

CHRIST THE KING SEMINARY



*An Interdiocesan Graduate School of
Theology and Pastoral Ministry*

SEMINARIAN SUPPLEMENT
2017 - 2018

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INTRODUCTION

Christ the King Seminary is a place many call “home” nine months of the year. During those months, the seminary encourages and provides for the development of personal interiority and communal sensitivity, as well as the opportunity to practice these through the experience of daily living. CKS is a place where people come together who share common goals and values, yet whose immediate concern and responsibility is to live and to learn to live ever more deeply as Christians.

Many who have benefited from their years here have said that among the greatest gifts given them has been the freedom and resources needed to reach for and achieve a greater Christian maturity. CKS is not for everyone! It will benefit only those who take seriously the presence of the Lord working in their lives and who are ready to use their years here responsibly in order to come to a deeper awareness and appreciation of that presence in themselves and in others.

In order to become a healthy person, personal needs must be expressed and heard. Accordingly, the corporate personality that is formed in the coming together of a variety of people also must be respected. This is necessary in order to ensure communal health and that we might remain faithful to our mission of providing for individual members that which they have a right to expect. For us, a community whose source of life is Christ, this is not simply an exercise in human dynamics, but the realization of the Spirit’s life living within us. Practically speaking, caring means offering support, encouragement, and trust in one another. At times, however, caring demands saying difficult things to others, things which we would rather not say, and they would rather not hear. In those cases, to deny the existence of evil, sickness, laziness, etc., to remain silent, to “bury one’s head in the sand,” is really an exercise in non-caring or indifference. Silence then becomes harmful, not only to the health of the person, but also to that of the community, and possibly to that of future communities.

This supplement is an invitation to care for ourselves, one another and the life of Christ the King Seminary. Although it presents the minimum of what that care actually demands, it does provide a structure for communication, the co-creation of a healthy environment for priestly formation, as well as the guidelines for living life together. This supplement is an aid in helping us to realize more fully the life we share by freeing us from many distractions and misunderstandings in order to focus more clearly on the Lord and the reason why we have been called here together.

MISSION OF THE TWELVE

Jesus departed to the mountain to pray, and he spent the night in prayer to God. When day came, he called his disciples to himself, and from them he chose Twelve, whom he also named apostles: Simon, whom he named Peter, and his brother Andrew, James, John, Philip, Bartholomew, Matthew, Thomas, James the son of Alphaeus, Simon who was called a Zealot, and Judas the son of James, and Judas Iscariot, who became a traitor.

And he came down with them and stood on a stretch of level ground. A great crowd of his disciples and a large number of the people from all Judea and Jerusalem and the coastal region of Tyre and Sidon came to hear him and to be healed of their diseases; and even those who were tormented by unclean spirits were cured. Everyone in the crowd sought to touch him because power came forth from him and healed them all.

Luke 6:12-20

FOUR DIMENSIONS OF PRIESTLY FORMATION

HUMAN

“Formation, as the Church understands it, is not equivalent to a secular sense of schooling, or even less, job training. Formation is first and foremost cooperation with the grace of God. All priestly formation takes place within the context of the Church as the Body of Christ and in relationship to the mission of the Church” (Program for Priestly Formation [PPF], pages 68-69, fifth edition, abridged).

“The basic principle of human formation is [that] the human personality of the priest is to be a bridge and not an obstacle for others in their meeting with Jesus Christ the Redeemer of the human race” (PPF, 75).

“The seminarian is a man who is free to live according to God’s design, with solid moral character. He is a man who is prudent and able to communicate with the world around him. He is a man of communion, one who is capable of making a gift of himself and of receiving the gift of others. He respects himself and others in a mature fashion and is a man who can live as a public person in service of the Gospel and representing the Church” (PPF, 76).

SPIRITUAL

“The basic principle of spiritual formation is...to live in intimate and unceasing union with God the Father through his Son, Jesus Christ, in the Holy Spirit. This is the foundational call to discipleship and conversion of heart. Those who aspire to be sent on mission, as the apostles were, must first acquire the listening and learning heart of disciples” (PPF, 107).

“For a man to grow in spiritual life, he must make the Holy Eucharist the essential moment of the day. The Sacrament of Penance is also essential, for it is the school of compassion that teaches penitents how to live out God’s compassionate mercy in the world. The seminarian must also be taught to love and embrace the Liturgy of the Hours as a lifelong ministry of prayer on behalf of the whole Church and to use silent reflection as a way of personalizing a deep sense of God’s salvation. Spiritual direction and retreats assist the student with interiority and self-reflection. Other essential components of spiritual formation assist the man with whole-heartedly embracing the gift of celibacy, obedience, and simplicity of life” (PPF, 110).

INTELLECTUAL

“The basic principle of intellectual formation for priesthood candidates is...[F]or the salvation of their brothers and sisters, they should seek an ever deeper knowledge of the divine mysteries” (PPF, 137).

In the seminary program, intellectual formation culminates in a deepened understanding of the mysteries of faith that is pastorally geared toward priestly ministry, especially preaching. From liberal arts and philosophy to advanced theological studies, the candidate is expected to apply these disciplines in light of his priestly mission and ministry. The college and theology levels of formation prepare the man for this reality.

“Intellectual formation has its own characteristics, but it is also deeply connected with, and indeed can be seen as a necessary expression of, both human and spiritual formation. It is a fundamental demand of the human intelligence by which one “participates in the light of God’s mind” and seeks to acquire a wisdom which in turn opens to and is directed toward knowing and adhering to God” (PDV, 51).

PASTORAL

“The basic principle of pastoral formation is [that] the whole training of the students should have as its object to make them true shepherds of souls after the example of our Lord Jesus Christ, teacher, priest, and shepherd. To be a true shepherd of souls, means standing with and for Christ in the community, the Christ who teaches and sanctifies and guides or leads the community. The grace to be a shepherd comes with ordination...” (PPF, 238).

In the formation program, the seminarian is introduced to several essential elements which are required for effective priestly ministry. These include preaching the Word of God, learning to appreciate the sacraments as part of his future public ministry for the salvation of souls, embracing a genuine missionary spirit, learning skills for effective public ministry, and applying practical experiences of others. He will also be exposed to diverse cultural experiences, including various social contexts and structures.

MISSION STATEMENT

Responding creatively to our changing world, Christ the King Seminary, a Roman Catholic school of theology located in western New York, prepares priests through human, spiritual, intellectual, and pastoral formation in accord with *Pastores Dabo Vobis*. Similarly, we prepare deacons, laity, and religious for collaborative ministry in the Church, so all may bear witness to the Gospel in word and deed thus transforming our world.

Board of Trustees
May 2017

CAMPUS COMMITTEES

SEMINARIAN COUNCIL EXECUTIVE COMMITTEE

- ◆ Dean of the House (Chair)
- ◆ Director(s) of Formation
- ◆ Residence Coordinator(s)
- ◆ Treasurer
- ◆ Chair of Spiritual/Liturgical Committee
- ◆ Chair of Academic Life Committee
- ◆ Chair of Justice and Peace Committee

SPIRITUAL/LITURGICAL COMMITTEE

- ◆ Chair of Spiritual/Liturgical Committee
- ◆ Liturgical Coordinator
- ◆ Professor of Liturgy
- ◆ Commuting Student Representative(s)
- ◆ Additional Seminarian Representative(s)
- ◆ Director of Music
- ◆ House Spiritual Director

ACADEMIC LIFE COMMITTEE

- ◆ Chair of Academic Life Committee
- ◆ Academic Dean
- ◆ Commuting Student Representative(s)
- ◆ Additional Seminarian Representative(s)

JUSTICE AND PEACE COMMITTEE

- ◆ Chair of Justice and Peace Committee
- ◆ Justice and Peace Advisor
- ◆ Commuting Student Representative(s)
- ◆ Additional Seminarian Representative(s)

SEMINARIAN COUNCIL CONSTITUTION

ARTICLE I: NAME

The name of this society shall be the Seminarian Council of Christ the King Seminary, or simply “the Society” or “the Seminarian Council.”

ARTICLE II: PURPOSE

The purpose of this society shall be to provide an opportunity for seminarians of Christ the King Seminary to promote the common good of the wider seminary community by assisting in the integration, coordination and communication of seminary activities, and to foster a community of disciples among seminarians and throughout the wider seminary community.

ARTICLE III: MEMBERSHIP

Section I: Voting Membership

Voting membership of the Seminarian Council shall include and shall be limited to full-time faculty, seminarians and two (2) commuting students of Christ the King Seminary who have been appointed by the Society from the active membership of the standing committees of the Society. “Seminarian” shall be understood as any student sponsored by an ordinary or religious superior for the purpose of ordination to the Roman Catholic priesthood under the auspices of the Program of Priestly Formation. “Commuting Student” shall be understood as any student of Christ the King Seminary who is not a seminarian. “Faculty” shall be understood as any non-student appointed to membership in the Society by the rector in accordance with this constitution. Seminarians shall be required to pay a student activity fee to be determined by the Seminarian Council executive committee.

Section 2: Associate Membership

Any person participating in any of the activities of Christ the King Seminary shall be considered an associate member of the Seminarian Council and shall be welcome and encouraged to attend any open meeting of the Society and to join the efforts of the Seminarian Council to promote the common good of the wider seminary community. Associate members shall not be eligible to vote on any matters pertaining specifically to this Society or to the private life of the resident student body.

ARTICLE IV: OFFICERS

Section I: Regular Officers

The regular officers of this Society shall consist of the dean of the house, the Christ the King director(s) of formation, the secretary/treasurer, and the chairs of Spiritual/Liturgical Life, Academic Life, and Justice and Peace, as well as one residence life coordinator for each residence. These officers shall constitute the membership of the seminarian council executive committee.

Section 2: Appointment of Faculty

Members of this Society who have been designated as faculty, including faculty advisors and the director(s) of formation, shall be appointed by the rector for a term specified by the rector.

Section 3: Election of Regular Officers

1. **Nominations:** The Seminarian Council executive committee shall appoint a nominating committee of three, that shall nominate candidates for the office of dean and at least one candidate for chair of each of the following offices: secretary/treasurer, Spiritual/Liturgical Life, Academic Life, Justice and Peace. Any seminarian who has completed at least one year at Christ the King Seminary is eligible to sit on this committee, except the dean of the house. This list of nominees shall be communicated to all members of the Seminarian Council within three days of the annual meeting.
2. **Election:** At the annual meeting the chair shall call for additional nominations, if any, for dean of the house. Once all nominations have been accepted, the dean of the house is elected by ballot by majority vote. This process, beginning with a call for additional nominations, shall be repeated in turn for each remaining officer in the following order: secretary/treasurer; chair of Spiritual/ Liturgical Life; chair of Academic Life; chair of Justice and Peace.
3. **Eligibility:** Nominees for the dean of the house shall be seminarians who have lived in community at Christ the King Seminary for at least three semesters and who expect to complete two more semesters. Nominees for secretary/treasurer, the chairs of Spiritual/Liturgical Life, Academic Life, and Justice and Peace shall be seminarians who have completed at least one semester and expect to complete two more semesters here at Christ the King Seminary.

Section 4: Election of Other Officers and Representatives

Other officers shall be elected by majority by secret ballot or viva voce, in accordance with proper parliamentary procedure, at a special residence and class meeting held after the first full week of classes at the beginning of the fall semester. Any seminarian who has completed at least one semester in residence at Christ the King Seminary and expects to complete two more semesters is eligible to hold the office of Residence Life Coordinator; any student who expects to complete two more semesters in residence at Christ the King Seminary is eligible for the offices of Residence Spiritual/Liturgical Coordinator and Class Representative. All residents of a dorm are eligible to vote for the dorm officer of their dorm. The Residence Life Coordinators and Residence Spiritual/Liturgical Coordinators shall, in cooperation with the residence chaplains, create and maintain an atmosphere of prayer and community life in the residences in accord with Christian principles, the Program of Priestly Formation and the standing orders of the Society. All members of a class are eligible to vote for the class representative of their own class and shall elect their representatives to standing committees.

The Society shall request that the office of commuter students send an invitation to all commuting students to participate in the standing committees of the Society.

Section 5: Terms of Office

Elected officers of the Society shall serve a term of one full year beginning at appointment or until their successors are elected. Appointed faculty shall serve a term specified by the rector.

Section 6: Vacancies

If the office of dean of the house becomes vacant for any reason the secretary/treasurer shall become the acting dean, and a special meeting of the Seminarian Council executive committee shall be called within five days of the vacancy for the purposes of appointing a replacement. If any other office is vacant, the dean shall assume the responsibilities of the office or appoint someone to do so. The term of the replacement officer shall last until a new officer is elected at the next annual meeting.

ARTICLE V: MEETINGS

Section 1: Regular Meetings

Regular meetings of the Seminarian Council shall be held on the last Wednesday of classes in September and the first Wednesday of classes in April.

Section 2: Annual Meeting

The regular meeting in April shall be known as the annual meeting and shall be for the purposes of hearing reports of the officers and committees, for electing new officers, and for any other business that may arise.

Section 3: Special Meetings

Special meetings of the Society may be called by the dean of the house, the rector, or the Seminarian Council executive committee, or upon the written request of 10 members of the Society. The purpose of the meeting shall be stated in the call.

Section 4: Quorum

A 2/3 majority of members shall constitute a quorum.

ARTICLE VI: SEMINARIAN COUNCIL EXECUTIVE COMMITTEE

Section 1: Membership

The regular officers of the Society shall constitute the Seminarian Council executive committee of Christ the King Seminary Seminarian Council. Faculty and student members of the standing committees are also invited to attend the Seminarian Council executive committee as participating but nonvoting members.

Section 2: Duties and Responsibilities

Officers of the Seminarian Council executive committee shall have general supervision of affairs between regular meetings of the Seminarian Council, and fix the hour and place of meetings. As a committee, the Seminarian Council executive committee shall make recommendations to the Society, the faculty and to the rector, within the limits of this constitution and prepare a report to be submitted to the annual meeting which will review the activities of the Seminarian Council and evaluate the effectiveness of the council's dealings. Upon the election of new officers, the outgoing officers shall inform newly elected officers of

their duties and responsibilities as well as collaborate with and assist the newly elected officers until the regular meeting of the Seminarian Council in September. If the newly elected officer is unable to assume his duties prior to the end of the school year, the outgoing officer will fulfill these duties until the completion of that year's graduation ceremony. The secretary/treasurer shall prepare a budget for the following academic year to be submitted to the Society for approval by majority vote at its regular meeting in September. The academic year begins and ends with the last day of classes of the spring term. Amendments to the budget in excess of five hundred dollars shall be adopted by a majority vote of the Seminarian Council executive committee. The Seminarian Council executive committee shall also perform other such duties as are specified in this constitution.

Section 3: Authority and Limits

The Seminarian Council executive committee shall be subject to the orders of the rector and the faculty as council and shall act in all cases in the spirit of the Program of Priestly Formation and the mission of Christ the King Seminary. All main motions including main motions and amendments concerning standing orders, shall be passed by a majority of the Seminarian Council executive committee and be subject to the approval of the rector. The Seminarian Council executive committee shall not have the authority alone to make motions, resolutions, or amendments concerning the special rules or the constitution of this Society, or create standing orders requiring ecclesiastical approval or the approval of the board of directors of Christ the King Seminary, that would be inconsistent with the Program of Priestly Formation.

Section 4: Meetings

The Seminarian Council executive committee shall meet at least once each semester, at least one week before any standing committee meets. Additional meetings may be called by any officer of the Society or by the faculty as council at a time beneficial to its membership.

Section 5: Quorum

A quorum of 2/3 of the members of the Seminarian Council executive committee are required to do any official business.

ARTICLE VII: STANDING COMMITTEES

Section 1: Spiritual/Liturgical Committee

A Spiritual/Liturgical Committee shall be formed consisting of, but not limited to, the chair of Spiritual/Liturgical Life and the following members: the liturgical coordinator, the professor of liturgy; four class representatives, one representing each class; the director of music and the house spiritual director(s). Classes with fewer than four members may designate the representative of an adjacent class to represent them. Under the direction of the chair of Spiritual/Liturgical Life and with the guidance and support of the faculty, the Spiritual/Liturgical Committee shall work towards fostering a genuinely prayerful environment for the resident seminary community in cooperation with the wider community of Christ the King Seminary.

Section 2: Justice and Peace Committee

A standing Justice and Peace Committee shall be formed consisting of, but not limited to, the chair of

Justice and Peace and the following members: the Justice and Peace advisor and four class representatives, one representing each seminarian class. Classes with fewer than four members may designate the representative of an adjacent class to represent them. Under the direction of the chair of Justice and Peace and with the guidance and support of the faculty, the Justice and Peace Committee shall work towards fostering a community that is sensitive to the demands of Justice and Peace.

Section 3: Academic Life Committee

A standing Academic Life Committee shall be formed consisting of, but not limited to, the chair of Academic Life, and the following members: the academic dean, at least one commuting student representative; and four class representatives, one representing each seminarian class. Classes with fewer than four members may designate the representative of an adjacent class to represent them. Under the direction of the chair of Academic Life and with the guidance and support of the academic dean, the Academic Life Committee shall work towards fostering a high quality theological education for the resident seminary community in cooperation with the wider community of Christ the King Seminary.

Section 4: Meetings

Standing committees shall meet at least once each semester, or, when called by its chair, the dean of the house, or by the Seminarian Council executive committee under special instructions.

Section 5: Quorum

A quorum of one-half of the members of any standing committee and the presence of a faculty member is required to conduct official business.

ARTICLE VIII: AUTHORITY OF THE RECTOR

The rector shall have the authority to suspend any article of this constitution for a definite period.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Society in all cases and where they are not inconsistent with this constitution and any special rules of order the Society may adopt.

ARTICLE X: SPECIAL RULES OF ORDER

The adoption or amendment of a special rule of order shall be recommended by the appropriate standing committee, passed as a main motion in the Seminarian Council executive committee, passed as a main motion at a regular meeting of the Seminarian Council and given the approval of the rector before it becomes an official special rule of order of Christ the King Seminary Seminarian Council.

ARTICLE XI: AMENDMENTS

Amendments to this constitution may be made by a two-thirds majority vote of the Seminarian Council executive committee, a simple majority of the Seminarian Council, and the approval of the rector.

Revised March 2009, and approved by the Seminarian Council on April 8, 2009

GENERAL SEMINARY GUIDELINES

RESIDENCE HALLS

The two residence halls, St. Francis and St. Ignatius, provide the setting for small group living in a relaxed and informal style. They are designed to create the space for communal activities and to ensure personal privacy. In order to achieve these goals, the following guidelines apply to dormitory life:

1. The residence coordinator will appoint residents to weekly dormitory tasks. Cooperation is important in order that all share equal responsibility for the good condition of the dorm.
2. During evening hours, due to the variety of study and sleep habits of people, everyone is encouraged to maintain a respectful quiet in the residence halls. Many locations are available on campus for small parties and group discussions, including the dining rooms of the residence halls.
3. In the renovated rooms, nothing (nails, adhesive, etc.) is to be affixed to the walls. All items must be hung from the molding strip or corkboard that have been provided.
4. Male overnight guests are welcome to stay in the residence halls. The procedure is as follows:
 - a. Permission of your residence chaplain is required.
 - b. The resident students themselves will prepare the designated guest rooms in their respective halls. However, they must notify the residence coordinator. Linens are available from house-keeping and soiled linens are to be returned to the laundry in St. Teresa's.
 - c. The seminarian host is to place notices announcing the arrival of guest(s) on both the residence hall and refectory bulletin boards so that the community may offer hospitality.
 - d. Female guests are welcome in the residence halls. However, to ensure the privacy to which the residents are entitled, women are restricted to the lounge, kitchen and chapel areas. If a resident wishes to have women guests stay overnight, they will be housed in St. Teresa's Residence Hall. The procedure is the same as below except that arrangements are to be made through the seminary scheduler.
5. Guests of seminarians pay for all meals and a minimum overnight charge of \$10.00. The only exceptions to this rule are other seminarians. All arrangements and monies should be handled with the seminary scheduler in the administration building.

SEMINARY DINING HALL

The following guidelines are designed to help us cooperate with kitchen personnel in this venture:

1. Everyone who takes items from the main kitchen must fill out a requisition form.

2. All meals are served in the seminary dining hall each day according to the posted times.
3. All food that is available through the main kitchen is to be consumed there. The exceptions to this are as follows:
 - a. Each residence hall will be supplied with food that is normally a part of the dining hall menu for residence hall dinners once each semester and each class for a class dinner, once each semester.
 - b. Residence halls will be supplied with coffee, juice and doughnuts when sponsoring a residence hall breakfast.
 - c. Snacks such as potato chips, cheese, etc., are available from the kitchen for residence hall parties according to the prearranged price chart.
 - d. Arrangements for ALL food needed for parties/dinners must be made through the residence coordinator. For the sake of planning and food purchase, these requests should be made well in advance of the event.
 - e. All kitchen supplies, i.e., silverware, plates, cups, pans, etc., are not to be removed from the main kitchen area.
 - f. Due to the New York State health laws, only authorized persons are permitted beyond the serving section of the main kitchen.

The director of food service will be notified by the seminary scheduler of the presence of all overnight guests. Therefore, please make your reservations with the seminary scheduler and try, when possible, to do so at least one week in advance of the arrival of your guest(s). Guests should not be present in the seminary dining hall for meals without at least a twenty-four hour notice.

There are three different rates for food service. Consult the sign outside the seminary dining hall.

PRESENCE ON CAMPUS

The entire CKS program is considered to contribute in a holistic way toward readiness for pastoral ministry. Therefore, the academic education involvement, community projects, quiet moments and leisure time spent together are all seen as essential to the seminary experience and preparation for priesthood. The following seminary policies are designed to assist in the development of a rhythm of life that will help us focus on this reality.

Overnights Away From Campus

When the seminary is in session, all seminarians are expected to be on campus for overnights. However, if you need to be away, permission of your formation director is required. This request should be done in writing, indicating the dates of your desired absence and leaving a phone number where you can be reached in the case of necessity. Once that request is granted, you should also inform your residence chaplain of your time away. For scheduled free weekends, such permission is not necessary. In this case, leaving a

phone number is advisable, but not essential.

Other Absences

All seminarians are expected to attend classes and various other meetings, liturgies, and social events that are a part of the community life at CKS. If you need to miss a required event, it is necessary to see your individual formation director to discuss such an absence. In the case of class the individual professor(s) of the classes to be missed also need(s) to be consulted. Dorm events should be discussed with your dorm chaplain.

All seminarians are expected to be on campus by midnight each night.

Liturgies of Eucharist and of The Hours

All seminarians are expected to participate in daily Eucharist and the Liturgy of the Hours as celebrated in the main and residence hall chapels. Except for an occasional absence due to the field education assignment as approved by the director of field education all seminarians are expected to celebrate the Sunday Eucharist at CKS.

BREAK POLICY FOR SEMINARIANS

1. A seminarian must obtain permission from his formation director to remain on campus during break periods, to arrive early at the beginning of a semester or to depart late at the end of a semester. Seminarians are ordinarily expected to vacate the dormitories by 12:00 noon on the first complete day of a break and not return until 12:00 noon on the day of the Night Prayer that resumes the semester. This permission must be granted three days prior to the start of the semester break or the beginning or end of the semester, if applicable.
2. The formation director(s) will notify the scheduler of any seminarians who have received this permission.
3. Seminarians must schedule meals with the scheduler by the end of the last workday prior to the start of the break or the beginning or end of the semester so that she can notify the food services department.
4. This policy will apply to the following breaks: Canadian Thanksgiving, American Thanksgiving, Christmas, Spring Break, Easter and the beginning and end of the academic year.

CONTACT INFORMATION & SEMINARIAN MAIL

Seminarians are responsible for informing the director of formation and registrar of any changes to cell phone, home address, and personal email address.

Temporary Contact Information For Breaks

Seminarians going off-campus for breaks (see Break Policy for Seminarians) are required to provide the director of formation and registrar with a contact number (if different from recorded cell phone, etc.) to

be reached in extraordinary cases. It is the responsibility of the seminarian to ensure that the seminary can reach them while off campus.

Christmas Break Mail Service

Mail will not be forwarded over Christmas break. Seminarian mail will be kept in the administration building mail room until classes resume. Staff will not honor requests to sort or monitor incoming mail and packages.

Summer Mail Service

The registrar's office will survey seminarians in the spring regarding mail preferences for the summer. The summer break is the only time mail will be forwarded. Students who will be traveling abroad are highly encouraged to either have their mail kept at the seminary or forwarded to a local relative/friend's address.

DRESS CODE

The style of dress at CKS is neat, but informal. Weekday Liturgy of the Hours, Eucharist, and all classes require neat attire. Jeans, shorts, sneakers, T-shirts, etc. are not permitted in these settings, and it is understood that one is to wear a shirt with a collar on these occasions. This includes liturgies in St. Vincent Hall as well as those in St. Ignatius and St. Francis. Saturday morning Mass and Night Prayers would be exceptions to this rule.

More formal attire is required at Sunday Eucharist and at other times of the year when it is an occasion of particular significance. This means that one should wear a suit or sport coat and tie. Various substitutes such as sweaters, turtlenecks, etc. are not considered as formal attire for these occasions. Clerical attire would be appropriate on these occasions for those who are clerics.

Black shoes and slacks will be needed when seminarians are ministering as acolytes and cross bearers in the St. John Vianney Chapel. Those in other ministries such as lectoring or cantoring are not required to be wearing black shoes and slacks. However, one's attire should reflect the dignity of the ministry being performed. A shirt and tie is recommended in these cases, although not required. In the dorm chapels and morning Masses in St. Vincent's Chapel, there are no specific requirements for those involved in ministries. The overall stress is neat attire.

HOUSE JOBS

The life of CKS depends greatly upon the responsible contribution each seminarian makes to its well-being. Therefore, every seminarian participates in a house job through which he offers approximately two hours per week of service to the community. (See separate listing of House Jobs)

SODA BAR

The Soda Bar, open on certain evenings for the enjoyment of the CKS community and any guests staying on campus, provides a setting conducive to relaxation, conversation, community, and fraternity. The Soda Bar hours are posted and maintained by the Soda Bar manager.

ALCOHOLIC BEVERAGES

The seminary imposes no restriction on the use of alcohol on campus except those imposed by law. However, it does remind everyone of the need for its prudent and responsible use. The temperate use of alcoholic beverages is considered indicative of a certain social maturity. Since all are aware of the chemical dependency that can occur with consistent alcohol abuse, caring demands confrontation and bringing to light the possibility of addiction for the sake of the abuser's health and well being. The use of any illegal chemical substance would be considered totally inappropriate to one's formation to the priesthood, not to mention that such use is illegal. (See separate Drug-Free School and Workplace Policy in Graduate Student Handbook.)

LIBRARY

Photocopying

There currently is no charge for seminarians.

PUBLICITY

The director of institutional advancement has the task of providing information concerning Christ the King Seminary to the public through the use of various media. Therefore, please coordinate all personal and institutional publicity with the director of institutional advancement.

PURCHASES

Please make sure that your name accompanies any purchase and/or bill which you have arranged to be delivered to CKS. This will greatly expedite the work of the office staff.

PARKING

The aprons to the residence halls must be kept clear due to fire laws, as well as for the easy access to the halls and boiler room areas by the maintenance staff, and for the removal of snow in the winter. All students should therefore keep their cars parked in the appropriate lots at all times.

USE OF SEMINARY VEHICLES

Any use of seminary vehicles for non-seminary or non-diocesan business or for personal use is strictly prohibited. This does not apply to those cars that are designated for seminarian use and are insured for that purpose.

FINANCIAL POLICY

GENERAL INFORMATION

Tuition, room, board and miscellaneous charges are established by the board of trustees of the seminary. Although usually established annually, these charges may be changed without notice, at the discretion of the board. All charges are assessed and collected by the finance office.

PAYMENT

Financial responsibility begins with registration for (a) course(s). Failure to attend will not cancel charges.

All tuition, room, board and fees for seminarians are billed to their sponsoring diocese. However, students should follow all registration requirements and deadlines as stated above.

If a seminarian withdraws from the Program of Priestly Formation but wishes to continue his studies in a degree program, he will be personally responsible for all charges going forward and must adhere to the policies and procedures of commuter students.

The seminary will not issue academic credit, grade reports, transcripts, or degrees to any student who has an outstanding account with the seminary. Any student who has an outstanding debt to the seminary will not be permitted to register for courses offered in subsequent semesters. Collection and legal action will be taken to secure monies due the seminary and the cost of these services will be the responsibility of the student.

TUITION, ROOM, BOARD, AND FEES

The tuition, room, board, and fees for seminarians for the 2017-18 academic year are as follows:

Pre-Theology thru 4th Year Theology Tuition	\$ 24,135
Pastoral Year Fee	2,500
Room	4,500
Board	6,750
Field Education Fee	275
Student Services Fee	975
<i>(Includes laundry, student activities, technology, library, and registration fees)</i>	
Graduation Fee	150

FINANCIAL AID

Financial aid for seminarians is usually provided through the vocations office of their respective diocese. Tuition grants may be awarded by the seminary and are applied to the seminarian's invoice which is submit-

ted to their sponsoring diocese.

Federally insured loans are available from commercial lending agencies such as banks, savings and loans association and credit unions. To qualify for a student loan, a student must be enrolled on at least a half-time basis. Application forms are available from the financial aid director for Federal Direct Student Loans. Repayment begins after a six-month grace period after withdrawal or graduation. The seminary recommends that seminarians receive financial counseling from their vocation director prior to applying for a student loan. It is also recommended that seminarians not apply for loans exceeding \$4,000.00 per academic year, bearing in mind the earning potential of a diocesan priest and his ability to repay.

If a student who has received a loan through the Federal Direct Loan program withdraws during any given semester, a refund will be given after calculation and comparison has been made according to the standards of the following:

1. Statutory pro-rata (for first time students)
2. Federal refund policy
3. Seminary refund policy

The policy which will be used in any given case will be the one which provides the largest refund in favor of the student.

A student must be in good academic standing to continue eligibility for seminary grants and Title IV financial aid. Good academic standing consists of a time frame for completing the course of study and a measurement of academic performance (grade point average). The seminary may certify a student for subsequent grants and loans only if the student has progressed to higher class status and has shown adequate achievement.

POLICY STATEMENT CONCERNING STUDENTS WHO WISH TO CHANGE AFFILIATION FROM ONE DIOCESE TO ANOTHER OR TO A RELIGIOUS COMMUNITY

GENERAL STATEMENT

All students studying for Roman Catholic priesthood at Christ the King Seminary must be sponsored by a diocese or religious community. The presumption is that students will leave Christ the King Seminary under the same sponsorship under which they entered Christ the King Seminary. Students are aware of this policy and encouraged to remain under original sponsorship.

The rector of Christ the King Seminary will abide by the policy of the East Coast Major Seminaries.

He will first contact the ordinary, religious superior or vocation director of any student in our seminary before responding to the inquiries or requests of the ordinary or vocation director of another diocese or religious community about that candidate.

SPECIFIC GUIDELINES

If a student initiates change in sponsorship:

1. The seminary will not encourage this;
2. Any faculty member dealing with a student contemplating change in status in the internal forum must encourage the student to communicate his plans with the rector as soon as possible;
3. The seminary requires that the student deal with his original sponsor honestly, openly and responsibly; he must include the original sponsor in the discernment process;
4. The student must communicate his intention to the rector as soon as possible.

The seminary will not issue any recommendation unless the student follows the procedure.

REFERENCE LISTING

Please refer to the following person(s) for services and/or concerns:

ABSENCES FROM CAMPUS

For absence from campus

- Overnight (weekdays, weekend functions)
- Scheduled community functions
- Community prayer or liturgy

Formation Advisor

Rev. Robert Wozniak (Year 3&4) . . . (716) 805-1439
Rev. John Adams (Year 1&2) (716) 805-1412
Rev. John Mack (Pre- & Post-Theology)
. (716) 655-7093

FOOD/KITCHEN SUPPLIES

Meals for guests

Seminary Scheduler, Administration Building
Mrs. Gayle Mann (716) 805-1438

GUESTS ON CAMPUS

Male guests in St. Ignatius or St. Francis

Permission required from resident priest

Female guests in other residence halls

Seminary Scheduler, Administration Building
Mrs. Gayle Mann (716) 805-1438

Meals for guests

Seminary Scheduler, Administration Building
Mrs. Gayle Mann (716) 805-1438

KEYS

Room keys

Seminary Scheduler, Administration Building
Mrs. Gayle Mann (716) 805-1438

Building keys/special usage

Seminary Scheduler, Administration Building
Mrs. Gayle Mann (716) 805-1438

MEDICAL NEEDS

MEDICAL DOCTORS

Buffalo Family Practice Medical Associates 112 Olean Road, East Aurora	(716) 652-7070
Dr. Molly Zittel 530 Main Street, East Aurora	(716) 652-5499
Mercy Ambulatory Care 3669 Southwestern Blvd., Orchard Park	(716) 662-0500

DENTISTS

Drs. Braun & Niceforo 285 Main Street, East Aurora	(716) 652-1020
Dr. Mark Teach 1281 Union Road, West Seneca	(716) 675-3163/64

MUSIC

Use of organ, piano, music books, & seminary music materials	Director of Music Mr. Alan Lukas (716) 652-6565
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TELEPHONES

Room phones	Seminary Scheduler, Administration Building Mrs. Gayle Mann (716) 805-1438
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VIRTUS

Safe Environment training website	Virtus Coordinator, Administration Building Mrs. Julie Galey (716) 655-7081
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