

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

POLICY INDEX

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VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

STIPEND POLICY

We (*The VTS CXM Department*) recommend a range of seminarian stipends based on geographical distance from Site to seminary. We have limited financial assistance for Sites needing help meeting this obligation. *Contact the CXM Dept. for more information.*

If you are a Seminarian, CXM stipends are taxable over \$600. For stipends exceeding \$600, fill out a 1099 form.

FALL AND SPRING SEMESTERS

The current recommended stipends, based on two round-trips per week from VTS to a Site at the current VTS mileage (IRS) reimbursement rate of \$0.575 per mile (*subject to change*):

DISTANCE FROM VTS TO SITE (ONE WAY)	RECOMMENDED STIPEND RANGE PER SEMESTER
0 – 10 miles	\$100 - \$300
11 – 20 miles	\$300 - \$500
21 miles and over	\$500 - \$700

JANUARY AND SUMMER INTENSIVES

The current recommended intensive stipends, based on five round-trips per week from VTS to a Site at the current VTS mileage reimbursement rate (*see above, subject to change*) per mile for four weeks:

DISTANCE FROM VTS TO SITE (ONE WAY)	RECOMMENDED STIPEND RANGE PER TERM
0 – 10 miles	\$50 - \$250
11 – 20 miles	\$250 - \$500
21 miles and over	\$500 - \$700

If you are a Site, you may choose to include additional funds to assist with tolls (if applicable) and vestment cleaning.

If you are a Seminarian:

- You negotiate directly with your Supervisor regarding the stipend amount you will receive and date(s) of receipt
- Once you reach an agreement, you **must** email the CXM Dept. with the following information:
 1. Supervisor's name, Site and Location
 2. Annual stipend
 3. Payment date(s)
 4. CXM track you will follow
- Copy the CXM Supervisor on the email, as this is a helpful record for the CXM Director

If you are a Supervisor or Site:

- You (or a designated representative) are responsible for sending checks to each Seminarian for the amount agreed upon for receipt on dates agreed upon prior to your Seminarian's affiliation
- Before the end of each academic year, you are expected to inform the CXM Dept. of the stipend amount for each Seminarian
- Sites do not need to notify the CXM Dept. if amounts do not change from one year to the next. Stipends offered are recorded on the CXM Call List. This list is available to all Seminararians discerning calls to CXM sites

CXM DEPARTMENT AND SEMINARY RESPONSIBILITIES

The CXM Director serves as a resource for Seminararians in negotiating stipends and will serve as a resource and/or advocate, as necessary, if issues arise regarding stipends.

The CXM Dept. and the VTS Business Office **no longer receive checks** from sites on behalf of seminararians.

NOTE

This policy **does not** apply to international students.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY
PREVENTION OF SEXUAL MISCONDUCT TRAINING POLICY

We (*The VTS CXM Dept.*) require proof of completion for Prevention of Sexual Misconduct (Adult and Child) and Prevention of Elder Abuse training prior to serving at a Site. This training must be completed prior to interviewing with CXM supervisors in December for Middler year.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY
DUE DATE AND GRADING POLICY

All CXM papers are due by dates indicated on the CXM Calendar.

CXM differs significantly from other courses, as does the grading system. Less than satisfactory performance may be improved in subsequent semesters, in which case earlier grades are reassessed. Continued and uncorrected deficiencies may result in removal from a degree program.

P Pass <i>Satisfactory Performance</i>	Is making adequate progress towards stated learning goals. Demonstrates satisfactory engagement in theological reflection, integration of coursework and ministry activities, attention to professional and personal development and growth in leadership practices.
I Incomplete	Student and/or Supervisor did not submit all required assignments by the due date.
F Fail	Progress towards stated learning goals is unsatisfactory. Demonstrates minimal engagement in theological reflection, integration of coursework and ministry activities, attention to professional and personal development and growth in leadership practices.

In calculating a student's academic standing to determine the possibility of being placed on probation, an "F" in CXM is the equivalent of an "F" in an academic course.

Unless extreme circumstances (*i.e., death of a loved one, illness, pastoral emergency*) prohibit Supervisor or Seminarian from fulfilling requirements, the following consequences are incurred:

SEMINARIAN PAPER STATUS	SUPERVISOR PAPER STATUS	GRADE/CONSEQUENCES
On time	On time	<i>Grades are given on the following scale:</i> • Pass (P)- Performance is fully satisfactory. • Incomplete (I) • Fail (F)
On time	Not on time	I or F given for semester. <i>Student cannot receive a grade without Supervisor's papers.</i>
Not on time	On time	I or F given for semester.
Not on time	Not on time	I or F given for semester.

Not turned in before the end of the negotiated extension	On time	F
On time	Not turned in before the end of the previous semester grace period	• Supervisor/Site are removed from the CXM Call list for at least one year. • CXM Director meets with student and writes evaluation for the semester grade.

Please notify the CXM Director of any extenuating circumstances **prior to due dates**.

GRADING AND FEEDBACK

If you are a Seminarian:

- The CXM Director reviews papers submitted on time and posts grades by the grading due date for that semester
- Late papers are reviewed and read as CXM Director's schedule permits prior to the following semester
- You may request a meeting with the CXM Director to review and discuss your papers
- Your papers are not returned to you, but are kept in Brightspace and are available to your bishop upon request
- Please retain copies of all CXM papers submitted via Brightspace for submission to your COM, Bishop, etc., when requested to do so. **It is the Seminarian's responsibility to submit required CXM papers to their diocese.**

VTS INCOMPLETE POLICY

Policy on Extensions on Assignments and Incomplete Course Grades

A student who for sufficient reason is not able to complete an assignment by the deadline for the submission of the assignment must request an extension in writing to the instructor before the assignment is due. The instructor may grant the request and negotiate a new due date. In all cases, all work for the class must be submitted 3 weeks after the term (i.e. by the time grades are due). If instructors have received all the assignments by the time grades are due but have not had time to grade them, they can submit a temporary course grade of "I". All course grades of "I" must be changed into valid course grades two weeks after the original course grade was due.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

CXM SUPERVISOR LUNCH POLICY

Lunch at VTS: Supervisors are entitled to one lunch per week in order to meet with their Seminarian during lunch to conduct CXM business

Supervisors should contact the Contextual Ministry office to advise which day of the week they will meet with their Seminarian for lunch. This information should be provided to Laura O. White via email: lwhite@vts.edu no later than the prior Friday of each week. If the Supervisor and Seminarian plan to meet the same day each week, a one-time notification is sufficient. Otherwise, the Supervisor is required to notify the Contextual Ministry as noted above.

To keep track of departmental billing with Meriwether-Godsey, anyone having lunch is required to check-in. Therefore, all Supervisors eating lunch in the VTS Refectory must go to the check-in desk, find their name and sign with their initials. The Supervisor should identify themselves as a guest of Contextual Ministry at the designated check-in location.

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