

**COMMITTEE ON THEOLOGICAL EDUCATION (COTE)**  
**Presbyterian Church (U.S.A.)**  
**Minutes**

**Decatur, Georgia**

1. The meeting of the Committee on Theological Education (COTE) was held April 10 – 12 on the campus of the Columbia Theological Seminary in Decatur, Georgia.
2. The following persons attended:

Members: John Bolt, Jeffrey Bullock (University of Dubuque Theological Seminary), Philip Butin (San Francisco Theological Seminary), William Carl III (Pittsburgh Theological Seminary), Cynthia Campbell (McCormick Theological Seminary), Joseph Doh, John Herndon, Terry Holland, Laura Aull Johnston, Fran Lane-Lawrence, Laura Mendenhall (Columbia Theological Seminary), Ann Moe, Neal Presa, Jo Ann Staebler, Dean Thompson (Louisville Presbyterian Theological Seminary), David Wallace (Johnson C. Smith Theological Seminary), Theodore Wardlaw (Austin Presbyterian Theological Seminary), Louis Weeks (Union Theological Seminary and Presbyterian School of Christian Education), Joel Weible and Nicholas Yoda.

Corresponding Members: Daniel J. Earheart-Brown (Memphis Theological Seminary), Gary Eller (Omaha Presbyterian Seminary Foundation), Sergio Ojeda-Cárcamo (Evangelical Seminary of Puerto Rico), and Barbara Wheeler (Auburn Theological Seminary).

Staff from the Office of Theological Education: Patsy Godwin (Associate), Lee Hinson-Hasty (Coordinator) and Rosemary McCutcheon (Program Assistant).

Adjunct Staff: Lesley Davies (Manager of Examination Services), Marcia Myers (Director of the Office of Vocations) and Charles Wiley (Coordinator of the Office of Theology and Worship, for Joseph D. Small).

Theological Education Advancement Team Member: Diane Stephens, Marketing Consultant.

Guests: Cam Murchison, Dean of Columbia Theological Seminary.

3. Excused: Stephen Kaszar, Ron Kernaghan, Kenneth Kovacs, Alvin Padilla (Gordon Conwell Theological Seminary), Joe Small, and Iain Torrance (Princeton Theological Seminary).
4. **New Member Orientation** was held on **Tuesday, April 10**, for Gary Eller and Nicholas Yoda by COTE Chair – Laura Mendenhall, COTE Vice-Chair – Joel Weible, and Lee Hinson-Hasty, PCUSA Coordinator for Theological Education and Seminary Relations.
5. The **Institutional Review** Committee met on the afternoon of **Monday, April 10**. The **Executive Committee** met at 4:00 PM that same afternoon.
6. **COTE Chair Laura Mendenhall**, also the President of Columbia Theological Seminary, **called the full committee to order at 8:30 AM on Wednesday, April 11**, appointed Rosemary McCutcheon as the recording clerk for the meeting and asked **Nicholas Yoda** to open the meeting with prayer.

The Chair welcomed the Committee, new members and guests to campus and oriented the Committee to the meeting location on campus in the Harrington Center. Introductions followed for the whole Committee.

7. Mendenhall reported for the Executive Committee (Part 1). On the recommendation of the Executive Committee:

**Executive  
Committee Report,  
Part 1**

Lee Hinson-Hasty gave an update on the Associate for Theological Education and Seminary Relations position to be filled, as the current associate Patsy Godwin retires in April 2007. The Advisory Search Team along with Hinson-Hasty includes Fran Lane-Lawrence, Marcia Myers, Joe Small, Dean Thompson and David Wallace. A position description has been posted on <http://onedoor.pcusa.org> and is being advertised in several publications. Applications are being accepted and recommendations and referrals are welcomed and encouraged.

**Update on Associate for  
Theological Education  
and Seminary  
Relations Position**

**COTE Voted** to accept the Minutes of the November 13 - 15, 2006 meeting as corrected by the Executive Committee on February 13, 2007.

**November 2006 Meeting  
Minutes Approved**

**COTE Voted** to accept the approved meeting docket including additional referrals.

**April 2007 Docket  
Approved as Amended**

**COTE Voted** to accept the excused absences of Committee Members - Stephen Kaszar, Ron Kernaghan, Kenneth Kovacs, Alvin Padilla, Joe Small, and Iain Torrance.

**Absences Approved**

**COTE Voted** to approve a Seminary Liaisons Program for the purpose of assisting the deepening of relationships between Elected Members with Institutional Representatives and Corresponding member seminary representatives. Elected members will be nominated by the COTE Nominating Committee to COTE for approval. One member will be assigned to each PCUSA seminary, two to the corresponding member seminaries in covenant with the General Assembly (Auburn and ESPR) and one to the other corresponding member seminaries. This program is to be reviewed at the Fall COTE meeting at Louisville Presbyterian Seminary. The Committee asked Lee Hinson-Hasty, John Bolt and Jo Ann Staebler to help move this program to move forward. The program will be fully evaluated in October of 2008.

**Seminary Liaisons  
Program Approved**

Laura Mendenhall invited Lee Hinson-Hasty to moderate a panel discussion. Hinson-Hasty introduced the discussion topic: "Pastoral Formation: From Seminary to Congregation" and the following panelists who made presentations:

**Panel Discussion:  
"Pastoral Formation:  
From Seminary to  
Congregation"**

- Marcia Clark Myers, Director of the Office of Vocations for the PCUSA
- Cam Murchison, Dean of Columbia Theological Seminary and regular convener of the PCUSA Seminary academic deans gathering
- Charles Wiley, Coordinator of the Office of Theology and Worship for the PCUSA
- Phil Butin, President of San Francisco Theological Seminary and COTE representative to recent meetings of the Advisory Committee on Racial Ethnic Concerns (ACREC) and the Presbyteries' Cooperative Committee on Examinations (PCCE)
- Lesley Davies, Assistant Stated Clerk of the General Assembly and Manager of (Ordination) Examination Services
- Barbara Wheeler, President of Auburn Theological Seminary and

Director of the Center for the Study of Theological Education

8. COTE joined the Seminary Community in Richards Center Refectory for a morning break at 10:00 AM
9. The Plenary session resumed at 10:30 AM

Joel Weible reported for the Nominating Committee (Part 1). On the recommendation of the Nominating committee the following Church-at-Large members were elected to serve two-year terms in the Seminary Liaison Program as follows:

<b>Austin:</b>	Joseph Doh
<b>Columbia:</b>	Nicholas Yoda
<b>Dubuque:</b>	Laura Aull Johnston
<b>Johnson C. Smith:</b>	John Herndon
<b>Louisville:</b>	Joel Weible
<b>McCormick:</b>	Stephen Kaszar
<b>Pittsburgh:</b>	Fran Lane-Lawrence
<b>Princeton:</b>	Ken Kovacs
<b>San Francisco:</b>	Terry Holland
<b>Union/PSCE:</b>	John Bolt
<b>Auburn and ESPR (2):</b>	Neal Presa and Jo Ann Staebler
<b>Corresponding Members (1):</b>	Ann Moe

10. The Committee took a break at 12:15 and joined the Seminary Community for lunch in the Refectory
11. The Sub-committees met after lunch.
12. The Committee reconvened for a Plenary at 3:30 PM.

13. Laura Mendenhall reported for the conclusion of the Executive Committee (Part 2) On the recommendation of the Executive Committee:

**COTE Voted** to approve the Manual of Operations revisions as submitted with accepted editorial changes (See attached). Appreciation was expressed to Cynthia Campbell, Neal Presa, and Terry Holland for working with Hinson-Hasty on revising the Manual.

**COTE Voted** to approve the recommendation to invite newly appointed General Assembly Council (GAC) leadership / new program directors to join COTE at a plenary and meal during their October 2007 meeting, which will be held at the Louisville Presbyterian Theological Seminary (LPTS).

**COTE Voted** to accept the invitation extended by Princeton Theological Seminary to host the October 21 – 23, 2008 COTE meeting.

### **Plenary Session Resumed**

### **Nominating Committee Report (Part 1)**

### **Elected Members to Serve Two-Year Terms as Seminary Liaisons**

### **Sub-committees Met**

### **Executive Committee Report (Part 2)**

### **Revised COTE Manual of Operations Approved**

### **Newly Elected GAC Leadership Invited to COTE October Meeting**

### **October 2008 COTE Meeting at Princeton Theological Seminary**

**COTE Voted** to approve a “Shared Project on Commissioned Lay Pastors” as a joint effort to the Office of Vocation and COTE pending the identification of funding. This project would study the current CLP training programs and service patterns in 2007 and gather seminary, presbytery, and synod leaders in 2008 to discuss training and deployment of CLP in order to make further recommendations

**Shared Project on Commissioned Lay Pastors approved**

**COTE Voted** to approve COTE meeting Agenda Development Guidelines (see attached.)

**Meeting Agenda Development Guidelines Approved**

**COTE Voted** to approve a motion to instruct the Office of Theological Education research and recommend to the COTE a common meeting formula, (i.e. Second Tuesday-Thursday of April) for General Assembly years and non General Assembly years that could be referenced years in advance. This would take effect after the already approved COTE meeting dates through 2009.

**Future COTE Meeting Date Formula to be Researched**

14. Institutional Representatives provided updates on their particular seminary.
15. At 6:00 PM transportation for COTE Members was provided to the Holiday Inn Decatur Conference Center to share in a joint dinner with the Theological Education Funding Network (TEF), who had their annual gathering in conjunction with COTE. The joint dinner was in honor of two retiring colleagues: Patsy Godwin, Associate for Theological School Support and Louis Weeks, President of Union-PSCE.

**Reception / Dinner in Honor of Patsy Godwin and Louis Weeks with the Theological Education Funding Network**

Laura Mendenhall commended Patsy and Louis for their faithful service. Ted Wardlaw represented COTE in honoring Louis for his upcoming retirement from Union-PSCE after thirteen years of service as president. He was presented with a commemorative plate signed by each committee member. Dottie Hedgepeth, former Associate Director of Theological Education, and Lee Hinson-Hasty, the current Coordinator of Theological Education and Seminary Relations, spoke in honor of Ms. Godwin. Her nineteen plus years of service to the PCUSA, her leadership of theological education funding, and her faithful commitment to church and colleagues were highlighted. She also received a commemorative plate signed by each committee member and a scrapbook containing a collection of letters from numerous colleagues in ministry. After dinner COTE members returned Columbia Seminary.

16. COTE was called to order by Mendenhall at 8:30 AM Thursday morning, April 12, on campus. Gary Eller led morning prayer.
17. Joel Weible reported for the Nominating Committee (Part 2). On the recommendation of the Nominating Committee:

**Thursday, April 12**

**Nominating Committee Report (Part 2)**

**COTE Voted** to approve Officers nominations as submitted and as follows for July 2007 – June 2008:

**2007 – 2008 COTE Officers Elected**

COTE Chair – Joel Weible  
COTE Vice-Chair – Laura Mendenhall  
Chair of Institutional Review – Ken Kovacs

Chair of Interschool and Mission Cooperation - Bill Carl  
 Chair of Implementation and Interpretation – Fran Lane-Lawrence  
 Chair of Theological and Church Concerns – Jeffrey Bullock  
 Church at-large Members for Executive Committee – Laura Aull Johnston  
 and Neal Presa.

**COTE Voted** to approve Site Visit Representatives for GAC / OGA /  
 COTE Seminary-Church Conversations as follows:

Joel Weible – Louisville: October 25, 2007 Bridges of Continuity: LPTS  
 and the Presbyterian Center

**Elected Representatives  
 for Louisville Seminary  
 Site Visit**

**COTE Voted** to approve Sarah Juengst as the 2008 recipient for the  
 Award for Excellence in Theological Education.

Lee Hinson-Hasty was assigned the responsibility of contacting the  
 recipient.

**2008 Recipient of Award  
 for Excellence in  
 Theological Education**

18. Fran Lane-Lawrence reported for the Implementation and Interpretation  
 Sub-committee. On the recommendation of the Implementation and  
 Interpretation Sub-committee:

**Implementation and  
 Interpretation  
 Sub-committee Report**

**COTE Voted** to approve the “COTE Communications Policy and  
 Procedures” and to be in conversation with the GAC concerning this  
 policy. (See attached.)

**COTE Communications  
 Policy and Procedures**

**COTE Voted** to ask the Transition Team to continue to address potentially  
 reorganizing the fundraising strategies of the TEF, with the intent of  
 revisiting the progress of the Team in October 2007.

**Transition Team  
 Asked to Address  
 Fundraising Strategies**

It was noted that the Executive Committee took a parallel action and plans  
 to focus on funding theological education as a theme of the October 2007  
 meeting of the COTE.

19. Laura Aull Johnston, presiding chair, reported for the Institutional Review  
 Committee. On the recommendation of the committee:

**Institutional Review  
 Committee Report**

**COTE Voted** to revise the 2007 allocations as follows:

**Revised Allocations  
 Approved**

<b>Austin:</b>	\$201,062.84
<b>Columbia:</b>	239,260.99
<b>Dubuque:</b>	161,561.10
<b>Johnson C. Smith:</b>	*189,006.43
<b>Louisville:</b>	191,755.83
<b>McCormick:</b>	211,400.59
<b>Pittsburgh:</b>	201,881.37
<b>Princeton:</b>	435,375.15
<b>San Francisco:</b>	236,775.08
<b>Union/PSCE:</b>	245,051.34
<b>ESPR:</b>	50,999.00

\*Includes \$25,000 from Discretionary Fund

Conversation will begin, but not conclude, at the October COTE meeting

regarding the whole allocation formula that is now in place. Much time is needed to schedule discussions on a new process. Jo Ann Staebler was asked and agreed to begin this process. Questions and suggestions are to be sent to Lee Hinson-Hasty and Fran Lane-Lawrence.

COTE was informed that Institutional Review approved a recommendation to explore the relationship of the programs and the funding for the Office of Theological Education and the Committee on Theological Education and postponed discussion of the recommendation until the October 2007 meeting of COTE.

**COTE Voted** to postpone discussion of the recommendation until the October 2007 COTE meeting.

**COTE Voted** to approve giving \$25,000.00 to Johnson C. Smith out of the discretionary fund.

20. Ted Wardlaw reported for the Interschool and Mission Cooperation Sub-committee. On the recommendation of the Interschool and Mission Cooperation Sub-committee:

**COTE Voted** to approve co-sponsoring the 2008 J-Term Course: “Leaders in the Connectional Church” at the Presbyterian Center, Louisville, KY, January 7 - 11, 2008 and Louisville Presbyterian Theological Seminary.

**COTE Voted** to approve co-sponsoring the 2008 General Assembly Course: “Presbyterianism: Principles and Practice” June 2008 – San Francisco Theological Seminary.

**COTE Voted** to appropriate up to \$5000 for representatives from possibly five seminaries to meet with representatives of the Presbytery of South Louisiana to more fully explore the possibilities of “A Lab for Contextual Ministry: Presbytery of South Louisiana.” The Committee further encourages the Presbytery to contact the Louisville Institute, Lilly Endowment and the Fund for Theological Education (FTE).

**COTE Voted** to endorse the January 2008 course at La Facoltà di Teologia Valdese, Rome, Italy to provide Deans of the PCUSA seminaries with details and information about the course, and to encourage students enrolled at PCUSA seminaries to register for the course and to assist students in obtaining information about financial assistance available at their institutions of the PCUSA.

The Offices of Theology and Worship, and Christian Formation asked COTE to encourage PCUSA seminaries to: (1) Give priority in the curriculum to developing courses in history, theology, and practice of worship, (2) Consider carefully the need for faculty in the area of church music, (3) Respond to *the Association for Reformed and Liturgical Worship (AR&LW)* invitations to conversation over the next three years, beginning with this year’s annual meeting, July 6 – 8, 2007, at Seattle University in Seattle, Washington, and (4) Support ongoing consultations and enable conversations with the Office of Theology and Worship and

**Relationship and Funding of Office of Theological Education Postponed Until the October 2007 Meeting**

**COTE Approves \$25,000 Gift to Johnson C. Smith from Discretionary Fund**

**Interschool and Mission Cooperation Sub-committee Report**

**2008 January Term Course Approved**

**2008 General Assembly Course Approved**

**Presbytery of South Louisiana proposal to be Explored**

**January 2008 Course at La Facoltà di Teologia Valdese, Rome, Italy Endorsed**

**Worship Conversations Encouraged**

seminary chapel deans and coordinators of seminary campus worship.

**COTE Voted** to encourage the Offices of Theology and Worship and Christian Formation to send the communications based on “Proposals for Discussion from the Offices of Theology & Worship, and Christian Formation, Presbyterian Church (USA) to each of the seminary Presidents, Deans, professors of worship and persons responsible for worship and encourage these conversations in the seminaries.

**COTE Voted** to the amended “PCUSA Exchange Program: A Policy Which Permits and Facilitates Cross-Registration Among the Ten Theological Institutions of the Presbyterian Church (U.S.A.). The amendment reads, “*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.)*”(See attached)

**COTE Voted** that the Coordinator of the Office of Theological Education and Seminary Relations share the letter from Taylor Lewis Guthrie and Ian Willey with all Seminaries and urge Seminary Offices of Admission so they might explore possible partnership participation in Teach for America, Peace Corps, and AmeriCorps. The committee noted that other partnerships could also be explored with similar programs including the Young Adult Volunteers program of the PCUSA.

21. Jeffrey Bullock reported for the Theological and Church Concerns Sub-committee. On the recommendation of the Theological and Church Concerns Sub-Committee:

**COTE Voted** that the Committee on Theological Education share as requested with seminary faculty and students the proposed Social Creed for the 21<sup>st</sup> Century, with the following comment to ACSWP: A statement that carries wider endorsement than the NCCC member denominations—that invites participation, for instance, from the National Association of Evangelicals and Christians Uniting Together, which share some of these concerns—would attract wider attention and have deeper impact.

**COTE Voted** to assist the presidents and deans of theological schools related to the PCUSA as they continue to explore (1) matters related to the nature, grading, and timing of ordination exams and (2) ways to make sustained engagement in the practice of ministry more integral to Presbyterian theological education. The results of these deliberations are to be reported to COTE, and after the presidents and deans have reported, COTE work with the Presbyteries’ Cooperative Committee and the Office of Vocation to create a “working group” of representatives from CPMs and other appropriate stakeholders to make recommendations about ordination exams and ministry preparation.

22. Institutional Representatives continued providing updates on their particular seminaries.

**Cross-Registration Policy Approved as Amended**

**Partnerships with National Non-Profits to be Encouraged**

**Theological and Church Concerns Sub-committee**

**Social Creed to be Shared with Seminary Faculty and Students and Comment Sent to ACSWP**

**Presidents and Deans Discussion of Ordination Exams and Ministry Preparation**

23. All Members were encouraged to fill out evaluation forms and attend the **Seminary Fair** to be held at the Decatur Presbyterian Church from 2:00 – 5:30 PM following adjournment.

**First Seminary Fair  
Held at Decatur  
Presbyterian Church**

24. **COTE Voted** to adjourn at 11:30 AM with prayer offered by Laura Mendenhall.

**Adjournment**

Respectfully submitted on May 1, 2007,

Lee Hinson-Hasty, Coordinator of Theological Education & Seminary Relations

Rosemary McCutcheon, Recording Secretary

## **Agenda Development Guidelines**

April 11, 2007

The Executive Committee of the COTE will have the responsibility of proposing the agenda for information and action on behalf of the entire Committee and with the assistance of the Coordinator of Theological Education and Seminary Relations using the following schedule.

	Action:	Number of Days Prior to a Stated Meeting of COTE action is due no less than:
1.	Proposed items for action or information	Sixty (60)
2.	Executive Committee approves a proposed committee docket	Forty-five (45)
3.	Paperwork related to item	Thirty (30)
4.	Sub-Committee Chairs Propose Agendas	Thirty (30)
5.	Proposed Docket with related items distributed to Committee members	Seven (7)

Those who wish to submit business for docket distribution should direct their communication to the Coordinator who will share all items of business with the Chair and Vice-Chair. Each item submitted to COTE will be considered by the Executive Committee for being docketed and normally referred to sub-committees for deliberation. Items not recommended for further consideration will be included in the Executive Committee minutes and reported to the entire Committee.

COTE and its' Sub-committees may choose to invite resource persons, in addition to the adjunct staff, on the recommendation of the chair of the appropriate Committee or sub-committee chair and the approval of the committee or sub-committee to be resourced. If travel and costs are involved in inviting a resource person, the Executive Committee will take action on behalf of sub-committees.

## **Communications Policy and Procedures**

April 11, 2007

*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](http://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.

## **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.