

FACULTY HANDBOOK

THEOLOGICAL EDUCATION INSTITUTE

A PROGRAM OF MINISTRY AND LAY LEADERSHIP

***A PARTNERSHIP PROGRAM OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
CENTRAL ROCKY MOUNTAIN REGION***

AND

UNITED CHURCH OF CHRIST, ROCKY MOUNTAIN CONFERENCE

JANUARY 2005

Institute Goals and Purposes

Healthy churches need leaders who are equipped for Christian ministry. The Theological Education Institute exists to “equip the saints,” especially the laity for a variety of ministries in God’s Mission and for the upbuilding of the Body of Christ. To this end, TEI is a cooperative program of the Christian Church (Disciples of Christ), Central Rocky Mountain Region, and the United Church of Christ, Rocky Mountain Region.

All courses are open to the laity for their own educational enrichment, which may broaden their leadership in their congregation’s ministry. The program may be useful for those who desire a deeper understanding of faith, ministry and the Christian experience. The core courses also are designed to meet the educational component of licensing procedures of both the Christian Church (Disciples of Christ), Central Rocky Mountain Region Committee on the Order of Ministry or the Committees on Ministry of the United Church of Christ, Rocky Mountain Region, depending upon the judicatory to which the student is related.

The current program is designed as a two-year program. Additional learning opportunities are under consideration in preparation for ministry or for lay leadership. These may be in the form of classes, one day workshops, retreats, or practica in specialized fields. Content may focus on specialized ministry and skills such as youth ministry, Christian education, ethical analysis and advocacy, preaching, and clinical pastoral education.

What Faculty Members Can Expect of Students

TEI faculty members can expect small classes made up of students who may differ widely from each other in areas such as prior educational experience, facility in written and verbal expression, length of church experience and lay leadership, age, and range of life experience. Typical lay church members have little opportunity to know about the time ministers spend in study, what study tools they use, how they have developed and maintain their spiritual lives, the theories and history and knowledge base that informs their work, or the assumptions they make about their roles and role boundaries.

This course of study aims to introduce students to some of the idea frameworks ministers use to think about and organize their work which are not easily visible in the public performance of ministry. Because these ideas, theories, information and practices go beyond and may be different from a typical lay person’s experience, faculty members should expect that challenges to students’ usual ways of thinking about Christian life and church may result in student anxiety and, occasionally, some resistance to learning and thinking in different ways.

Relationship to Judicatory Licensing Procedures

TEI is an educational program offering courses designed to meet one component of licensing requirements for licensed ministers. It does not license ministers for either the Christian Church (DOC) or the United Church of Christ. Each judicatory has a committee or committees on ministry which have the sole responsibility and authority to license ministers. These committees may have requirements beyond completion of TEI coursework which must be met before licensing a candidate for ministry.

The TEI Joint Advisory Council, made up of representatives from each judicatory, maintains a close relationship with the committees on ministry for the following purposes: 1) maintain clarity about responsibility and authority, 2) understand educational and licensing issues, and 3) share ideas and suggestions, and develop structures and processes that strengthen both TEI and the committees on ministry.

Any applicant to TEI who indicates her or his goal is to become a licensed minister in either judicatory must agree to have application materials, course evaluations, and final transcript sent to the appropriate committee on ministry in a timely way. This makes it possible for the committees to establish early contact with students and maintain relationships with them throughout their educational program.

Expectations of Faculty

TEI expects faculty members to challenge students to excellent performance, support and encourage them in such achievement, and model for them roles of ministry that uphold the highest spiritual values of the universal Church and its mission in the world.

Qualifications

All TEI faculty are appointed after review of their qualifications by the Dean. Basic qualifications are:

1. A high level of knowledge and competence in the area of teaching responsibility.
2. Demonstrated teaching ability.
3. Demonstrated commitment to the mission and pedagogical philosophy of TEI.
4. Willingness to participate in an annual faculty retreat.
5. Willingness to engage in mutual review of course designs to meet the needs of TEI mission.
6. Demonstrated commitment to the health of the church as a pastor and/or active member.
7. Demonstrated commitment to collegial relations with clergy.
8. Demonstrated commitment to the standards of ethics and boundary awareness expected of clergy in the DOC and UCC.
9. A positive attitude and the ability to share the Christian faith with others.
10. Commitment to UCC/DOC partnership.

Faculty members must apply to the Dean and prepare the following for review: 1) A letter of interest indicating how the applicant meets the stated qualifications and courses he or she is interested in teaching; 2) a standard CV showing areas of knowledge, skill, experience, publications, papers delivered, and/or workshops conducted; 3) at least one course proposal in the applicant's proposed area of teaching; 4) two letters of recommendation sent directly to the Dean--one from a member of the DOC or UCC clergy specifically addressing qualifications and commitment to the church and collegiality, and one from a layperson addressing qualifications and specifically evaluating teaching ability; and 5) an application form.

Teaching Responsibilities

Faculty members are expected to organize their course content consistent with the previously approved course description that appears in the TEI brochure and Student Handbook. They are free to select appropriate texts and other materials, and should design a syllabus that guides student learning, and develop and evaluate assignments that promote students' learning of the content. Faculty members are encouraged to be creative in developing a range of learning experiences for adult learners, and specifically for courses that meet infrequently, but for long periods at each session. The TEI website (www.teiinstitute.org) includes a class forum for each course offered each term. Faculty members should monitor and participate in posting and responding to messages.

Students are expected to attend all sessions of each class, prepare all assignments and participate fully in class sessions. In the event an unavoidable emergency requires a student to miss a session, the student is responsible to notify the Instructor and to learn from the Instructor both the content and means by which the absence will be satisfied. Instructors are expected to maintain consistent standards of performance for all students in a course.

Faculty members' evaluations of student assignments and course learning should be completed in 30 days and shared with students. Neither numerical nor letter grades are given by faculty members on student assignments or course evaluations. Rather, faculty members provide written notes for assignments and may, if they deem it necessary, require a student to submit an assignment again. At the end of each course the faculty member is expected to prepare a written summary of each student's course performance. These should emphasize both the areas where a student has performed well and those areas where a student needs to improve performance in the future.

Students should have the opportunity to attach a statement to course evaluations in which they either agree with or disagree with all or a portion of the evaluation. While faculty members should attempt to accommodate a student's evaluation of his or her learning, they are not required to change an evaluation unless they are persuaded that the original evaluation did not adequately account for student performance. These course evaluations, with any student addendum, should be sent in a timely way to the TEI Registrar. They will become a part of the student's permanent file.

All faculty members are expected to include content in each course about appropriate roles and role boundaries for licensed ministers. While this content appears specifically in selected courses, TEI is committed to helping all students understand and appreciate appropriate role boundaries and reinforcing the importance of this content.

Annual Faculty Retreat

All faculty members are expected to attend an expense paid annual faculty retreat. The 2004 retreat will be held in Conifer at A Mountain Retreat, October 10 and 11. This retreat serves to reinforce the philosophy and purpose of TEI, identify issues needing faculty discussion and resolution, and provide support and encouragement to faculty in their important teaching roles.

Honorarium and Payment Schedule

All faculty members will be paid an honorarium as set by the Joint Advisory Council. In addition, faculty members are reimbursed for expenses as needed. All faculty members at both Campus sites are reimbursed for the costs incurred in making copies of syllabi and other materials needed by students.

Faculty honoraria are paid in January and June. Records of travel and other expenses should be submitted to the Dean who will initiate payment.

Schedule of Courses

The current schedule of courses is developed through 2006. Instructor assignments are subject to change, and retreat courses will be scheduled at each campus as noted in the Retreat Course section below.

Denver Campus

January, March, May, 2005; second Saturday each month:

8 a.m. - noon: Systematic Theology (Hunter)

1 p.m. - 5 p.m.: Church in the World (Shaw)

July, September, November, 2005; second Saturday each month:

8 a.m. - noon: Worship as the Life of the Church (Hunter-Crump)

1 p.m. - 5 p.m.: Pastoral Care (Richey)

January, March, May, 2006; second Saturday each month:

8 a.m. - noon: Introduction to Bible I (MacKenzie)

1 p.m. - 5 p.m.: Art of Preaching for Leadership for Healthy Churches (Wrench)

July, September, November, 2006; second Saturday each month:

8 a.m. - noon: Introduction to Bible II (MacKenzie)

1 p.m. - 5 p.m.: Church History (Mack)

Western Slope Campus

January, March, May, 2005; second Saturday each month:

8 a.m. - noon: Introduction to Bible I (MacKenzie)

1 p.m. - 5 p.m.: Art of Preaching for Leadership for Healthy Churches (Wrench)

July, September, November, 2005; second Saturday each month:

8 a.m. - noon: Introduction to Bible II (MacKenzie)

1 p.m. - 5 p.m.: Church History (Mack)

January, March, May, 2006; second Saturday each month:

8 a.m. - noon: Systematic Theology (Hunter)

1 p.m. - 5 p.m.: Pastoral Care (Peterson)

July 10, September 11, November 13, 2006; second Saturday each month:

8 a.m. - noon: Worship as the Life of the Church (Hunter-Crump)

1 p.m. - 5 p.m.: Church in the World (Edwards)

Retreat Courses

Three courses are taught as retreats on a Friday evening and Saturday. They are scheduled each June and one October in a two-year cycle for each campus. Students from either campus may register for retreat courses at either the Denver or Western Slope location as the courses are needed for students' programs. However, retreat courses are scheduled at each campus for the majority of students at that location.

Leadership for Healthy Churches (Rehling)

History and Polity of the Christian Church and United Church of Christ (Campbell)

Spiritual Life and Formation (Cotton)

Application Form

Please see Faculty Application form.

Syllabus Preparation

Faculty are expected to develop and present to students a syllabus of course content that is consistent with the previously approved course description that appears in the TEI brochure and Student Handbook. The following guidelines may be helpful in preparing a course syllabus:

1. Make a heading that gives the title of the course, instructor name, telephone number, address, and email; the place and time of the course.
2. State the purpose or objectives of the course in one or two sentences.
3. State in a paragraph the assumptions behind the course.
4. State how the objectives of the course will be met.
5. State what the student should be able to do by the end of the course.
6. List required textbooks, their publishers and dates of publication.
7. List any additional or optional readings.
8. List assignments for the entire course and due dates. If multiple copies of papers are required in order to be distributed to other students, give instructions. At least two copies of all written work should be presented--one for the instructor and one for the student to keep.
9. List any special expectations of the students for completing requirements for the class.
10. Present a major topic outline of the course.