

# **Student Handbook**

2002-2003



**The Episcopal Theological  
Seminary of the Southwest**



# The Episcopal Theological Seminary of the Southwest

## TABLE OF CONTENTS

Welcome.....	3
Academic Calendar.....	4
Chapel Schedule.....	5
Events.....	6
Who to See & Where to Go.....	8
Around Campus.....	16
Booher Library.....	19
ETSS Email.....	23
WebCT.....	26
Bookstore.....	28
Committees.....	29
Student Organizations.....	32
Student Services and Resources.....	34
M.A.P.M. Program.....	35
Certificate of Special Studies.....	39
Policies & Procedures.....	40
Computer Operating and Security Policy.....	43
Off-Campus.....	53
Emergencies.....	55

---

The Episcopal Theological Seminary of the Southwest is an accredited member of The Association of Theological Schools (ATS, 10 Summit Park Dr., Pittsburgh, PA, 15275-1103; Telephone 412-788-6505; [www.ats.edu](http://www.ats.edu)), and of the Southern Association of Colleges and Schools (SACS, 1866 Southern Lane, Decatur, GA, 30033-4097; Telephone 404-679-4500; [www.sacs.org](http://www.sacs.org)). The Seminary is accredited as a Clinical Pastoral Education center by the Association for Clinical Pastoral Education, Inc. (ACPE, 1549 Clairmont Road, Suite 103, Decatur, GA, 30033-4635; Telephone 404-320-1472; [www.acpe.edu](http://www.acpe.edu)).

Information contained in this Student Handbook is subject to change and does not constitute any form of contractual agreement.



## The Episcopal Theological Seminary of the Southwest

Dear Incoming Students,

Congratulations on completing the long and sometimes arduous process that leads to seminary! As you learned throughout this process, growth can occur in many unexpected ways.

Seminary life, the next stage of the journey, also involves growth – adjusting to changes and new expectations. As with all changes, time, patience, and community can ease the transition. The ETSS community - your “new” community - takes the Lord’s call to community seriously. “Helping hands” and “listening ears” are always available.

Please feel free to call on any ETSS community member to help you in any way possible. We are honored that you have joined our community, and we welcome you.

May God be with you, your family, and your home diocese and parish as you embark on the seminary stage of your journey.

Sincerely,

Donna Hall,  
ETSS Middler

The Episcopal Theological Seminary of the Southwest



# ACADEMIC CALENDAR 2002-2003

8/14	August Program Supper
8/15-8/29	August Program
8/26-8/28	August Program Retreat
9/3	Registration, Opening Symposium & Matriculation Service
9/4-9/11	Opening Symposium Continues
9/6	M.A.P.M. Orientation
9/7, 9/10 & 9/12	M.A.P.M. Classes Begin
9/12-9/13	No M. Div or M.A.R. Classes
9/16	M. Div & M.A.R. Classes Begin
10/21-10/25	Break Week
10/25-10/26	Spouse Retreat
11/27-11/29	Thanksgiving Holidays
12/3 & 12/5	Last Evening M.A.P.M. Classes
12/6 & 12/7	Last Weekend M.A.P.M. Classes
12/13	Most M. Div & M.A.R. Classes End
12/16	Wednesday Morning Classes (make up for 11/27)
12/17-12/19	Make-Up Days
1/3-1/4 & 1/6-1/7	Senior G.O.E.'s
1/4-1/18	Juniors Out-of-Town for January Term
1/24	January Term Ends
1/19-1/25	Certificate Programs for Youth Ministry and Christian Education
2/3	Spring M. Div & M.A.R. Classes Begin
2/4, 2/6, 2/7 & 2/8	M.A.P.M. Classes Begin
3/10-3/14	Spring Break
3/28-3/30	Visitors' Weekend
4/15 & 4/17	No M.A.P.M. Classes
4/18 & 4/21	Good Friday and Easter Monday Holidays
4/29 & 5/1	Last Evening MAPM Classes
5/2	Classes End Except M. Div & M.A.R. Make-Ups
5/5	M. Div & M.A.R. Make-Up Classes
5/6-8	Make-Up Days
5/9 & 5/10	Last Weekend M.A.P.M. Classes
5/9-5/15	Closing Symposium
5/16	Last Gathering
5/19	Graduation Evensong, Senior Reception
5/20	Graduation
6/2	Summer CPE and Greek Begin



## CHAPEL SCHEDULE

The principal daily services during the academic year occur at noon. In addition there are services at 7:30a.m. every Tuesday, Wednesday, and Thursday, and at 5:00p.m. on Thursdays. On weekends when M.A.P.M. classes are held Saturday worship is from 11:45a.m. to 12:15p.m.

Weekday noon services are as follows:

Monday	Daily Office followed by assembly
Tuesday	Eucharist following Lutheran Custom and Sermon
Wednesday	Daily Office (sung)
Thursday	Eucharist following Episcopal Custom and Sermon
Friday	Eucharist

Intergenerational services are held from time to time. Details will be published in *Anothervue*.

# The Episcopal Theological Seminary of the Southwest



## EVENTS

The following list of ETSS events is by no means exhaustive. Stay tuned!

### September

#### **BLANDY LECTURES**

---

The Alumni/ae Association established the Gray M. Blandy Lectures in 1967 in appreciation and honor of the Very Reverend Gray M. Blandy for his 15 years of ministry and work as the first dean of ETSS. These lectures are scheduled annually in the fall by the Alumni/ae Association's Steering Committee and are coordinated by Joseph Liro.

### December

#### **POLITY BOWL**

---



The Polity Bowl is an annual flag-football game in the fall that pits ETSS and LSPS against the Austin Presbyterian Theological Seminary. In recent years we have witnessed increased participation of all kinds, including the formation of a pep-band and a cheer squad. The game is followed by a social gathering with both teams and their supporters.

### February

#### **HARVEY LECTURES**

---

Organized annually by seminarians, the Harvey lectureship is named in honor of the Very Reverend Hudnall Harvey, Dean of the seminary from 1968 to his death in 1972.

### March

#### **VISITORS WEEKEND**

---

Visitors' Weekend takes place in the spring of each year and is organized and run mostly by students. Visitors come from coast to coast and border to border, often remarking that the hospitality and sense of community experienced during this weekend helps them choose ETSS for their theological education. Activities include campus tours, dinner, introductions to faculty, conversation groups, and information sessions on topics including academics and spiritual formation, finances, housing, and the Lutheran Seminary Program.

### May

#### **LAST GATHERING**

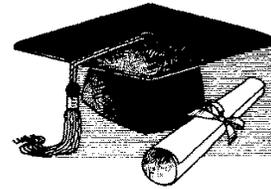
---

Held on the Friday night in May before Commencement, Last Gathering includes a community Eucharist, dinner and entertainment. Saturday Night Live-style sketches honor the graduating seniors. Spouses are presented with honorary degrees in appreciation of their support.

## **COMMENCEMENT**

---

Commencement activities take place over two days in May and include a graduate rehearsal, Evensong at Christ Chapel, a reception honoring the graduates, photographs, breakfast, luncheon, commencement, and more.



### **Ongoing**

## **INTERGENERATIONAL WORSHIP SERVICES**

---

The students of the seminary hold an Intergenerational Worship Service once a month in the evening in the Chapel, followed by dinner together. This is an opportunity for our families to worship together and to plan innovative intergenerational worship. We encourage families of all kinds to plan and participate—families of one, extended families, families with children, grandchildren. Please contact Steve Thomason ([sthomason@etss.edu](mailto:sthomason@etss.edu), 512/481-1549).

## **PARENTS' NIGHT OUT**

---

Parents' Night Out is organized approximately once a semester. Volunteers sign up to provide childcare on a Friday evening in Pearl's Place and the Student Lounge so that parents can enjoy a night out without the kids. Dinner and activities are provided for both young ones and teenagers.

## **SOCIALS**

---

Each semester, we're sure to make time for some community socials. Just an excuse to get together and have fun as a community, events range from pool parties in the summer, to Halloween parties, ice cream socials, and sometimes even a prom! The socials are always family-friendly, although childcare is provided when appropriate.





# The Episcopal Theological Seminary of the Southwest

## **WHO TO SEE AND WHERE TO GO** (and lots of other useful information)

### **OFFICE OF THE DEAN AND PRESIDENT**

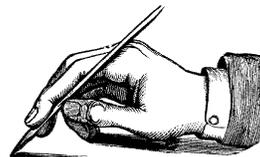
---

The Dean and President of the seminary is the Very Reverend Titus L. Presler. Susan Alexander (ext. 307) is his Executive Secretary. She maintains student files, sends letters to students' bishops and provides letters of recommendation for student scholarships. She is the person to see for appointments with the Dean. The Dean's office is located on the second floor of the Administration Building.

### **ASSOCIATE DEAN**

---

The Associate Dean for Academic Affairs is the Rev. Dr. Michael Floyd (ext. 341). He handles all matters academic: faculty, degree programs, students and courses of study. His office is located on the ground floor of the Classroom Building.



### **ADMINISTRATIVE ISSUES**

---

As the chief operating officer, John Bennet Waters (ext. 308), Vice President of Administration, is responsible for the day-to-day running of the seminary. He oversees the work of the Accounting Office, the Bookstore, kitchen staff, all administrative staff, the physical plant, Maintenance and Housekeeping. He reviews financial aid applications and awards grants, and makes work-study assignments. His office makes assignments of seminary-owned housing. Laura Juvé (ext. 310) is the Assistant to the Vice President of Administration. Their offices are located on the second floor of the Administration Building.

### **ADMISSIONS**

---

Joseph Liro is the Director of Admissions (ext. 375). He manages recruiting efforts and the admissions process and is liaison in these matters to bishops and diocesan staffs, commissions on ministry, and standing committees. His office is located on the second floor of the Administrative Building. Eloise Cotugno provides administrative support (ext. 374).

### **AUDIO-VISUAL EQUIPMENT**

---

The use of audio-visual equipment is reserved through the library staff. A list of reserved equipment can be found on the ETSS web site under Services.

### **AUDITING COURSES**

---

Any course may be audited, subject to class availability and consent of the professor and whatever conditions he or she may impose. Auditors earn no academic credit, and their participation in classroom discussion, as well as the evaluation of their work, is at the discretion of the instructor. Full time students (12 or more hours; 9 hours for M.A.P.M. students) and

their spouses may audit courses without charge with the permission of the instructor and the Associate Dean. All auditors must register. To do so you must present the instructor's and Associate Dean's permission to the Registrar and pay any fees to the Business Office.

### **CERTIFICATE PROGRAMS FOR YOUTH MINISTRY AND CHRISTIAN EDUCATION**

---

This program, directed by Molly Bennett (ext. 340), offers professional certification, a solid foundation of skills training, and theological education for youth ministers and directors of religious education. One-week sessions are held in June and January each year. The Director's office is on the lower floor of the Classroom Building.

### **CHAPEL RESERVATIONS**

---

Regular chapel services are listed on the semester class schedule. Use of the chapel at other times must be approved by the Dean and is scheduled through Laura Juvé, Assistant to the Vice President of Administration (ext. 310). There will be a sacristan present during any function in the chapel. Please see Susan Alexander (ext. 307) to borrow vestments or chapel articles.

### **CHAPLAIN**

---

A chaplain to the seminary community will be available on campus one afternoon a week in Rather House. Days and hours will be posted.

### **CLINICAL PASTORAL EDUCATION**

---

A Clinical Pastoral Education (CPE) course, consisting of 400 hours of supervised theological and professional ministry, is required for graduation from the seminary. At ETSS the CPE course is generally taken during the summer after the middler year. Currently the seminary offers only a limited number of CPE placements, but students may take CPE at any accredited site. Students interested in registering for the course at ETSS must apply by the second Monday of the fall semester preceding the summer unit. Selections are made by mid-November—early enough to not jeopardize students' chances of admission into other programs. The seminary's CPE program is directed by the Rev. William C. Spong. For more information please contact Nancy Busbey (ext. 322).

### **COMMUNICATIONS**

---

Located on the ground floor of the Administration Building, the Communications Office is responsible for the seminary's publications, publicity, photography, video production and web site maintenance. Major publications include the Catalog and *Ratherview*, the semi-annual magazine, in addition to numerous brochures and newsletters. Publicity work includes writing news releases about students for diocesan newspapers, as well as press relations with religious and secular media on the local, regional and national levels. Bob Kinney is the Director of Communications (ext. 343).

### **CONTINUING EDUCATION**

---

A variety of opportunities for continuing education, including a weeklong program each June, are offered on the seminary campus. These programs are open to alumni/ae, clergy and parishioners. Charlie Cook (ext. 320) is Director of Continuing Education. His office is on the ground floor of the Middle Building.

## **CURRICULUM**

---

De Sellers (ext. 372), the Curriculum Coordinator, has her office on the ground floor of the Middle Building. Her responsibilities include coordination of Symposium, the assessment program, and implementation of the Master of Divinity program. Sharon Marroquín (ext. 333) is her Administrative Assistant.

## **DEVELOPMENT**

---

The Development offices are located on the ground floor of the Administration Building. Nancy Springer-Baldwin (ext. 328) is Vice-President of Development. She is responsible for the seminary's development policies and oversees all development activities with particular emphasis on endowments, planned giving, and the Capital Campaign. Mary Kennedy (ext. 313) is her Administrative Assistant and coordinates the Capital Campaign. Joseph Liro is the Associate Director of Development. He manages fundraising for the Annual Fund and is liaison to the Alumni/ae Association. Eloise Cotugno (ext. 374) maintains the database for donors, alumni, and supporters of the seminary.

## **FACULTY**

---

The 2002-2003 ETSS faculty:

The Very Rev. Dr. Titus L. Presler, *Dean and President; Professor of Mission and World Christianity*

The Rev. Dr. William Seth Adams, *Professor of Liturgics and Anglican Studies*

The Rev. Dr. Paul T. Barton, *Assistant Professor of Hispanic Studies*

Mr. Robert E. Cogswell, *Director, Booher Library; Tutor for Theological Research and Writing*

The Rev. Charles James Cook, *Professor of Pastoral Theology, Director of Field Education*

The Rev. Dr. Susan Dolan-Henderson, *Associate Professor of Christian Ethics and Moral Theology*

The Rev. Dr. Michael H. Floyd, *Professor of Old Testament; Associate Dean for Academic Affairs*

The Rev. Dr. Alan P.R. Gregory, *Associate Professor of Church History*

The Rev. Dr. Flora A. Keshgegian (on sabbatical during fall 2002 semester), *Assistant Professor of Systematic Theology; Director of M.A.R. Program*

The Rev. Dr. Cynthia Briggs Kittredge (on sabbatical during spring 2003 semester), *Assistant Professor of New Testament*

Dr. Russell Schulz, *Associate Professor of Church Music; Organist and Choirmaster*

The Rev. William C. Spong, *Professor Emeritus*

Dr. Corinne Ware, *Assistant Professor of Ascetical Theology; Director of the M.A.P.M. Program*

Dr. Horacio Peña, *Tutor in Spanish*

Ms. Molly Bennett, *Director of Certificate Programs*

Offices for Professors Adams, Barton, Dolan-Henderson, Floyd, Gregory, Keshgegian, Kittredge, and Schulz are found on the ground floor of the Classroom Building. Professors Cook and Ware are located on the ground floor of the Middle Building.

2002-2003 adjunct faculty:

The Rev. William M. Bennett, *Adjunct Professor of Church Administration*

The Rev. Sandra Casey-Martus, *Adjunct Professor of Pastoral Ministry* (January & summer, 2003)

Ms. April Floyd, *Adjunct Instructor of Liturgical Dance*

Ms. Molly Jensen, *Adjunct Professor of Theology*

The Rev. Dr. Roger Paynter, *Adjunct Professor of Homiletics*

The Rev. Dr. Arun Jones, *Adjunct Professor of Methodist Studies*

Fall 2002 M.A.P.M faculty:

Mr. Paul Boone, *Adjunct Professor of Pastoral Ministry*

The Rev. Charles James Cook, *Professor of Pastoral Theology, Director of Field Education*  
The Rev. Mary C. Earle, *Adjunct Professor of Pastoral Ministry*  
The Rev. Dr. Alan Gregory, *Associate Professor of Church History*  
Ms. Judy C. Haralson, *Adjunct Professor of Pastoral Ministry*  
The Rev. Dr. Tom E. King, *Adjunct Professor of Pastoral Ministry*  
The Rev. Dr. Raymond W. Pickett, *Assistant Professor of New Testament (LSPS)*  
Dr. Frank Richardson, *Adjunct Professor of Pastoral Ministry*  
Ms. Patty Speier, *Adjunct Professor of Pastoral Ministry*

Spring 2003 M.A.P.M faculty:

Dr. Jim Bentley, *Adjunct Professor of Pastoral Ministry*  
The Rev. Donald T. Carr, *Adjunct Professor of Pastoral Ministry*  
The Rev. Dr. Michael H. Floyd, *Professor of Old Testament; Associate Dean for Academic Affairs*  
Dr. Raymond C. Hawkins II, *Adjunct Professor of Pastoral Ministry*  
The Rev. John G. Lewis, *Adjunct Professor of Pastoral Ministry*  
Dr. Michael H. Quinn, *Adjunct Professor of Pastoral Ministry*  
The Rev. William C. Spong, *Professor-emeritus of Pastoral Theology*

Lutheran Seminary Program of the Southwest (LSPS) faculty:

The Rev. Dr. Wayne Menking, *Director of the Lutheran Seminary Program in the Southwest*  
The Rev. Dr. Javier R. Alanís, *Assistant Professor of Theology, Culture and Mission*  
The Rev. Dr. Raymond W. Pickett, *Associate Professor of New Testament*  
The Rev. Dr. Faye E. Schott, *Professor of Systematic Theology & Associate Academic Dean*

Lutheran faculty offices are at 607 Rathervue Place, across the street from the library.

## **FACULTY ADVISORS**

---



Faculty advisors serve as pastors to their advisees and play a central and intentional part in the formation of individual students for the ministry of the church. The seminary understands that this pastoral role focuses upon academic, personal, spiritual, vocational and community life. Advisors are responsible for assisting in students' spiritual formation, particularly in the area of family adjustment, participation in the community, and personal and corporate prayer. They help with the preparation of student self-evaluations aimed at determining individual strengths and weaknesses, vocational development and social interaction. It is the seminary's expectation, also, that the pastoral function be exercised in both scholastic and social contexts, specifically through open office hours, and availability for counsel. Advisors do not serve as spiritual directors, therapists or confessors, but will assist students with referrals. All M.A.P.M. students are assigned to the M.A.P.M. Director as advisor.

## **FACULTY SECRETARIES**

---

Nancy Bose (ext. 330) is Faculty Secretary, providing administrative support to Professors Adams, Barton, Dolan-Henderson, Floyd, Gregory, Keshgegian, Kittredge, Schulz, and adjunct faculty Jensen and Paynter. Her office is on the lower floor of the Classroom Building.

Nance Busbey (ext. 322) is also Faculty Secretary, providing administrative support to Professor Cook and the Continuing Education, and Field Education programs. She also provides administrative support to for the M.A.P.M. program. Nance's office is located on the ground floor of the Middle Building.

## **FIELD EDUCATION**

---

The Field Education offices are on the ground floor of the Middle Building. Charlie Cook (ext. 320), the Director, places students in local parishes and supervises them during their work in the parish and in a variety of religious and community action programs. He helped develop the program at St. Luke's in Atlanta where seminary students may opt to take part in that church's extensive outreach work during January term each year.

## **FINANCIAL AID**

---

Financial aid requests are processed by John Bennet Waters (ext. 308), Vice President of Administration. He assists students with all financial questions. His office is located on the second floor of the Administration Building. Financial aid forms are distributed in the spring of each academic year and must be completed by every student each year of seminary attendance. Participation in the work-study program is required of all students receiving financial aid. Laura Juvé (ext. 310) provides administrative support.

## **FINANCIAL TRANSACTIONS**

---

All financial transactions, except payment on bookstore accounts, go through the Accounting Department, which is located on the second floor of the Administration Building. This office disburses scholarship funds and payment for work-study jobs. Theresa Keane (ext. 305) is the Accounting Manager. Sue Keith (ext. 304) is the Staff Accountant.



## **GENERAL ORDINATION EXAMINATIONS**

---

The General Ordination Examinations (G.O.E.s) are administered every January by the Episcopal Church. Most candidates for Episcopal ordination must take the exams. Mikail McIntosh-Doty (ext. 316) offers a semester-long workshop in the fall to prepare students for the writing of this exam.

## **HOUSEKEEPING**

---

Housekeeping is located on the ground floor of the Administration Building. Vicki Hilliker (ext. 347) is Housekeeping Supervisor and Marcos DeLeon works with her. Housekeeping maintains all guest quarters and also does the final make-ready cleaning of all seminary-owned housing prior to move in. Vicki supervises work-study students assigned to clean campus facilities and work in the kitchen. She and Marcos assist the Chef during lunch.

## **HOUSING**

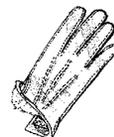
---

The seminary owns 36 efficiency apartments in College Court Apartments and 16 housing units in the neighborhood. All questions about housing availability and maintenance should be directed to Laura Juvé (ext. 310); she handles rent, deposits and leases in her office on the second floor of the Administration Building. Floor plans of the housing units are available.

## **LOST AND FOUND**

---

Mary Hicks (ext. 300), Receptionist, oversees the lost and found department on the second floor of the Administration Building.



## **MAILBOXES**

---

Student mailboxes are assigned by the Registrar during registration. They are located in the lounge area of the Weeks Campus Center. Staff and faculty mailboxes are located in the administrative offices.

## **MAINTENANCE**

---



Maintenance is housed in College Court Apartments, 103-South. Jerry Albert is Maintenance Supervisor (472-2472) and his staff includes Jesse Gómez and Rade Lukic. They are responsible for the seminary physical plant, all seminary-owned housing, and the grounds at College Court as well as on the main campus. Repair requests should be directed to maintenance at 472-2471 or at the pager number 373-5975.

## **M.A.P.M.**

---

The Master of Arts in Pastoral Ministry program meets alternate weekends and Tuesday and Thursday evenings during the academic year. Summer courses are offered when possible. This program is designed for lay persons not seeking ordination. Track I is Discipleship, connecting a person's faith to his or her leadership and secular work life. Track II is Spiritual Formation. Track III is Counseling, taught with a pastoral perspective. Dr. Corinne Ware (ext. 321) is the Director of the M.A.P.M. program; her office is on the ground floor of the Middle Building. For more information see the M.A.P.M. section in this handbook.

## **MEAL TICKETS**

---

Lunch is served Monday through Thursday in the Dining Hall during the fall and spring semesters. Full-time students are required to purchase a meal ticket each semester. Students may choose between a four-day meal plan (\$346.50 per semester) or a three-day, Tuesday through Thursday meal plan (\$260 per semester).

Monday lunches may be purchased separately for \$6.50 per meal; individual meals on other days may be purchased for \$7.50 per meal. Students are welcome to have guests join them for lunches but reservations are requested. Our chef, April Floyd (ext. 314) prepares a specific number of lunches each day and needs two days notice if extra people are expected.

M.A.P.M. meal tickets are available for the fall and spring semesters. The optional \$30 per semester ticket covers lunches on Saturdays.

## **NOTARY PUBLIC**

---

Mary Hicks is a certified Notary Public. You can find her at the reception desk or at ext. 300.

## **PARKING PERMITS**

---

Seminary parking permit decals are required on all vehicles that will be parked on seminary property and are available from the Receptionist. All faculty, staff, students and others authorized to use seminary parking areas must obtain permits. These red stickers entitle students to park only in the lower student parking lot on Duval & 32<sup>nd</sup>, and College Courts (if you reside there). They do not allow you to park on the street (a ticket for parking without a permit will cost you \$50!), or in spaces assigned to staff or faculty. Stickers are to be placed in

the lower left corner of the rear window of automobiles and trucks and in some visible place on motorcycles or motorbikes. There is no charge for the permit. Vehicles without permits parked on seminary property are subject to being towed. Should you sell or trade a vehicle, please inform the Receptionist so that changes to records can be made and new decals issued.

Parking on Rathervue Place is by special residential parking permit only, from Monday to Friday, 8am to 5pm. Laura Juvé (ext. 310) assigns these city permits to off-campus students who commute. The hanging tag or blue sticker MUST be returned and are *in addition to the campus decals*. M.A.P.M. students do not need a city permit unless taking day classes during the week.



### **RECEPTION AREA & RECEPTIONIST**

---

The seminary reception area is located in the Administrative Office. Mary Hicks (ext. 300) is the voice of the seminary and also produces the Seminary Directory and *So You're Moving to Austin*, a survival guide for incoming students. She publishes a weekly newsletter, *Another view*, which circulates community news and the two-week calendar. Address, telephone number and e-mail changes should be given to Mary. Messages received by the receptionist for students are posted on the bulletin board outside the Administrative Offices. In the event of an emergency, every effort will be made to locate a student on campus.

### **REGISTRAR**

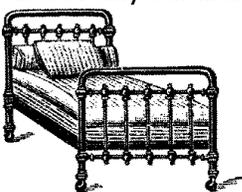
---

Located near the entrance to the library, the Registrar, Madelyn Snodgrass (ext. 344), maintains student academic records, coordinates registration, creates the class schedule, processes transcripts, assists students with tracking their program of study, and handles Veterans Administration paperwork. Madelyn maintains a list of outside scholarship possibilities, and submits certain types of scholarship applications completed by students.

### **ROOM RESERVATIONS**

---

The seminary master calendar is maintained by the Assistant to the Vice President, Laura Juvé (ext. 310). Her office is on the second floor of the Administration Building. Reservations for use of any seminary facility must be scheduled with Laura on the master calendar. This includes all classes, meetings, overnight accommodations for guests and any social functions in Rather House or the Weeks Center. Need for audiovisual equipment when using a facility is coordinated at the time of scheduling. Students may request seminary guest housing for visiting family or friends; costs range from \$25-\$70 per night and rooms must be reserved early since there is high demand.



### **SCHOLARSHIPS**

---

Grants are made to Middlers on a twelve month basis and to Juniors and Seniors on a 9 month basis. Tuition and other seminary charges are paid from these funds first and are handled in the Accounting Office. Any book credits are paid directly to the Bookstore. Information on various outside scholarship opportunities can be found in the Registrar's office.

---

**SECURITY**

---

All criminal action or other emergencies occurring on the seminary campus should be reported to either the Dean or the Vice President of Administration for appropriate action. Criminal action or emergencies in progress should be reported directly to the police by dialing 911. In compliance with the Campus Security Act of 1990, the following is a report of criminal offenses that occurred on seminary facilities from August, 2001 – June, 2002:

Murder	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	2
Breaking & Entering (no theft)	0
Motor Vehicle Theft	0

---

**SMOKING AREAS**

---

There are three designated smoking areas on campus: outside at the picnic table next to Rather House, outside the Weeks Center Rotunda, and in the area adjacent to the elevator on the second floor of the Middle Building. Smoking is not permitted in other areas of the campus.



---

**TECHNOLOGY**

---



Responsible for the seminary's computers, programs, network, web site and telephone system, Fito Kahn (ext. 345), Technology Director, has an office on the ground floor of the Middle Building. He oversees distance learning projects and supervises a staff of student assistants. Fito is assisted by Julie Newton, Technology Assistant (ext. 377). Faculty or guests using equipment in the technology classroom or the auditorium need to coordinate with Fito so that he or one of his staff are available for assistance.

---

**TELEPHONES FOR STUDENTS**

---

There are two telephones available for student use on campus. One is located in the lower lounge area of the Weeks Campus Center. The other is in the Receptionist's area of the Administration Building.

---

**TUTORING**

---

Students wanting extensive writing or other tutoring help should consult with their Faculty Advisors for a referral. Mikail McIntosh-Doty (ext. 316) and Rob Cogswell (ext. 315) are both Faculty Associates for Tutoring.

---

**WORK STUDY**

---

Work-study assignments for students receiving financial aid are made by John Bennet Waters (ext. 308), Vice President of Administration. Work-study preference forms are distributed in the spring. All work grants are paid on a monthly basis and will be in your mailbox on the 25<sup>th</sup> of each month. Hourly employees must submit a time sheet approved by their supervisor to the Accounting Office no later than noon on the 22<sup>nd</sup>. Any time sheets received after the 22<sup>nd</sup> will be paid on the 25<sup>th</sup> of the following month. Time sheets are available in the Accounting Office.



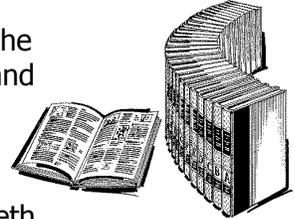
# The Episcopal Theological Seminary of the Southwest

## AROUND CAMPUS

### ARCHIVES

---

The Archives of the Episcopal Church is located on the second floor of the Booher Library. Hours are 9:00 AM to 4:45 PM Monday through Friday. The Archives is the national repository of the records of the Episcopal Church and its affiliated bodies, and of personal papers of prominent Episcopalians. Individuals come from all over the world to use the Archives. Students are welcome to visit and to apply to do research. The Archives staff includes Mark Duffy, the Director, Jennifer Peters, Sylvia Baker, and Maribeth Kobza Betton. They can be reached at 472-6816.



### BOOKSTORE

---

The bookstore, a student-operated business, is on the ground floor next to the Weeks Center. Hours of operation are posted on the door. The student manager can be reached at extension 323 or 319. For more information on the Bookstore please see page 30 in this handbook.

### CENTER FOR HISPANIC MINISTRIES

---

Housed on the second floor of the Middle Building, this Center is a joint venture between the seminary and Province VII to provide programs to aid churches of the Southwest in ministering more effectively to a changing population. The Rev. Carlos Touché Porter is the Director and can be reached at ext. 326. His Administrative Assistant can be reached at ext. 327.

### CHRIST CHAPEL

---

Even the most casual visitor notices that the architecture of Christ Chapel is quite different from the traditional seminary chapel. With its glass walls on the south side and the cross located outside the chapel itself, the building reminds us that Christ died outside the temple and that our worship is never a retreat from the world around us. The chapel was designed by architect Arthur Fehr.

### COLLEGE COURT APARTMENTS

---

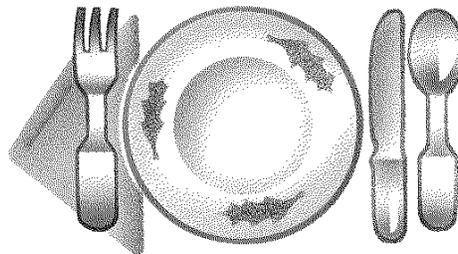


Thirty-six efficiency apartments are available across from the seminary on Rathervue Place. The pool between the north and south buildings at College Court is for the use of all seminary students. Children under the age of 16 must be accompanied by a parent. There are student managers for each building to answer questions and assist with minor problems. Maintenance is also housed at College Court in apartment 103 South. Only College Court residents may park at College Court.

## **DINING HALL**

---

The Howell Dining Hall is located in the Marta Weeks Campus Center. April Floyd (ext. 314) is the Chef. Lunch is served Monday through Thursday during the academic year. For information on meal plans and guests see the Who to See & Where to Go section in this handbook. The Dining Hall is available for social functions and can be scheduled through Laura Juvé (ext. 310). At the time of scheduling, requests for food and beverage service can also be coordinated.



## **DIOCESE OF TEXAS**

---

A satellite office of the Diocese of Texas headquarters in Houston is located on campus on the second floor of the Middle Building. The Rt. Rev. James Brown, Assisting Bishop of the Diocese of Texas has offices here, as does the Rt. Rev. Claude Payne, Diocesan Bishop, who visits on a regular basis. Eleanor Chote is Secretary to the Bishops in Austin. They can be reached at 512/478-0580.

## **EISSLER HAUS**

---

Eissler Haus is owned and run by the Lutheran Seminary Program. The two apartment buildings have 16 large one-bedroom apartments and house students from the Lutheran, Episcopal, and Presbyterian seminaries. Eissler Haus is located three blocks from campus on the corner of 33<sup>rd</sup> St. and Tom Green. For information about these apartments call the LSPS office at 512/477-2666.

## **GARDENS & GROUNDS**

---

The gorgeous seminary gardens and grounds are cared for by Jerry Albert and his crew with the help of several staff and students. The Cutty Charlton garden outside the south chapel windows was dedicated in the spring of 2002 to Cutty Charlton, wife of former ETSS Dean Gordon Charlton. Cutty oversaw the design and work of the chapel needlepoint cushions.

## **GHOST**

---



If rumor is to be believed, overnight guests in Rather House are occasionally treated to the presence of the ghost of Ernest Villavaso, Jr., son of the last family members to occupy the house. Ernest died in his twenties after years as an invalid following a diving accident. His ghost is said to be a warm and loving presence.

## **GUEST HOUSING**

---

The seminary has a variety of overnight accommodations available. Three rooms in Rather house have private baths and two twin beds each. The Carriage House (behind Rather House) is an efficiency apartment with a queen bed. The guest rooms located on the second floor of the Middle Building include three rooms with two twin beds each and three rooms with one queen bed each. All have private baths, coffee makers and refrigerators. There is also a guest apartment with two twin beds in one bedroom and a queen bed in another. Prices range from \$60-\$80 per night with a 15% alumni/ae discount. Reservations are made on the master calendar through Laura Juvé (ext. 310).

## **LUTHER PLACE**

---

The Lutheran Seminary Program in the Southwest operates on the seminary campus under the direction of Wartburg Theological Seminary in Dubuque, Iowa and the Lutheran School of Theology in Chicago. Offices are located in Luther Place at 607 Rathervue Place (512/477-2666), directly across from the Booher Library. The Rev. Dr. Wayne Menking is Director, Anna Flemming is Development Associate, and Jacquelyn Allen is Administrative Secretary. Faculty at Luther House includes the Rev. Dr. Javier R. Alanís, Assistant Professor of Theology, Culture and Mission; the Rev. Dr. Raymond W. Pickett, Associate Professor of New Testament; and the Rev. Dr. Faye Schott, Professor of Systematic Theology and Associate Academic Dean.

## **MEDITATION ROOM**

---

The Meditation Room is a room for quiet contemplation, meditation and prayer. It is located in the back room of the Student Lounge, on the ground floor of the Middle Building. There you will find prayer aids such as icons, prayer beads, and kneeling benches. This room is available at any time for individuals or small groups to gather for prayer.

## **PEARL'S PLACE**

---

Pearl's Place is a room set aside for child-care on the second level of the middle building. It is stocked with toys, books, TV and VCR. It is used during campus events when child-care is offered. Pearl's Place is named after Pearl H. Marion, who was a member of the seminary's housekeeping staff for nearly 20 years. She cared for children all her life and in 1993 received the Foster Grandparent of the Year award. Pearl's Place is a tribute to her and to the children she cared for throughout the years.

## **RATHER HOUSE**

---

This Spanish Renaissance Revival home, located at the Northwest corner of the campus, performs many functions in the life of the seminary. Two of the upstairs rooms are currently used as seminar rooms. Three upstairs bedrooms are available as overnight guest housing. Rather House has appeared in two movies, and is host to many of the seminary social functions. Reservations are made on the master calendar through Laura Juvé (ext. 310). Future plans include moving the Administrative Offices into a renovated Rather House.

## **RECYCLING DUMPSTER**

---

The green and yellow dumpster located behind the kitchen belongs to Abitibi Consolidated Recycling. The student government association benefits from the sale of collected paper (\$15 per ton) when the seminary generates at least five tons of recyclable paper per month. All office paper is recycled in this dumpster, and you may place your personal paper recycling (magazines, shopping catalogs, newspaper, mail, etc.) there too. Please do not dump plastic, metal, glass, or trash in this dumpster.

## **STUDENT LOUNGE**

---

Located on the lower floor of the Middle Building, the Student Lounge is open Monday through Friday until 10:00 PM. There is a pool table, and a large-screen TV and VCR for the use of the student body. The room can be reserved on the master calendar through Laura Juvé (ext. 310) for events such as birthday parties.



## The Episcopal Theological Seminary of the Southwest

# BOOHER LIBRARY

The Booher Library maintains and develops collections and services in support of the present and future teaching and research needs of the Episcopal Theological Seminary of the Southwest, the Lutheran Seminary Program in the Southwest, and the church as a whole. We provide highly qualified professional staff, who, using resources in a variety of media, offer counseling on the best ways to find needed information. We support the seminaries and the church by connecting information seekers with sources to meet their needs.

### LIBRARY HOURS

---

#### Fall & Spring Semesters

Monday through Thursday ----- 8:00 a.m. to 10:00 p.m.  
Friday ----- 8:00 a.m. to 6:30 p.m.  
Saturday ----- 9:00 a.m. to 5:00 p.m.  
Sunday ----- 2:00 p.m. to 10:00 p.m.

#### January Term and Summer Term

Monday through Friday ----- 8:00 a.m. to 4:30 p.m.  
*Closed weekends*

#### Holidays

*Closed*

#### Fall and Spring Break

Hours as posted.

To Contact the Library  
(512) 578-5212 or 472-4133 x316  
Fax 512 472-4620  
Email: [library@etss.edu](mailto:library@etss.edu)  
Web access: [www.etss.edu](http://www.etss.edu)



### RESOURCES

---

The Booher Library has over 130,000 books, 250 periodical titles (magazines, newspapers, journals, diocesan newsletters), plus videos, audiotapes, CDs, and many online databases. In the Reference Room, the library provides patron computers with word processing software and Internet access. The library catalog and many of the databases (with the appropriate passwords) can also be accessed from home computers. The library staff will be happy to provide details.

The library catalogue, on-line databases, and other resources are available on the seminary web site at [www.etss.edu](http://www.etss.edu).

### **BORROWING INFORMATION**

---

All students, faculty and staff of the Episcopal Theological Seminary of the Southwest, the Lutheran Seminary Program in the Southwest, their alumni/alumnae, and local church workers, lay or ordained, have borrowing privileges at the Booher Library.

Books are loaned from the Booher Library for a period of one month. We will renew books twice for a total of three months. To renew your loans, it is necessary for you to call or come in.

The Booher Library maintains reciprocal borrowing agreements with the Austin Presbyterian Theological Seminary, the University of Texas at Austin, and the Austin Graduate School of Theology (formerly Institute for Christian Studies). Consult the library staff on how to obtain these borrowing privileges. In addition, the library participates in the TexShare and SWATLA card programs which opens the doors of hundreds of libraries across the state of Texas and the Southwest to our patrons.

### **CIRCULATION RULES**

---

The following items are checked out by handing them to an attendant at the Circulation Desk:

**Books and some barcoded periodicals from the open stacks.** The loan period is approximately one month. The due date is stamped inside the front cover of the items circulated. We will renew these twice for a total of 3 months but we do ask that you call and ask for the renewal. If we do not hear from you, we will send you a notice. No fines will be charged as long as you are currently enrolled. Items may be recalled by the library.

**Audio/Visual materials - cassette tapes, CD's, albums, video tapes, etc.** The loan period is one week. A staff person will process the item and let you know the due date. We will renew these materials only once with some exceptions.

**Periodicals.** Generally periodicals (journals, magazines, newspapers, etc.) do not circulate. Please try to photocopy any articles you want. In rare cases we will circulate an issue when most of the issue is needed. Please check with a staff person.

**Reserves.** Many reserve items are shelved each semester in the reserve area of the lobby, but some will be available on-line. Find reserve items by consulting syllabi on WebCT at the computer in this reserve area. Reserve lists will be searchable by INSTRUCTOR and/or COURSE number. Reserve items are shelved ALPHABETICALLY by TITLE or COURSE NUMBER (for handouts or smaller items) or will be accessible online through Docutek and WebCT. WebCT syllabi will be annotated in red to indicate the word under which the volume is shelved, provide an online link to e-reserves for each course (some items may be password protected), or generally indicate how to find the reserve item.

The longest loan period for reserve items is *overnight* unless otherwise noted. In rare cases extensions can be arranged with a librarian. Most items not in high demand may be borrowed anytime of day and retained until 9 a.m. the next day. Consideration for other students in the class should ultimately determine how long you keep any item.

Please hand reserve items to the Circulation Attendant for check out. Leave the blue card and orange/red flag in the back of the item. Return borrowed items to the Circulation Counter when done. Do not re-shelve.

Most items may be photocopied in the library without formal checkout. Do not re-shelve these items. Return them to the Circulation desk when you are done at the copier.



---

## **FINES**

We prefer not to charge fines. We prefer that you return the item on time in consideration for others who might need the item. We do ask that you return an item as soon as possible if it is recalled for another patron's use. If you do have items that are overdue then fines accrue at the rate of 10 cents a day for non-students as well as graduates. If necessary, loan privileges may be suspended or revoked.

---

## **LOST BOOK POLICY**

If an item is declared lost, the replacement cost of the item will be as follows:

1. If the item is available for purchase, the replacement cost will be the cost of:
  - a. the item as listed in Book in Print or some other source and,
  - b. postage and
  - c. a processing fee of \$5.00
2. If the item is no longer in print or is unavailable, the cost will be:
  - a. the average cost of the item as determined by some source, such as the Bowker Annual and
  - b. a processing fee of \$25.00.

---

## **CARRELS AND LOCKERS**

Lockers are available in the library. There are also study carrels that may be used on a first-come, first-served basis. A few study carrels downstairs may be assigned for the year on the basis of need. After the third week of class, if you feel you need an assigned carrel for the year, please speak with the Head of Public Services.

---

## **COMPUTERS**

The Booher Library presently provides one electric typewriter and eight computers for patron use. Seven are Windows/Intel computers; one is a MacIntosh computer. Each computer allows access to the Internet and contains Microsoft Word. Two units also include Word Perfect. **All machines permit access to the TexShare system of databases, the ATLA religious periodicals index, and both Logos and**

## **Bibleworks, programs for the study of the Bible and various related reference works.**

While computer use is limited to two hours when someone is waiting, there is no limit on use when no one is waiting. ETSS/LSPS students have first priority on the public machines.

---

## **PHOTOCOPYING**

Presently there are two photocopiers in the Booher Library for patron use. These machines are primarily intended for the students, staff and faculty of the Seminary of the Southwest and are card operated. Cost is 5 cents per page of text; many students make double-sided copies to save paper. However, the cost is based on sides printed, not the number of sheets used. Some copies for class or chapel distribution are not charged. Please ask a member of the library staff for details.

Copy Cards are available for purchase in the library in \$5, \$10 or \$20 denominations. Additional credit (in increments of \$5) can be added to any card when it runs low or out.

Copyright guidelines are posted. Please read and follow them.

---

## **INTERLIBRARY LOANS**

If the Booher Library does not have an item you wish to use, there is a strong possibility that the staff will be able to locate and borrow it from another library for you. This service is usually free unless the other library charges. In that event the charges are passed on to the borrower. For assistance or for further information, contact the Head of Public Services who is usually available between 8 and 5.

---

## **STAFF**

Staff members may be contacted by phone at (512) 478-5212 or (512) 472-4133.

Rob Cogswell  
*Library Director*

Mikail McIntosh-Doty  
*Head of Public Services and Tutor for Writing and Testing Skills*

Liz Johnson  
*Head of Technical Services*

María Inés Weber  
*Acquisitions and Serials Librarian*

Lisa Norman  
*Library Assistant and Archivist for the History of the Seminary*

Student Staff: Seminary students on work grants provide coverage of circulation desk and library during evenings and on weekends; they provide only limited reference support. Student schedules vary.





# The Episcopal Theological Seminary of the Southwest

## ETSS E-MAIL

### GENERAL INFORMATION

---

Every student has an email address @ETSS.EDU. This includes ETSS, LSPS and M.A.P.M. students. This is the main form of communication with the students by faculty, staff and other students. **It is your responsibility to check your email regularly.** Please delete unneeded emails periodically.

Your **Username** is: your first name initial & last name (i.e. MMouse for Mickey Mouse)

Your **Password** is: the last six digits of your social security number

Your **Email address** is: your first name initial & last name@etss.edu (i.e. MMouse@etss.edu)

### PASSWORDS

---

To change your password to something more personal or easier to remember either log on to a library computer or call Julie (ext. 377) or Fito (ext. 345).

### PASSWORD RULES

---

Your password has to 1) have more than 6 characters, 2) not be a word in any language, and 3) contain a number. DO NOT use your current address, spouse's name, pet's name or anything easy to guess. Remember that passwords are case-sensitive.

### PASSWORD SUGGESTIONS

---

Childhood addresses, favorite foods, or restaurants (i.e. BriarLN#123 or McDonalds#3) are a good choice for a password. In addition, you can add a symbol or number in the middle (i.e. Duck!Soup, Marx#Bros) and mix upper and lowercase letters (i.e. White6Horse, L#veHappy, Special!K--ONLY IDEAS! DON'T USE !).

### LOST PASSWORD

---

If you forget your password, Fito or Julie will have to give you a brand new one.

### TO GET YOUR ETSS E-MAIL

---

- 1) Go to the ETSS web site at [www.etss.edu](http://www.etss.edu).
- 2) Scroll to the bottom of the homepage to "Check Email Here".
- 3) Click on the purple underlined word "here". This will take you to a yellow page called Outlook Web Access.
- 4) Enter your username in the Log On box, then press the ENTER Key.
- 5) Fill in the gray pop-up box with your username (again) and password, then click OK.

This should open your ETSS mailbox to your Inbox.

## E-MAIL FORWARDING

---

We can forward a copy of your ETSS email account to any other email address. A copy of your ETSS email will stay on the ETSS server until each semester ends. At the end of each semester, your ETSS mailbox contents will be deleted. (This is for people who have their emails forwarded only). To request forwarding, email [Jnewton@etss.edu](mailto:Jnewton@etss.edu) with your name from your preferred email account.

## ADDRESS BOOK

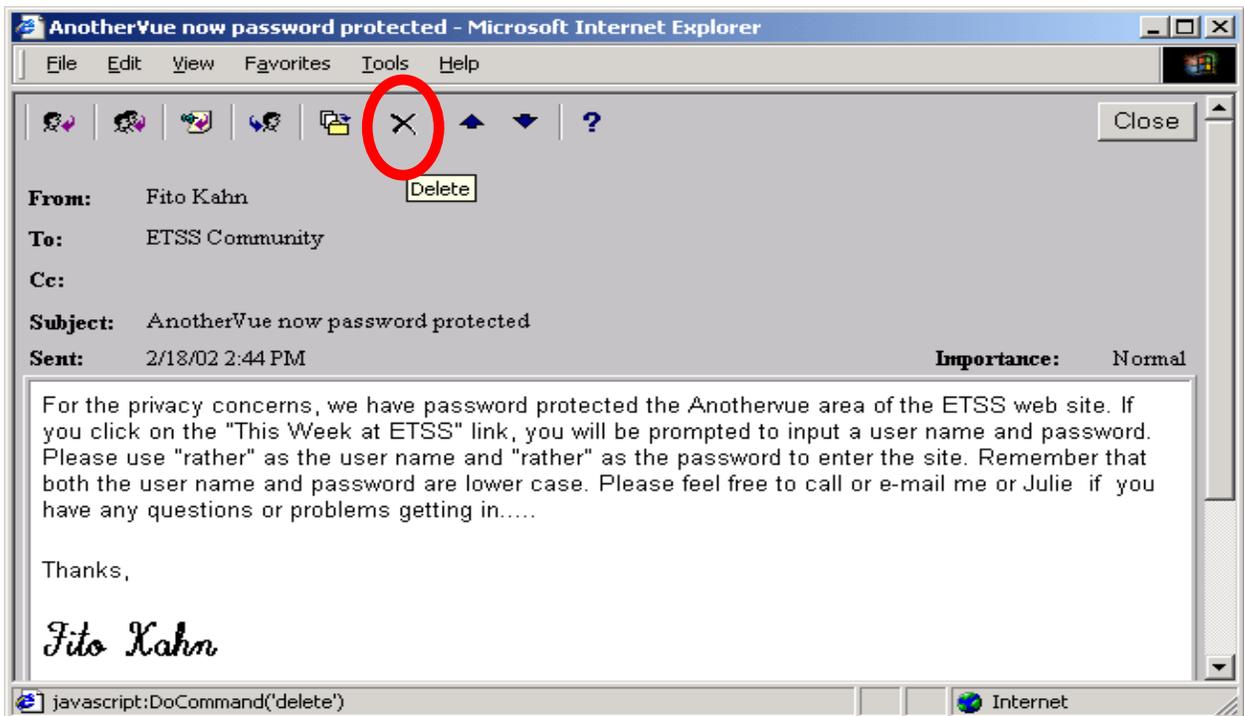
---

- 1) Click on the "Find People" icon on the left column of your Inbox. This will open a new window that will allow you to search the address book.
- 2) Type the letter of the person's first name in the "Display Name" box and then click on the "Find" button. The bottom of the screen will show all people and groups starting with that letter.
- 3) Click on the "THEIR NAME" underlined name. This will open up a "Details" window; look on top for an underlined link that says "Send Mail To".
- 4) Click on "Send Mail To". A new blank message will appear addressed to "THEIR NAME".
- 5) Write your email and click on "Send".

## DELETING EMAIL

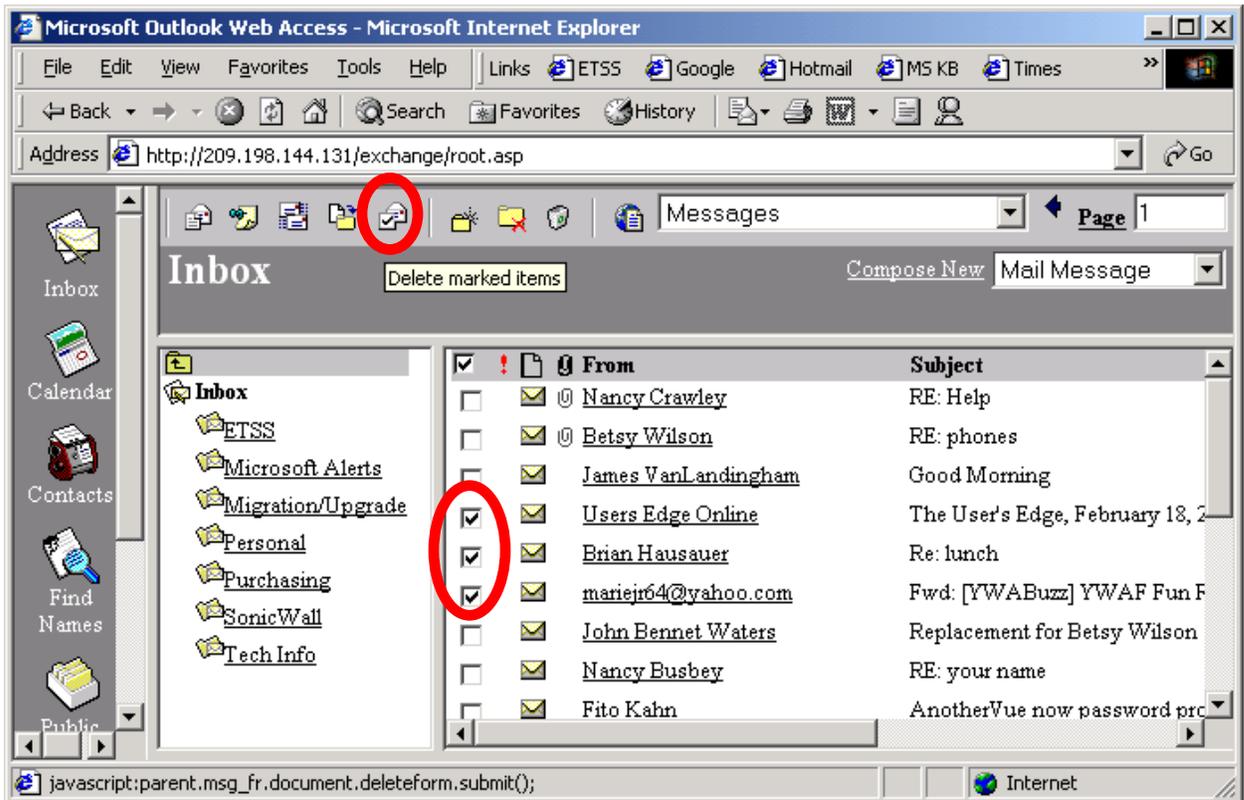
---

You can delete each message individually as you read it by clicking on the "X" icon.



You can also delete emails from your inbox by clicking on the box next to each one you want to delete. Then click on the delete icon (5<sup>th</sup> icon from left).

HINT: You can find out what each icon does by pointing (not clicking) to the icon and waiting – a box will pop up and describe the icon's purpose.



## QUESTIONS

Call or email us! We're here to help!

Fito Kahn, Director of Instructional Technology, [fkahn@etss.edu](mailto:fkahn@etss.edu), 472-4133 x345

Julie Newton, Technology Specialist, [jnewton@etss.edu](mailto:jnewton@etss.edu), 472-4133 x377



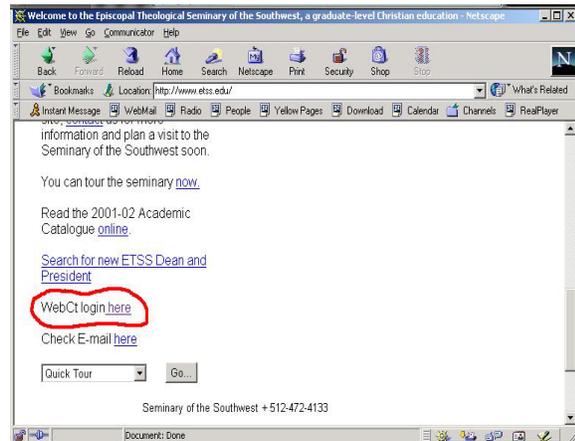
# The Episcopal Theological Seminary of the Southwest

## WebCT

WebCT is a tool for instruction. Many classes, although not all, use WebCT as a part of regular coursework. The information is designed and provided by your professor for each particular class. He/she will use WebCT according to the particular needs of the class.

### LOGGING ON

- 1) Go to [www.etss.edu](http://www.etss.edu)
- 2) Scroll to the bottom of the page.
- 3) Click on WebCT login "here".



- 4) Click on "Log on to" my WebCT
- 5) Enter your username and password.
  - a) **Username:** your first name initial & last name (i.e. MMouse for Mickey Mouse)
  - b) **Password:** the last 4 digits of your social security number.



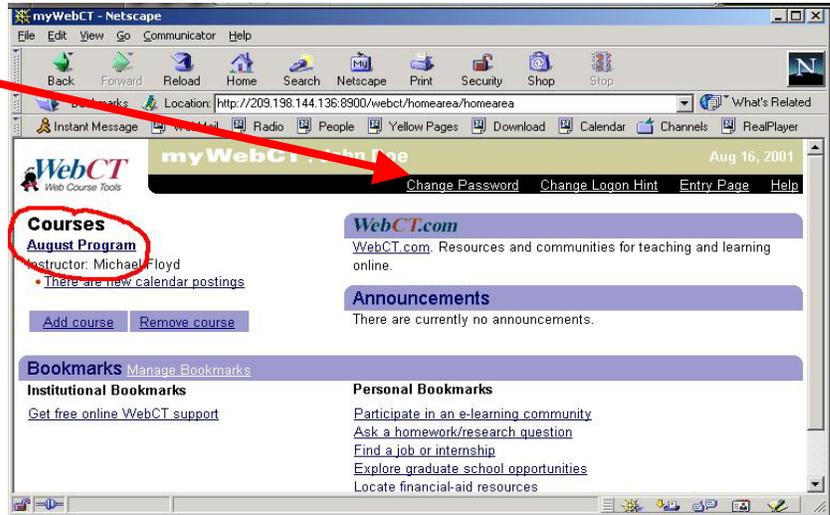
- 5) Create a new password.



6) You can always change your password on the WebCT page.

7) You will see all the courses you have access to under the Courses heading. If your course is utilizing WebCT – it will be shown here.

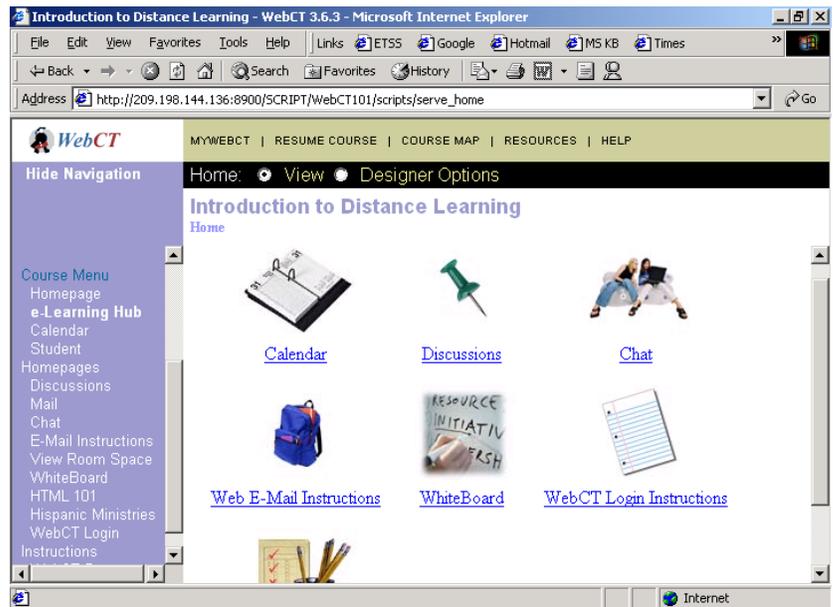
8) Click on a course to enter that course.



9) You can either click on an icon, on the name of the icon, or on a link on the left side of the page.

10) Access all of your class links here including Chat, Discussions, Syllabus, Quizzes, Surveys, etc.

If a tool is available for your class -- you will find it here!



If you need technical help on WebCT contact Fito Kahn at 512-472-4133 ext. 345 and [fkahn@etss.edu](mailto:fkahn@etss.edu) or Julie Newton at 512-472-4133 ext. 377 and [jnewton@etss.edu](mailto:jnewton@etss.edu).

# The Episcopal Theological Seminary of the Southwest



## BOOKSTORE

The bookstore can be reached at ext. 319 (counter), ext. 323 (office) or at [bookstore@etss.edu](mailto:bookstore@etss.edu).

- ❖ Since the bookstore is student-operated, business hours vary and will be posted at the beginning of each semester.
- ❖ The Bookstore telephone and backroom are for use by employees only.
- ❖ Refunds and exchanges may be made only within the first two weeks of purchase with the receipt or if the merchandise is defective. The Bookstore Manager must approve all returns, including those for defective merchandise.
- ❖ The bookstore does not purchase used books nor sell them.
- ❖ Books required or recommended for a course will be on reserve for three weeks from the beginning of classes. During that time they may be purchased only by persons registered for the appropriate course. After the first three weeks, books for current courses will be available for open sales.
- ❖ Checks will be accepted in payment of accounts or for the amount of cash sale only.
- ❖ Statements of individual charge accounts will be issued by the Accounting Office by the 10<sup>th</sup> of each month. Payment in full is expected within 30 days. If the Bookstore is closed, payments may be taken to the Accounting Office.
- ❖ No further charges to an account shall be made when the balance exceeds \$750 or when an account is overdue for more than 90 days. For questions please see John Bennet Waters, Vice President of Administration (ext. 308). All outstanding balances MUST be paid prior to registration for the next semester or prior to graduation.
- ❖ Special book order requests must be made on the forms available from the Bookstore. Special orders are considered binding and will be charged to individual accounts when received. Books may not be refused except for damage. Because of the costs involved in handling special orders, the price for special order books may be above the publisher's suggested retail price.
- ❖ The Bookstore does not "hold" books for longer than one week.
- ❖ The Bookstore welcomes suggestions for books to stock. Please leave suggestions in writing with any Bookstore staff person.





# The Episcopal Theological Seminary of the Southwest

## COMMITTEES

### STUDENT COMMITTEES

---

Student committees include the following:

- ❖ **Mission/Social Action Committee**
- ❖ **Harvey Lecture Committee**
- ❖ **Visitors' Weekend Committee**

The chairs of each committee are chosen by the committee, with the exception of the Chair of the Visitors' Weekend Committee, who is appointed by the Dean in consultation with the Student Council (and subject to ratification by the committee). For more information see the Constitution of the Student Body.

### FACULTY COMMITTEES

---

The five faculty committees and one sub-committee listed below meet on a regular basis. Student representatives serve on four of these committees and on the sub-committee, and also on any ad hoc committees that may be formed as the need arises.

- ❖ **Academic Affairs**  
This committee deals with issues and policies related to all aspects of the curriculum. There is one student representative on this committee. The Chair is Michael Floyd.
- ❖ **Faculty Development**  
This committee deals with policies and issues related to the faculty, such as searches to fill positions, tenure, rank, promotion, sabbaticals, professional development, support for research, etc. This is the only committee on which there is no student representation. The Chair is Alan Gregory.
- ❖ **Community Life and Worship**  
This committee deals with issues and policies related to special events, chapel worship, and the overall quality of campus life. It provides a forum in which student concerns can be discussed. There are five student representatives on this committee, including one who is an elected officer of the student body and another who is a chapel sacristan. The Chair is Titus Presler.
- ❖ **Educational Resources**  
This committee deals with issues and policies related to the Library and the use of electronic and other instructional media. There is one student representative on this committee. The Chair is Molly Bennett.

❖ **Vocations and Admissions**

This committee develops policies and procedures related to pre-seminary preparation, recruitment, admissions, and post-seminary formation in ministry. There are two student representatives on this committee. The Chair is Charlie Cook.

❖ **Symposium Sub-Committee**

This sub-committee is responsible for designing Opening and Closing Symposium, monitoring the small groups and plenary sessions during the year, and planning the next two year's Symposia. The chair is Ray Pickett.

Committee assignments are made late in the spring term for the following academic year. Student representatives are appointed by the Associate Dean for Academic Affairs in consultation with the elected student officers. Students who would like to serve on one of the standing committees, or be available to serve on other sub-committees and ad hoc committees, should indicate their interest to their class officers.

---

**M.A.P.M. COMMITTEES**

The M.A.P.M. committees listed below meet at least once a year.

❖ **Advisory Committee**

Two adjunct faculty members, one M.A.P.M. graduate, and M.A.P.M. Director Corinne Ware serve on this committee.

❖ **Core Course Advisory Committee**

This committee is made up of all ETSS full time faculty who teach M.A.P.M. courses.

---

**CLINICAL PASTORAL EDUCATION (CPE) PROGRAM COMMITTEES**

❖ **Advisory Committee**

The ETSS CPE Advisory committee exists to provide an ongoing process of consultation for the program. Members meet on a quarterly basis and address issues including CPE policies, procedures, and program effectiveness. The chair is Jane Louis, Assistant for Pastoral Care at St. David's Episcopal Church. There are no students on this committee.

❖ **Self-Study Committee**

The Self-Study Committee exists to carry out the self-study process required for the seminary's accreditation as a CPE center. Members meet on a monthly basis and address topics such as the CPE student handbook, program effectiveness, and compliance with the Association for Clinical Pastoral Education (ACPE) standards. There are four student members on this committee; those interested in serving should contact De Sellers (ext. 372) in early fall.

---

**ACCREDITATION COMMITTEES & SUBCOMMITTEES**

ETSS is accredited by The Association of Theological Schools (ATS) and by the Southern Association of Colleges and Schools (SACS). In order to maintain our accredited status, every ten years the seminary must conduct a self-study that demonstrates that the school meets minimum standards. This in-depth look at all aspects of the seminary also serves to discover areas that need improvement. ETSS will conduct a self-study during

the 2002-2003 academic year in preparation for an accrediting team site-visit in spring 2004. The committees and sub-committees listed below will work on preparing various sections of the self-study report.

Committees

- ❖ **Self Study** (Co-chairs: Gordon Kingsley, Michael Floyd–fall, and Cynthia Kittredge–spring)
- ❖ **SACS Institutional Leadership Team** (Chair: Titus Presler)

Sub-committees

- ❖ **Purpose and Institutional Effectiveness** (Chair: Paul Barton)
- ❖ **Educational Program** (Chair: Bill Adams)
- ❖ **Faculty** (Chair: Alan Gregory)
- ❖ **Educational Support and Student Development** (Chair: Rob Cogswell)
- ❖ **Financial and Physical Resources** (Chair: John Bennet Waters)
- ❖ **Organization, Administration and Development** (Chair: Nancy Springer-Baldwin)
- ❖ **Site Visit** (Chair: Charlie Cook)

All accreditation sub-committees will have student members. Participation in the committees is on a volunteer basis and interested students should contact De Sellers at extension 372.



## The Episcopal Theological Seminary of the Southwest

# STUDENT ORGANIZATIONS

The existence of student organizations depends on interest and need and therefore may vary from year to year. Participation is open to all.

---

### FRIDAY FEED

Friday Feed is the student body's outreach ministry to the working poor and homeless in downtown Austin. Students gather on Fridays at 3:30PM to prepare and deliver food. For more information, contact Josie Rose ([jrose@etss.edu](mailto:jrose@etss.edu), 512/481-9984) or John Wallace ([jwallace@etss.edu](mailto:jwallace@etss.edu), 512/476-8556).

---

### GEOGRAPHICALLY-SINGLE GROUP

This group gathers informally to provide support and friendship to seminarians who are in Austin without their spouses.

---

### INTERCESSORY PRAYER GROUP

The Intercessory Prayer Group meets regularly to pray for submitted prayer requests and other known needs in the community. For more information, contact Duke Anderson ([danderson@etss.edu](mailto:danderson@etss.edu), 512/478-8993).

---

### MISSION, SOCIAL ACTION AND OUTREACH COMMITTEE

The Mission, Social Action and Outreach Committee coordinates efforts by ETSS students to live our call as Christians to proclaim the Good News by word and example, to seek and serve Christ in all people, and to strive for justice and peace. Some examples of the committee's work are the Friday Feed, which serves dinner to day laborers and homeless people one afternoon a week, the distribution of the offering collected in chapel services, and the coordination of student participation in worship at local nursing homes and Caritas. For more information contact Tom Deppe ([tdeppe@etss.edu](mailto:tdeppe@etss.edu), 512/476-4031).



---

### SEMINARY SPOUSES

Spouses of both Episcopal and Lutheran seminarians are welcome to join the Seminary Spouses (also called the SSPOUSETSS). Our purpose is to provide support and friendship in a non-threatening, nurturing environment. Members take turns organizing monthly events that range from making Christmas decorations to watching a movie together. Some activities include the children, and friends are always welcome. Once in a while someone even brings their mother! We also meet informally at Central Market Café on the second Monday of each month at 7pm. Each fall we plan a Spouses' Retreat, held over a weekend outside of Austin. During this time we play games, enjoy

fellowship and re-bond as the new year begins. This is a great time for incoming spouses to get to know others and vice versa. For more information contact Mary Hicks ([mhicks@etss.edu](mailto:mhicks@etss.edu), 512/236-9916).

### **STUDENT ASSOCIATION**

---

There is a \$50 student activity fee due from all M. Div., M.A.R., C.I.T.S., C.S.S., and Special Students. M.A.P.M. student's fee is \$20. The money collected is used by the Student Association to fund parties, Last Gathering, Friday Feed, and other charitable causes. Payment is expected at registration.

The Student Association is made up of 2 representatives from each M. Div. class, plus one Lutheran and one MAPM representative. For 2002-2003 they are:

Daryl Hay and Mary Vano (senior class),  
Heather Parr and Steve Thomason (middler class)

The Lutheran, M.A.P.M., and two ETSS junior representatives are elected at the beginning of the fall semester.

The Student Association officers meet twice per month on Wednesday afternoons. Anyone is welcome to attend these meetings. The entire student body meets once each semester.

The Student Body Constitution is found in Appendix I in this handbook.



# The Episcopal Theological Seminary of the Southwest

## **STUDENT SERVICES & RESOURCES**

### **CHAPLAIN**

---

Students, families, staff, and faculty may see the seminary chaplain for confidential conversations and pastoral assistance, spiritual direction, or the Rite of Reconciliation of a Penitent. The chaplain will be on campus one afternoon a week during the academic year, and will be available in Rather House. Days and hours will be posted.

### **ASSISTANCE WITH THERAPEUTIC COUNSELING**

---

The seminary is able and willing to help defray therapeutic counseling costs for students, spouses, and family members when there is reasonable and demonstrable financial need. For more information see the Academic Code and Policies manual in Appendix II of this handbook.

### **HEALTH AND WELLNESS PROGRAM**

---

Building on the focus of *health* during last year's Symposium course, this new program intends to enhance awareness of and support for healthy lifestyles and wellness in our community. Because our health involves all aspects of life, this is a concerted effort to promote the well-being of the whole person—spirit, mind and body—and the well-being of the community in its relationships, both within the seminary and in the broader Austin community and the world. Activities will concentrate on health education, disease prevention, environmental stewardship, and personal stewardship. A core planning team consisting of representation from the faculty, staff, student body, and families will develop the details of the program based on feedback from all community members.

### **SAMARITAN CENTER FOR COUNSELING AND PASTORAL CARE**

---

The Samaritan Center for Counseling and Pastoral Care is a non-profit interfaith counseling center committed to providing professional counseling, psychotherapy and educational services which affirm the spiritual dimension of life without regard to one's ethnic origin, economic status, age, or religious affiliation. Services include counseling for individuals, couples, and families; educational seminars; and training opportunities for counselors and clergy. The Samaritan Center is located at 5425-A Burnet Rd. For more information call 512/451-7337.

### **THE SETON COVE**

---

The Seton Cove is a non-profit, interfaith center for spirituality, named for Elizabeth Ann Seton, the American foundress of the Daughters of Charity. Rooted in Judeo-Christian values and founded on the principles of St. Vincent de Paul that find God in the ordinary events of everyday life, the center reaches out to the poor in spirit and those seeking to enrich their relationship with God, self, others, and all creation. The center offers a holistic approach to life, which integrates spiritual and human development through programs designed to honor the dignity of every person and to reflect the connections between spirituality and the human experience. For more information call 512/451-0272 (E-mail [setoncove@seton.org](mailto:setoncove@seton.org)).

# The Episcopal Theological Seminary of the Southwest



## M.A.P.M. PROGRAM

Welcome! The Master of Arts in Pastoral Ministry program is held on alternate weekends and Tuesday and Thursday evenings during the academic year. Summer courses are offered when possible. Dr. Corinne Ware is the Director of the program and her office is located on the ground floor of the Middle Building. She can be reached at 512/472-4133, ext. 321. Secretary to the M.A.P.M. program is Nance Busbey who may be reached during daytime hours at ext. 322. The following is some important information about the program:

### BOOKS

---

The Seminary Bookstore, located on the ground floor near the entrance to the Weeks Campus Center is open on Tuesday and Thursday evenings and on Saturdays from 12:00 to 3:00 PM. You may buy your books after you receive your syllabus. You can even buy an ETSS T-shirt while you're at it! For more information, see the bookstore section (page 30) in this handbook.



### COURSES

---

The ideal way to plan your course work is to look at the yellow sheet (list of required courses for each track) and the blue sheet (a projected course schedule) and work out a long-range program to fit your personal time table. Use a pencil to cross out courses you have taken, and circle those you need to take. Mapping your degree plan is essential!

Core courses are offered one per semester for six semesters. Required courses are offered on a six-semester rotation. The only exception is the four "prerequisite" courses in Track III, offered every four semesters.

Dr. Ware will be glad to work with you on any problems you may have with your program, and to help you map your course work. This office is open during daytime office hours and during some M.A.P.M. class periods. You may also call her to make an appointment.

### COURSES OUTSIDE THE M.A.P.M. DEGREE PROGRAM

---

You may speed up your degree by taking outside courses, but you must get these approved by the Director. You may transfer up to 50% of your work into the M.A.P.M. program. All courses must be at the Masters level and from an accredited school. To obtain course approval, send the Director your transcript, a catalog course description, and, if you have one, a syllabus for that course. At their monthly meeting our Admissions Committee will review your material and determine equivalency.

Equivalent counseling courses for Track III are available from St. Edward's University, Austin, Southwest Texas State in San Marcos, and Baylor University, Waco. Some

courses taken at Austin Presbyterian Theological Seminary (APTS) are transferable as core courses. Registration & payment for APTS courses is done through our registrar, not theirs.

---

## **EMERGENCIES**

In the case of an emergency your family can contact you at the following numbers:  
Tuesdays & Thursdays: 512/472-4133, ext. 322 (M.A.P.M. office) or ext. 316 (Library)  
Fridays: 512/472-4133, ext. 322 (M.A.P.M. office)  
Saturdays: 512/472-4133 (main switchboard)



---

## **LIBRARY**

For the Booher Library schedule, see the library section of this handbook. Check with your instructor to see if he or she has placed any books on reserve for your course. A short session to acquaint you with the library will be held during Orientation. You can search the library catalog and some databases from your home computer (for more information see the Library section in this handbook). Austin Presbyterian Theological Seminary, the Austin Graduate School of Theology (formerly the Institute for Christian Studies) and the University of Texas also allow M.A.P.M. and ETSS/LSPS students to obtain an I.D. card to use their libraries. See or call the library staff for details.

---

## **MAILBOXES**

Each student is assigned a campus mailbox. M.A.P.M boxes are located in the Weeks Center. Boxes are used for M.A.P.M. announcements, the return of papers, and messages from your instructors or the ETSS staff. You will receive your box key in the mail. Call the Registrar, Madelyn Snodgrass (ext. 344), for information or questions about mailboxes. **PLEASE CHECK YOUR MAILBOX EACH TIME YOU ARE ON CAMPUS!**

---

## **MEALS**

You have the option of signing up for meals by semester. If you are going to be here on Saturdays, a seated lunch in Howell Dining Hall provides a great opportunity to be with your classmates and instructors. The cost of these Saturday meals is only \$30 per semester and the food is excellent. In nice weather, you can sit outside at the picnic tables. **If you do not want to eat meals on Saturdays, please fill out and turn in the 'No-Meals' form you received in the mail. If you do not return this form, you will be automatically charged for the semester.**

---

## **ORIENTATION EVENING**

In the fall of each year, the first Friday class is replaced by Orientation Evening for new students and those who entered at mid-term, and that year's M.A.P.M. faculty. It is a chance to meet faculty, staff members, and other new students in the M.A.P.M. program.

---

## **OVERNIGHT ACCOMMODATIONS**

Out of town students wishing to stay overnight may do so by making a reservation with Laura Juvé (512/472-4133, ext. 310). The charge is \$45 per night for the guest rooms or Carriage House, and \$25 per night for Rather House or College Courts. Due to the demand for rooms, make your reservations early and make them for each date on which you will need them.

## **REGISTRATION**

---

After you receive your letter of acceptance from the Dean, consult with Dr. Corinne Ware about your course work. Then fax, e-mail, or write Dr. Ware to register. Do this each semester thereafter when you register.

## **SCHEDULE**

---

Some classes are held on Tuesday and Thursday evenings from 6:30 to 9:30PM, with a snack break at 7:45PM. Breaks for all classes may last from ten to twenty minutes, depending on the instructor.

Classes also meet on seven alternate weekends per semester. Group A courses begin on a Friday evening and meet from 6:30 to 9:30PM. Group A courses meet again that same weekend on Saturday afternoon from 1:00 to 4:00PM with a snack break at 2:15PM. Group B courses will begin on Saturday morning and meet from 8:30 till 11:30AM with a snack break at 9:45AM. Groups A and B alternate this schedule throughout the semester. *See your pink sheet for exact times and dates of your classes for this semester.*

Please read the instructions in "The Weird M.A.P.M. Schedule" in your information packet. We know that M.A.P.M. has a weird schedule, but it works for us. How else can you go to school on alternate weekends and get it all in?

## **WORSHIP**

---

Each Saturday when M.A.P.M. classes are held there is a worship service in Christ Chapel at 11:45AM followed by lunch at 12:15PM. The service is short, informal, and all denominations are welcome. It has proven to be a deeply spiritual experience for students and instructors alike. Lunch is optional, as is chapel, but everyone is encouraged to participate in both so that they can experience the close community which has become characteristic of the M.A.P.M. graduate program. You are also encouraged to attend regular chapel services held each weekday for the daytime students. Come when you can. You are welcome!





## M.A.P.M. CLASS ABSENCES

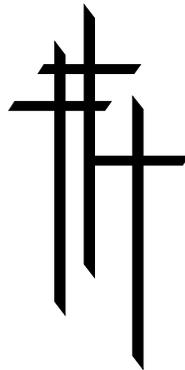
### GUIDELINES

---

Our policy regarding absence from class is to allow each teaching professor to determine what is an acceptable absence and to decide if a student is able to pass the course. Since students and adjunct professors have said that setting guidelines would be helpful for them, the following suggestions are made.

- ❖ Each student is allowed one unexplained absence per class. Students are advised to let the professor know ahead of time if possible.
- ❖ A second absence should be discussed with the professor prior to the anticipated date. Consideration may be given to the urgency of the absence, the preparations the student has made to have notes taken in his or her absence (or a tape made of the lecture), and the student's turning in of all required assignments. The professor may decide to accept or deny the absence.
- ❖ More than two absences are usually not allowed but may be accepted by the professor if he or she believes they are warranted. Note that three class absences means a loss of nine class hours, almost one third of the learning experience. Since each M.A.P.M. class lasts three hours, any absence is a significant loss in content

*The above are guidelines, not rules, and the teaching professor is sole judge of whether absences will be allowed.*





The Episcopal Theological Seminary of the Southwest

## **CERTIFICATES OF SPECIAL STUDIES IN DISCIPLESHIP AND SPIRITUAL FORMATION**

For those who want to engage in a special area of study but are not able to pursue a Masters degree, the seminary offers a Certificate of Special Studies in Discipleship (Track I) and Spiritual Formation (Track II).

The C.S.S. is awarded to the student who is enrolled and has earned at least eighteen credits (6 courses) in their chosen track. An individualized selection of courses is done with the advice and approval of the M.A.P.M. Director and the Dean. Certificate studies should be completed in no more than five years unless this requirement is waived by the Dean.

Applicants will complete all items in the application form except for the requirement for GRE or MAT testing. Appropriate certificate courses may be applied to the Masters Degree should the student decide to pursue those studies at a later time. A college degree is not a prerequisite for the Certificate Program.

The awarding of a Certificate verifies that the student has completed a special area of study. It does not provide a professional credential as a spiritual director or any other certification. Course fees are the same as for M.A.P.M. degree students. Prior to being awarded the Certificate of Special Studies, the candidate must fully discharge all financial obligations to the seminary.

## **POLICIES & PROCEDURES**

For more information on seminary policies please refer to the Academic Code & Policies manual in Appendix II of this handbook.

### **ALCOHOLIC BEVERAGE POLICY**

---

Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which alcoholic beverages are proposed to be served and not assume that alcoholic beverages will be available at every seminary function.

If alcoholic beverages are to be served in public spaces and facilities, all applicable federal, state, and local laws are to be obeyed, including those governing the serving of alcoholic beverages to minors.

Alcoholic beverages and food containing alcohol must be clearly labeled as such. No hard liquor may be served—only beer and/or wine.

Whenever alcoholic beverages are served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility. For example, when alcoholic beverages are offered by the glass by wait-staff, non-alcoholic alternatives must be served by the glass by wait-staff from the same location.

The service of alcoholic beverages at seminary events should not be publicized as an attraction of the event.

The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the seminary for this plan. Such groups or organization must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may thus be impaired.

### **CAMPUS COMMUNICATION POLICY**

---

All ETSS, LSPS and M.A.P.M. students have an on-campus email address that will interface with WebCT programs for classes. **Email is to be the primary method of campus communication.** It is recommended that e-mail be checked at least daily.

Campus hard copy mail will be the secondary means of distributing information, used for items such as contracts, letters, or class papers. It is recommended that campus mailboxes be checked at least every other day.

*Anothervue*, a weekly newsletter, plus Monday chapel announcements will serve as backup sources of information, with both being posted on the ETSS web site ([www.etss.edu](http://www.etss.edu)). Chapel announcements will also be posted on the bulletin board outside of the administrative offices on Monday afternoons.

## **EMERGENCY PROCEDURES**

---

In the case of severe weather conditions or other emergencies you may call the main seminary number (472-4133), where a message will be recorded regarding class cancellations and/or check email. You may also check the local television stations for information. In addition, students have set up a phone tree to communicate emergencies to each other.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (The Buckley Amendment)**

Certain information known as "directory information" may be disclosed by an institution without violating the Buckley Amendment. This information includes a student's name, address, telephone number, date and place of birth, dates of attendance, and other similar information (e.g. name of denominational governing body, spouse's name). Some of this information is published in the ETSS directory which is intended for use only by the seminary community. If you do not want this information to be released please see Mary Hicks (ext. 300).

Students are entitled to examine their educational records, but may not remove their files from the Registrar's office. A student must make a written request to view any record. Student educational records are available only to the Dean and President, the Associate Dean for Academic Affairs, the Registrar, the Director of Admissions, and members of the faculty. Authorized government officials may examine files of any student upon presentation of written request. Student and former student records can only be released to third parties, with the exceptions noted above, with the specific written permission of the student.

The Registrar can send an official transcript to a designated official, agency, or institution at the written request of any student or former student only when the student has met all obligations to the seminary. The charge for transcripts is \$2.

With respect to dismissal or withdrawal from the seminary, the student's transcript will record only the action and the date of such action.

## **FINANCIAL POLICY**

---

Tuition and other fees are due and payable at the time of registration. If you have questions about the payment of such fees you should contact the Accounting Office in advance. All financial obligations to ETSS must be paid by the end of each semester. This includes your bookstore bill. Registration for the coming semester cannot be completed until such payments in full are made.

At the conclusion of your studies, you must discharge all outstanding obligations before a degree, diploma, or certificate will be awarded.

The seminary tuition charge for Clinical Pastoral Education during the summer covers your placement fee and any fees or tuition charged by the institution you attend. Therefore, please give the Accounting Office a copy of your letter of acceptance from the institution where you will be placed. Please do not pay these deposits yourself. The seminary tuition will be due at the time that you register for the summer.

---

**GRIEVANCE PROCEDURE**

The procedure to be followed for grievances with faculty members can be found in the Academic Code and Policies manual in Appendix II of this handbook.

---

**POLICY ON THE HOMELESS**

The seminary supports the homeless; however, for the safety of members of the community an unescorted homeless person should be asked to vacate ETSS property. If the individual does not leave, call 911. The Austin Police Department will then come to campus and criminal trespass charges can be filed. It is necessary to follow this procedure before police can be asked to forcibly remove an individual from ETSS property.

---

**POLICY ON NON-DISCRIMINATION**

The Episcopal Theological Seminary of the Southwest admits students without regard to race, sex, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, financial aid and loan grants, or other school-administered programs.

---

**POLICY ON SEXUAL HARASSMENT**

The Episcopal Theological Seminary of the Southwest will neither condone nor ignore incidents of sexual harassment. ETSS is committed to establishing an environment in which the dignity and worth of all members of the institutional community are respected. Treating one another with respect and care lies at the heart of being part of a Christian community. Enhancing shared responsibility, building mutual trust, and improved communication are essential to promoting justice and reconciliation among the people of God. Accordingly, sexual harassment of students, faculty, staff, and trustees of ETSS is unacceptable conduct and will not be tolerated. For a detailed definition of what constitutes sexual harassment, plus complete information on procedures to follow if you have a complaint, please see your Academic Code and Policies manual in Appendix II of this handbook

---

**HOUSEKEEPING AND MAINTENANCE POLICY**

Vicki Hilliker is the Housekeeping Supervisor (ext. 347) and Jerry Albert (472-2472) is the Maintenance Supervisor. Adherence to the following ensures that our facilities and grounds are kept clean and in good shape.

- ◆ Do not tape flyers onto bathroom mirrors or glass windows. Use the bulletin boards.
- ◆ Put kitchenware back where it belongs after an event. If you don't know where it goes, leave it out and let Vicki know.
- ◆ Do not use glitter anywhere on campus. If you use glitter you (yes, YOU!) will spend many hours trying to clean it up!

If something needs to be fixed contact Jerry Albert at 472-2472. Non-emergency housekeeping requests should go to Vicki. In the case of anything that needs immediate attention (i.e. cleaning up a spill), contact both Laura (ext. 310) and Vicki.



# The Episcopal Theological Seminary of the Southwest

## **COMPUTER OPERATING AND SECURITY POLICY**

---

### **PURPOSE**

The purpose of the Employee Computer Operating and Security Policy is to help protect the Episcopal Theological Seminary, faculty, staff and students of the seminary from liability and interruptions due to inappropriate use of seminary computers and breaches of computer security.

This policy documents the computer users' responsibility to safeguard computer equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution, or destruction. It sets forth what is, and is not, appropriate use of seminary computers. Users may be disciplined for noncompliance with seminary policy. This policy does not purport to address every computer operating and security issue. It is your responsibility to use sound judgment. Should you identify an issue or situation that you are not certain how to deal with, please address your concerns to the Director of Instructional Technology.

It is unquestioned that a well-trained work force properly versed in computer operating procedures, and computer user security matters, will have the best chance of minimizing business interruptions due to inappropriate, negligent, or unethical use of seminary computers. For this reason, we have created the ETSS Computer Operating and Security Policy. Please understand it is not our intention to encumber your use of the computer, but rather our fiduciary responsibility is to protect the resources of the seminary. We believe this policy accomplishes that with little to no hardship to you, the ETSS computer user.

The Seminary may add to, or change, the policies at any time. Please read the policy carefully and sign the ***Receipt of ETSS Computer Operating and Security Policy*** form attached. The signed form should be given to a supervisor or department head for placement in your personnel file, or in the case of a student, given to the registrar for placement in his or her permanent file.

---

### **COMPUTER USERS**

Computer users are responsible for the appropriate use of seminary computers, and for taking reasonable precautions to secure the information and equipment entrusted to them. Users are responsible for adhering to seminary policies and practices as described herein, and in other seminary policy manuals, to ensure seminary computers are used in accordance with seminary policy guidelines, and reasonable measures are taken to prevent loss or damage of computer information and equipment.

---

### **UNAUTHORIZED ACCESS**

Unauthorized access of seminary computers is prohibited. Unauthorized access of third-party computers (hacking), using seminary computers, is prohibited. Attempting to access seminary computers without specific authorization is prohibited. Any form of tampering, including snooping and hacking, to gain access to computers is a violation of seminary policy, and carries serious consequences. For security reasons, employees should turn their computer off at the end of the day, and when not in use for an extended period of time. This will help prevent computer security breaches, and damage due to power surges. In addition, computer users must take other reasonable precautions to prevent unauthorized access of seminary computers.

## **COMPUTER SABOTAGE**

---

Destruction, theft, alteration, or any other form of sabotage of seminary computers, programs, files, or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

## **PASSWORD SELECTION & PROTECTION**

---

Students are assigned a user name and a password when they register at ETSS. The user name and password are used to access their WebCT and e-mail accounts. The user name and the e-mail name are the same. ETSS uses first initial of first name and last name as the user name and email name. Example: John Doe would be [jdoe@etss.edu](mailto:jdoe@etss.edu) and his login user name would be jdoe.

Staff and faculty are encouraged to choose difficult passwords and change them periodically. A lot of damage can be done if someone gets your password. Do not share your password with anyone. Do not write it down where someone can find it, do not send it over the Internet, e-mail, dial-up modem, or any other communication line. Do not put it on a post-it note stuck to your monitor.

### *Easy to Remember and Hard to Crack*

Another concern is forgetting your password. Getting into your computer when you have forgotten the password is, in some cases, very difficult. Select passwords that are unique to you, and try to use it at least once every day.

The following is a good guideline for password selection:

- ◆ Use 6 or more characters, and at least one alphanumeric character
- ◆ Your password should not include your login name, your name, your spouse's or partner's name, children's or pet's name, or any other names commonly known to others
- ◆ Your password should not be a word pertaining to the seminary, your work, or an activity that you participate in or follow that is commonly known
- ◆ Your password should not include anything derogatory, offensive, or defamatory

If you forget your password, contact the computer department. The computer department does not know or keep track of passwords. All we can do is allow you to reset your password to a new one.

## **SIGNING IN TO THE SEMINARY NETWORK**

---

It is necessary to **sign in** to the seminary network to access your files, programs, and the internet. It is very important that you **sign out** when you leave that computer. Your files can be accessed, modified, emailed and deleted by anyone if your computer is left on with your login. **Always log off** (sign out) or shut down when you leave your computer. Please contact the computer department if you have any questions about this procedure.

## **SNOOPING**

---

Snooping into seminary computer systems is a serious violation of seminary policy. If you have no business being there, don't go there. If you accidentally identify a new way to access information, report it to the computer department. Watching other users enter information, and looking at computer disks that do not belong to you, are prohibited. Obtaining, or trying to obtain, other users' passwords, or using programs that compromise security in any way, are violations of seminary policy.

## **HACKERS**

---

Never give any information about computer systems out over the telephone, or in any other way. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the computer department. Without your help, the seminary has little chance of protecting the seminary's computer systems.

Using hacker programs and trying to access computer systems using hacker techniques is prohibited. Trying to hack into third party computer systems using seminary computers is prohibited, and will be reported to the local authorities. Hacker crimes result in millions of dollars of downtime, lost data, and other problems. If you are caught hacking, it is a serious offense. If you identify vulnerability in the seminary's computer security system, report it to the computer department.

## **VIRUSES, WORMS, & TROJAN HORSES**

---

It is critical that users make certain that data and software installed on seminary computers are free of viruses. Data and software that have been exposed to any computer, other than seminary computers, must be scanned before installation. This includes e-mail with attachments (a virus can quickly contaminate your computer simply by opening an e-mail attachment), inserting a contaminated Floppy disk, downloads from the Internet and other sources of data that may be contaminated. Viruses can result in significant damage, and lost productivity. If you are uncertain whether data or software needs to be scanned before installation, ask someone in the computer department.

If you identify a virus, worm, or Trojan horse, or what you suspect to be one on a seminary computer, do not try to fix the problem. Contact the Computer department. The principal concern is stopping the contamination before additional damage is done. These programs are most successful when ignored. They are designed to easily hop from application to application, contaminate a computer disk, and access another computer. They easily travel down phone, cable, ISDN, or other communication lines, infect e-mail, data and files, and find their way to other computer systems. The key to containment is limiting the reach of the contamination.

ETSS uses a blocking system on all seminary computers to block files that are commonly used by virus writers. In addition, all computers are scanned for viruses, worms, etc.

## **CONFIDENTIALITY**

---

### *General*

All computer information is considered confidential unless you have received permission to use it. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited, without prior approval.

### *Handling Confidential Information*

Confidential information stored on computers is typically more difficult to manage than traditional paper documents that are sealed in an envelope, and locked in a filing cabinet clearly labeled CONFIDENTIAL. As such, it is important that users take extra care with confidential information stored on computers. The following are inappropriate under normal circumstances when dealing with confidential information:

- ◆ Printing to a printer in an unsecured area where documents may be read by others
- ◆ Leaving your computer unattended with confidential files logged on to your system
- ◆ Leaving computer disks with confidential data unattended, in easy to access places.
- ◆ Sending confidential information over the internet , dial-up modem lines, or other unsecured communication lines.

### *Encryption*

Encryption and encryption utilities are prohibited without computer department approval.

## **PHYSICAL SECURITY**

---

### *Locks*

Physical security is key to protecting your computer and computer information from loss and damage. Store floppy disks and other sensitive information in a locked drawer. Turn off your computer when it is not in use for an extended period of time. Lock the door to your office, if you have one.

### *Laptops*

There is no sure way to secure laptops. However, there are many sensible, cost-effective measures that can help reduce the risk of loss or damage. The following are required when taking laptops off seminary property:

- ◆ Laptops must be signed out with the computer department
- ◆ Report lost or stolen computers immediately
- ◆ All important files should be backed-up, and back-up disks must be stored in a separate physical location from the computer
- ◆ Use reasonable precautions to safeguard the laptop against accidental damage
- ◆ When traveling, laptops must be in sight at all times or else physically secured
- ◆ Always store laptops in a concealing carrying case

### *Off-Site Computers*

Off-site users must take additional precautions to safeguard computer information and equipment, including but not limited to:

- ◆ Safeguarding the computer and information from theft or damage
- ◆ Prohibiting access to the computer (including family, friends, associates, and others) for any purpose, without authorization
- ◆ Adhering to all computer policies and practices of the seminary for on-site users

## **ADMINISTRATIVE MATTERS**

---

### *Back-up*

Faculty and Staff users are responsible for storing essential computer files on their personal folder on a designated ETSS server. If you do not know how to backup your files to the server, please check with the computer department so that they can show you how. Only files on the server get backed up so it is vital that you save any important information on your personal folder on the server. It takes about four hours to replace a computer. With proper back-up practices, it should take about the same amount of time to replace the data.

Backing up files is the key to productivity and to safeguarding data against unwanted intrusions. Important files should be backed-up daily. Decisions about what to back up, and how often to back-up, should be considered with one simple thought in mind. How much productivity would be lost if your computer were stolen?

All-important, confidential, or proprietary information should be stored on the local area network (LAN). The LAN is equipped with electronic and physical security. Activity on the network is monitored for tampering, and other security breaches. Maintenance and back up are performed on the LAN daily. Programs and other information are updated on the LAN regularly. Use the LAN; it is safe, effective, and reliable. If you are not sure of how to backup your files to the LAN, ask someone in the computer department.

### *Copyright Infringement*

The seminary does not own computer software, but rather licenses the right to use software. Accordingly, seminary licensed software may only be reproduced by authorized seminary officials

in accordance with the terms of the software licensing agreements. Unauthorized copying, redistributing, and republishing of copyrighted or proprietary material is strictly prohibited. Copyright laws apply on the Internet as well. There is no "but copying it was so easy" defense to copyright infringement. Copyright infringement is serious business, and the seminary strictly prohibits any such activity.

Copies of shareware or "free" programs must be registered with the computer department prior to downloading. Shareware and free software often have licensing and use restrictions, and should not be copied or forwarded to others. Typically, if you continue to use shareware you must send in a "donation," often of a specified amount. If you neglect to do so, you may have committed copyright infringement. If you provide the program to a friend, you may have violated copyright law. It is not unusual for "free" software to contain a virus. As such, it is important that all new software is registered with the computer department. The computer department must approve requests for application programs.

#### *Harassment, Threats & Discrimination*

It is seminary policy, and the law, that employees be able to work free of unlawful harassment, threats, and discrimination. Unlawful harassment is physical or verbal behavior directed towards an individual due to their race, age, marital status, gender, disability, religion, sexual orientation, or nationality for the purpose of interfering with an individual's work performance, or creating an intimidating or hostile work environment.

It is not uncommon for employees to receive files, data, pictures, games, jokes, etc. that may be considered offensive by some. Currently, there are many cases in the courts addressing just such issues, the ramifications of which are significant. It is inappropriate to use seminary computers to share your personal views about religion, politics, sexuality, or any other subject of a personal nature that could be considered offensive to others within or outside the seminary. Seminary computers are not vehicles to express free speech. Do this on your own time, away from the seminary, using your own resources.

Computers provide a huge potential for unlawful harassment, so maintaining a sense of professionalism is important. Users often think their communications are private, and trashed or deleted files are gone forever. However, deleted files are often easily recovered; and information on seminary computers is not necessarily private. Users often feel comfortable writing and storing files within the confines of their "personal" computer, and sharing personal views on a wide range of non-business subjects. Remember, whatever you transmit by e-mail is a permanent record to the receiver. It can, at some future date, be taken out of context and used against you and the seminary.

#### *Accidents, Mistakes, & Spills*

It is not hackers, snoopers, viruses, worms, or Trojan horses that cause the most damage to computers and information but the computer users themselves. According to current research, most data loss and damage to computers is done by authorized users. Mistakes and accidents represent the biggest cost when it comes to computer information loss. We have all done it: deleted a file that we just spent hours creating, spilled coffee on the keyboard, or dropped the laptop on the floor.

Take a few seconds to read the computer screen before you delete, save, or transmit files. In addition, users need to take reasonable precautions with respect to computer operations, maintenance, handling, and transportation. When placing liquids, and other food items on your desk, please be careful.

### *Unauthorized Changes to Seminary Computers*

Installing software and making changes to computer hardware, software, system configuration, and the like are prohibited, without authorization from the computer department. The seminary's computer systems have been designed and documented to prevent loss of data, and provide an audit trail for correcting problems. Unauthorized changes to computer systems ultimately result in lost productivity. Such changes often require a computer technician to fix both the original problem and the problem caused by the would-be computer technician. Poor documentation of the procedures performed and the order in which they were completed further complicate unauthorized changes to computer systems.

The following are just a few examples of changes to computers that can result in operating problems:

- Installation of commercial software, shareware, and free software. Some software requires an upgrade of computer hardware, the operating system, or both for the program to operate properly. Some programs are simply not written well, and can cause problems with the computer
- Installation of some programs changes the computer's system configuration, which can result in problems with your computer
- Data used on home computers may become infected with a virus, and contaminate your computer and other seminary computers.

The list of potential problems goes on and on. Get approval from the computer department before making any changes to seminary computers.

### *Purchases of Computer Software & Equipment*

Purchases of computer software and equipment are prohibited without approval from the computer department. All computer software and hardware purchases must be registered with the computer department, meet pre-established quality requirements, and be compatible with other seminary computer software and equipment.

### *Disposal of Seminary Data*

Purge files that no longer have a practical use on a periodic basis. Old computer files utilize disk space, and often represent a potential hazard to you and the seminary. Delete old data files periodically. Typically, dated information is only useful to individuals who should not have the data.

A word of caution, permanently removing a file from your computer is something you need to consider carefully before taking action. Recreating a file you did not intend to delete is tedious and time consuming. Although the file probably exists on back-up, it is not always practical for the computer department to expend the resources necessary to find the file. The LAN backup is principally designed to recover the entire system, not a single file.

### *Personal Use of Computers*

Incidental and occasional personal use of seminary computers is permitted for reasonable activities that do not need substantial computer hard disk space, or other computer equipment. As a general rule, if you would be uncomfortable asking for permission, it is probably not an appropriate use of seminary computers. Prohibited activities include, but are not limited to, computer games, personal software and hardware, writing your autobiography, and running a personal business on the side. Using seminary computers to store or transmit inappropriate jokes, junk mail, chain letters, or to solicit for commercial, religious, charitable, or political causes is prohibited. If you are uncertain about a specific activity, ask the computer department.

Personal files, information, and use of seminary computers will be treated no differently by the seminary than business use, with regard to employee privacy.

#### *Reporting Policy Violations*

ETSS Computer users are asked to report violations, or suspected violations, of computer policy to the computer department. Examples of violations include:

- ◆ Attempts to circumvent established computer security systems
- ◆ Use, or suspected use, of virus, Trojan horse, or hacker programs
- ◆ Obtaining, or trying to obtain, another user's password
- ◆ Using the computer to make harassing or defamatory comments, or to in any way create a hostile work environment
- ◆ Using the computer to communicate inappropriate messages or jokes that may be considered offensive by others
- ◆ Illegal activity of any kind
- ◆ Trying to damage the reputation of the seminary, or of an employee of the seminary, in any way

Computer policy violations will be investigated. Noncompliance with the seminary's employee computer policy may result in discipline up to, and including, termination. ETSS computer users that report violations or suspected violations of seminary policy will be protected from termination, discrimination, harassment, and any other form of retaliation. Hackers, snoopers, password stealers, virus installers, data erasers, and anyone involved in such activity will be disciplined.

#### *Termination of Employment*

All information on user computers is considered seminary property. Deleting, altering, or sharing confidential, proprietary, or any other information upon termination requires management authorization. The computer you have been entrusted with must be returned with your password, and any other appropriate information necessary for the seminary to continue using the computer, and information, uninterrupted.

The following activity is prohibited upon termination, and will be prosecuted to the fullest extent of the law:

- ◆ Accessing seminary computers
- ◆ Providing third parties, or anyone else, access to seminary computers
- ◆ Taking computer files, data, programs, or computer equipment

### **PRIVACY**

---

#### *Monitoring Computer Communications and Systems*

Many people think data stored on computers, transmission of data between individuals on dial-up modem lines, communications on the Internet, and e-mail are private, and in most cases they are. However, the seminary reserves the right, without prior notice, to access, disclose, use, or remove both business and personal computer communications and information, and will do so for legitimate business purposes.

Random audits to verify that seminary computers are clear of viruses, and used in accordance with seminary policy, may be performed. The seminary will investigate complaints about inappropriate images on computers, inappropriate e-mail, or other inappropriate conduct. The seminary may monitor Internet activity to see what sites are frequented, duration of time spent, files downloaded, and information exchanged. Again, computer systems and information are seminary property, and should be used principally for business purposes.

It is ETSS's fiduciary responsibility to:

- ◆ Establish and enforce policy to help prevent the violation of personal rights and illegal acts
- ◆ Reduce the risk of liability and business interruption to the seminary.
- ◆ Maintain a professional work environment where computer abuse will not be tolerated.

#### *Lawsuits and Subpoenas*

Seminary computers, like any other seminary property, are subject to subpoenas. This means that prosecutors and plaintiffs' attorneys may access seminary computers, and look at information to gather evidence in a complaint. It is not difficult to imagine how easy it would be to find embarrassing and possibly incriminating information on seminary computers. For attorneys skilled in electronic discovery, the wealth of information is immense.

It is not the seminary's intention to suggest that you remove any information from your computer, now or at any other time, to in any way hinder an investigation of any kind. Quite the contrary, the seminary prohibits such activity. The Seminary's intention is to ensure that users conduct their work to the highest ethical standard with the knowledge that computer information (even deleted files) can be used against you and the seminary in a legal proceeding.

#### *Third Parties*

The same standards of decorum, respect, and professionalism that guide us in the office environment, apply to computer communications with third parties. Important, confidential, and proprietary information is stored on seminary computer systems. Accordingly, only seminary personnel are allowed access to the seminary's computer systems. Please keep in mind that third parties may have a legitimate business need, duty, legal right, or obligation to access, disclose, or use information transmitted. This need is handled on a case by case basis determined by the computer department.

#### *Internet Connections*

Internet connections are authorized for specific business needs only. Connecting a non-seminary computer to the Internet without authorization is prohibited. Furthermore, the following activities are prohibited without computer department authorization:

- ◆ Downloading copyrighted material without the permission of the copyright holder, including data, files, programs, pictures, screen savers.
- ◆ Copying ETSS programs, files, and data to be used on other non-ETSS computers.
- ◆ Transmitting important, confidential, or proprietary ETSS information

Individuals that have received management approval to transmit information on the Internet should understand that such transmissions are identifiable and attributable to the seminary. Disclaimers such as "***The opinions expressed do not necessarily represent those of the seminary,***" while a good idea, do not necessarily relieve the seminary of liability. The Internet should be considered a public forum for all transmissions. All communications on the Internet provide an opportunity for a permanent record, and can be edited and retransmitted. Accordingly, maintain a professional decorum in all communications and transmissions.

The following actions are prohibited under any circumstances:

- ◆ Portraying yourself as someone other than who you are, or the seminary you represent
- ◆ Accessing inappropriate web sites, data, pictures, jokes, files, and games
- ◆ Inappropriate chatting, e-mail, monitoring, or viewing
- ◆ Harassing, discriminating, or in any way making defamatory comments

- ◆ Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes
- ◆ Gambling or any other activity that is illegal, violates seminary policy, or is contrary to the seminary's interests

#### *Business Reputations*

Please keep in mind, a statement or posting of information on the Internet can cause serious damage, because information can be quickly and effectively disseminated. The seminary, and the law, can and will hold you responsible for offensive, discriminatory, and defamatory statements, or any other illegal activity.

#### *Remote Access*

Remote computer users are required to turn off dial-up modems at the end of the day. Modems must be programmed to pick-up after the fourth ring (this will help prevent unauthorized access). Users are required to turn off remote access programs within a reasonable time after use, usually 5 to 10 minutes.

### **E-MAIL**

---

#### *Electronic Communications*

E-mail is a wonderful tool. Used correctly, it can provide significant efficiencies, and improve the quality of the way we do business. It makes dissemination of information easy and cost-effective. Please take full advantage of it for seminary business.

The same standards of decorum, respect, and professionalism that guide us in our face-to-face interactions apply to the use of e-mail.

Ensure that you know how to use all the features of the seminary e-mail program.

Incidental or occasional use of e-mail for personal reasons is permitted. However, only seminary personnel are allowed access to the seminary e-mail system. The following e-mail activity is prohibited:

- ◆ Accessing, or trying to access, another user's e-mail account
- ◆ Obtaining, or distributing, another user's e-mail account
- ◆ Using e-mail to harass, discriminate, or make defamatory comments
- ◆ Using e-mail to make off-color jokes, or send inappropriate e-mail to third parties
- ◆ Transmitting seminary records within, or outside, the seminary without authorization
- ◆ Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes

ETSS computer users are required to report inappropriate use of e-mail.

Appropriate e-mail etiquette is essential to maintaining a productive and professional work environment. Comments that might be made at parties, in elevators, and on the telephone are now done via e-mail. However, e-mail does not disappear into thin air. It can be widely, easily, and quickly disseminated. E-mail can be edited, forwarded, distributed, and filed for later use, possibly at the most inopportune time. For professionals with electronic recovery skills, e-mail is a gold mine. **If you would not put it in a memorandum on seminary letterhead, do not say it with e-mail!**

#### *Forwarding Information*

E-mail makes attaching files and forwarding data a snap. However, the damage from forwarding something to the wrong person may be serious. Please take a minute to think through the

appropriateness of all the parties you are forwarding. If you receive an e-mail (particularly e-mail with an attachment) and intend to forward it to others, consider the following:

- ◆ Is any of the information unnecessary or inappropriate for any individual?
- ◆ Would the author take exception to, or be embarrassed by, your forwarding the information? (A good rule of thumb is to copy the author.)
- ◆ Might the information be received negatively?
- ◆ Might the information be misunderstood?
- ◆ Is the receiver likely to forward the information to individuals that should not have, or do not need, the information?
- ◆ Do the attachments have viruses?

If the answer to any of these questions is yes, do not forward the information. Edit it, or create a new file. A bad decision results in misunderstanding, hurt feelings, and added work.

### *Spam*

Sending unsolicited messages or files to individuals, groups or organizations that you do not have a prior relationship with is prohibited. Sending messages or files with the intent to cause harm or damage to the intended receiver is a violation of seminary policy and will be prosecuted to the full extent of the law.

### **LOCAL AREA NETWORK**

---

All-important, confidential, or proprietary information should be stored on the LAN. Information on your desktop computer's local drive is not backed up by the computer department. The LAN is equipped with electronic and physical security. Activity on the network is monitored for tampering and other security breaches. Maintenance and back-up are performed on the LAN daily; and programs and other information are updated regularly. Use the LAN! It is safe, effective, and reliable. Because important, confidential, and proprietary information is stored on the LAN, only seminary computer users are allowed access, without written authorization from management. Please contact the computer department to show you how to backup your files to the LAN. All seminary policies apply to the LAN. The following activities are prohibited, without computer department authorization:

- ◆ Installation of business or personal software on the LAN
- ◆ Making any changes to the LAN hardware or software
- ◆ Accessing without authorization, or exceeding authorization, LAN programs, data, and files
- ◆ Assisting anyone within, or outside, the seminary in obtaining access to the LAN
- ◆ Installation of a web site, page, or any other information on ETSS servers



# The Episcopal Theological Seminary of the Southwest

## OFF-CAMPUS

(useful places to know about)

For more extensive information about off-campus resources, including banks, doctors, day care, restaurants, shopping, churches and schools, please see the Survival Guide for Seminary Spouses and Students that you received as an incoming student (also available from the Receptionist).

### A.P.T.S

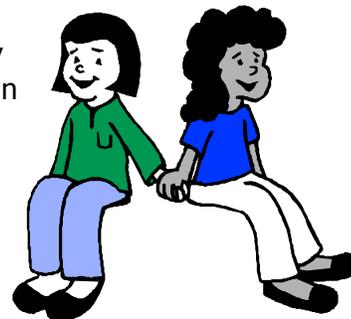
---

The Austin Presbyterian Theological Seminary is located at 100 E. 27<sup>th</sup> St., just north of the University of Texas campus. Facilities include the Chapel, Stitt Library, McCord Community Center, Trull Administration Building and the McMillan Classroom Building. The latter holds lecture rooms, classrooms, faculty offices and a newly refurbished exercise facility that includes a fitness area, pool table and racquetball court. A.P.T.S. is also home to the Cokesbury (United Methodist) Bookstore (476-9914) which has a wide array of theological, biblical, liturgical and educational resources. For more information on A.P.T.S. call 472-6736 or see [www.austinseminary.org](http://www.austinseminary.org).

### AUSTIN INTERFAITH

---

Austin Interfaith is a multi-ethnic, multi-issue group of religious congregations and schools from the Austin area. The purpose of Austin Interfaith is to give ordinary citizens a structure through which they can negotiate effectively with the government and private institutions that affect their lives. Austin Interfaith is the vehicle through which member institutions defend the interests of their families and their local communities, helping these congregations and schools become an effective force for promoting democratic values and traditions. ETSS is a member of Austin Interfaith. As part of field education juniors attend leadership training sessions, join alliance community action teams, and participate in activities focused on particular interest areas. For more information about Austin Interfaith call 916-0100.



### EL BUEN SAMARITANO EPISCOPAL MISSION

---

El Buen Samaritano is Austin's only non-profit provider of health care, leadership development, and self-sufficiency education for the working poor, Spanish-speaking families. El Buen offers programs in health care, basic education, advocacy, training in community responsibility and emergency food and clothing assistance. As a faith-based organization, they seek to serve the whole person: body, mind, and spirit with compassion and sensitivity. Seminary students taking the course Ministry in the Hispanic Community become involved with El Buen and Middlers may choose to work there during January Term. For more information on El Buen Samaritano, or to volunteer, please call 441-7977 or see [www.elbuen.org](http://www.elbuen.org).

## **MACC**

---

The Mexican American Cultural Center is a cross-cultural center for theology, pastoral ministry, the Spanish and English languages, research and the study of the Hispanic reality. Established in 1972, in San Antonio, Texas, the capital of the *frontera*, the Mexican–American Cultural Center has been building bridges for 25 years. The seminary’s January immersion course for first year students usually (not in January 2003) takes place at MACC. For more information about MACC call 210/732-2156 or see [www.maccsa.org](http://www.maccsa.org).

## **THE POSSE EAST**

---

The Posse East is better known as the ETSS East. Located a short walk from the seminary on the corner of Duval and San Jacinto, The Posse is a great place to get a hamburger or grilled cheese sandwich and meet your favorite professor for serious theological discussion. Friday afternoons are particularly popular for this activity!

## **SAMPAIO**

---

Sampaio’s restaurant is where Brazilian cuisine meets Tex-Mex. Located two doors down from The Posse on 2809 San Jacinto, Sampaio is a nice place to take visitors or family out for a delicious and reasonably priced meal. The hamburgers are enormous and their spinach salad is the best!





The Episcopal Theological Seminary of the Southwest

## **EMERGENCIES**

### **ETSS & LSPS PHONE TREE**

---

An emergency phone tree has been developed by students to contact each other in an expedient manner in the case of hazardous weather conditions, campus closings, urgent prayer needs, or any other emergency. The phone tree will be updated at the beginning of each year to incorporate new students.

If there is an emergency you may call any one of the student government representatives listed below and they will initiate the phone tree. All students will then be contacted.

Daryl Hay 477-5250  
Mary Vano 836-2530  
Heather Parr 699-2434  
Steve Thomason 481-1549

### **SEVERE WEATHER CONDITIONS**

---

You can get severe weather and emergency information for Austin by calling 416-5700 and entering the following 4-digit codes:

7470 Thunderstorms  
7471 Lightning  
7472 Tornadoes  
7473 Hail  
7474 Flash flooding/flooding  
7475 Extreme Heat

You can also turn to television channel KXAN News 36 for weather information.