



Committee on Theological Education

Presbyterian Church (U.S.A.)

Manual of Operations

Revised April 11, 2007



Office of Theological Education

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COMMITTEE ON THEOLOGICAL EDUCATION (COTE)
PRESBYTERIAN CHURCH (U.S.A.)
MANUAL OF OPERATIONS
Approved April 11, 2007

I. INTRODUCTION:

The Organization for Mission of the Presbyterian Church (U.S.A.) as amended by the 216th General Assembly (2004) states:

"The General Assembly Council ensures the continuation of a committee that includes representatives of each Presbyterian theological institution, and that will review the effectiveness and stewardship of the schools on behalf of the church, will exercise the governance responsibilities of the church to the schools, and will encourage and enhance cooperation among the church's theological schools. The committee will be provided direct access to the General Assembly Council and the General Assembly."

The General Assembly Council (GAC) Manual of Operations goes on to say:

“Access:

The Committee on Theological Education shall have direct access to the General Assembly and the General Assembly Council. Access shall be in the form of resolutions, a yearly narrative report, comments on issues before the Assembly, and other appropriate correspondence. The yearly narrative report shall be forwarded to the GAC Executive Committee for possible comment. Institutional Representatives serving on the Committee on Theological Education will represent COTE on a rotating basis with corresponding member status at meetings of the General Assembly Council.”

The Purpose and Assigned Functions of the Committee on Theological Education (COTE) as approved by the 198th General Assembly of the Presbyterian Church (U.S.A.) (1986) and reaffirmed by the 205th and 216th General Assembly with the:

“Purpose: The Committee on Theological Education will be responsible:

- a. to further the cause of theological education in the church;
- b. to provide a vehicle through which the individual theological schools can coordinate their activities and report to the church;
- c. to provide for official communication from the church to the schools;
- d. to preserve the freedom of the schools for the benefit of the church;
- e. to assure visible representation at national levels of the church’s organization.

Assigned Functions:

1. To develop and maintain a comprehensive overview of theological education from the perspective of the whole church.
2. To identify, develop, and propose strategies for a systemic approach to theological education within the denomination.
3. To serve as an advocate before the whole church for theological education and to interpret the mission of the denomination’s seminaries to the whole church.
4. To provide a way for the church’s needs to be addressed to the denomination’s seminaries.
5. To review the effectiveness and stewardship of the seminaries on behalf of the church.
6. To encourage and enhance cooperation among the theological seminaries of the denomination.
7. To relate the governing bodies and agencies of the PC(USA), particularly those which have responsibilities for theology and worship, for education, for candidacy, and for leadership development for pastors and church members.
8. To maintain appropriate relationships with those responsible for theological education in other branches of the church catholic.
9. To receive and act upon requests and recommendations from the church.
10. To receive and review reports from the theological seminaries appropriate to the work of the committee;

11. To identify the issues, needs, and opportunities of the seminaries, individually and corporately, and, where appropriate, address these as requests and recommendations to the church;
12. To authorize use of Theological Education Fund monies, prepare an appropriate formula for disbursements to the theological seminaries of the PC(USA), and to advocate for financial support of the seminaries.
13. To maintain relations with educational and ecumenical associations which share common concerns with the committee.
14. To serve as an agency of the denomination for relating to theological seminaries other than those of the PC(USA).
15. To recommend to the General Assembly those theological seminaries which shall qualify as members of the Committee on Theological Education.”

II. MEMBERSHIP

Twenty-three voting members constitute the voting membership of COTE, ten (10) Institutional Representatives and thirteen (13) Church-at-Large/ Elected Members. The Committee shall pay for voting members to attend the Committee meetings and for such other persons as the Committee or its Executive Committee shall authorize.

A. INSTITUTIONAL REPRESENTATIVES:

There shall be ten Institutional Representative members. These are the presidents or chief administrative officers of each of the ten Presbyterian Church (U.S.A.) theological seminaries:

1. NAMES OF TEN PC(USA) THEOLOGICAL SCHOOLS:
 - a. Austin Presbyterian Theological Seminary
 - b. Columbia Theological Seminary
 - c. The University of Dubuque Theological Seminary
 - d. Louisville Presbyterian Theological Seminary
 - e. McCormick Theological Seminary
 - f. Pittsburgh Theological Seminary
 - g. Princeton Theological Seminary
 - h. San Francisco Theological Seminary
 - i. Johnson C. Smith Theological Seminary
 - j. Union Theological Seminary & Presbyterian School of Christian Education

2. SUBSTITUTE INSTITUTIONAL REPRESENTATIVES:

In the event that an Institutional Representative is unable to attend a Committee meeting, the school's board of trustees may appoint an alternate to attend with voice and vote. If an Institutional Representative is unable to attend and the board of trustees has not appointed an alternate, the Institutional representative may designate and send a person with voice but without vote. In order to facilitate participation of alternates, designations should normally be done in writing no less than four weeks before a scheduled meeting.

B. CHURCH-AT-LARGE/ ELECTED MEMBERS:

There shall be thirteen (13) Church-at-Large members nominated and elected through the normal General Assembly process. No Church-at-Large member may be a member of a faculty, staff, or board of trustees of one of the theological institutions related to COTE. Two of the thirteen at-large members shall be nominated from within the membership of the General Assembly Council.

C. CORRESPONDING MEMBERS:

1. Those with Corresponding Member Status and selected by each institution:
 - a. A representative of the Omaha Presbyterian Seminary Foundation
 - b. Representatives of Institutions with covenant agreements with the General Assembly:

1. Auburn Theological Seminary
 2. Evangelical Seminary of Puerto Rico
- c. Up to three non-Presbyterian theological institutions that enroll significant numbers of Presbyterian students may be invited to send a representative to serve on the Committee.

2. PRIVILEGES:

- a. Shall have voice but no vote in the Committee.
- b. May serve on any standing Sub-committee or task force with both voice and vote.
- c. May not serve on the Executive Committee or Institutional Review Sub-committee.
- d. Shall be responsible for their own travel expenses unless otherwise designated: Expenses for Auburn Theological Seminary and the Evangelical Seminary in Puerto Rico shall be covered by the monies budgeted for these meetings.

III. MEETINGS:

A. MEETING NOTICE:

At least a ten (10) day written notice of any regular or special meeting shall be given to all members of the Committee. Regular meetings shall be held once in the years when General Assembly meets and twice in non-General Assembly years. Special meetings shall be called as needed by the Executive Committee or by written request of at least five (5) Committee members. For planning purposes, regular meeting dates and locations will normally be set at least six months in advance.

B. QUORUM: A quorum shall be no fewer than fifteen (15) voting members.

C. MINUTES:

The Coordinator shall be responsible for the preparation and distribution of minutes of the Committee and of its Executive Committee. The Coordinator shall be responsible for sharing the minutes with the General Assembly Council, for information and communication purposes, and submitting the minutes to the General Assembly for approval.

D. ELECTRONIC MEETINGS: Teleconferences, electronic mail, and other technology assisted meetings of the COTE and its sub-committees and task forces require a two-thirds majority quorum. Decisions made via electronically assisted means must be confirmed the next time the governing group convenes face to face.

IV. TERM OF OFFICE AND VACANCIES:

A. OFFICER TERMS: The term of office for officers and chairs of committees shall be for two (2) years from July 1 to June 30 following the meeting of General Assembly and may be renewed for one additional term only.

B. MEMBER TERMS: New Committee members will be nominated by the General Assembly Nominating Committee and elected by the General Assembly of the Presbyterian Church (U.S.A.).

C. SUB-COMMITTEE AND TASK FORCE TERMS: The Executive Committee shall have the authority to appoint new members to serve on sub-committees and task forces of the committee and to fill temporary vacancies within these groups.

V. COMMITTEE STRUCTURE

A. **PERMANENT COMMITTEES:**

1. EXECUTIVE COMMITTEE:

- a. MEMBERSHIP: The Executive Committee shall have no more than eight (8) members including the chair and the vice-chair of COTE, the chairs of the three (3) standing sub-committees, and the chair of the Institutional Review Committee. The Executive Committee shall have a majority of Church-at-Large/ Elected members and include at least two Institutional Representative members.
- b. CHAIR: The chair of the Committee on Theological Education shall serve as the chair of the Executive Committee.
- c. PURPOSE: The Executive Committee shall:

- i. Perform such duties as are usually assigned to such a body in the administration of the Committee on Theological Education.
- ii. Subject to the approval of the COTE, shall establish such permanent, standing and temporary sub-committees, task forces and functional groups as it may deem necessary.
- iii. When necessary, act in lieu of the full Committee between meetings. Actions taken by the Executive Committee shall be validated at the next meeting of the Committee on Theological Education.
- d. PRIVILEGE: The Executive Committee shall have the power to approve minutes of the Committee on Theological Education's meetings and forward the minutes to the General Assembly.

2. NOMINATING COMMITTEE:

- a. MEMBERSHIP: The Nominating Committee will consist of no fewer than three (3) members, including theological institutional representatives and Church-at-Large/ Elected members. It shall be appointed for a two-year term by the chair of the COTE.
- b. CHAIR: The chair shall be appointed by the Chair of the COTE.
- c. PURPOSE: The Nominating Committee shall make nominations to the COTE of persons to serve as:
 - i. Chair and Vice-Chair of the COTE
 - ii. Chairs of standing sub-committees and the Institutional Review Committee.
 - iii. Representatives of the COTE for the Committee and to other organizations and agencies unless the method of selection is otherwise prescribed
 - iv. Recommending non-Presbyterian theological institutions that will be invited to send corresponding members to the Committee on Theological Education.

Before the Committee votes on nominations submitted by the Nominating Committee, an opportunity shall be given for nominations from the floor.

3. INSTITUTIONAL REVIEW COMMITTEE:

- a. MEMBERSHIP: The Institutional Review committee shall consist of all thirteen members at-large.
- b. CHAIR: The chair shall be nominated by the nominating committee and elected by COTE.
- c. PURPOSE: This sub-committee shall:

- i. Act as a liaison between the Presbyterian Church (U.S.A.) and the theological institutions, especially where fiscal considerations are concerned.
- ii. Oversee the distribution of the funds to the schools, according to the formula approved by COTE and shall propose amendments to the formula as it deems advisable. It shall present for action by the entire Committee on Theological Education a recommended distribution of:
 - 1. the Theological Education Fund (1% Plan)
 - 2. the income from the Theological Schools Endowment Fund
 - 3. other funds available for the theological institutions.
- iii. Assume primary responsibility for reviewing the health and stewardship of the theological schools on behalf of the church.
- iv. Insure the flow of information from the theological institutions to the General Assembly and the church-at-large, and coordinate institutional reporting.

B. STANDING SUB-COMMITTEES:

1. IMPLEMENTATION & INTERPRETATION:

- a. MEMBERSHIP: Shall consist of no fewer than six (6) members, including Institutional Representatives, Church-at-large/ Elected Members, and Corresponding Members approved by COTE.
- b. CHAIR: The chair shall be nominated by the Nominating Committee and elected by the COTE.
- c. PURPOSE: This sub-committee shall ensure the implementation and promotion of the Theological Education Fund (1% Plan) and the Theological Schools Endowment Fund. It is responsible for the Committee on Theological Education's advocacy efforts to the whole church for theological education, and for interpreting the mission of the schools as broadly as possible.

2. INTERSCHOOL & MISSION COOPERATION:

- a. MEMBERSHIP: Shall consist of not less than six (6) members, including Institutional Representatives, Church-at-large/ Elected Members, and Corresponding Members.
 - b. CHAIR: The chair shall be nominated by the Nominating Committee and elected by the COTE.
 - c. PURPOSE: This sub-committee shall:
 - i. Develop and facilitate partnerships and cooperation among the theological institutions of the Presbyterian Church (U.S.A.) and with other theological schools.
 - ii. Develop, encourage, and coordinate joint efforts among the theological institutions on behalf of the denomination.
 - iii. Provide a forum for consideration of general policies of recruitment and of overlapping or neglected programs.
 - iv. Engage in cooperative efforts with other national offices of the PC(USA) middle governing bodies, and other entities in carrying out those mission responsibilities of mutual concern to the participating groups.
3. THEOLOGICAL & CHURCH CONCERNS:
- a. MEMBERSHIP: Shall consist of not less than six (6) members, including Institutional Representatives, Church-at-large/ Elected Members, and Corresponding Members.
 - b. CHAIR: The chair shall be nominated by the Nominating Committee and elected by the COTE.
 - c. PURPOSE: This sub-committee shall:
 - i. Work closely with General Assembly Council / Office of General Assembly offices with responsibility for theology, ministerial leadership, and ordination examinations. These concerns may include issues before the church that particularly affect theological education in a national and/or global context.
 - ii. Seek to enlist the participation of theological school faculties as the church engages in studies vital to its future life and ministry.

VI. STAFF

A. EXECUTIVE OFFICER: The executive officer of the Committee on Theological Education shall be the Coordinator for Theological Education and Seminary Relations who reports to the Director of the Theology Worship and Education Program Area. The Coordinator shall prepare, in cooperation with the chair of COTE, budget requests for submission to the Director of the Theology Worship and Education Program Area and the General Assembly Council the portion of the annual budget funded by the General Assembly Council to be submitted to General Assembly for approval.

B. OTHER STAFF: Other staff may be appointed by the Coordinator according to the procedures outlined in the personnel policies handbook of the Presbyterian Church (U.S.A). When appropriate the Coordinator shall consult with the Committee on staff appointments.

C. ADJUNCT STAFF:

1. The Director of the Theology Worship and Education Program Area of the General Assembly Council will be invited to serve as adjunct staff.

2. Other adjunct staff may be invited by the Executive Committee from appropriate General Assembly Council offices and other General Assembly entities as appropriate.

Please note: Adjunct staff persons are responsible for their own travel expenses.

VII. COMMUNICATIONS/PUBLIC RELATIONS PROCEDURES

The Coordinator will work with the appropriate General Assembly Council staff to provide a timely and accurate response to any questions from the press or other agencies regarding the Committee on Theological Education, the Office of Theological Education, or the workings of these entities.

VIII. AMENDMENT

A. REQUIREMENTS: Amendments to the Manual of Operations shall require:

1. The consideration of the proposed amendment or amendments by the Executive Committee, which shall report its judgment to the entire Committee; and,
 2. A majority of the voting members present. Notification of proposed changes shall be distributed to the full Committee membership at least thirty (30) days before the vote is taken.
- B. BECOME ACTIVE: Amendments go into effect immediately upon approval and are reported to the General Assembly.
- C. BIENNIAL REVIEW: The COTE Manual of Operations should be reviewed for changes every two years.

IX. GOVERNMENT OF MEETINGS

The meetings of the Committee, the Executive Committee, and all its sub-committees shall be governed by the most recent edition of Roberts' Rules of Order and in accord with policies established by the General Assembly Council, the General Assembly, and the Book of Order of the Presbyterian Church (U.S.A.).

X. CITATIONS OF MAJOR POLICIES:

- A. Cross-registration Policy
- B. Requests Sent to Schools by Church Entities
- C. Advertisements
- D. Display Guidelines
- E. Theological Education Fund Allocation Formula
- F. Common Understandings Concerning Fund Raising
- G. Cooperative Project Proposal Form
- H. Gifts to the Theological Schools Endowment Fund
- I. Award for Excellence in Theological Education Guidelines
- J. Guidelines for Distribution of Grants from TEF Discretionary Fund
- K. Communication Policy and Procedures

XI. APPENDICIES:

- A. General Assembly Council Manual of Operations
- B. Report of the Special Committee to Study Theological Institutions

REVISIONS MADE TO CROSS-REGISTRATION POLICY FOR PC(USA) SEMINARIES

At their meeting in Louisville November 3 and 4 (2003) the academic deans gave consideration to the matter of cross-registration at Presbyterian seminaries. It was discovered that the existing policy had been revised in 1999 without the knowledge of the office of theological education. A copy of the 1999 revision is on the reverse side of this page.

Upon consideration of the policy – as revised in 1999 with two pages of implementation instructions that were apparently added at that time – the deans took the following action.

Regarding the PC(USA) exchange program it was agreed that in addition to several editorial changes to the agreement and the implementation instructions that:

- 1. more data needs to be collected from registrars about numbers of students participating – where and when;**
- 2. in light of this data, the entire agreement needs to be revisited over the next two years. One possible consideration might be to distinguish two options –**
 - a. cross-registration – covering individual courses under current arrangements;**
 - b. exchange – in which a student might attend another PC(USA) seminary for one or more terms – in which case tuition would be paid to the host institution.**

A copy of the revised agreement with implementation instructions is attached.

PC(USA) EXCHANGE PROGRAM

This policy of reciprocal cross-registration at the eleven theological institutions of the Presbyterian Church (U.S.A.) is designed to strengthen the theological education of persons preparing for ministry in the denomination. Each of the eleven schools has particular strengths which can be made available to students through this process, enriching their educational opportunities. In implementing such a policy the schools will be an ever more faithful servant of the church.

The eleven theological institutions of the Presbyterian Church (U.S.A.), therefore, have established a policy which permits Presbyterian students registered in the masters degree programs in one of the eleven institutions to take courses at any of the other institutions without payment of any additional tuition and fees. Tuition and fees for a course will be charged and retained at the school in which a student is enrolled as a degree candidate.

Students who take courses at a school other than the one in which they are enrolled for a degree will be required to meet all the requirements for graduation of the degree granting institution.

Students will register through the established procedure of their school using a registration form designed for this purpose. This form requires the signature of the Registrar verifying that the student is in good standing. The Registrar of the student's Home school will forward the registration materials to the Hosting school. Registration will be confirmed by Fax.

If taking a course or courses involves living arrangements, the student will be responsible for making all such arrangements with the other school, and for payment of these costs at the other school. Likewise, a student will be eligible for financial assistance only at the school in which the student is enrolled in a degree program.

In case of limited enrollment courses, priority will be given to students according to the receiving institutions policy. Each school will also identify those courses which are subject to any special restrictions in enrollment. Moreover, individual schools may set limits on the number of cross-registrations they will receive.

The Registrar will send a grade report, not a transcript, to the student's Home school. The Home school will determine the amount of credit to be awarded for a course.

Students will be eligible to take courses in this fashion only in another PC(USA) theological institution. This policy will not apply to other schools in a cluster to which a Hosting school may belong.

A copy of courses being offered and registration information will be sent to each of the eleven schools by the following dates:

Spring and Summer terms by January;
Fall and Winter terms by May.

Each school will examine the implications of this policy on health insurance coverage for students while registered at another institution.

This policy and the use of this policy by students will be evaluated every two years, and adjustments made subsequently by the deans of the seminaries.

PC(USA) EXCHANGE PROGRAM

A Policy Which Permits and Facilitates Cross-Registration Among the Ten Theological Institutions of the Presbyterian Church (U.S.A.)

This policy of reciprocal cross-registration at the ten theological institutions of the Presbyterian Church (U.S.A.) is designed to strengthen the theological education of persons preparing for ministry in the denomination. Each of the ten schools has particular strengths, which can be made available to students through this process, enriching their educational opportunities. In implementing such a policy the schools will be an ever more faithful servant of the church.

The ten theological institutions of the Presbyterian Church (U.S.A.), therefore, have established a policy, which permits Presbyterian students registered in the masters degree programs in one of the ten institutions to take courses at any of the other institutions without payment of any additional tuition and fees. Tuition and fees for a course will be charged and retained at the school in which a student is enrolled as a degree candidate.

Students who take courses at a school other than the one in which they are enrolled for a degree will be required to meet all the requirements for graduation of the degree granting institution.

Students will register through the established procedure of their school using a registration form designed for this purpose. This form requires the signature of the registrar verifying that the student is in good standing. The Registrar of the student's Home school will forward the registration materials to the Hosting school. Registration will be confirmed by fax, e-mail, or other appropriate means.

If taking a course or courses involves living arrangements, the student will be responsible for making all such arrangements with the other school, and for payment of these costs at the other school. Likewise, a student will be eligible for financial assistance only at the school in which the student is enrolled in a degree program.

In case of limited enrollment courses, priority will be given to students according to the receiving institutions policy. Each school will also identify those courses which are subject to any special restrictions in enrollment. Moreover, individual schools may set limits on the number of cross-registrations they will receive.

The Registrar will send a grade report, not a transcript, to the student's Home school. The Home school will determine the amount of credit to be awarded for a course.

Students will be eligible to take courses in this fashion only in another PC(USA) theological institution. This policy will not apply to other schools in a cluster to which a Hosting school may belong.

Each school will examine the implications of this policy on health insurance coverage for students while registered at another institution.

This policy and the use of this policy by students will be evaluated in two years (by Spring 2006), and adjustments made subsequently by the deans of the seminaries.

PC(USA) EXCHANGE PROGRAM

A Program of Cross Registration Between PC(USA) Theological Institutions

TO BE COMPLETED BY STUDENT AND SUBMITTED TO REGISTRAR OF HOME INSTITUTION

Full Name _____ Social Security # _____

Preferred Name _____ Home Phone () _____

Address _____ Office Phone () _____

City _____ State _____ ZIP _____

E-Mail address _____ Web address _____

Name of HOME School _____

Candidate for degree of _____ Date Degree Expected _____

Name of HOSTING School _____

I am requesting permission to register in the following courses:

Course #	Title (availability of courses is subject to change)	Grading Option			
		LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU
_____	_____	LG	P/F (S/U)	CR/NC	AU

FOR OFFICE USE ONLY

Registration Approval by Home School	Registration Approval by Hosting School
I certify that the student named above is in good standing in the degree program indicated and is eligible to participate in the PC(USA) Exchange Program.	The student named above has been registered for the courses indicated. Necessary changes have been noted above.
Signature of Registrar	Signature of Registrar
Date	Date

GRADE REPORT

Course #	Title	Grade	Credit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Registrar of Host Institution _____

Date _____

Committee on Theological Education

PC(USA) Exchange Program: A Policy Which Permits and Facilitates Cross-Registration Among the Ten Theological Institutions of the Presbyterian Church (U.S.A.)

April 11, 2007

This policy of reciprocal cross-registration at the ten theological institutions of the Presbyterian Church (U.S.A.) is designed to strengthen the theological education of persons preparing for ministry in the denomination. Each of the ten schools has particular strengths, which can be made available to students through this process, enriching their educational opportunities. In implementing such a policy the schools will be an ever more faithful servant of the church.

The ten theological institutions of the Presbyterian Church (U.S.A.), therefore, have established a policy, which permits Presbyterian students registered in the masters degree programs in one of the ten institutions to take courses at any of the other institutions without payment of any additional tuition and fees. Tuition and fees for a course will be charged and retained at the school in which a student is enrolled as a degree candidate.

Students who take courses at a school other than the one in which they are enrolled for a degree will be required to meet all the requirements for graduation of the degree granting institution.

Students will register through the established procedure of their school using a registration form designed for this purpose. This form requires the signature of the registrar verifying that the student is in good standing. The Registrar of the student's Home school will forward the registration materials to the Hosting school. Registration will be confirmed by fax, e-mail, or other appropriate means.

If taking a course or courses involves living arrangements, the student will be responsible for making all such arrangements with the other school, and for payment of these costs at the other school. Likewise, a student will be eligible for financial assistance only at the school in which the student is enrolled in a degree program.

In case of limited enrollment courses, priority will be given to students according to the receiving institutions policy. Each school will also identify those courses which are subject to any special restrictions in enrollment. Moreover, individual schools may set limits on the number of cross-registrations they will receive. Students will not be allowed to take more than one semester's worth of work toward their degree through this policy. (This policy does not include the COTE jointly sponsored courses.)

The Registrar will send a grade report, not a transcript, to the student's Home school. The Home school will determine the amount of credit to be awarded for a course.

Students will be eligible to take courses in this fashion only in another PC(USA) theological institution. This policy will not apply to other schools in a cluster to which a Hosting school may belong.

Each school will examine the implications of this policy on health insurance coverage for students while registered at another institution.

This policy and the use of this policy by students will be evaluated in two years (by Spring 2009), and adjustments made subsequently by the deans of the seminaries.

RCW:dh/11.10.92; rev. 12.18.92; rev. 01.14.93

RMS/jdh; rev. 11.09.95; rev. 7.26.99; DH/rmc rev. 11.04.03 rev. 4.11.07

PROPOSED POLICY RELATED TO REQUESTS SENT TO SCHOOLS BY CHURCH ENTITIES

During the meeting of COTE Institutional Representatives in January 1998 it was proposed that COTE adopt a policy related to requests for information that are sent to the seminaries by various PC(USA) entities.

Therefore, the following proposed policy has been developed by staff for your consideration –

Ordinarily the following procedures should be followed when agencies or offices of the PC(USA) seek substantive information from the ten seminaries of the PC(USA) as well as from those related to the denomination by covenant agreements:

- **Staff of the PC(USA) office of theological education should first be consulted to determine whether or not the information sought is available from them or from some other source;**
- **When possible, the request for information from the schools should first be endorsed by the Committee on Theological Education upon the recommendation of their Interschool and Mission Cooperation Sub-committee;**
- **In every circumstance the request for information should include at least six weeks or longer for response by the appropriate seminary faculty or staff representative.**

**AGREEMENTS AMONG THE PRESBYTERIAN
THEOLOGICAL INSTITUTIONS AND THE COMMITTEE ON THEOLOGICAL
EDUCATION (COTE) CONCERNING ADVERTISEMENTS**

1. Advertisements in The Presbyterian Outlook

Historically, there is a special September issue dedicated to theological education. COTE will place a full-page advertisement presenting a unified message about Presbyterian theological education and support of the Theological Education Fund in that issue. In addition, each school may place a one-half page or smaller size advertisement in this same issue. The schools should limit the content of the advertisements to avoid fund raising for the individual school.

2. Advertisements in ecumenical journals

COTE is no longer providing a common advertisement in special theological education issues of ecumenical journals. Therefore, the schools are not limited regarding the number, size or content of advertisement.

3. September emphasis bulletin insert

COTE will provide a bulletin insert for the Sunday in September that is designated as suitable for an emphasis on theological education, per the Presbyterian Planning Calendar. This bulletin insert will present a unified message about the PCUSA seminaries and their importance to the future of the church.

The individual schools are asked neither to promote nor send their own seminary bulletin inserts to congregations for that particular Sunday. They are encouraged to promote their own inserts any other time of the year that they choose.

Revised in consultation with the seminary communication directors, March 15, 2003.

Committee on Theological Education
DISPLAY GUIDELINES

Adopted February 1998
Reaffirmed November 2003
Reaffirmed November 2006

The following guidelines are intended to provide a basis of common understanding related to the policy that the ten PC(USA) seminaries and those related to the denomination by covenant agreement be represented in certain specific venues by a joint display sponsored by the Committee on Theological Education (COTE).

ORDINARILY the following guidelines will be honored by the twelve seminaries that maintain ongoing official links with the PC(USA) through the Committee on Theological Education - - -

1. The office of theological education will take responsibility for coordination of a joint display highlighting the twelve schools and the Theological Education Fund in the display hall at the General Assembly meeting.
 - ▶ Each seminary will be assigned a time when representatives of their faculty / staff will be invited to assist office of theological education staff in being present in the display area to welcome visitors and answer questions. It will be understood that they are there on behalf of all of the schools and not to promote their institution specifically.
 - ▶ The number of pieces promoting specific institutions to be allowed on the joint display table will be determined by the office of theological education based on space allotted for the joint display in the General Assembly display area. No display boards or extra materials promoting specific institutions will be allowed.
 - ▶ Should the institutions choose to sponsor a Seminary Fair in a location other than the display hall at General Assembly each school may use whatever display boards and materials they choose to bring along to promote their institution.

2. The office of theological education will take responsibility for coordination of a joint display highlighting the twelve schools at the annual meeting of the Association of Presbyterian Church Educators, the Youth Triennium, the Women's Gathering, and the Urbana Conference. Upon vote of the COTE that list may be amended so long as it is done prior to the time that invitations to display are distributed by the group sponsoring the event.
 - ▶ The guidelines for joint displays at these designated events will be the same as those for the joint display at meetings of the General Assembly.
 - ▶ The individual seminaries will decline any invitations to have a separate display on behalf of their institution at events at which there will be a joint display sponsored by COTE.

Committee on Theological Education Allocation Formula

Adopted March 15, 1989

Amended October 14, 1992

Revised January 29, 1993

A. Equal Distribution ► Fifty-one percent (51%) of the TOTAL is to be divided in equal shares among the theological institutions.

B. Distribution by Graduates ► Forty-six and one-half percent (46.5%) of the TOTAL is to be divided in proportion to the number of graduates from each school over the preceding four years as follows:

1. Each of the graduates is to be “weighted” according to the factors listed below. Each factor represents the approximate minimum years of full-time study required to obtain the degree.
 - a. Master of Divinity and equivalents: factor of three.
 - b. Masters degrees requiring two years of full-time study: factor of two.
 - c. Masters degrees requiring one year of full-time study: factor of one.
 - d. In-ministry Doctor of Ministry: factor of one.
 - e. In-sequence Doctor of Ministry: factor of four.
 - f. Ph. D., Th. D., Ed. D., S. T. D. and equivalents: factor of four.
2. In addition, Presbyterian graduates shall be weighted twenty-five percent (25%) more than graduates belonging to other denominations. That is, each non-Presbyterian graduate is counted once, while each Presbyterian graduate is counted 1.25 times.

C. Discretionary Fund ► Two and one-half percent (2.5%) of the TOTAL is to be allocated to a discretionary fund. This discretionary fund is to be distributed fully each year, i.e. no funds are to be held for subsequent years. Distribution of the funds to the institutions shall be made by the Committee on Theological Education Committee (COTE) on the recommendation of the Institutional Review Sub-committee. The following factors are to be considered in the recommending distribution of the discretionary funds:

1. The initial adverse impact of allocation formula change on institutions.
2. Emergencies
3. Denominational needs for innovative and cooperative ministries.
4. Distribution in equal shares and according to graduates as described above.

D. Review ► The foregoing allocation formula should be reviewed when the TOTAL for one year reaches \$4,000,000.

In the distribution of discretionary funds, Johnson C. Smith and the Presbyterian School of Christian Education will be minimally maintained at previous levels, if possible.

A Covenant Between the General Assembly of the PC(USA) and the Evangelical Seminary of Puerto Rico (ESPR) signed in 1993 and again in 1998 (will be renewed in 2003) contains the following wording with regard to allocation of monies available for distribution to seminaries by the Committee on Theological Education:

- See reverse side for additional information related to the COTE Allocation Formula -

“The Committee on Theological Education (or its successor) shall include the Seminary in the annual allocation of the funds it administers, such funds including the Theological Education Fund. The Seminary shall be allocated funds according to the same formula as the other Presbyterian theological institutions, with the exception that the Seminary shall receive one-fifth of one share of that portion of the Theological Education Fund and other monies that are divided in shares among the institutions without reference to numbers of graduates.”

Actions taken by the Committee on Theological Education (COTE) to clarify the allocation formula adopted in 1989, amended in 1992 and revised in 1993 are as follows:

A. Clarification concerning the allocation formula from COTE minutes of October 18, 1989 –

COTE Voted that references to “Presbyterian graduates” be understood to mean graduates who are members of the Presbyterian Church (U.S.A.). That references to “non-Presbyterian graduates” be understood to mean all graduates who are not members of the Presbyterian (U.S.A.).

B. Clarification concerning the allocation formula from COTE minutes of January 29, 1993 –

COTE Voted that, in the event a covenant between the General Assembly and the Evangelical Seminary of Puerto Rico is adopted, the following action will become operative:

When the Theological Education Fund (1% Plan) reaches an income of \$3 million per year the allocation formula will be reexamined to see if the percentage of discretionary funds should again be increased.

C. Clarification concerning the automatic distribution of discretionary fund monies to Johnson C. Smith and PSCE in order to “minimally maintain at previous levels” from COTE minutes of February 15, 1997 –

COTE Voted that the automatic distribution of the discretionary fund be phased out according to the following schedule:

1998-2000 – same
2001 – 25% reduction
2002 – 50% reduction
2003 – 75% reduction
2004 – complete

D. Clarification concerning the allocation formula from COTE minutes of February 15, 1997 –

COTE Voted that if two or more Presbyterian schools agree to federation, the federated institution should continue to receive the combined portion of funding defined as the “basic allocation” of both former institutions for five years. Thereafter, the basic allocation shall be reduced in year six by twenty-five percent, in year seven by fifty percent, in year eight by seventy-five percent, and in the ninth year, the federated institution should receive one basic allocation and the portion of funding allocated by the number of graduates on the basis of the new institution’s actual graduation classes.

Common Understandings Among Presbyterian Church (U.S.A.) Theological Institutions Concerning Fund-Raising In Presbyterian Church (U.S.A.) Congregations

The 198th General Assembly (1986) adopted the Theological Education Fund (1% Plan) as the means by which the Presbyterian Church (U.S.A.) would finance and support its theological institutions. The 11 theological institutions of the PC(USA) covenant together to make every effort to encourage PC(USA) congregations to participate in this program.

The institutions designated by the 1986 action are: Austin Presbyterian Theological Seminary; Columbia Theological Seminary; University of Dubuque Theological Seminary; Louisville Presbyterian Theological Seminary; McCormick Theological Seminary; Pittsburgh Theological Seminary; Princeton Theological Seminary; Johnson C. Smith Theological Seminary; San Francisco Theological Seminary; Union Theological Seminary & Presbyterian School of Christian Education.

Additionally, the Evangelical Seminary of Puerto Rico receives modest support from the Theological Education Fund (1% Plan).

The following are common understandings which the PC(USA) theological institutions will utilize as they seek funds from PC(USA) congregations.

1. Appeals for Annual Financial Support from Presbyterian Congregations

A. A PC(USA) theological institution may solicit funds from Presbyterian congregations with which that seminary has a relationship based on:

1. an alumna/us currently on the staff
2. a student currently enrolled at the institution
3. a member of the congregation who is a trustee or former trustee
4. a record of prior congregational giving
5. geographic proximity

Ordinarily, these appeals will be made for financial student aid (scholarship).

B. In all financial appeals to these eligible congregations (See 1A), the theological seminaries shall include a statement encouraging the congregation to also give priority to the Theological Education Fund (1% Plan).

C. When any PC(USA) theological institution receives a contribution which is clearly intended to be a congregation's voluntary contribution to the Theological Education Fund (1% Plan), that contribution will be forwarded to the Office of Theological Education for inclusion in the Theological Education Fund. If the intent is unclear, it is the responsibility of the PC(USA) theological institution to clarify the intent with the donor congregation.

D. If a gift is made directly to a seminary by an individual on behalf of a congregation for the Theological Education Fund, and that gift is matched by a corporation, the matching gift portion does not go to the Theological Education Fund, but goes to the seminary where the money was sent.

2. Appeals for Capital Needs, Endowment, or any Special Projects

When a PC(USA) theological seminary is considering a Capital Campaign, an Endowment Campaign, or a Special Project, the seminary will notify the Office of Theological Education before proceeding. IF the campaign will include a majority of churches within a governing body's jurisdiction, the seminary will consult with that governing body.

3. Exceptions

When any PC(USA) theological institution sees a need for an exception to these “common understandings”, the seminary shall consult with the Office of Theological Education. The Office of Theological Education will report the exception at the next meeting of the Committee on Theological Education (COTE) so the committee can take appropriate action.

4. Accountability

A. It is the responsibility of all theological seminaries to inform the Office of Theological Education, in writing, about all annual financial appeals to congregations. This includes, but is not limited to, copies of solicitation letters, phon-a-thon plans, etc.

B. It is the responsibility of the Office of Theological Education to review 4A, above, and communicate questionable situations, of lack of information, first to the seminary involved, and when necessary, bring it to the attention of COTE.

These understandings among the PC(USA) theological institutions, developed through the Committee on Theological Education, were first adopted in November 1987, and were amended in November 1990, September 1995, June 1997, and November 2000.

11/28/00

COMMITTEE ON THEOLOGICAL EDUCATION

— Interschool Cooperative Project Proposal Form —

Name of COTE Institutional Representative / Contact Person Submitting the Proposal:

▶ _____

A. Provide a one-page (maximum) narrative that justifies the need for the proposed project. If pertinent, specify how the project will address the following priorities established by COTE → 1. development of racial-ethnic leadership for the PC(USA) – and /or – 2. enhancement of student readiness for ministry including attention to “first call” issues listed below:

- **self-understanding in relation to the role of pastor;**
- **ability to understand and associate themselves with a congregation’s history, ethos, programs, status in the community, and relation to the denomination;**
- **understanding the dynamics of pastoral leadership in a particular congregation;**
- **capacity for managing conflicts within the congregation.**

B. Using no more than two additional pages, answer the following questions as succinctly as possible —

- What does the proposed project aim to accomplish?
- Specifically and briefly, what activities would the project entail?
- Which theological institutions would be involved in the project?
NOTE: collaboration among one or more PC(USA) seminaries is required
- What specific categories of people from the theological institutions and/or from the church at large would be involved in the project?
- What is the estimated cost for the project? – provide preliminary budget if possible!
- What is the proposed time frame for implementation of this project?

Submit proposal / information to:

OFFICE OF THEOLOGICAL EDUCATION

100 Witherspoon Street, Louisville, KY 40202-1396

Telephone: 1-888-728-7228 Ext. 5357

FAX: 502-569-5501

RECOMMENDED POLICY AND PROCEDURE FOR GIFTS TO THE THEOLOGICAL SCHOOLS ENDOWMENT FUND (TSEF)

POLICY:

Potential donors will be encouraged to send gifts directly to the Presbyterian Church (U.S.A.) Foundation in Jeffersonville, Indiana. Checks should be made payable to the Presbyterian Church (U.S.A.) Foundation and clearly marked for the Theological Schools Endowment Fund (TSEF).

All contributions to the Theological Schools Endowment Fund (TSEF) received by the Presbyterian Church (U.S.A.) Office of Theological Education shall be accounted for and forwarded to the Presbyterian Church (U.S.A.) Foundation for processing and acknowledgement.

03.02.07 Rmc

G/TE/COTE 2007/Policy TSEF 03.02.07

AWARD FOR EXCELLENCE IN THEOLOGICAL EDUCATION

In September of 1996 the Committee on Theological Education (COTE) voted to establish the Award for Excellence in Theological Education. Award recipients to date include Robert Lynn in 1997, C. Ellis Nelson in 1998, James Costen in 1999, Sara Little in 2002, Jack Stotts in 2003, Henry Luce III in 2004, and Catherine Gonzalez in 2006. The minutes of the September 1996 COTE meeting: define the award; establish who is eligible for nomination; indicate how nominations are to be made and how the recipient is to be chosen; and clarify where and when the award is to be presented and, thus, provide the guidelines for future practice related to this award.

- AWARD GUIDELINES -

Award Recipient: The award shall ordinarily be given annually to individuals who have made distinctive contributions to excellence in theological education. The recipients shall be members or ordained ministers of the Presbyterian Church (U.S.A.) or members or ministers of other churches who have served the theological institutions of the Presbyterian Church (U.S.A.).

Nomination Process and Confirmation Process: The recipients shall be nominated by the Executive Committee of COTE and confirmed by COTE. No churchwide solicitation is made to seek nominees for this award. However, when inquiries are made about the award, individuals are encouraged to send names of suggested nominees to the COTE Executive Committee for their consideration.

Award Presentation: The award shall be a medallion and it shall be presented at a meeting of the General Assembly. Alternatively, the award may be presented at the meeting of COTE prior to the Assembly each year. Announcement of the award presentation will be made to the General Assembly committee to which COTE and the seminaries report. If that Assembly committee grants time as part of their report, recognition of the award recipient and opportunity for that individual to briefly address the Assembly may be possible.

AWARD FOR EXCELLENCE IN THEOLOGICAL EDUCATION HISTORY – 1997 – 2006

1997	Robert Wood Lynn
1998	C. Ellis Nelson
1999	James H. Costen
2000	None
2001	None
2002	Sara P. Little
2003	Jack Leven Stotts
2004	Henry Luce III
2005	None
2006	Catherine Gonzalez

Guidelines for distribution of grants from TEF discretionary fund
(adopted March 2005)

The Institutional Review Sub-Committee of the Committee on Theological Education (COTE) will receive applications for grants paid out of the discretionary funds collected through the Theological Education Fund. The sub-committee will then recommend to the full COTE membership the awarding of the grants.

A prerequisite for applying for a grant is that the proposal **MUST** be cooperative, involving at least two, and preferably more, seminaries in its request.

In considering whether to award the grants, the sub-committee will give preference to:

- 1) New and innovative projects (as opposed to ones continuing existing programs).
- 2) Projects that advance one or more goals of the General Assembly of the PC(USA).
- 3) Projects which innovatively address a specific need or opportunity in theological education.
- 4) Projects that address the need to develop racial-ethnic leadership for the PC(USA).
- 5) Projects that enhance student readiness for ministry, including attention to such “first-call” issues as:

Self-understanding in relation to the role of pastor;

Ability to understand and associate themselves with a congregation’s history, ethos, programs, status in the community and relation to the denomination;

Understanding the dynamics of pastoral leadership in a particular congregation, and;

Capacity for managing conflicts within the congregation.

Projects may be approved for up to three years, but will be guaranteed funding on an annual basis. A progress report must be submitted and reviewed annually before funds are distributed for the second and third years.

Whenever possible, grants will be shared as broadly among the seminaries as possible. Multiple grants will not be approved for a single institution if several schools are also seeking grants.

Results or findings from the funded projects will be reported to COTE and shared with the other seminaries.

The proposal shall be submitted on the following form and sent to:

Office of Theological Education
100 Witherspoon St.
Louisville, KY 40202-1396

Interschool Cooperative Project Grant Request

1. Provide a narrative, not to exceed one page, that justifies the need met by the project, specifically addressing how it meets any of the following criteria:

- 1) New and innovative
- 2) Advancing one or more goals of the General Assembly of the PC(USA).
- 3) Innovatively addresses a specific need or opportunity in theological education.

- 4) Addresses the need to develop racial-ethnic leadership for the PC(USA).
- 5) Enhances student readiness for ministry, including attention to such “first-call” issues as:
 - a. Self-understanding in relation to the role of pastor;
 - b. Ability to understand and associate themselves with a congregation’s history, ethos, programs, status in the community and relation to the denomination;
 - c. Understanding the dynamics of pastoral leadership in a particular congregation;
 - d. Capacity for managing conflicts within the congregation.

2. Using no more than two additional pages, answer the following as succinctly as possible:

- √ What does the proposed project aim to accomplish?
- √ What activities would the project entail?
- √ Which theological institutions would be involved?
- √ What specific categories of people from the institutions and/or church at large would be involved?
- √ What is the estimated cost (provide a budget)?
- √ What is the proposed time frame for implementation?

Recognizing the significance and importance of strategic marketing and a collaborative communications effort to raise awareness of and positive attitudes toward theological education and the ten Presbyterian Church (U.S.A.) seminaries, and the two affiliated with the denomination by covenant agreement, the Committee on Theological Education (COTE)...

1. Authorizes the Office of Theological Education and the Theological Education Advancement Team (TEA Team), or another such designated group serving in an advisory capacity, to research, recommend, develop, outline and implement marketing, communication and branding strategies on behalf of the theological education enterprise of the PCUSA.
2. Applauds the ongoing efforts of the communications departments of the seminaries of the PCUSA on behalf of their own seminaries. COTE further encourages cooperation and collaboration among the seminary communications departments and with the Office of Theological Education in promoting a unified theological education and seminary message from the PCUSA to congregations, church judicatories and other constituencies.
 - a. From time to time, as different projects initiated by the Office of Theological Education require information, photography and/or other input from the various seminaries, the Office of Theological Education will request such information, photos and/or other input from the communications departments of the seminary. In cooperating with such requests, each seminary will determine on its own which information, photos and/or other input will be given, and take responsibility for doing so. Such information, photos and/or other input will be delivered to the Office in as timely a manner as possible, with sensitivity to meeting the Office's schedules and deadlines.
 - b. Based on the project, some seminary-specific materials may be submitted by the Office of Theological Education to the seminary for review and sign-off concerning accuracy, in accordance with the seminary's internal review and sign-off policies and procedures, and in as timely a manner as possible with sensitivity to the Office's schedules and deadlines.
 - c. For other projects, the Office of Theological Education, in cooperation with the seminary communications departments, may determine that seminary sign-off is not necessary, particularly in the case of previously printed materials and/or distributed press releases, for example, for use in the *Seminary Update E-Newsletter*. Other arrangements for review and sign-off may be requested by a seminary's communication department.
 - d. Where possible, each seminary communications department will indicate in its published and/or electronic materials information regarding the financial support the PCUSA seminaries have received annually from the Theological Education Fund (TEF). Seminaries are further encouraged to mention on an ongoing basis the way theological education is funded through the TEF, that is, how congregations support seminaries by giving to the TEF.
3. Recognizes that the seminary communications departments have responsibility for the development, maintenance and costs of their own collaborative efforts, including a website launched in 2005: www.pcusaseminaries.org. The seminary communications departments will further maintain their own schedule of lead stories and ability to refresh news, resources and photos. Occasionally the Office of Theological Education may be asked for general input and feedback to ensure alignment with marketing, communication and brand strategies of the Office.
4. Recognizes the right of seminary communications departments to work with each other and the Office of Theological Education in visioning and implementing future collaborative projects.

5. Applauds and encourages the efforts of the seminary communication departments to gather annually at one of the seminary campuses to collaborate, to share information and trends and to improve communication on behalf of each seminary and on behalf of the theological education enterprise of the PCUSA. To this end, it is understood that the Office of Theological Education will send a representative to participate in this annual meeting.
6. Recognizes that it is the responsibility of the Office of Theological Education to provide the Theological Education Network with marketing and communication strategies and materials in promoting the PCUSA's unified theological education and seminary message to congregations, church judicatories and other constituencies.
 - a. The Office is responsible for communication with the Network. Any seminary wishing to communicate with the Network should submit material and information to the Office which will decide if, when and/or how such information will be distributed to the Network. Seminaries should not expect to communicate directly with the Network or have access to Network mailing lists, email lists or other contact information.
 - b. Members of the Network are expected to make use of the communication strategies, programs and materials developed by the Office in communicating with congregations, church judicatories and other constituencies. From time to time, the Office will provide members of the Network with materials, such as template letters and thank you certificates, that can be customized. Members of the Network are encouraged to customize such templates and be creative in their use, but members of the Network are not permitted to invent or create their own communication program, campaign or materials. Neither should they expect to communicate directly with the seminaries or have access to seminary mailing lists, email lists or other contact information.
7. Recognizes that the Office of Theological Education shall have responsibility for overseeing the theological education, seminary and seminary-related pages of the official PCUSA website, with input from the seminary communications departments, in accordance with marketing and communication strategies of the Office. Similarly, the Office will serve as a clearing house in determining whether and, if so, how, other PCUSA offices and entities may use the Office's branding, seminary information and other theological education messages in their advertising and other communications.
8. Recognizes the work done by seminary communicators, the Office of Theological Education and COTE that has resulted in an agreement concerning advertisements in *The Presbyterian Outlook* in its special September issue dedicated to theological education, advertising in ecumenical journals and a September emphasis bulletin insert.
9. Recommends that this Communications Policy and Procedures be distributed along with the advertising agreement discussed in Paragraph #8 to all seminary communications and development staffs, members of the Theological Education Network and PCUSA entities and staff who have responsibility for communications and/or development, upon approval of this policy by COTE. Similarly, COTE recommends that the policy and advertising agreement be made available as soon as practicable to newly hired seminary communications and development staff, newly hired PCUSA communications and development staff and new members of the Network.