budget

## 2. **Liturgy Coordinator**

A Liturgy Coordinator assists the pastor/pastoral leader in providing meaningful worship experiences.

Ministry Profile Components:

- to collaborate with pastoral leaders and other ministers
- to serve on the worship committee
- to implement the liturgical plans of the worship committee
- to recruit, train, support, and supervise liturgical ministers
- to oversee the preparation of environment for worship
- to serve as prayer leader when appropriate
- to provide opportunities for liturgical education
- to supply needed liturgical documents, guidelines, and orders of prayer
- to prepare and monitor an annual budget

## 3. **Faith Formation Coordinator**

A Faith Formation Coordinator assists in promoting quality catechesis in a parish. The person may be responsible for all or a portion of pre-K through twelve, sacramental programs, youth ministry, and adult faith formation.

Ministry Profile Components:

- to collaborate with pastoral leaders and other ministers in the implementation of sacramental/catechetical policies and guidelines
- to identify program needs
- to select and evaluate appropriate curricula
- to recruit, train, support, and supervise catechists
- to evaluate and procure necessary resource materials
- to provide appropriate environments for educational and spiritual growth
- to encourage parents in the role as primary educators of children
- to serve on the Board of Total Catholic Education and other committees
- to serve as a resource to school, parish groups, and committees
- to facilitate effective public relations/communications within the program, parish, and community
- to foster Total Catholic Education
- to prepare and monitor an annual budget
- to maintain parish and diocesan catechetical records

#### 4. **Youth Ministry Coordinator**

A Coordinator of Youth Ministry assists the pastor/pastoral leader in providing resources that focus on serving youth and their families.

Ministry Profile Components:

- to collaborate with pastoral leaders and other ministers; especially the Coordinator or Director of Faith Formation
- to identify the spiritual, psychological, social, and moral needs of youth
- to recruit, train, support, and supervise youth leaders and youth workers
- to establish comprehensive youth ministry programming
- to make referrals when needs arise for counseling
- to provide specific programs and experiences addressing the needs of youth
- to prepare and monitor an annual budget

#### 5. **Parish Business Manager**

A Parish Business Manager assists the pastor/pastoral leader in administering the physical, financial, and personnel resources of the parish.

Ministry Profile Components:

- to assess the physical, financial, and personnel needs of the parish
- to assist the pastor/pastoral leader and parish constituencies in preparing the parish budget
- to ensure that financial reports are accurate and complete
- to assist in short-and-long range planning
- to coordinate the plans for the maintenance of church properties in collaboration with appropriate committees
- to facilitate state-of-the-art technology
- to assist in providing effective public relations/communications within the parish and community

# PROGRAM POLICIES AND PROCEDURES

## PROGRAM FOCUS

The focus of the Emmaus Program is lay leadership formation. Responding to the ever present need for well-prepared lay ecclesial leaders, the Emmaus Program offers opportunities for prayer, spirituality, study of Scripture and theology, as well as pastoral skill development.

## APPLICATION PROCEDURE

A prospective participant should visit the Emmaus Program website or contact our office for more information regarding the program and application process.

### 1. **Acquire and Complete Required Forms**

Application and Recommendation forms can be accessed online at [www.gbdioc.org/Emmaus](http://www.gbdioc.org/Emmaus) or by [contacting our department](#).

### 2. **Assemble Application Packet**

A completed application packet will include the following items.

- Completed and signed Application Form
- Two References
  - Using the designated Recommendation Forms available online
  - One reference must be from the applicant's pastor/pastoral leader
- Spiritual Autobiography
- Baptismal Certificate with notations
  - Confirmation
  - Marriage/Annulment (if applicable)
- Marriage Certificate (if applicable)
- Transcripts of undergraduate/graduate degrees (if applicable)
- One-time, non-refundable Administration Fee of \$20.00 paid to the Department for Lay Ministry Formation

### 3. **Submit Application Packet**

Application deadlines are July 1, November 1, March 1.

Completed application packets should be sent to;

Diocesan Department for Lay Ministry Formation

PO Box 23825

Green Bay, WI 54305-3825

## ADMISSION PROCEDURE

### 1. **Admissions Committee Interviews**

After reviewing the application materials submitted, an interview is scheduled (in July, November, or March) with the applicant to discern and assess the following criteria for admission into the program:

- personal, psychological, and spiritual maturity

- full initiation into the Church and active participation in the sacramental life of the Church
- desire for renewal and growth
- positive attitude toward Church and ministry
- past and present engagement in parish life
- ability to communicate and collaborate with other ministers in the Church and marketplace
- ability to pursue college-level education

2. **Policy for Participation in Ministry Formation Programs**

Ordinarily, students may not participate in the Emmaus Program and other ministry formation programs at the same time.

3. **Committee's Decision**

Applicants are informed of the committee's decision by the first week of the month after their interview (August, December, or April). The program director sends them a formal letter of acceptance into the program. This letter provides a plan of studies, course registration information, and clarifies other aspects of the program.

**ORIENTATION PROCESS**

A person begins the process of the Emmaus Program upon acceptance into the program.

1. **Attends Orientation**

New participants attend an orientation facilitated by the program director and the Diaconate Director. At this time, participants receive a comprehensive explanation of the program and its policies and procedures as outlined in the program handbook. Photos (head shots) are taken for the purpose of creating each student's Silver Lake College Student Identification card (ID).

2. **Participates in a Myers-Briggs Type Indicator (MBTI) Workshop**

The MBTI is a personality instrument to help determine one's unique set of preferences or one's unique giftedness. This workshop is a pre-requisite for the Integrative Spirituality course.

3. **Participates in the United States Catholic Catechism for Adults Workshop**

Each participant in the Emmaus Program is expected to have a familiarity with the USCCA. Attendance at the USCCA Workshop is required unless the participant has already attended a course in the USCCA.

4. **Attends Writing Skills Workshop**

A one-day workshop is offered to assist participants with the study, research and writing skills needed to accomplish college-level coursework. In addition to this workshop, participants may also avail themselves of other opportunities offered through NWTC, FVTC, and other local colleges.

## 5. Begins Coursework

A person may be a regular, provisional, probational, or non-certified ministry participant:

- **Regular Participant** is an applicant who meets the admission requirements and completes the admission procedures as designated in this handbook.
- **Provisional Participant** is an applicant who does not meet the admission requirements and therefore admitted provisionally. The person is informed via a letter stating the requirements that must be met during the provisional period.
- **Probational Participant** is an applicant who, at the discretion of the Director of Lay Ministry Formation, is allowed to begin coursework and complete the program requirements without an admissions committee interview. He or she must meet with the admissions committee during the next regularly scheduled interview period and receive a formal letter of acceptance into the program before being allowed to continue coursework.
- **Non-Certified Ministry Participant** is a person who wishes to enroll in courses but does not wish to become a certified minister. He/she registers as a non-certified ministry participant. A non-certified ministry participant who later wishes to become a candidate for certification in the Emmaus Program must fulfill the requirements for candidacy.
- **Spouses of Participants** in the program have the option to follow the sequence of courses to help them discern their own call and gifts for ministry and/or to provide support to their spouse. A spouse can choose from one of the following:
  - Attend the Course – There is no charge and no record is kept.
  - Audit the Course – An audit fee is charged and attendance record is kept.
  - Take the Course for Credit – Full tuition is charged and all course requirements are to be fulfilled.
  - Change in status (e.g. audit to credit) in a course is subject to regular Silver Lake College of the Holy Family policy.

## PARTICIPANT FILES

The Emmaus Program has the responsibility for effectively supervising access to and/or release of official data and information about its participants. The recorded information concerning participants is used only for clearly defined purposes, is safe-guarded and controlled to avoid violations of personal privacy, and is appropriately disposed of when justification for its collection and retention no longer exists. Access to and release of such records is restricted to the participant concerned, to others with the participant's written consent, and to those responsible for a participant's formation.

The participant can request to review the content of his/her file at any time. The participant signs the Record Release Form granting the Program Director permission to release information from the above file to the Bishop, Pastor/Pastoral Leader, Diaconate Director, Department Advisor, Field Sponsor and Administrative Assistant as needed. Information can be released to persons other than the above only if the participant requests such a release in writing. ([Appendix 20](#))

Participants are also requested to complete a Media Release Form that grants permission to the Diocese of Green Bay to use the participant's image and likeness in publicity materials. ([Appendix 21](#))

### 1. **Emmaus Program File**

- The Department for Lay Ministry Formation maintains a file for each participant until the person is certified. This file contains the application form, two initial recommendations (one of which is the pastor/pastoral leader), a current baptismal certificate including all sacramental information, personal data card (personal information, grades, and review session summaries), MBTI results, Strengthsfinder results, original of the Learning Covenant, and evaluations (self, director, pastor/pastoral leader, advisor, and sponsor).
- The Department for Lay Ministry Formation maintains a file for each certified minister. This file contains the personal data card (personal information, grades, and review session summaries), summary sheet with recommendations to the Bishop, copy of certificate, and renewal of certification.

### 2. **Silver Lake College of the Holy Family File**

- Information on the participant is maintained by the respective offices:
  - Office of Admissions keeps the participant application
  - Business Office holds tuition records
  - Office of the Registrar has grades, transfer of credits, and credits for prior learning

## **FORMATION PROCESS OUTLINE**

This formation process consists of three stages. Some elements are **general**, included in each stage, while other elements are **specific** to a particular stage.

### **GENERAL**

#### 1. **Retreats and Reflection Days/Evenings**

- fall retreat or evening of reflection (participant's choice)
- spring day of reflection

#### 2. **Coursework**

- program requirements
- program policies and procedures
- program course schedule
- program completion

#### 3. **Review Sessions**

- personal growth journey
- integration of family life, coursework, prayer, and ministry
- progress in coursework
- application of coursework to parish ministry

- discussion and application of the *Called and Gifted for the Third Millennium* document
- participant self-assessment in light of the National Certification Standards and competencies
- specific emphasis of each stage

## **SPECIFIC TO THE THREE STAGES**

### **STAGE ONE**

#### **1. Orientation**

#### **2. Review Sessions**

- insights from [\*Called and Gifted for the Third Millennium\*](#)
- Myers-Briggs (MBTI) results
- spiritual direction ([Appendix 4](#))
- visitation with pastor/pastoral leader

#### **3. Visitation (Program Director with Pastor/Pastoral Leader)**

- program components
- program expectations and concerns
- program suggestions for special areas of need
- relationship between pastor/pastoral leader and candidate
- parish ministry of the participant
- support for the participant

### **STAGE TWO**

#### **1. Review Sessions**

- insights from [\*Called and Gifted for the Third Millennium\*](#)
- Living Your Strengths
- Living Your Strengths and MBTI application
- meeting with the department advisor
- report from department advisor
- participant self-evaluation in light of the National Certification Standards
- sponsor selection process
- finalization of sponsor selection

#### **2. Assessment for Specialized Ministry (participant/department advisor)**

- appointment (participant with department advisor)
- self-assessment of skills in light of the National Certification Standards
- identification of possible goals and action items for the Learning Covenant

#### **3. Pastor/Pastoral Leader Communication**

- sponsor assigned to participant
- participation in finalizing the participant's Learning Covenant

- review sessions with participant/sponsor, department advisor, and program director
- timeline for participant's final stage of the formation process

#### 4. **Participant/Sponsor Meeting**

- participant expectations of sponsor
- sponsor expectations of participant

#### 5. **Participant/Sponsor/Advisor**

- overview of formation process
- sponsor role
- process for Theological Reflection ([Appendix 5](#) and [6](#))
- procedure for writing the Learning Covenant ([Appendix 8](#) and [9](#))
- tools for participant/sponsor meetings and review sessions
- timeline for participant's final stage of the formation process
- implementation of the Learning Covenant
- evaluation process

### **STAGE THREE**

#### 1. **First Review Session** (participant, sponsor, and advisor are required; pastor/pastoral leader is optional)

- prayer led by participant
- overview of the Learning Covenant
- achievements thus far
- experiences still desired

#### 2. **Second Review Session** (participant, sponsor, advisor, pastor/pastoral leader, program director)

- prayer led by participant
- new developments since first review session
- accomplishments from the Learning Covenant process
- experiences still desired
- continuing education possibilities
- evaluation process

#### 3. **Certification**

- program completion
- admission to candidacy
- certification Mass

### **CONTINUING FORMATION FOR RECERTIFICATION**

1. **Membership** in the respective diocesan ministerial support group
2. **Participation** in retreats, evenings/days of reflection and diocesan courses/workshops
3. **Renewal of Certification** (every five years)

- Pastoral Ministry Coordinators, Liturgy Coordinators, and Business Managers recertify through the Department for Lay Ministry Formation.
- Faith Formation Coordinators and Youth Ministry Coordinators recertify through the Department of Education.

## **GENERAL AND SPECIFIC PRACTICES**

The Emmaus Program provides a supervised opportunity for the members of the diocese to ready themselves personally, as disciples of Christ, by living the Gospel values and participating fully in the mission of the Church. The rights of the participants are respected and protected from the time of application through program completion.

### **GENERAL PRACTICES**

Everyone associated with the Emmaus Program:

- accurately represents himself or herself in ways consistent with the values and mission of the Church, the diocese, and Silver Lake College of the Holy Family
- affirms and respects the dignity and worth of each person
- relates at all times in a professional manner
- conducts oneself according to moral and ethical standards
- protects confidentiality of all persons engaged in the program
- follows the policies and procedures set forth in the program handbook
- offers opportunities for various spiritualities but does not impose a particular spirituality on any of the persons engaged in the program

### **SPECIFIC PRACTICES**

#### **1. Program Administrators**

- View as confidential all written information or that which is shared during an interview or review session with a participant, pastor/pastoral leader, faculty member, sponsor, and advisor
- state expectations regarding program deadlines and times for evaluation
- provide access to the contents of a participant's file to the participant's advisor and sponsor only with the participant's signing of the release form
- keep the participant's application, final recommendation form, and permanent record in a participant file following the person's completion of the program
- follow the academic and non-academic problem solving procedures set forth in the program handbook that ensure the proper handling of complaints, should any arise, during the participant's time of participation in this program
- provide adequate availability to faculty, sponsors, advisors, and participants
- do not discriminate against instructors or participants because of race, gender, age, faith tradition, national origin, or physical disability
- implement sound fiscal practices and/or teaching standards of the state, the community, and the institution in which they are employed
- maintain professional relationships with other persons in the institution and community in which they are employed
- take immediate collegial and responsible action when questions of ethical or professional misconduct arise regarding the behavior of faculty or participants

- distinguish their own private opinions from those of the Catholic faith in all publicity, public announcements, or publications
- continue their professional growth, including participation in professional meetings and conferences
- do not directly or by implication claim professional qualifications that exceed actual qualifications or misrepresent affiliation with any institution, organization, or individual
- do not date or engage in emotional or sexual relationships with any participant in the program

## 2. **Pastor/Pastoral Leader**

- supports the participant in striving to become a competent and confident minister
- provides adequate availability to the participant and his/her sponsor
- maintains timely and adequate communication with program administrators regarding the participant's formation process
- does not date or engage in emotional or sexual relationships with any participant in the program

## 3. **Faculty**

- follows the policies and procedures set forth in the faculty handbook
- maintains professional competence by keeping abreast of the current resources in the specific field
- is committed to well-prepared instruction
- provides adequate availability to the administration and the participants
- does not date or engage in emotional or sexual relationships with any participant in the program

## 4. **Advisor**

- provides adequate availability to the participants and their sponsors
- takes an active interest in the participant's formation in the specialized area
- maintains timely and adequate communication with the program administrators regarding the participant's formation process
- does not date or engage in emotional or sexual relationships with any participant in the program

## 5. **Sponsor**

- provides adequate availability to the participant and his/her pastor/pastoral leader
- presents a positive sense of the Church in his/her interactions with the participant
- takes an active interest in the participant's formation
- maintains timely and adequate communication with the program administrators regarding the participant's formation process
- does not date or engage in emotional or sexual relationships with any participant in the program

## 6. Participant

- takes seriously the responsibility to develop professional, personal and theological competencies
- attends faithfully all scheduled classes
- participates in designated personal and spiritual growth sessions
- takes an active part in the formulation of a Learning Covenant with a designated sponsor, advisor, and pastor/pastoral leader
- interacts with peers, pastors/pastoral leaders, faculty, sponsors, advisors, and program administrators in a dignified and respectful manner
- maintains regular healthy communication with pastors/pastoral leaders, sponsors, advisors, and the program administrators

## **PROGRAM COMPLETION POLICY and PROCEDURE**

The participant will have completed the Emmaus Program when she/he has successfully fulfilled the requirements of the three-stage program.

In order to complete the program successfully, a participant must:

### 1. **Follow the Initial and On-going Self-assessment by:**

- having a healthy view of self
- participating actively in the sacramental life of the Church
- exemplifying a positive attitude toward Church and ministry
- developing a holistic spirituality which permeates ministry
- completing the required courses maintaining a grade of “C” or above in each course and an overall average of “B” or above
- demonstrating an ability to apply his/her academic knowledge through a field practicum

### 2. **Follow Evaluation Procedures in Accordance with the Three-Stage Program Requirements by:**

- ongoing self-evaluation
- review sessions with the department advisor and program director required for each stage
- assessment of ministerial competencies with pastor/pastoral leader, diocesan department advisor, sponsor, and program administrators
- assessment of academic achievement with the faculty, academic coordinator, and program administrators

### 3. **Advance to Candidacy by:**

- writing a letter to the Bishop  
Letter should be;
  - Typed
    - Arial or Times New Roman Font
    - 12 Font Size
    - Single Spaced
  - One page, single sided in length (maximum)
    - NO double sided
    - NO second page

- Manually signed by participant (blue or black ink)
- Addressed to **Bishop – Most Reverend David L. Ricken, DD, JCL**
- Sent to **Jamie Whalen**, Department for Lay Ministry Formation Director
- the program director requesting and processing recommendations from the pastor/pastoral leader, diocesan department advisor, and sponsor
- the program director presenting to the Bishop the participant's request for candidacy with the participant recommendations
- the Bishop approving or withholding approval for candidacy
- the program director informing the participants of advancement to candidacy
- the program director announcing to the Lay Ministry Formation Field Advisory Board the names of participants who have been accepted for candidacy by the Bishop

### **CERTIFICATION**

When the candidate has completed the program successfully, she/he is formally certified to minister in the Diocese of Green Bay by its Bishop during a special prayer service or Eucharistic Celebration. At the time of certification, each candidate is presented with a certificate signed by the Bishop.

# ACADEMIC POLICIES AND PROCEDURES

## APPLICATION

When taking a course through Silver Lake College of the Holy Family for the first time participants must complete [SLC's online admissions application](#) found on the college's website and submit a hardcopy of SLC Course Application Form received from the Department for Lay Ministry Formation. ([Appendix 24](#))

## REGISTRATION

The Department for Lay Ministry Formation uploads syllabi on the department website and emails registration materials at least one month prior to the beginning of a course. A registration deadline is indicated for each course via email. Participants are asked to follow the directives outlined in the email sent to them prior to the registration process.

## LATE REGISTRATION

A registration deadline is listed for each course. **There is an additional \$50.00 fee for late registrations.** Participants are responsible for any late fees incurred on their Silver Lake College invoice for outstanding balances on their student accounts and they are not paid by any Catholic Foundation grants.

## STUDENT ID

All Emmaus Program participants are students of Silver Lake College of the Holy Family by virtue of their participation in the college coursework required for diocesan certification. As such, the college will issue to each student a photo identification card (ID) which can be used to borrow resources through the Zigmunt Library at Silver Lake College of the Holy Family and the Mulva Library at St. Norber College.

## COURSE SCHEDULE

Courses are offered on Saturdays and Monday evenings. A [program calendar](#) is published annually and posted online under the Emmaus Program webpage.

## SEMINARS

Participants are required to participate in a Scripture, Theology, and Ministry Seminars offered through the Department for Lay Ministry Formation.

## TEXTBOOKS AND MATERIALS

Required textbooks, listed on the course syllabus, can be ordered through Cathedral Bookstore in Green Bay, St. Patrick's Bookstore in Appleton, or online. Participants must purchase these prior to the first day of class. Fees for books and materials vary according to courses. These fees are in addition to tuition costs.

The **Catholic Foundation's Lumen Christi and Advancing the Mission grant funds do not cover book costs.** Regular participants experiencing financial burden can apply for assistance in purchasing books or materials through the Bishop Wycislo Fund for Lay Ministry Formation.

Also, during the second stage of the program, participants complete the Strengthsfinder tool online. Access to this tool is granted by use of the *Living Your Strengths* book that is mailed to the participant in July along with an invoice to cover the cost of the book and shipping. The cost of this book and shipping is not covered by the Activity Fee nor scholarship funds.

### **CREDIT FOR PRIOR LEARNING**

A participant requesting credit for prior learning should contact the Academic Coordinator for the Emmaus Program at Silver Lake College of the Holy Family. The coordinator will send materials outlining the procedure for Assessment of Prior Learning. A fee of \$350.00 is charged for this procedure regardless of the number of credits under consideration paid directly to *Silver Lake College of the Holy Family*. This fee is the same whether the prior learning assessment is for one or for several credits. Scholarship funding does not cover credit for prior learning.

### **ATTENDANCE**

The instructor can access the course roster from the Silver Lake College of the Holy Family website prior to the first class session of the course. The instructor admits into the class only those participants listed on the attendance record. If additional participants register, the program administrative assistant notifies the instructor of additions at the first class session.

### **ABSENTEEISM**

To pursue success in the program, participants are expected to be present at each session. If for some valid reason a participant must be absent from class, the participant should contact the instructor as well as the program director.

Participants are directly responsible to the instructor for work missed for any reason. Make-up procedure is as follows:

- make arrangements with another participant to have the session taped (with permission from the instructor)
- obtain handouts and assignments from the instructor
- have make-up work completed by the deadline set by the instructor.

### **CLASS CANCELLATION**

Participants are notified when a class session needs to be canceled due to unavoidable conditions, such as inclement weather. A system of notification will include email, department voicemail message and Facebook messages.

### **COURSE CANCELLATION**

If insufficient enrollment warrants the cancellation of a course, the program director notifies the instructor and participants at least one week prior to the course starting date.

## **COURSE WITHDRAWAL**

A participant may withdraw from a course for valid reasons by contacting the Department for Lay Ministry Formation. The process can be done in person, phone, mail or e-mail. The program director will notify the instructor and process a withdrawal permit with the Silver Lake College Academic Coordinator. Scholarship funding does not pay tuition for retaking a course. ([Appendix 25](#))

Participants may withdraw from courses without academic penalty, that is a grade of “F” on the transcript, provided that they:

- complete an official withdrawal form and return it to the Registrar
- withdraw prior to completion of 60% of the course.

Withdrawal after 60% of the course has been completed or at any time without official notification to the Registrar merits academic failure, a grade of “F” in the course.

## **REFUND POLICY**

When a participant withdraws from a course, the amount of refund depends upon when the Registrar is notified of credit changes:

Within 7 days of start of course*	100% refund
Up to 25% of course completed**	75% refund
Over 25% of course completed**	No refund

## **INCOMPLETES**

Incompletes are granted at the discretion of the instructor if a participant is unable to complete the course requirements prior to the end of the course. With the exception of emergency situations, incompletes are granted only when the following criteria are met:

- there are unanticipated but accepted circumstances, and
- the participant makes a formal written request to the instructor prior to the end of the course.

An incomplete must be removed within one month of the ending date of the course. If the incomplete is not removed by the deadline, the instructor may issue a grade based on the work completed. If no grade is submitted, the Registrar will assign a grade of F for the course. Requests for extensions beyond one month are granted under limited circumstance by the Office of Academic Affairs in consultation with the instructor.

If a participant is unable to complete the final exam or other course work, due to unusual but acceptable circumstances, the participant may request the instructor to grant an incomplete (grade “I”). This request must be made prior to the end of the course.

**A fee of \$50.00 is charged for the removal of an incomplete.** A check for this amount is to be made to Silver Lake College of the Holy Family and sent to the Department for Lay Ministry Formation. ([Appendix 26](#))

## **ACADEMIC INTEGRITY**

Participants must be guided by a sense of personal integrity and institutional obligation in honestly completing academic assignments. Participants who cheat or plagiarize jeopardize their integrity and violate their institutional obligation.

Cheating is the act of being fraudulent, deceptive, or dishonest in the completion of course work or in willingly helping others to dishonestly complete work. Plagiarism is presenting the work of others as one's own. The procedure for handling cheating/plagiarism situations can be found in the Silver Lake College of the Holy Family Academic Bulletin.

## **ASSIGNMENTS AND EXAMINATIONS**

Instructors assign projects, papers and conduct examinations or other types of course assessment. Each instructor will inform the participants of the details of the grading procedure for that particular course.

## **GUIDELINES FOR ORAL PRESENTATION**

- Address the problem or question directly and thoroughly.
- Introduce the topic with necessary background information.
- Separate fact from opinion.
- Be accurate with facts.
- Follow a logical order and keep arguments simple.
- Conclude with a brief, clear summary.
- Speak as extemporaneously as possible. If using notes, make them brief. Do not read presentations.
- Speak clearly and slowly, and address the entire group.
- Use gestures in moderation. Do not distract the audience from your message.
- Use appropriate visual aids (i.e., PowerPoints, charts or graphs, handouts). Keep aids simple, making sure they are easily understood by the audience.
- Stay within the time limit.
- Engage the audience and address their expectations.
- Involve the audience by demonstrating a keen interest in the topic.

## **GUIDELINES FOR WRITTEN PROJECTS**

- Follow an acceptable format for the assigned writing.
- Address the topic or problem directly and thoroughly.
- Follow rules of standard written English.
- Write sentences that are clear and easily readable.
- Formulate each paragraph so that it holds together as a topic or idea.
- Ensure that ideas follow logically.
- Make sure that the writing has a clear introduction and conclusion.
- Distinguish fact from opinion and clearly state paraphrases of an author's assumptions.
- Check the final written paper for a professional appearance.
  - Term papers must be typed according to an acceptable format style ([Appendix 7](#))

- Class assignments and tests must be written in ink.
- Papers with torn edges are unacceptable

### **GRADE REQUIREMENT**

A participant pursuing certification is required to achieve a grade of “C” or above in each academic course and an overall average of “B” or above for the entire program. If the grade requirement is not met for a particular course, the participant must repeat the course or take an equivalent course.

### **GRADE REPORTS**

Upon completion of a course, the instructor will submit the grades to Silver Lake College of the Holy Family via its website. The participant can obtain their personal grade report through Silver Lake College of the Holy Family website via their [student portal](#).

### **GRADE SCALE**

The scale of grades and points is as follows:

<u>Grade</u>	<u>Definition</u>	<u>Grade Points Guideline</u> (100-point scale)	
A	Superior	4.00	97-100
A-		3.67	94-96
B+		3.33	92-93
B	Above average	3.00	89-91
B-		2.67	87-88
C+		2.33	84-86
C	Average	2.00	80-83
C-		1.67	77-79
D+	Below average, yet passing	1.33	75-76
D		1.00	72-74
D-		0.67	70-71
F	Failure	0.00	Below 70
I	Incomplete		
W	Withdrawal		

### **TRANSCRIPTS**

The Registrar at Silver Lake College of the Holy Family records the final grades and the number of semester hours on the participant’s permanent record. Copies of the official transcript may be obtained upon written request from the participant to the Registrar. A \$15.00 fee is charged for each transcript requested. Transcripts are issued only to participants with accounts paid in full.

### **EVALUATION**

Upon the completion of a course each participant evaluates both the course and the instructor ([Appendix 11](#)). The instructor evaluates the course and the support received from the program administrators.

Participants evaluate each stage of the three-stage program ([Appendices 13, 14, 15](#)) and the program and academic administrators ([Appendix 12](#)).

### **PROBLEM-SOLVING PROCEDURE (ACADEMIC)**

In case of a problem in a strictly academic matter, recourse is through Silver Lake College of the Holy Family, following its procedures. An academic grievance that cannot be resolved by the instructor and participant should be referred to the Silver Lake College of the Holy Family Department of Theology and Ministry Chairperson within four weeks of the incident. A matter that cannot be resolved at that level is referred to the Academic Dean.

The participant will present the matter to the Dean in writing, along with his/her reasons for making the appeal. The petition should include documentation of evidence that supports the participant's request for consideration of the question. The Dean will consider the reasons set forth by the participant for the appeal. The participant may make an appointment with the Dean to discuss the matter. If the facts warrant a review, the Dean will consult with the concerned parties (participant, instructor, and program director) to ascertain the facts of the matter and render a final decision.

### **PROBLEM-SOLVING PROCEDURE (NON-ACADEMIC)**

A participant in the Emmaus Program discusses his/her conflict situation with the person concerned. If this attempt at resolution fails or is ineffective, the person may submit, within ten (10) working days, the situation in writing to the program director. The program director will review the materials and, when necessary, call a meeting of the participant and the person involved. If this effort fails, the person may appeal the decision in writing, within ten (10) working days, to the Lay Ministry Formation Field Advisory Board.

The Lay Ministry Formation Field Advisory Board will meet and respond in writing to the participant, sending a copy to the program director. If the situation is still unresolved, either party may appeal within five (5) working days to the Vicar for Ministers. Documentation of appeal proceedings should be forwarded to the Vicar for Ministers. Within thirty (30) working days, a decision will be rendered.

### **NON-CREDITED PARTICIPANTS**

As a response to the pastoral need arising from situations in which participants do not have a high school diploma, there is a need to expand the acceptance policy of the Emmaus Program. The program has been a college credit program since its inception. In the recent past it has become evident that certain prospective candidates possess all of the qualities necessary to enter the program except for a high school diploma. The program now admits, on a case by case basis, participants who may be certified without the requisite college credits. This change in policy still maintains the high standard of excellence for which the Emmaus Program has been known and at the same time provides for the ministry formation of an increasingly diverse population.

## **SAFE ENVIRONMENT POLICY**

Emmaus Program participants are included in the general policies of the Diocese of Green Bay concerning the protection of children and vulnerable adults. Hereby program participants are referred to the appropriate diocesan policies as delineated by the Department for Safe Environment:

The Bishops' *Charter for the Protection of Children and Young People*, Articles 12 and 13, state: "Diocese/Eparchies will establish 'safe environment' programs and evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors." The Diocese of Green Bay has determined the following persons are covered by this charter and will participate in the online application process as well as attend a VIRTUS *Protecting God's Children* Adult Awareness Session:

- All employees of the Catholic Diocese of Green Bay and its local representatives
- All Priests, Deacons, and Seminarians
- Any volunteer, age 18 and over, who has direct contact with children/youth/vulnerable adults and
  - encounters said person(s) more than four (4) times in a program year and/or
  - acts as a chaperone on an overnight event and/or
  - is the sole adult driver in a vehicle transporting said person(s) and/or
  - spends an average of one (1) or more hour(s) a week in any given four (4) week period with said person(s) and/or
  - is not under the direct/immediate supervision of a parish/educational/catechetical employee.

Accordingly, all program participants are required to;

1. Attend a [VIRTUS](#) Protecting God's Children Adult Awareness Session
2. Complete the [background check/eApps](#) online application before completion of the certification requirements.
3. Read [Our Promise to Protect](#) Safe Environment Policy, Sign the Acknowledgement and Agreement Form and return to the Department for Lay Ministry ([Appendix 27](#))

Should there be any questions or concerns, please contact the appropriate personnel.

Diocesan Assistance Coordinator

920-272-8174

Safe Environment Assistant

920-272-8198

## **HARASSMENT POLICY**

The Emmaus Program follows the *Harassment Policy* of Silver Lake College of the Holy Family:

Every participant, employee, volunteer, and guest of Silver Lake College of the Holy Family has the right to work, study, visit, and live in an environment that is not hostile, offensive or threatening. Since the members of the Silver Lake Community participate in a common quest for knowledge and understanding, the mission and ministry of Silver

Lake College of the Holy Family cannot be reconciled with any form of harassment (e.g., racial, sexual, general). Moreover, sexual harassment is prohibited by state and federal law--specifically, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Incidents of any type of harassment jeopardize the lives and careers of participants, faculty, and staff; therefore, **harassment in any of its various forms will not be tolerated**. All claims of harassment are thoroughly investigated.

Definition: **Harassment** is a discriminatory act taken against an employee (paid or volunteer) or participant because of sex, race, color, age, national origin, ancestry, creed, marital status, political affiliation, arrest or conviction record, sexual orientation, handicap/disability, pregnancy, parental status, or membership in the military. Conduct may be considered harassment when it:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of unreasonably interfering with an individual's work or academic performance; **or**,
3. otherwise adversely affects an individual's employment or academic opportunities.

Description: Harassing conduct may be verbal, written, or physical and includes, but is not limited to, the following:

1. epithets, slurs, negative stereotyping, or acts of a threatening, intimidating, or hostile nature that relate to membership in a protected class
2. written or graphic material that is placed on walls, bulletin boards, or elsewhere on the premises, or circulated on the campus, which denigrates or shows hostility or aversion toward an individual or group because of membership in a protected class
3. physical acts that threaten a person's body, possessions, or dwelling

### **What Is Not Harassment?**

Statements of opinion or ideas expressed in an academic environment, such as, a classroom discussion, may not be considered harassment. In *Street vs. New York*, the US Supreme Court said that the public expression of ideas may not be prohibited merely because the ideas are themselves offensive to some of their hearers. Where there is no evidence that a person is trying to create a hostile environment in an academic setting, the Silver Lake College of the Holy Family's harassment policy is not violated. Thus, the formulation of a harassment policy does not preclude academic freedom.

### **Procedures for Registering a Harassment Complaint**

A person experiencing or witnessing harassment (i.e. sexual, racial, general) from participants, co-workers or others, should make it clear to the person or persons involved that such behavior is offensive and a complaint may be filed. A participant, employee, volunteer or guest who decides to formally file a complaint should contact the Dean of Students or his/her immediate supervisor. All complaints will be investigated in

a prompt and thorough manner. During such investigations, the confidentiality of all parties will be respected to the extent that it does not interfere with the college's obligation to conduct a thorough investigation and take corrective actions where appropriate and necessary. Silver Lake College of the Holy Family forbids retaliation against anyone who has reported any incidents of harassment.

### **Actions With Respect To Harassment Charges**

If an investigation reveals that harassment has occurred, Silver Lake College of the Holy Family will take immediate and appropriate corrective action. Such action will be reasonably designed to halt the harassment and prevent recurrences. The action taken may include discipline, expulsion or discharge of the harasser.

#### **ADDENDUM**

Any employee, volunteer or participant who knowingly and intentionally files a false complaint of harassment against another employee, volunteer or student will be subject to immediate and severe disciplinary action.

## **DEPARTURE POLICY**

### **Voluntary Departure**

1. A participant will inform the Program Director of his/her plans to withdraw from the program.
2. The participant's file will be moved from the active category to a discernment category for a period of three years if there is no interest from the participant to continue the program. At any time during this three-year period, the person is welcome to return to active participation in the program.
3. After three years, the participant's file will be moved to an inactive category, where it will be kept for an additional four years. If the person desires to reenter the program during this time period, it is necessary for the person to reapply for the program.
4. After seven years of inactivity, the participant's file will be destroyed.

### **Involuntary Departure:**

1. Based on an evaluation by the Program Director of the participant, as well as that of the pastor/pastoral leader and involved faculty members, a participant in the Emmaus Program may be asked to involuntarily withdraw from the program.
2. The Program Director verbally informs the participant of his/her lack of compliance with specific aspects of the program.
3. A written correspondence is sent to the participant to confirm the oral communication.
4. If there is a disagreement by the participant with this decision for withdrawal, the participant has the opportunity to present his/her disagreement with this decision to an ad hoc committee of the Lay Ministry Formation Field Advisory Board.
5. The ad hoc committee will render a decision within ten working days from the time of the hearing.

6. If the participant disagrees with the ad hoc committee’s decision, a written request for review can be forwarded to the Vicar for Ministers.
7. The Vicar for Ministers will render a final decision within ten working days. The Vicar for Minister’s decision is final.
8. The person’s file is placed in an inactive category for seven years after which time it is destroyed.

## FINANCIAL INFORMATION

### FEE CHART

<a href="#">Administration Fee</a>	\$20.00
<a href="#">Activity Fee</a>	\$50.00
<a href="#">Late Fees</a>	\$50.00
<a href="#">Incomplete Removal Fee</a>	\$50.00
<a href="#">Credit For Prior Learning Fee</a>	\$350.00
<a href="#">Transcript Fee</a>	\$15.00

### ACTIVITY FEE

Every participant pays an annual activity fee of fifty dollars (\$50.00) to the Department for Lay Ministry Formation prior to the first class session in the fall semester. This fee covers expenses incurred for evenings/days of reflection, personal growth seminars and handouts. ([Appendix 23](#))

### TUITION

The [tuition rate](#) is updated annually on the Emmaus Program website.

Tuition invoices are available on the participants’ online student portal two (2) weeks after course start date, upon successful course registration and admissions application. Tuition invoices should be addressed as follows;

1. **Lumen Christi or Advancing the Mission** grant recipients, send tuition bill to
  - Diocese of Green Bay, Attn: Department for Lay Ministry Formation, PO Box 23825, Green Bay, WI 54305-3825
2. **Diaconate Academic Formation** participants, send tuition bill to
  - Diocese of Green Bay, Attn: Diaconate Department, PO Box 23825, Green Bay, WI 54305-3825
3. **Self-Paid** and non-grant recipients please pay tuition directly to college
  - Silver Lake College of the Holy Family, Attn: Student Accounts, 2406 South Alverno Road, Manitowoc, WI 54220

### WISCONSIN DEPARTMENT OF VETERANS AFFAIRS (WDVA)

Veterans and dependents of veterans should contact their County Veterans Service Office to determine eligibility and request forms. Completed applications must be submitted to the Financial Aid Office when the course has ended. Payment of the participant’s bill must be confirmed on the application before the WDVA will reimburse the veteran. Limits on amount of reimbursement are determined by the WDVA. WDVA

offers the Part-Time Study Reimbursement (PTSR) Grant for part-time participants and the Tuition and Fee Reimbursement Grant (TFRG) for full-time participants.

### **CATHOLIC FOUNDATION SCHOLARSHIPS**

Grants are available for present and future ministerial leaders from the Green Bay Diocese through the [Catholic Foundation funds](#). There are two possible grants available to Emmaus Program participants: the Lumen Christi Scholarship and the Advancing the Mission Leadership Development Scholarship. According to the funding priorities of both funds, anyone accepted into the Emmaus Program may receive funding for required courses up to the time of his/her certification.

In order to participate in the scholarship funding, a person must fulfill all of the following:

1. be ministering in a parish or school in the Green Bay Diocese
2. be endorsed by the pastor or pastoral leader
3. commit to serve/work in the Green Bay Diocese for three years after formation
4. be committed to further the mission of the Roman Catholic Church

## **MISCELLANEOUS INFORMATION**

### **FOOD SERVICE**

Participants may bring a bag lunch or patronize nearby restaurants for Saturday courses.

### **INSTRUCTIONAL FACILITIES**

Most classes are held at the Diocese of Green Bay Pastoral Center. These buildings are utilized for instructional and worship purposes: Bona Hall, Melania Hall, Chancery, and the St. Joseph Chapel. On occasion, certain classes are offered off-campus.

### **LIBRARY FACILITIES**

Participants may avail themselves of the library facilities at Silver Lake College and at St. Norbert College with their Silver Lake College Student ID.

#### **Silver Lake College**

##### **[Erma M. and Theodore M. Zigmunt Library](#)**

Phone: 920-686-6174

Email: [library@sl.edu](mailto:library@sl.edu)

#### **St. Norbert College**

##### **[Miriam B. and James J. Mulva Library](#)**

Phone: 920-403-3466

Email: [library@snc.edu](mailto:library@snc.edu)

### **COMPUTER AVAILABILITY**

Participants may avail themselves of the use of computers in the Silver Lake College of the Holy Family Computer Lab or through public libraries.

## **LEARNING RESOURCE CENTER**

Silver Lake College of the Holy Family provides participants with opportunities to develop and expand their study skills by offering mini-courses, seminars or workshops. Individual assistance is also available through appointment by calling Silver Lake College of the Holy Family at 920-686-6115.

Participants can also access help through their local technical colleges.

[Northeast Wisconsin Technical College](#)  
920-498-5588

[Fox Valley Technical College](#)  
920-735-2444

## **WEAPONS, ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY**

The program has a zero tolerance policy regarding weapons, alcohol, tobacco, and other drugs.

## **FIRE SAFETY PROCEDURES**

Although buildings are built utilizing fire-resistant materials, we cannot emphasize enough the importance of precautions to prevent a fire. However, in an event that fire or smoke is detected, be familiar with your fire-fighting equipment and if necessary follow the fire alarm procedure listed below.

### **Location of Fire Alarms**

Pull station alarms are located at or near every exit and/or stairwell (4-5 on each floor). Although some alarms do alert the fire department, still call 911 or 9911 to a report fire.

### **Location of Fire Extinguishers**

Fire extinguishers are located in all corridors, at or near all exits, stairways and elevators. Note: Only attempt first aid firefighting if appropriate.

### **Fire Alarm Procedures**

1. Pull the nearest fire alarm.
2. Report fire by calling 911 or 9911.
  - a. Speak slowly and clearly.
  - b. Describe the type of emergency.
  - c. Give complete address.
    - 1825 Riverside Drive
    - State which building is involved
      - Chancery
      - Melania Hall
      - Bona Hall
      - St Joseph Chapel
  - d. Give your phone number.
3. Evacuation building using safest and closest route
  - a. Do not use elevator to exit the building
  - b. Alternative exit routes are indicated in floor plans located in each classroom.
  - c. Close (but do not lock) classroom doors of any empty room upon leaving.

4. Proceed to North Parking lot in front of Melania Hall
  - a. Participants should check in with instructor or classroom to be account for upon arriving at parking lot.
  - b. Participants should congregate where they will not be in the way of firefighting equipment or personnel.
  - c. In case of inclement weather, participants may move into another campus building depending on the apparent immediate danger.
5. Remain in parking lot until notified it is safe to return to the building.

## **TORNADO SAFETY PROCEDURES**

When threatening weather appears, staff is alert to public announcements of tornado watches and warnings. Diocesan personnel will get weather monitor and/or radio and listen for public announcements.

### **Tornado Watch**

A tornado watch means weather conditions are right for possible tornadoes.

### **Tornado Warning**

A tornado warning means that a tornado has been sighted or detected by radar in Brown County or any of its adjacent counties.

### **Tornado Shelter Procedures**

In the event that local emergency sirens are activated and/or a tornado has been detected in the Brown County area, the following steps are to be followed:

1. The person receiving official notice of a tornado in Brown County announces over the PA system – “A tornado warning is in effect for Brown County. Please initiate tornado procedures immediately.”
2. All participants should go to the lowest level of the building, away from windows.
  - a. Safe rooms include the basement, restrooms, the area right outside the bathrooms, or the tunnel leading towards Melania Hall.
  - b. Upon leaving the classroom, close (but do not lock) the door
3. Stay calm and be reassuring. Try to get as comfortable as possible.
4. Remain in shelter area until “ALL CLEAR” is announced stating that tornado activity has ceased and it is safe to return to classroom.

## **BOMB THREATS/SUSPICIOUS PACKAGE SAFETY PROCEDURES**

This procedure is to be followed for a threat made by phone or any other means of communication (email, mail), or if a suspicious package has been identified.

**Remember**, suspicious packages may have bulges or protrusions; be wrapped in string; excess postage on small packages; handwritten notes such as “Your Lucky Day is Here”, “Prize Enclosed” or “To Be Opened in the Privacy of”; no return address or nonsensical return address; arrive before or after a phone call from unknown person asking if the item was received. If a bomb threat is received:

1. Notify the police immediately.
2. Accept and follow the decision of the police authorities concerning the course of action to be taken.
  - If the police orders the building to be vacated, evacuate the building by fire drill procedures.
  - In inclement weather, use an announced evacuation drill rather than the alarms, thereby enabling employees to put on their coats.
3. No one should be allowed to leave the grounds as an investigation team will arrive and need to interview personnel.
4. If you find a suspicious package, discuss potential for harm with the program director who will decide course of action.

### **STAFF CONTACT PROCEDURES**

In case of an emergency or if someone needs to contact a participant during Saturday class times or Monday evening classes, and is unable to reach them via their own personal cellular device, use one of the following procedures listed below.

1. Speak with program director or administrative assistant directly
2. Leave a message on program director and administrative assistant voice mail
3. Send email message to the program director and administrative assistant

Note: Weekend and evening staff coverage rotates so leave/send message to both parties if unable to speak with any of them directly.

### **Offices Hours**

Monday through Thursday, 7:45 AM – 5:00 PM

Fridays, 7:45 AM – 12:15 PM

### **Staff Contact Information**

Jamie Whalen

Director – Diocesan Department for Lay Ministry Formation

Office 920-272-8268

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# PROGRAM COURSE REQUIREMENTS

The Diocese of Green Bay, in cooperation with Silver Lake College of the Holy Family, offers a sequence of Scripture, theology, and specialized courses that prepares participants for ministry within a parish.

In addition to the courses, the program includes ongoing personal development, spiritual formation, and ministerial integration.

## **THEOLOGY/SCRIPTURE REQUIREMENTS** (18 credits)

[THL 131 Integrative Spirituality](#)  
[THL 201 Old Testament/Scripture](#)  
[THL 202 New Testament/Christology](#)  
[THL 210 Ecclesiology](#)  
[THL 311 Sacramental Theology](#)  
[THL 211 Moral Theology/Social Justice](#)

## **SPECIALIZED REQUIREMENTS** (6 credits)

### **Pastoral Ministry**

[THL 166 Pastoral Leadership](#)  
[THL 136 Liturgy and Prayer: Part I](#)  
[THL 137 Liturgical Rites: Part I](#)  
[THL 138 Pastoral Care Skills: Part I](#)  
[THL 238 Pastoral Care Skills: Part II](#)  
[THL 269 Introduction to Adult and Family Ministry](#)

### **Liturgy**

[THL 166 Pastoral Leadership](#)  
[THL 136 Liturgy and Prayer: Part I](#)  
[THL 236 Liturgy and Prayer: Part II](#)  
[THL 137 Liturgical Rites: Part I](#)  
[THL 237 Liturgical Rites: Part II](#)  
[THL 268 Preparing Parish Worship](#)

### **Faith Formation**

[THL 166 Pastoral Leadership](#)  
[THL 136 Liturgy and Prayer: Part I](#)  
[THL 261 Catechetical History & Resources](#)  
[THL 239 Program Development](#)  
[THL 167 Catechetical Ministry to the Catechist](#)  
[THL 269 Introduction to Adult and Family Ministry](#)

### **Youth Ministry**

[THL 166 Pastoral Leadership](#)  
[THL 136 Liturgy and Prayer: Part I](#)  
[THL 262 Principles of Youth Ministry](#)  
[THL 266 Pastoral Care of Youth](#)  
[THL 239 Program Development](#)  
[THL 269 Introduction to Adult and Family Ministry](#)

### **Business**

[THL 166 Pastoral Leadership](#)  
[THL 135 Church Personnel Management](#)  
[THL 235 Church Business Management](#)  
[THL 265 Parish Finances and Accounting](#)

### **Additional Course Opportunities**

[THL 264 The Ministry of Leading Prayer](#)  
[THL 468 Canon Law](#)  
[THL 465 Homiletics](#)  
[THL 467 Pastoral Care Skills III](#)

## **THEOLOGY/SCRIPTURE COURSES DESCRIPTIONS**

### **THL 131 Integrative Spirituality (3 credits)**

Development of Christian religious experience and spirituality; personality/culture/socialization and religious experience; personal and communal prayer in pastoral practice; spirituality/discipleship and ministry for our times; multi-cultural and justice issues.

### **THL 201 Old Testament/Scripture (3 credits)**

Tools for reading and interpretation; overview of historical formation and development of Israel; formation of the Hebrew canon; the Pentateuch; the prophets; Israelite worship and prayer and some major theological themes.

### **THL 202 New Testament/Christology (3 credits)**

Development of the Christian Scriptures; the origin of the community's understanding of Jesus the Christ in the Gospels, Acts and the Letters; the growing expression and clarification of Christology within the early Church and the Church councils; contemporary formulations and questions of pastoral interest.

### **THL 210 Ecclesiology/Ministry (3 credits)**

Nature of Church and its mission; models of Church; Mary as mother of the Church; history of Church; history of ministry; the call to ministry; qualities of the minister; selected Church documents.

### **THL 211 Moral Theology/Social Justice (3 credits)**

Nature and range of Christian ethics; analysis of various moral concepts and values; reflection on the Church's social teaching.

### **THL 311 Sacramental Theology (3 credits)**

Basic principles of sacramental theology; nature and function of symbol, ritual, and myth; ritual as expressive and constitutive of community; history of sacraments; pastoral study of the nature and meaning of sacraments of initiation, healing and vocation.

## **SPECIALIZED COURSES DESCRIPTIONS**

### **THL 135 Church Personnel Management (3 credits)**

Personnel: priests, religious, lay employees, volunteers; law: civil and Church; training and supervision; diocesan policies; compensation.

### **THL 136 Liturgy and Prayer: Part I (1 credit)**

Relationship of liturgy and catechesis; an overview of the liturgical year; structure of Eucharistic liturgy; basic liturgical principles; and a survey of some traditional and devotional prayer forms.

### **THL 137 Liturgical Rites: Part I (1 credit)**

An overview of the intent and an outline of various rites in the Sacramentary and the Lectionary; Sunday Celebrations in the Absence of a Priest; Mass with children; morning and evening prayers.

**THL 138 Pastoral Care Skills: Part I (1 credit)**

Listening skills; specific needs: grief, alcohol-drug abuse, suicide, family systems; minister/parishioner relationship; referrals and legal responsibilities.

**THL 166 Pastoral Leadership (1 credit)**

Theories of personality; leadership styles; communication skills; planning and visioning; staff development, and management.

**THL 167 Catechetical Ministry to the Catechist (1 credit)**

Administrative skills for religious education administrators dealing with personnel; staff development; in-services; staff supervision/evaluation; recruitment, hiring, and commissioning procedures; lesson plans.

**THL 235 Church Business Management (3 credits)**

Church structures; parish as a community and a corporation; law: civil and Church; proxies; visioning and planning; buildings and grounds; safety and security issues; needs assessment.

**THL 236 Liturgy and Prayer: Part II (1 credit)**

An in-depth study of the liturgical year; theology of the mysteries; implications for music and worship environment; liturgical rites for feasts and seasons.

**THL 237 Liturgical Rites: Part II (1 credit)**

An in-depth study of the Pastoral Guidelines and the ritual texts for the Sacramentary and the Lectionary; the rites of the seven sacraments; RCIA; Christian funerals; Sunday celebrations in the absence of a priest; Holy Communion outside of Mass; morning and evening prayers; directory for Mass with children.

**THL 238 Pastoral Care Skills: Part II (1 credit)**

Principles and skills of pastoral care in hospitals, nursing homes, private homes, and hospices; assessment and evaluation procedures; practicum.

**THL 239 Program Development (1 credit)**

Developing an effective program of faith formation for children, youth, and adults: pastoral and professional skills based on national standards.

**THL 261 Catechetical History and Resources (1 credit)**

History of catechetics: major Church documents on catechesis; future direction and projection of catechesis in the Church.

**THL 262 Principles of Youth Ministry (1 credit)**

Nature and principles of youth ministry; faith development of the adolescent; basic skills in program planning, retreat, confirmation programs, programs in peace and justice, and service activities.

**THL 265 Parish Finances and Accounting (1 credit)**

Principles of accounting and sound procedures; diocesan uniform chart of accounts; financial accounting standards, board statements; State and Federal laws applied to nonprofit organizations; preparation and monitoring of parish budget; financial reports: annual reports to parishioners and reports to the diocese; investments, insurance, compensation, and tax laws.

**THL 266 Pastoral Care: Youth (1 credit)**

Basic listening techniques; skills for effective communication with youth; differences and similarities in spiritual, pastoral, and psychological guidance; legal responsibilities; referral resources; specific problem areas.

**THL 268 Preparing Parish Worship (1 credit)**

Roles of parish liturgy coordinator and worship committee; liturgical ministers; ritual music.

**THL 269 Introduction to Adult and Family Ministry (1 credit)**

Overview of adult faith formation, andragogy and family systems theory as they apply to adults, families and parish ministry.

**ADDITIONAL COURSE OPPORTUNITIES**

**THL 264 The Ministry of Leading Prayer (3 credits)**

A course of study and practicum for competency in prayer leadership. The course includes teaching and demonstration of the skills of effective prayer leadership, deepening the understanding of theological and liturgical issues and exploring the rites at which lay ministers and deacons lead prayer.

**THL 465 Homiletics (2 credits)**

Study of the principles of homiletics through the preparation, presentation and critiquing of homilies.

**THL 467 Pastoral Care Skills III (1 credit)**

Application of principles and skills of pastoral care to specific medical situations; the effects of the situation on the minister.

**THL 468 Canon Law (1 credit)**

A study of Church Law, sacramental marriage and pre-marriage preparation, annulment process and documentation, and canons on sacraments and rites.

## EMMAUS PROGRAM HANDBOOK APPENDICES

Click on the title name to access/view the document.

- | #   | Title  |
|-----|--|
| 1.  | <a href="#"><u>Qualities of a Ministerial Leader</u></a>   |
| 2.  | <a href="#"><u>Values and Attitudes of a Ministerial Leader</u></a>                                      |
| 3.  | <a href="#"><u>Guidelines for Preparing Common Prayer</u></a>  |
| 4.  | <a href="#"><u>Spiritual Direction</u></a>   |
| 5.  | <a href="#"><u>Theological Reflection Process</u></a>  |
| 6.  | <a href="#"><u>Theological Reflection Fillable Worksheet</u></a>   |
| 7.  | <a href="#"><u>MLA Documentation</u></a>   |
| 8.  | <a href="#"><u>Learning Covenant Introduction</u></a>  |
| 9.  | <a href="#"><u>Learning Covenant Fillable Form</u></a>   |
| 10. | <a href="#"><u>Sponsor/Participant Sessions</u></a>  |
| 11. | <a href="#"><u>Participant Course Evaluation</u></a>   |
| 12. | <a href="#"><u>Participant Evaluation of Program Director</u></a>  |
| 13. | <a href="#"><u>Program Evaluation – Stage One</u></a>  |
| 14. | <a href="#"><u>Program Evaluation – Stage Two</u></a>  |
| 15. | <a href="#"><u>Program Evaluation – Stage Three</u></a>  |
| 16. | <a href="#"><u>Program Evaluation – Final Stage – Pastor/Pastoral Leader</u></a>                         |
| 17. | <a href="#"><u>Program Evaluation – Final Stage – Sponsor</u></a>  |
| 18. | <a href="#"><u>Program Evaluation – Final Stage – Department Advisor</u></a>                             |
| 19. | <a href="#"><u>Emmaus Program Effectiveness Tool – Year One</u></a>                                      |
| 20. | <a href="#"><u>Record Release Form</u></a>   |
| 21. | <a href="#"><u>Media Release Form</u></a>  |
| 22. | <a href="#"><u>Program Handbook Acceptance Form</u></a>  |
| 23. | <a href="#"><u>Activity Fee Form</u></a>   |
| 24. | <a href="#"><u>SLC Course Registration Form</u></a>  |
| 25. | <a href="#"><u>Report of Registration Form (Add/Withdrawals)</u></a>                                     |
| 26. | <a href="#"><u>SLC Request for Incomplete Form</u></a>   |
| 27. | <a href="#"><u>Our Promise to Protect Safe Environment Policy Acknowledgement and Agreement Form</u></a> |