

MASTER OF ARTS IN PASTORAL STUDIES

ACADEMIC HANDBOOK

2021-2022



INSTITUTE
— FOR —
PASTORAL
LEADERSHIP

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Archdiocese of Chicago

Revised June 11, 2021

Contents

PART I: INTRODUCTION	4
History	4
Mission and Vision	4
Objectives / Goals.....	4
PART II: ADMINISTRATION OF THE MAPS DEGREE PROGRAM.....	4
PART III: ADMISSION	6
Eligibility and Admission Requirements	6
Special Admission Circumstances	6
Application Procedure	7
PART IV: ACADEMICS	7
Courses by Department.....	7
Course Descriptions	8
Field Placement.....	11
Academic Regulations.....	11
Attendance at Classes	11
Definition of Grades/Grade Values	11
Withdrawals.....	11
Incompletes.....	11
Failure.....	12
Audit.....	12
Plagiarism/Academic Dishonesty	12
Graduation.....	12
Transcripts	12
Privacy of Records	12
Academic Review Board	13
The Association of Chicago Theological Schools.....	14
PART V: Course of Formation.....	15
Outline of the Lay Ecclesial Ministry Formation Program	15
Advisory Committee.....	17
Dismissal of a Student.....	17

Annual Pastor Recommendation.....	17
PART VI: TUITION AND OTHER FINANCIAL MATTERS.....	18
Overview of Costs.....	18
PART VII: GENERAL INFORMATION & CONTACTS.....	19
Car registration and parking	19
Library.....	19
Email	19
Microsoft Teams	19
University Security	20
Important Contact Information for LEM Students	20
Important Contact Information for USML MAPS Students.....	20
PART VIII: FACULTY	21
Appendix A. Grades.....	22
Appendix B. USML Writers Manual	23
Appendix C. USML MAPS Degree Course of Study	23
Appendix D. Field Placement Course.....	24
Appendix E. MAPS Capstone Thesis Project	28
Appendix F. Formation Program for Students Who Reside Outside the Archdiocese of Chicago...29	
Appendix G. Formation Program for Archdiocese of Chicago Deacons.....	30

PART I: INTRODUCTION

History

The University of Saint Mary of the Lake (USML) was founded in 1844 to prepare clergy for the Diocese of Chicago and to provide sound Catholic formation for, what was then, the young local church. That mission continues today with an additional focus on the formation of lay persons through the Institute for Pastoral Leadership.

As Catholics, we know that the Holy Spirit calls forth lay persons with diverse gifts and ministries within the Church. As a Church, we are blessed to have an abundance of people who have responded to God's call to serve. To respond to the myriad of called and gifted people, the Institute for Pastoral Leadership, in conjunction with the University of Saint Mary of the Lake, piloted the Master of Arts in Pastoral Studies (MAPS) Program in 2014.

Mission and Vision

The Master of Arts in Pastoral Studies Degree Program seeks to educate leaders for pastoral ministry as co-workers, with the bishop and his priests and deacons, in service to the people of God. The degree is focused on the four areas of formation (Human, Spiritual, Intellectual and Pastoral) and strives to generate in students a firm integration of these areas into all ministerial practice. Our vision is to form graduates who will bring solid theological and practical skills to bear on the challenges that resulted from a new phase of growth emerging in the Church of the third millennium.

The MAPS degree is a graduate level, professional degree which provides the student with theologically informed skills for practical pastoral leadership in a diocesan office, parish, health-care facility, or secondary-education program. It is a three-year program based on a cohort model. It is offered exclusively on a part-time basis with evening seminar-style classes. Students typically enroll in two courses per term and one course each summer. The MAPS Program is accredited by the Association of Theological Schools (ATS).

The degree fulfills the academic requirements for certification in the pastoral, catechetical, and youth areas of professional ministry in the Archdiocese of Chicago. In addition, this degree fulfills the academic requirements for someone who is pursuing health care ministry certification.

Because this course of study is focused on preparation for ministry, a program of formation in the areas of human, spiritual, intellectual, and pastoral growth and development is an integral part of the overall program. Due to the integrated nature of the academic degree and formation program, a student must successfully complete the academic courses as well as meet the expectations of growth and development in all four areas of formation. Failure to meet expectations in either the academic or the formation area may be grounds for dismissal from the program.

Objectives / Goals

1. To provide a comprehensive program of theological studies that:
 - supports students in the conscious appropriation of the Catholic Faith and prepares them to proclaim and to teach God's Word
 - imparts a way of understanding, reflecting upon, interpreting, and proclaiming the Catholic Faith in parish and/or other diocesan ministries

2. To provide a spiritual and human formation program that:
 - helps students grow in prayer, relationship with Jesus Christ and readiness for pastoral service
 - promotes self-awareness, competence, and confidence, integrated human function, healthy sexual maturity, and the capacity to relate to others
 - fosters simplicity of life, charity, and growth in virtue

3. To provide a pastoral formation program that:

- prepares students for the ministry of pastoral leadership with and for others in the Church
- fosters the pastoral integration of theological, human, and spiritual formation
- promotes habits of prayer, study, and reflection in ministry
- develops pastoral skills and attitudes to meet the needs of the Church in evolving, complex and multicultural settings

PART II: ADMINISTRATION OF THE MAPS DEGREE PROGRAM

Institute for Pastoral Leadership

Linda Couri, M.S.W., L.C.S.W., D.Min., Director of the Institute for Pastoral Leadership

Paul Hilliard, Ph.D., Director of the Doctor of Ministry Degree Program

Dave Retseck, MDiv., Associate Director

Rev. Anthony Muraya, MDiv., Associate Director

Michelle Shaffer, M.A.P.S., Associate Director

Kathy Szamocki, B.M., Program Coordinator

Mary Gebelhoff, Administrative Assistant

Office of Academic Affairs

Very Rev. Thomas A. Baima, M.B.A., S.T.D., Provost

Marie Pitt-Payne, M.A., Assistant Dean and Director of Intellectual Formation

Devona Sewell, Director of Registration and Records

Mary Bertram, Administrative Assistant and Assistant Registrar

Business Office

John Lehocky, M.B.A., C.P.A., Senior Vice President of Financial Operations

Karen Porten, Accounting Manager, Financial Operations

Nancy Ambrosio, Accounts Receivable Clerk

Trish Kristan, B.S., Staff Accountant

Sandy Hessler, Administrative Assistant - Finance

Office of Computer Services

Brian Bickett, Director of Information Technology

Jeffrey Kendrick, Technical Support Analyst

Craig Lackenbach, Technical Support Analyst

Feehan Memorial Library/McEssy Theological Resource Center

Christopher Rogers, M.Div., Ph.D., Director

DeAnne Besetzny, Circulation Manager

Lois Guebert, M.A.L.S., Technical Services Librarian

Natalie Jordan, M.A., S.T.L., S.T.D. (cand.), Acquisitions Assistant

Thomas Dougherty, B.A., Director, Center for Speech and Writing

PART III: ADMISSION

Eligibility and Admission Requirements

Applicants for the MAPS Degree Program must:

- Possess the personal characteristics necessary for ministerial service
- Be spiritually motivated and pursuing a lifestyle compatible with Catholic morals
- Be a Catholic, ordinarily, for at least two years
- Be a fully initiated Catholic who is in good standing with the Catholic Church
- Be a graduate of an accredited college or university with a minimum GPA of 2.5 based on a 4.0 scale
- Possess a B.A./B.S. or equivalent (*120 credit hours and three years of study at an accredited institution of higher education*)
- TOEFL (*Test of English as a Foreign Language for students for whom English is a second language*) score of 550 and demonstrated ability to research and write in English.

Special Admission Circumstances

1. ATS allows for 15% of a degree program to admit students who do not possess a bachelor's degree. In these cases, a thorough Prior Learning Assessment (PLA) will be evaluated by the Academic Dean and the Director and/or Associate Director of the Institute for Pastoral Leadership. An applicant seeking admission to USML who does not possess a bachelor's degree or its equivalent from formal post-secondary coursework may petition to have a PLA of formal vocational or non-credit coursework. Examples of such prior learning might include training programs and/or courses at the college level taken over a period of several years. It may also include formal ministry formation programs and continuing education courses. The criteria may be found on the *Petition for Prior Learning Assessment* form on the IPL website.
2. Students who have completed graduate work in theology and/or certification programs may apply for advanced standing in the MAPS Degree Program. Advanced standing will be determined by the Director of Intellectual Formation in consultation with the Director and/or Associate Director. To assist in this process, a student must submit a course catalogue which describes the content of the courses they have taken. Such courses must be completed with a grade of "B" or better to be recognized.
3. Application from former students of Mundelein Seminary require the approval of the Office of the Rector for admission.
4. Students, who have been asked to leave Mundelein Seminary, a college seminary, including St. Joseph College, a graduate school of theology, or the Permanent Diaconate program, are normally ineligible to apply to ministerial formation programs at the University of Saint Mary of the Lake.

Reduced-credit Options for Applicants

ATS allows for applicants with some form of advanced standing to earn a MAPS degree at USML with a reduced-credit option. Examples: deacons, Lay Leadership graduates, adults outside the Archdiocese of Chicago and Bridge students with shared credits from another accredited learning institution) Guidelines for the reduced credit option are as follows:

- **Deacons from the Archdiocese of Chicago:**
 - 12 credit hours of advanced standing in Scripture, Sacramental Theology, Canon Law, Catholic Social Teaching, Field Placement, Lay Leadership of Prayer.
- **Lay Leadership Graduates:** no reduced-credit options; all MAPS courses must be taken.
- **Bridge Students:** Institute directors review transcripts of the students' academic institutions to determine what courses may be needed.

- Outside the Archdiocese of Chicago: Institute directors will review each student on case-by-case basis.

Application Procedure

The following documentation must be submitted to the Institute for Pastoral Leadership:

- Completed MAPS/LEM/Certification application form (this form is for all students, including Archdiocese of Chicago Deacons and those students who reside outside the Archdiocese of Chicago)
- Personal statement as stipulated on application form
- An original Baptism Certificate, dated within the last 6 months, with the parish seal and the notations for the sacraments of Confirmation and Marriage (if applicable) on the back
- 3 Recommendation Forms: one from your Pastor, one from a colleague in ministry and one from a professor or someone who can attest to your academic ability for graduate work
- Official transcripts from each college or university attended, both undergraduate and graduate
- For Deacons: submission of academic and formation transcripts from the diaconate formation program
- Signed "Candidate's Release Statement" form (includes permissions to view materials, psychological information, and a photo/video release)
- Non-refundable \$75 application fee
- Ecclesial recommendation letter (for those who live outside the Archdiocese of Chicago)

Once all documents have been submitted and reviewed, if eligible, the candidate will be interviewed by the Associate Director and Program Coordinator.

After conditional acceptance to the MAPS Program, the student will receive a letter outlining the following conditions of acceptance:

- a. Successful completion of a psychological evaluation. Directions as to planning for the psychological testing are mailed to the candidate once he/she is conditionally accepted into the program. All costs of testing are split 50/50 between the student and the Institute for Pastoral Leadership. *The psychological evaluation is not a requirement for students who live outside of the Archdiocese of Chicago nor Deacons.*
- b. Submission of the signed Code of Conduct
- c. Submission of the signed Formation Covenant
- d. Submission of Course Approval Forms (for the first semester)
- e. Submission of Spiritual Director Form (after a spiritual director is selected, by October 1st)

PART IV: ACADEMICS

Courses by Department

The sequence of courses in the MAPS Degree Program at USML (refer to Appendix C) are designed to provide the intellectual and pastoral basis for ministry formation and to be a venue for ministers to discuss and explore the formation they are receiving in the areas of human and spiritual formation.

Biblical Studies

New Testament **LF502** (3)

Old Testament **LF507** (3)

Dogmatic Theology

Sacramental Theology **LF532** (3)

Ecclesiology **LF519** (3)

Christology **LF511** (3)

Christian Anthropology **LF515** (3)

Foundations of Catholic Doctrine **LF520** (3)

Moral Theology

Moral Theology **LF513** (3)

Catholic Social Teaching **LF575** (2)

Church History

Church History **LF528** (3)

Liturgy and Music

Liturgical Leadership of Prayer **LF516** (2)

Pastoral Theology and Canon Law

Pastoral Care **LF512** (2)

Canon Law **LF527** (2)

Field Placement **LF504** (2)

Capstone Thesis Project **LF580** (1)

Spiritual Theology

Spiritual Theology **LF517** (2)

Course Descriptions

LF502 New Testament

After some introductory classes on the origins of the New Testament, on methods of reading it, and of its roots in the Jewish Scriptures, the course will spend most of the semester on the Synoptic Gospels and Acts. Students will also do an assignment involving the study of the New Testament epistle.

LF504 Field Placement

This course engages the participants in the practice and application of pastoral theology. A focus on pastoral care and parish skills will be emphasized. This course will prepare the student to enter pastoral situations with an in-depth Catholic perspective from the human, cultural/contextual, and theological dimensions. The fact that every aspect of Church teaching lead to specific ways of involvement with ministry will inform the pedagogy for this course.

LF507 Old Testament

This course will be an introduction to the contents of the Old Testament. The history of ancient Israel will be used as a way of understanding the content and the development of the biblical books. Methods of exegesis encouraged by official Church teaching will be used and introduced.

LF511 Christology

This course is a general introduction to the theology of the person and work of Jesus Christ. The first part of the course surveys the development of dogma of the person of Christ from Jesus' teaching about himself to the Third Council of Constantinople. The second part of the course examines the contemporary challenge of historical-critical investigation of Scripture to the identity and saving mission of Christ and the Scriptural foundations for the doctrine of Christ as universal savior. The third part of the course surveys the development of understanding of the saving work of Christ, emphasizing the Roman Catholic understanding of the dynamics of salvation in comparison with Eastern, Protestant and contemporary pluralist soteriologies.

LF512 Pastoral Care

This course prepares students to bring an in-depth perspective to the range of pastoral situations they will encounter as an ecclesial minister. The course will address specific content that is pertinent to pastoral ministry as well as introduce basic pastoral skills.

LF513 Moral Theology

Part one of this course sets forth fundamental moral theology. Scripture, Apostolic Tradition, various ecclesial traditions, and natural reason are studied in light of moral decision-making. Christ is the paradigm of human action. The believer is challenged to live the faith. Virtue as a path to holiness is discussed along with fundamental concepts including natural law, sin, and action theory (the role of intention and the moral object in voluntary human acts). Part two applies foundational moral principles to practical questions concerning sexuality, marriage, and family.

LF515 Christian Anthropology

This course will treat theological notions about the origin and destiny of the universe and humanity. Encompassing the major themes of creation, sin, grace, and eschatology, we will examine topics such as the image of God, free will and Original Sin, justification, death, judgment, heaven, hell, and purgatory.

LF516 Lay Leadership of Prayer

Through the Church's liturgical and sacramental life, the paschal mystery is made present in the lives of the faithful. This course provides background and skills necessary in the preparation and leadership of liturgical celebrations, discusses current liturgical issues, and encourages the development of a liturgical spirituality.

LF517 Spiritual Theology

Spiritual Theology is the branch of theology that asks the question, "What is holiness?" It covers both ascetical and mystical theology in an attempt to answer that question. This course is a systematic study of spiritual theology, which looks at some of the great spiritual masters of the Church, men and women who have lived the life of holiness. It is also designed to work in conjunction with the first-year formation program on the theology and practice of prayer.

LF519 Ecclesiology

This course will analyze the origin, nature, and mission of the mystery of the Church. There will be a special emphasis on the four marks of the Church: one, holy, Catholic, and apostolic. The major ecclesial themes presented in the conciliar documents of the Second Vatican Council *Lumen Gentium* and *Gaudium et Spes* will be highlighted and analyzed throughout the course. In a particular way, the Universal call to Holiness will be presented as benchmark for living the Christian life. Finally, Chapter VIII of *Lumen Gentium* will be offered as a guide to the Church's rich Marian doctrine and devotion. The course will also provide a survey of the role of the Blessed Virgin Mary in the history of salvation and in the life of Christ and the Church.

LF 520 Foundations of Catholic Doctrine

This survey course introduces students to fundamental Catholic theology. Using the Nicene Creed as the overall structure of the course, the students will study the Nature of God, the Doctrine of the Trinity, and those attributes we associate with our Triune God. In the second half of the course, the students will learn about the Hierarchy of Truths, the relationship between Scripture, the Tradition, and the Magisterium, and lastly, the essential elements of Eschatology and Mariology.

LF527 Canon Law

This first course in Canon Law briefly treats the history of Canon Law up to and including the Revised Code. The first three Books of the Code are discussed: General Norms, the People of God, the Teaching Office of the Church.

LF528 Church History

This course is intended to provide students with a broad overview of some of the major events and persons in the history of the Church. Emphasis will be placed on the history of the Roman Church. Important themes include: the papacy, the development of doctrine, church/state relations, and the relationship between Christianity and culture.

LF532 Sacramental Theology

This course treats the history of Christian sacramental theology by considering crucial theological issues, key theologians, and major magisterial initiatives in different historical periods (patristic, medieval, Tridentine, and modern). The influence of modern biblical studies is evaluated. Students not only receive a survey of the sacramental practice of the Church in different historical periods but are also equipped to understand the theological contributions which each period made to the Catholic understanding of the sacramental doctrine and practice.

LF575 Catholic Social Teaching

This course explores the dignity of the human person and its practical implications of human life in society. Topics to be discussed include war and peace, poverty and wealth, private environment, racism, domestic and community violence, double effect, scandal, material cooperation with evil, and the life issues of abortion and capital punishment.

LF580 Capstone Thesis Project

This final integration project allows the student to demonstrate his/her capacity to integrate and articulate what s/he has learned through the MAPS academic and formation programs. The project focuses on application of these learnings to a specific pastoral situation.

Field Placement

The Institute for Pastoral Leadership has a strong commitment to field experience. Having authentic experience in ministry is essential to the development of the necessary skills needed to be an effective ecclesial minister. The Field Placement course, in conjunction with the Ministerial Practicum (refer to the Lay Ecclesial Ministry Formation handbook), offers students the opportunity to explore ministry in a supervised setting and to participate in the process of theological integration.

The theological foundation upon which ministerial experience rests is the conviction that theological studies cannot be separated or unrelated to church life and the culture within which it exists. There is an intimate and necessary relationship between theological study, worship, evangelization, catechesis, and loving service to others.

The ministerial experience component for students in the Master of Arts in Pastoral Studies Degree Program runs concurrently with the formation process requirements of the program. Field experience forms an integral part of the overall purpose of the formation process for Lay Ecclesial Ministers. For details and expectations of the Field Placement course for students, see Appendix D.

Academic Regulations

Attendance at Classes

- Students are expected to attend all classes. Attendance at class and interaction with teachers and other students are essential aspects of the theological formation at USML. To provide for emergencies involving sickness, accidents or other serious personal matters, exceptions to the above policy are made. For example, a student may attend the funeral of an immediate family member, of a fellow student or faculty member, without penalty.
- A student should inform the IPL Administrative Assistant (847-837-4550) as to the reason for absences. If possible, this notification should be made before the absence occurs.
- Students are responsible for material missed.

Definition of Grades/Grade Values

The definitions established by the University of Saint Mary of the Lake apply to all degree programs of the Graduate School. Students must maintain a 2.5 cumulative GPA during each semester. See Appendix A.

Withdrawals

- A student may withdraw from a course up to the end of the sixth week of the semester. Refer to PART VI: TUITION AND OTHER FINANCIAL MATTERS on page 17 for specific charges for withdrawal from a course.
- Permission of the Program Director is required for all withdrawals. A grade of "W" (withdrawal) or "WP" (withdrawn passing) will be entered on the transcript for courses from which a student has withdrawn.

Incompletes

- A student may request an Incomplete. Teachers may grant this request if they judge the student's reason to be sufficient.
- The deadlines for the completion of course work is: 1) for the Fall Semester, the end of the second week of the Spring Semester; 2) for the Spring Semester, the end of the second week of the Summer Term; and 3) for the Summer Term, the second week of the Fall Semester. A professor may not extend the deadline past these dates. Any further extension can only be made by the Academic Dean.
- The courses will be considered complete if the student places the required materials in the hands of the professor no later than 2:00 P.M. on the day of the deadline. In the absence of the professor, the completed work may be turned in at the Academic Dean's office before the deadline. Otherwise, the

professor gives an "F" for the course. The student must assume the responsibility for completing their course.

- Students in their final semester must complete all their work for courses for the MAPS degree in the Spring Semester by the final week of term. If grades for one or more courses are still not handed in by the end of that time, the student will not receive a degree at the Convocation. Degrees will be given only after all final grades are recorded and all fees to the University are paid.

Failure

No credit is given for a course in which a student earns an "F". A student must retake a failed course the next time it is offered. Exceptions to these policies (e.g., an independent study in a subsequent semester to make up a required course) are at the discretion of the Academic Dean.

Audit

A student needs permission from the Academic Dean and the instructor to audit a class. A student must attend every class and do all the required reading. A student does not have to take tests, exams or submit papers. An audit fee does apply.

Plagiarism/Academic Dishonesty

- In all written assignments of whatever kind, including examinations, quizzes, internet quizzes and papers, students are responsible for the integrity of their own work. Any dependence on or use of someone else's work must be clearly noted and appropriate references given. Please consult the *USML Writer's Manual* for guidelines. See Appendix B.
- Any student who plagiarizes—i.e., takes, copies, or otherwise uses without proper acknowledgement—the work of another will face discipline up to and including dismissal from the MAPS Program.

Graduation

- Degrees will normally be awarded in May.
- All degree requirements must be completed by the final week of term if the degree is to be conferred.
- Students who earn a cumulative average of at least 3.5 will be graduated *cum laude*; those with at least a 3.7, *magna cum laude*; those with at least 3.9, *summa cum laude*.
- When a student has completed his or her academic degree and accompanying formation program, s/he has the option to participate in the Convocation exercise at the University of Saint Mary of the Lake.

Transcripts

- All official transcripts of academic records are issued by the University Registrar.
- A student wishing transcripts of their record should apply in writing to the Office of the Registrar at least two weeks before the transcript is needed. Transcripts requested by phone will not be accepted.
- Official transcripts are sent to an institution and not the student. If transcripts are sent to the student, they will be marked "Released to Student".
- Each student is entitled, on leaving USML, to one transcript of their records free of charge; for additional transcripts, a fee of \$10.00 will be charged.
- No transcript will be issued unless all indebtedness to USML has been satisfied, including the return of, or restitution for, all library materials.

Privacy of Records

USML adheres to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This act states that the written consent of the past or present student must be obtained before allowing transcripts (for example) to be released to any person or body, and the permission is granted only for the specified reasons stated in the written consent.

1. Non-Disclosure of Information

Information about a student, excluding "directory information," will not be disclosed to a third party without the written consent of the student concerned, except as may be authorized or required by federal statute. However, USML will comply with any lawful judicial order, decree, subpoena, and/or process that may compel the production of information. When such a request must be complied with, USML will attempt to notify the student.

2. Grade Reports

USML will mail grades to the student and the Institute for Pastoral Leadership after a release form is signed.

3. Rights of the Individual

The individual may submit a written comment or rebuttal to be included in the file. This comment or rebuttal may be written by the individual or someone at his/her request. It may serve to rebuke or give testimony that something exists in the file which the individual believes to be factually incorrect or subject to a different interpretation. The individual may take appropriate Canonical or Civil Legal action to remove any factually incorrect information in the file.

4. Access to files

The care and maintenance of a student's file are the sole responsibility of the people whose charge it is to maintain such records. Requests for review of an individual's own file should be made directly to the Provost. Access should be given consistent with the following conditions:

- The individual should be given access in the presence of the Provost (or his designate) to their file without unnecessary delay, at a time mutually convenient to the individual and the Provost.
- The person responsible for the records should review the file prior to granting access. Any material placed in the file under the promise of confidentiality must have the permission of the author prior to its discovery. If the author of promised confidential information does not grant access, the document must be purged of all identifying information to protect the author prior to disclosure.
- The individual cannot remove or alter any information in the file.
- Photocopies of any portion of the record are not permitted without the permission of the person responsible for the record.
- Those authorized to have access to student's records are:
 - 1.) The Ordinary (Bishop of the diocese) and other persons as designated by the Ordinary
 - 2.) The Rector and University and IPL Administrators
 - 3.) Those designated to maintain the records
 - 4.) The individual whose name appears on the student file
 - 5.) Appropriate Civil Authorities only when a court order, subpoena, or summons properly served through the Archdiocesan Director of Legal Services warrant such action
 - 6.) Others with written permission of the student

Academic Review Board

- The University reserves the right to refuse to admit, or readmit, any student at any time should it be deemed required in the interest of the student or the University to do so, and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose or active cooperation in all the requirements for acceptable scholarship and formation.

- If a student fails a required course in one semester and another required course in the next semester, they are automatically subject to an Academic Review Board and possible dismissal from the MAPS Degree Program.
- The purpose of the Review Board is to investigate a student's situation to offer a recommendation either that a student continue with their studies or that a student be dismissed. A recommendation for continued participation in the degree program should be based on extenuating circumstances which satisfactorily account for the student's poor performance.
- The Academic Review Board is made up of the Provost, the Director of the Institute for Pastoral Leadership, and the Associate Director of the IPL who is responsible for the MAPS Program.
- The information shared about the students under review is strictly confidential.

The Association of Chicago Theological Schools

USML is a member of the Association of Chicago Theological Schools (ACTS), an ecumenical association of eight Protestant, three Catholic and one Baptist formed in 1985. ACTS is intended to be the chief avenue of cooperation among its member institutions, particularly in the areas of student cross-registration, library access and acquisitions, interchange among faculty members in the various disciplines of theological education, and communications between the schools.

Five of the schools are located on Chicago's south side in Hyde Park: Catholic Theological Union, Chicago Theological Seminary (United Church of Christ), Lutheran School of Theology, Meadville Lombard Theological School (Unitarian Universalist), and McCormick Theological Seminary (Presbyterian U.S.A.). One school is in the western suburbs: Northern Baptist Theological Seminary. Six of the schools are in the northern metropolitan area: Bexley Seabury Seminary Federation, Garrett-Evangelical Theological Seminary (United Methodist), Loyola University Chicago, University of Saint Mary of the Lake / Mundelein Seminary, North Park Theological Seminary (Evangelical Covenant), and Trinity Evangelical Divinity School (Evangelical Free Church of America).

Together, the schools within ACTS offer an enormously rich network of resources for theological education, making it one of the largest centers for theological education in the world. Available to the approximately 3500 students currently enrolled at its member schools is a faculty of some 300, over 1000 courses offered annually, and library collections of over 2.2 million volumes and nearly 5000 currently received periodical subscriptions. Several schools have well-stocked theological bookstores. More important, ACTS makes it possible for students and faculty to pursue their work, study, and reflection in interaction with people from many different cultural and theological traditions.

PART V: Course of Formation

The MAPS degree program seeks to develop ministers who are mature and holy women and men, who will live, work, and pray with the people they serve in ministry as collaborators with their Pastors. To help achieve this goal, a Formation Program is a required component of the MAPS degree program.

Outline of the Lay Ecclesial Ministry Formation Program

USML MAPS students who reside outside the Archdiocese of Chicago, please see Appendix F for your MAPS Formation Program. Archdiocese of Chicago Deacons, please see Appendix G.

Year I: Year of Vocational Discernment

The first year of the Formation Program is considered a year of discernment. The individual, through prayer, working with the Formation Advisor and/or the Director of the Institute together with their spiritual director and Pastor, reflects on whether s/he is being called to the vocation of ecclesial ministry. The expectations of the student in the first year as well as a description of the evaluation process is as follows:

Fall, Winter & Spring

- Formation Days, typically 8 Saturdays plus a Group Meeting with the Cardinal

Fall

- Opening Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to set formation goals for the year
- Student Evaluation: Director of IPL is advised by the Formation Advisor as to the student's progress regarding discernment of vocation and growth in formation

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Advisor Meeting with Formation Advisor in April to assess vocational call and progress in formation as well as academics
- Student Evaluation: Formation Advisor makes recommendations to the Director of IPL as to the student's discernment of vocation and progress in formation. A decision is made as to the student being admitted into the 2nd year of the program.

Year II: Year of Candidacy Review

A review of each student will occur at the end of the second year of formation. The Director consults with the Formation Advisor and an Advisory Committee. The Advisory Committee offers their recommendation to the Director as to each student's suitability for becoming a candidate for lay ecclesial ministry and continuation in the MAPS and Formation program. The expectations of the student and the evaluation process in the second year are as follows:

Fall, Winter & Spring

- Formation Days, typically 8 Saturdays plus a Group Meeting with the Cardinal

Fall

- Annual Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to review the previous year's progress and set formation goals for the second year
- Student Evaluation: Director of IPL is advised by the Formation Advisor as to the student's progress and any areas on which the student has been asked to focus as s/he moves toward candidacy.

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Student Evaluation: In March, the Advisory Committee meets to review all 2nd year students. A report is prepared on the student in terms of his/her progress in the four areas of formation. The Advisory Committee makes a recommendation to the Director of the Institute as to each student's readiness for candidacy as a lay ecclesial minister. The Director then makes the decision as to the student being admitted to candidacy with or without conditions or not at all. That decision determines whether the student moves on to the 3rd year of the LEM-MAPS program.

Year III: On-going Assessment for Ecclesial Ministry and Certification**Fall, Winter & Spring**

- Formation Days, typically 7 Saturdays plus a Group Meeting with the Cardinal

Fall

- Annual Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to set formation and ministerial goals for the year. If there are any recommendations or conditions laid out by the Director and Advisory Committee, those are also discussed.
- Student Evaluation: Director of IPL is advised by the Formation Advisor as to student's progress and any areas on which the student has been asked to focus as s/he moves toward certification and ecclesial ministry.

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Advisor Meeting: For students who continue in the program without conditions, no official meeting is scheduled. The student may, however, request a meeting with the Formation Advisor. Any student who was permitted to continue in the program with conditions on that continuation, meets with the Formation Advisor during March.
- Student Evaluation: Any student who is in the program with conditions, is evaluated by either the Director of the Institute or the Formation Advisor as to his/her progress in the vocational and formation area with attention to the areas of concern.

Year IV & beyond: On-going assessment leading to completion of academics.

Fall, Winter & Spring

- Annual Retreat: Student is expected to arrange for a retreat of their choice for each subsequent year until completion of their academic program.
- Formation Days, typically 3 Saturdays plus a Group Meeting with the Cardinal

Fall

- Advisor Meeting with Formation Advisor to review the previous year's progress and set the formation goals for this and any subsequent years, as applicable.
- Student Evaluation: Director of IPL is advised by the Formation Advisor as to student's progress and any areas on which the student has been asked to focus as s/he moves toward completion of the MAPS program.

Advisory Committee

The Institute for Pastoral Leadership Advisory Committee reviews the human, spiritual, intellectual, and pastoral formation of students. This review includes the use of the psychological evaluation, areas of growth as defined by the student, Formation Advisor meetings, professor observations, peer observations, pastor recommendations, field education supervision, ministry practicum supervision and any other matters that pertain in the external forum to the spiritual, human, intellectual and pastoral formation of those in the MAPS program.

MAPS students bear the primary responsibility for their formation. This means that, while many opportunities for individual and group formational experiences are presented to the student, ultimately, they alone determine how deeply they will allow these experiences and opportunities to prepare them for ministry. The hope is that all students will grow in their sincere spirit of self-motivation.

Dismissal of a Student

The Director or Associate Director of the Institute for Pastoral Leadership are continually consulting regarding the academic process and aptness for ministry of all MAPS students which includes the areas of human, spiritual and pastoral growth, and development as well as the intellectual. Any supportive evidence or concerns brought forth from the Directors'/Advisor Meetings, pastor letters, peer reports, professional comments and other gathered information in the external forum is used to assess the aptness for ministerial service of a MAPS student.

Due to the great importance of solid human, pastoral and spiritual formation, the University reserves the right to refuse to admit, or readmit, any student at any time should it be deemed necessary in the interest of the student or the MAPS program to do so. USML reserves the right to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, aptness for ministry, openness to formation, earnestness of purpose or active cooperation in all the requirements for acceptable scholarship and ministry preparation.

Annual Pastor Recommendation

Because MAPS students are members of parishes under the supervision of the local pastor, the ongoing discernment of a participant's proper pastor is an important part of the overall discernment of each candidate. Each year the pastor is to submit to IPL a signed recommendation form containing his assessment of the participant's growth. Please note that, since the pastor's recommendation is used in the evaluation of students, the pastor may not also be your spiritual director.

PART VI: TUITION AND OTHER FINANCIAL MATTERS

Overview of Costs

Tuition per credit hour, 2020-2021:	\$975.00
Application fee (one-time fee):	\$75.00
Technology fees:	\$150.00 for the Fall semester \$150.00 for the Spring semester \$75.00 Summer semester
Transcript Request:	\$10.00
Audit Fee:	\$585 per credit hour (2020-2021 academic year)
Books:	Purchased by the student
LEM Formation Fee:	\$400.00 per academic year

Financial Hold Triggers

- No student will be allowed to register for courses if they have an outstanding balance or are late in a payment plan arrangement.
- No student will be allowed to continue in courses/program if they have an outstanding balance or are late in a payment plan arrangement.
- No student will be allowed to be enrolled (active on first day class roster) in a course if they have an outstanding balance.
- Exception may be made for any student who is sponsored by a sending diocese.

Payment Forms Accepted

- Credit Card online (subject to convenience fee)
- E-check online
- Outside Scholarship Funds (third party check)
- Cash
- Check

Billing and Invoice Access

- All billing and statements are accessible through the USML student information system

Payment Plan Options

Fall Term

- Student's payment in full at invoice date or by August 31 of Fall term.
- Students may request payment plan by August 31 of program year or within 10 days of billing date.
- Payment plan consists of 5 payments August through December:
 - 20 % of bill/invoice is due by August 15
 - 40 % of bill/invoice is due by September 15
 - 60 % of bill/invoice is due by October 15
 - 80 % of bill/invoice is due by November 15
 - 100% (final) due no later than December 15 of program year

Spring Term

- Student's payment in full by January 31 or at invoice date.
- Students may request payment plan by January 31 of term year or within 10 days of billing date.
- Payment plan consists of 5 payments January through May:
 - 20 % of bill/invoice is due by January 15
 - 40 % of bill/invoice is due by February 15
 - 60 % of bill/invoice is due by March 15

- 80 % of bill/invoice is due by April 15
- 100% (final) due no later than May 15 of program year

Summer Term

- Full payment due before start of summer courses

Refund Policies

USML MAPS credit program students who withdraw from the program will be assessed charges for the program term on the following scale:

- Two weeks or less 30%
- Between two weeks and four weeks 50%
- Within the fifth week 75%
- Over five weeks 100%

There will be no refund of fees of any kind regardless of withdrawal date.

On the LEM/MAPS/Certification Application Form, the student will indicate who (student, parish/agency/organization, or shared) will cover the program cost. The student’s signature on the Application Form is an acknowledgment of the program cost and the commitment to ensure timely payment.

PART VII: GENERAL INFORMATION & CONTACTS

Car registration and parking

Students are asked not to park on the walkways surrounding the residence buildings or in front of doorways and entrances. These are “Fire Lanes” for emergency vehicle access only.

Library

The Feehan Memorial Library is located on campus. The library contains over 190,000 books and over 432 periodicals, primarily in the areas of theology and philosophy. A limited number of audio-visual materials are also available. Students also have access to books available on inter-library loan from the Association of Chicago Theological Schools. The library is staffed with the services of a professional librarian. Books may be borrowed for a period of five weeks. Students are asked to return all borrowed materials to the library when they are due. Food and drink are not allowed in the Feehan Memorial Library and the McEssy Theological Resource Center. The general phone number is 847-970-4820. Please contact the library for specific hours of operation.

Email

All students are assigned a “USML” email address. All communication from the IPL will come to the student via their USML account. Participants are expected to check their email regularly and are responsible for all information communicated through electronic mail. For questions or problems with your USML email account, please send an email to help@usml.edu.

Microsoft Teams

Microsoft Teams is the e-learning platform used at the University of Saint Mary of the Lake. Students who are part of the University through the M.A.P.S. degree program will use this platform to access their synchronous online courses. For those students in the LEM formation program, some formation days may be offered online through Teams. You can access Teams through your online Microsoft Office 365 account. Your username and password are the same as that for your USML email address.

University Security

The University grounds are patrolled seven (7) days a week by the University Public Safety officers. The Public Safety department may be reached by calling 847-970-4815 anytime, 24 hours a day, 7 days a week. We advise everyone that they should call 911 in case of an Emergency. The security officers are notified about the individual's location automatically when a 911 call is placed on campus.

Important Contact Information for LEM Students

Security: Questions concerning Security, contact security@usml.edu or 847-970-4815

IPS MAPS or CTU MAPS: Questions concerning your IPS or CTU MAPS Course of Study – please contact your advisor at your school directly. Questions concerning your USML MAPS Course of Study, please contact Dave Retseck, at dretseck@usml.edu or (847) 837-4553.

Billing: Questions regarding Billing or Finance should be directed to the Business Office, Nancy Ambrosio, the Accounts Receivable clerk, at nambrosio@usml.edu or 847-970-4806.

Financial Aid: Questions regarding Financial Aid or non-Diocesan scholarships should be directed to John Lehocky, VP of Finance, at jlehocky@usml.edu or (847) 970-4810.

USML Email: Questions regarding your USML Email account should be directed to the IT department at HELP@usml.edu.

Application and Admissions Process, Course Approvals, Recommendation Forms, Spiritual Direction Forms: Kathy Szamocki, Program Coordinator of the Institute for Pastoral Leadership, should be contacted at kszamocki@usml.edu or (847) 970-4936.

USML MAPS, Formation or Advisor Meetings, Ministerial Practicum: Dave Retseck, Associate Director of the Institute for Pastoral Leadership, should be contacted at dretseck@usml.edu or (847) 837-4553.

Important Contact Information for USML MAPS Students

USML Academic Courses: Questions concerning your Courses – please contact your professor directly. If you are unsure of the professors contact information you can find it on the USML website at <https://usml.edu/faculty-staff-directory/>.

USML Library Card: Questions regarding your USML library card should be directed to DeAnne Besetzny at the library at dbesetzny@usml.edu or (847) 970-4821.

USML Grades or Transcripts: Questions regarding Grades or Transcripts should be directed to Devona Sewell in the Office of the Registrar at dsewell@usml.edu or 847-970-4803.

PART VIII: FACULTY

Very Rev. Thomas A. Baima, M.B.A., S.T.D.
Provost, Professor in the Department of
Systematic Theology

Melanie Barrett, Ph.D., S.T.D.
Chairperson and Professor in the Department of
Moral Theology

Rev. Matthew Bozovsky, S.T.L.
Pastor, Our Lady of Ransom Parish, Adjunct
Professor, Systematic Theology

Linda Couri, M.S.W., L.C.S.W., D.Min.
Director of the Institute for Pastoral Leadership
and Assistant Professor in the Department of
Pastoral Theology

Rev. Marek Duran, S.T.D.
Associate Professor in the Department of Moral
Theology

Rev. Brendan Guilfoil, S.T.L.
Associate Pastor, St. Mother Theodore Guerin
Parish, Adjunct Professor, Ecclesiology

Paul C. Hilliard, Ph.D.
Chairperson and Associate Professor in the
Department of Church History

Very Rev. John Kartje, Ph.D., S.T.D.
Rector/President, Assistant Professor in the
Department of Biblical Studies and Homiletics

Rev. James McIlhone, S.T.L., Ph.D.
Adjunct Professor in the Department of Biblical
Studies

Peter Newburn, D.Min.
Director, Pastoral Concerns for the Diocese of
Joliet, Adjunct Professor in Pastoral Theology

Sister Kathleen Mitchell, FSPA, D.Min.
Associate Dean of Formation, Assistant Professor
in the Department of Pastoral Theology

Rev. David P. Olson, J.D., S.T.D.
Assistant Professor in the Department of
Dogmatic Theology and Pre-Theology

Rev. Robert L. Schoenstene, M.A., S.S.L.
Associate Professor in the Department of Biblical
Studies and Homiletics and Pre-Theology

Catherine Sims, M.Ed., M.Div., D.Min.
Associate Director, Institute for Pastoral
Leadership, Adjunct Professor in Pastoral
Theology

Rev. Daniel A. Smilanic, J.C.D.
Adjunct Professor in Canon Law

Steven Smith, Ph.D.
Associate Professor of Biblical Exegesis

Todd Williamson, M.T.S.
Director of the Office for Divine Worship,
Archdiocese of Chicago, Adjunct Lecturer in
Liturgy

Rev. Martin A. Zielinski, M.Div., Ph.D.
Associate Professor in the Department of Church
History

Appendix A. Grades

Excellent	A+	100-98	Exceptionally good performance demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts.
	A	97-95	
	A-	94-92	
Very Good	B+	91-89	Very Good performance demonstrating capacity to use the appreciate concepts, an above average understanding of the subject matter, and an ability to handle problems encountered in the subject.
	B	88-86	
Satisfactory	B-	85-83	Generally Satisfactory performance despite notable shortcomings, demonstrating a basic understanding of the subject matter and fundamental concepts, and an ability to handle relatively simple problems.
	C+	82-80	
Marginal	C	79-77	Marginal Performance despite evidence of serious effort, demonstrating only partial familiarity with the subject matter and limited capacity to deal with relatively simple problems and concepts, deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
	C-	76-74	
Unsatisfactory	F	73-0	Unacceptable, failing work for which no credit can be given
Other Grades	P – Pass		
	AU – (Audit) indicated formal auditing of a course		
	I – (Incomplete) is recorded when an extension to complete work beyond the semester has been granted by the course instructor. An extension beyond the published incomplete due date requires the approval of the Academic Dean.		
	IP – (In Progress) is recorded when the term of a course extends beyond the semester.		
	W – Withdrawal granted prior to any assessment of without penalty due to circumstances beyond his/her control.		
	WP – withdrawn passing.		

Appendix B. USML Writers Manual

All assignments and papers for academic courses at the University are governed by the *USML Writers Manual* at the discretion of the individual professor. You are expected to follow its guidelines. You will find the manual at <http://library.usml.edu/FeehanLibrary/writing>.

Appendix C. USML MAPS Degree Course of Study

Course #	Title (Credits)
LF 527	Canon Law (2)
LF 580	Capstone Thesis Project (1)
LF 575	Catholic Social Teaching (2)
LF 515	Christian Anthropology (3)
LF 511	Christology (3)
LF 528	Church History (3)
LF 519	Ecclesiology (3)
LF 504	Field Placement (2)
LF 520	Foundations of Catholic Doctrine (3)
LF 516	Lay Leadership of Prayer (2)
LF 513	Moral Theology (3)
LF 502	New Testament (3)
LF 507	Old Testament (3)
LF 512	Pastoral Care (2)
LF 532	Sacramental Theology (3)
LF 517	Spiritual Theology (2)

TOTAL = 40 credits

Appendix D. Field Placement Course

Program Outline

This course engages the participants in the practice and application of pastoral theology. A focus on pastoral care and parish skills will be emphasized. This course will prepare the student to enter pastoral situations with an in-depth Catholic perspective from the human, cultural/contextual, and theological dimensions. The student will be taught to approach such situations with a perspective which is consistent with and expressive of the practice and wisdom of the Church. A stress on the ability to make connections between Church teaching and practical ministry will be emphasized, due to the student's ministerial work which will be done in the name of the Church. The fact that every aspect of Church teaching lead to specific ways of involvement with ministry will inform the pedagogy for this course. For instance, there are Christological, ecclesiological, eschatological, moral dimensions to each situation and ministerial action. One must be able to discern appropriate action and realize what is consistent with the Church's life and what is at variance. The ability to make the connections between teaching and practice is a requirement for ecclesial ministry.

Field Experience

The Field Placement course takes place during the second semester of the Year C courses of the MAPS program. The student is expected to begin the semester having already established their ministerial site as well as the site supervisor by completing the Basic Site Information form.

Expectations for Participation

The expectation is that the student's ministerial involvement will involve 8-10 hours a week. For those already employed in a ministerial position, the 8-10 hours would be part of your normal job requirements – not in addition to them. The actual time commitment will vary based on the ministry, the site, and the availability in the student's schedule. However, it may not be less than 5 hours a week. Ordinarily, this time commitment would include the actual ministerial experience, preparation time for the experience, any physical set-up and/or clean-up involved. The actual ministry, preparation etc. must be the direct responsibility of the student under the supervision of the site supervisor.

Reflection Seminars and Group Supervision

Students will present case studies based on their ministerial experience. The peer group learning environment will assist the student in actively reflecting on the experience in a way that deepens the understanding, expands the possible areas of potential growth and the development of needed skills which could improve or enhance the student's ministerial practice.

Once the case study has been reviewed, the group enters the practice of theological integration around the case. Through the engagement of the human and social sciences together with the wisdom of the Great Tradition, the peer group moves from a simply practical approach of problem-solving to one that is grounded in spiritual wisdom and insight moving the students to integration and renewed action.

Evaluation

Student's assessment will be based on the following elements:

- Evaluation of case studies based on:
 - demonstrated capacity to reflect critically on one's work
 - personally
 - professionally
 - theologically.

- Demonstrated skill in theological reflection as it applies to pastoral ministry; showing one's ability to integrate theological learning with pastoral practice
- Demonstrated faithfulness and collaboration within the ministerial practicum environment
- Demonstrated ability to understand and communicate theological perspective of the Catholic Church as appropriate for one's audience
- Demonstrated ability to work collaboratively with others in ministry as both a volunteer/staff person and one responsible for ministry
- Demonstrated ability to engage in an exchange between faith and culture to mediate theologically diverse ecclesial perspectives
- Evaluation by site supervisors
- Evaluation within the peer group
- Classroom participation

The Field Placement site must:

- provide opportunities for significant ministerial endeavor
- involved a time commitment that can be integrated into the student's schedule
- include an experienced supervisor who can act as a guide and mentor
- be clearly distinguished from any occasional and/or unsupervised church volunteerism the student may already be doing. It may, however, take place at the student's parish.

Overall, the emphasis will be on gaining experience and specific skills needed for lay ecclesial ministry. Attention will also be paid to further developing self-awareness and the qualities of a mature and committed Lay Ecclesial Minister.

Benefits and Goals of Field Placement for the Student

- Theological field placement provides an opportunity for the student to integrate the theological knowledge they have acquired during their academic formation into the pastoral practice of ministry. This is done in a reflective peer environment where the student, examines specific ministerial situations considering human, spiritual, intellectual, and pastoral formation.
- It provides a structured opportunity for students to gain understanding and skills needed in the various areas of ecclesial ministry in line with the standards of the Association of Theological Schools (ATS). This is accomplished with the supervision of qualified, ecclesial ministers.
- The Theological Field Placement experience also helps the student to further their discernment for ministry in the Church and develop skills of practical theology in a ministerial setting.
- The Field Placement course provides the student with tools for self-reflection as well as self-evaluation in the development of pastoral skills, and one's identity as an ecclesial minister.
- Because each individual student has unique gifts, talents and needs, the Associate Director of the Institute responsible for the LEM program will discern with the participant's input as to which site he/she will be assigned. This will be based on the area of pastoral or catechetical specialization the student seeks.

Reflective Practice Model

The field placement component follows a reflective practice model. It is an ongoing experience of field-based learning in conjunction with the other aspects of formation and academics. The concern of the supervised field placement experience offered is to assist students in developing and deepening their growth in the four areas of formation: human, spiritual, intellectual, and pastoral. The students are expected to develop skills for practical theology. This is accomplished through a process of integration of the theology learned and its relationship to the pastoral care of souls. Integration of theology and

pastoral care is a central concern for all ministerial programs at the University. The following are goals of the program:

- to foster and nourish the student's vocation to enter ecclesial ministry through active engagement in the life and work of the Church. The various experiences are opportunities where an individual can develop an identity as an ecclesial minister
- to gain significant pastoral experience in the areas of catechetical, spiritual, human concerns as well as administration
- to grow in one's ability to articulate the faith clearly, accurately
- to demonstrate one's ability to work collaboratively with parish staff as well as parishioners in a professional capacity
- to develop skills in assessment, planning and program development

Field Placement Supervisor

The information in this section is composed of excerpts from the *Ministerial Practicum Supervisor Roles and Responsibilities* document:

"As a Supervisor, therefore, we ask that you partner with the University of Saint Mary of the Lake and the Institute for Pastoral Leadership by assuming the following responsibilities:

1. Work directly with the student to clearly define their ministry leadership role, and assist him or her in completing the Basic Site Information form.
2. Guide the student in developing their goals and in completing the Learning Plan. Make explicit arrangements with him/her regarding expectations, hours, duties, and overall objectives. Review and approve the Learning Plan at the start of the Ministerial Practicum.
3. Schedule monthly supervisory sessions of 45 minutes. The student's learning is the major focus of these sessions; especially those learning goals described in the Learning Plan which the student and you will develop together. The student's development in dealing with critical or challenging incidents and his or her personal growth both humanly and vocationally are another focus of your supervision sessions.
4. Here are some guidelines for your role as a Supervisor:
 - a. Provide a supportive learning environment for the student.
 - b. Encourage autonomy and independence.
 - c. Provide constructive and timely feedback.
 - d. Provide professional guidance.
 - e. Be as flexible as possible, given the student's demands, while at the same time holding him or her accountable.
 - f. Be supportive with regular contact while not micro-managing.
 - g. Get to know:
 - i. the knowledge and skills the student brings to the pastoral situation
 - ii. the areas where s/he needs more information or support in developing skills
 - iii. the areas of pastoral practice of which the student may have little to no awareness or experience
 - h. Assist the student in transforming their 'knowledge' into pastoral application. The goal is to have the student learn how to integrate the principles and theology into the practice of ministry.

5. Maintain contact with the Associate Director of the Institute for Pastoral Leadership and provide feedback on student performance as requested or as needed.
6. Complete two evaluations of the student's performance during their practicum, discuss your evaluations with the student, and then submit them to the IPL as indicated on the forms:
 - a. Student Evaluation. The Supervisor will complete a mid-year Student Evaluation form during the first week of January.
 - b. Final Evaluation. During April, the student and the Supervisor will meet to review the entire ministerial experience, the record of hours, and complete the Final Evaluation form. This form is to be submitted to the IPL no later than April 30."

Forms Provided by IPL

The following forms can be found on the Institute for Pastoral Leadership webpage about director-level certification or can be obtained from the Associate Director responsible for certification:

- Basic Site Information Sheet
- Final Evaluation form

Appendix E. MAPS Capstone Thesis Project

The information in this section is composed of excerpts from the *2021-2022 MAPS Thesis Project Handbook*:

The Master of Arts in Pastoral Studies Degree culminates with the student completing a capstone thesis, the final requirement for the degree. This manual is written for the student who is ready to begin the Capstone Thesis Project. The expectation of the *Institute for Pastoral Leadership* of the *University of Saint Mary of the Lake* is that, by completion of a Masters-level thesis, the student demonstrates his or her ability to apply the theological knowledge received over the course of study to an applied pastoral situation in a way consistent with Church teaching while, at the same, pastorally responsive to the particular context.

Steps to be taken in the Capstone Project process:

1. In consultation with the Director of the Capstone Project, identify a pastoral situation/experience to examine thru this process.
2. Student submits a formal proposal identifying the topic and resources to be used for the Capstone Project to the Capstone Director.
3. The Director of the Capstone Project reviews the proposal and returns it to the student, identifying any edits that are needed or revisions. The student makes the required changes and submits the revised proposal to the Director for approval.
4. Once the proposal has been approved by the Capstone Director, the student may begin working on the thesis writing. Ordinarily, the student must attain approval at least one month prior to the final semester of his/her degree program.
5. The Capstone Director assigns, in consultation with the student, a thesis advisor to work with the student on his/her thesis.
6. The student must work with the **Writing Center** of the University of Saint Mary of the Lake to assure the thesis meets University standards for a thesis project. The thesis will not be considered complete until it has been signed off by the Writing Center. [WRITING CENTER RESOURCES - Feehan Memorial Home - USML Feehan Memorial Library at University of Saint Mary of the Lake](#)
7. Once the student receives approval from the Writing Center, and the thesis advisor, the thesis is submitted to the Capstone Director for final review. **This step must be accomplished no later than April 1st** to allow sufficient time for the Director to complete the review.

Appendix F. Formation Program for Students Who Reside Outside the Archdiocese of Chicago.

Year I:

Fall, Winter & Spring

- Formation Days, typically 4 Saturdays

Fall

- Opening Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to set formation goals for the year

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Advisor Meeting with Formation Advisor in April to assess progress in formation as well as academics

Year II:

Fall, Winter & Spring

- Formation Days, typically 4 Saturdays

Fall

- Annual Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to review the previous year's progress and set the formation goals for their second year

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Advisor Meeting with Formation Advisor in April to review the progress made during the year academically as well as in formation for ministry.

Year III:

Fall, Winter & Spring

- Formation Days, typically 4 Saturdays

Fall

- Annual Retreat, usually held at the end of August
- Advisor Meeting with Formation Advisor to set formation and ministerial goals for the year.

Winter

- Group Advisor Meeting: students at each school (USML, IPS, CTU) meet with Formation Advisor

Spring

- Advisor Meeting with Formation Advisor in April to assess development in the academic and formation areas.

Year IV to Completion of Academics:

Fall, Winter & Spring

- Annual Retreat: Student is expected to arrange for a retreat of their choice for each subsequent year until completion of their academic program.
- Formation Days, typically 3 Saturdays

Fall

- Advisor Meeting with Formation Advisor to review the previous year's progress and set the formation goals for this and any subsequent years, as applicable.

Spring

- Advisor Meeting (optional): Student may request a meeting with the Formation Advisor if they so wish to discuss the completion of their program, graduation, etc.

The Formation Advisor reviews the human, spiritual, intellectual, and pastoral formation of students. This review includes the use of the psychological evaluation, areas of growth as defined by the student, Formation Advisor meetings, professor observations, peer observations, pastor recommendations, field education supervision, ministry practicum supervision and any other matters that pertain in the external forum to the spiritual, human, intellectual and pastoral formation of those in the MAPS program.

MAPS students bear the primary responsibility for their formation. This means that, while many opportunities for individual and group formational experiences are presented to the student, ultimately, they alone determine how deeply they will allow these experiences and opportunities to prepare them for ministry. The hope is that all students will grow in their sincere spirit of self-motivation.

Appendix G. Formation Program for Archdiocese of Chicago Deacons

Year I:

- Annual Retreat of his choosing
- Meeting with Spiritual Director every 4-6 weeks

Year II:

- Annual Retreat of his choosing
- Meeting with Spiritual Director every 4-6 weeks

Year III:

- Annual Retreat of his choosing
- Meeting with Spiritual Director every 4-6 weeks

Year IV to Completion of Academics:

- Annual Retreat of his choosing
- Meeting with Spiritual Director every 4-6 weeks