5.2. FACULTY ................................................................................................................. 29

5.2.1  Full-time Faculty / General Policies.................................................................... 29
 a) General Statement ..................................................................................................... 29
 b) Faculty Appointment ................................................................................................ 30
 c) Term of Service ........................................................................................................ 30
 d) Faculty Meetings ....................................................................................................... 30
 e) Faculty Interactions ................................................................................................... 31
 f) Sabbatical Policy ........................................................................................................ 31
 g) Termination of Appointment .................................................................................. 32
 h) Conflict Resolution Procedures ............................................................................... 33

5.2.2  Formation Faculty .............................................................................................. 33
 a) General Statement ..................................................................................................... 33
 b) Faculty Advisor ......................................................................................................... 33
 c) Spiritual Directors ..................................................................................................... 34

5.2.3  Academic Faculty .............................................................................................. 34
 a) General Statement ..................................................................................................... 34
 b) Faculty Categories ..................................................................................................... 35
 c) Course Load and Teaching Responsibilities .......................................................... 35
 d) Faculty Academic Committee ................................................................................. 36
 e) Academic Departments ............................................................................................ 36
 f) Department Chairpersons ....................................................................................... 37
 g) Professor Assessment .............................................................................................. 37
 h) Academic Freedom ................................................................................................... 38
 i) Curriculum Review .................................................................................................. 38
 j) Ongoing Education ................................................................................................... 38
 k) Professional Meetings and Conventions ................................................................. 39
 l) Adjunct Faculty ......................................................................................................... 39
CHAPTER 1 – MISSION STATEMENT

St. Joseph’s Seminary and College, founded in 1896, is the major seminary of the Archdiocese of New York. Its primary mission is to serve the Church by forming men for the Catholic priesthood. Beginning in 2012, St. Joseph’s functions as the principal institution of priestly formation for the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre. St. Joseph’s also welcomes seminarians from other archdioceses, dioceses, eparchies, and other religious congregations.

Rooted in the apostolic community gathered around Jesus Christ, St. Joseph’s Seminary seeks to form future priests who will hand on the life and tradition of the Church’s faith in the context of the new evangelization of the twenty-first century. To accomplish this, St. Joseph’s Seminary offers a program of human, spiritual, intellectual, and pastoral formation that is faithful to the Magisterium of the Catholic Church. Through an integration of these “pillars of formation”, St. Joseph’s aims to form men according to the Heart of Jesus the Good Shepherd (see Saint John Paul II, Pastores dabo vobis [“I Will Give You Shepherds”], 1992; USCCB, Program of Priestly Formation, 2006).

As a complement to its primary mission, St. Joseph’s Seminary also serves the Church by offering graduate theological and philosophical degree programs to qualified students at locations in Yonkers, Huntington, and Douglaston, New York. Graduate degree programs in the theological disciplines are offered to candidates for the permanent diaconate, lay men and women, men and women in consecrated life, and clergy who wish to deepen their understanding of the Catholic faith through systematic study, or who are called to serve the Church in roles of leadership. A graduate degree program in Catholic Philosophical Studies is offered to qualified candidates who are preparing for admission to the program of priestly formation.

A spirit of service to the Church guides all of the programs which St. Joseph’s Seminary and College provides to seminarians, lay, religious, and clergy. This spirit is strengthened by a profound sense of ecclesial communion that is fostered and expressed through fidelity to Church teaching, a daily life of prayer, the celebration of the Holy Sacrifice of the Mass, the ceaseless invocation of the Holy Spirit, and the intercession of the Blessed Virgin Mary, St. Joseph, and all the saints.
CHAPTER 2 – HISTORY
HISTORY OF SAINT JOSEPH’S SEMINARY AND COLLEGE

Archbishop Michael Corrigan, wishing to relocate his seminary closer to New York City, laid the cornerstone for Saint Joseph’s Seminary in the Dunwoodie section of Yonkers on May 17, 1891. The first academic year began on September 21, 1896 with 96 seminarians. For the first ten years of its service, the seminary was directed by priests of the Society of San Sulpice, who composed the majority of the Faculty during those years. In 1906, the Archdiocese constituted a new Administration and Faculty composed largely of diocesan priests and this practice has remained to this day.

Since its founding, Saint Joseph’s Seminary has served the Church in its primary mission of educating and forming future Priests. In light of this mission, Saint Joseph’s was authorized by the Board of Regents of the State of New York to grant the Degree of Bachelor of Arts in 1908, Master of Arts and Doctor of Philosophy in 1921 and Bachelor of Divinity in 1965. In 1971, the New York State Education Department granted Saint Joseph’s permission to offer the Master of Divinity Degree.

In 1976, the seminary’s mission expanded to include the education of the laity and religious and Saint Joseph’s received approval from New York State to offer a Master of Arts Degree in Religious Education, which was offered through the seminary’s Archdiocesan Catechetical Institute (A.C.I.). In 1987, Saint Joseph’s received approval for the Master of Arts Degree in Theology. Thereafter, in 1993, Saint Joseph’s began to administer the Master of Arts Degree in Religious Studies and the A.C.I. became the Institute of Religious Studies.

In addition to these approvals from New York State, Saint Joseph’s Seminary has been accredited by the Middle States Commission on Higher Education since 1961 and the Association of Theological Schools since 1973.

On November 11, 2011, Timothy Cardinal Dolan (Archbishop of New York), Most Reverend Nicholas Di Marzio (Bishop of Brooklyn) and Most Reverend William Murphy (Bishop of Rockville Centre) signed a Joint Operating Agreement (hereafter J.O.A.), that pledged the cooperation of the three Catholic dioceses of the downstate New York region in a single program of graduate level priestly formation at Saint Joseph’s Seminary. Earlier that year, the three dioceses had already begun to collaborate on a single college and Pre-Theology program at the Cathedral Seminary House of Formation in Douglaston, New York. Subsequently, on March 12, 2012, the J.O.A. was modified by a Memorandum of Understanding (hereafter M.O.A) which resulted in the aggregation of all diocesan Master’s Degree programs, faculty and students across all three dioceses to Saint Joseph’s Seminary. These foundational documents have guided the collaborative efforts of all three dioceses in theological education ever since and continue to serve the seminary in its planning for the future.

This aggregation of all degree programs to Saint Joseph’s Seminary was completed in stages. The seminarians from all downstate New York dioceses began studying at Saint Joseph’s Seminary in
Yonkers, New York in the fall of 2012. During the 2012-2013 Academic year, Saint Joseph’s applied for and received permission from its accrediting bodies to constitute the Seminary of the Immaculate Conception in Huntington, New York and the Cathedral Seminary House of Formation in Douglaston, New York as extension sites and to administer the Degrees of Master of Arts in Catholic Philosophical Studies at Douglaston and the Master of Arts in Pastoral Studies and Master of Arts in Theology at the Huntington campus.

The Faculty of Saint Joseph’s also agreed to administer a teach-out of all of the previous degree programs offered at the Huntington campus (i.e., for all students who had already completed half of their expected degree program at the Seminary of the Immaculate Conception). In addition, the Master of Arts Degrees in Theology and Pastoral Studies were now offered to all students at the Yonkers campus as well, while the Institute of Religious Studies was closed and the previous Master of Arts Degree in Religious Studies began to undergo a teach-out.

Thus, since the beginning of the Fall Semester of 2013, Saint Joseph’s Seminary is presently the single degree granting institution for all diocesan-sponsored Master’s Degree Programs at the Yonkers, Huntington and Douglaston Campuses.

By utilizing the resources, professors and personnel from three dioceses, the seminary’s administration and faculty intend to provide the best theological and ministerial education and training possible to all of its students at all locations and to become the center of Catholic learning and thought for the entire downstate New York region.
In his Apostolic Exhortation *Pastores dabo vobis*, Saint John Paul II defined the identity of a seminary thus:

In its deepest identity, the seminary is called to be, in its own way, a continuation of the Church of the Apostolic Community gathered around Jesus, listening to his word, proceeding toward the Easter experience, awaiting the gift of the Spirit for the Mission (*Pastores dabo vobis* 60).

In addition, during his historic visit to Saint Joseph’s Seminary in October of 1995, Saint John Paul II described the true goal of every seminary to be a “school of wisdom.”

The life and mission of Saint Joseph’s Seminary and the roles of the Administration and Faculty are to be seen in light of these two quotations, as Saint Joseph’s serves the Church in order to bring the light and wisdom of Christ to the world as part of the New Evangelization.

In order to fulfill its mission, Saint Joseph’s Seminary follows the proper norms and documents that govern American Roman Catholic Seminaries as well as those that direct all American Institutions of Higher Learning.

As an American Roman Catholic seminary, Saint Joseph’s Seminary follows the norms established by the Congregation for Catholic Education of the Holy See, Saint John Paul II’s 1992 Apostolic Exhortation *Pastores dabo vobis*, as well as the 2006 Program for Priestly Formation of the United States Conference of Catholic Bishops and the Code of Canon Law.

As an Institution of Higher Learning, Saint Joseph’s Seminary follows the mandates of the New York State Department of Education, as well as those of the seminary’s accrediting bodies: The Middle States Commission on Higher Education and the Association of Theological Schools. Saint Joseph’s Bachelor of Sacred Theology Degree Program is affiliated with and follows the norms established by the University of Saint Thomas Aquinas (Angelicum) in Rome.

The Seminary’s Administration and Faculty Handbook adheres to the directives of all of the above governing bodies and documents.
CHAPTER 5 – ADMINISTRATION AND FACULTY

5.1 ADMINISTRATION

The Chair of the Board of Trustees appoints the rector and the full-time faculty with the responsibilities of the administration and day-to-day operation of the seminary

Members of Administration Include:

5.1.1 Rector

5.1.2 Rector’s Council
   a) Vice Rector
   b) Academic Dean
   c) Dean of Seminarians
   d) Director of Spiritual Formation
   e) Director of Liturgical Formation
   f) Director of Pastoral Formation
   g) Director of Institutional Effectiveness
   h) Director of Admissions

5.1.3 Administrative Faculty
   a) Associate Dean
   b) Director of the Corrigan Memorial Library
   c) Director of Sacred Music

5.1.1 Rector

“In the handling of all affairs, the rector of the seminary represents it unless competent authority has established otherwise for certain affairs.” (CIC, c. 238)

“The rector...serves as the pastor of the seminary community. He sets the direction and tone of the seminary program. By creating a climate of mutual confidence and trust, he elicits the full cooperation and involvement of faculty and students.” (PPF 318)

The principal responsibilities of the rector are expressed in the PPF 318-323. There, his role as pastor (#318); interlocutor with boards, bishops, religious superiors, faculty, students (#319); chief administrative officer (#320); his central responsibility for spiritual concern for faculty and students, rector’s conferences, and obligation to preside at prayer and Mass (#321); challenge to live what he encourages in students in the life of virtue and evidence of love and service to the Church (#322); and the possibility of the assumption of additional administrative roles, with the exception of spiritual direction of seminarians (#323), is expressed.

The rector is appointed by the Chair of the Board of Trustees in consultation with the Executive Committee.
RESPONSIBILITIES:

- Serve as secretary of the Executive Committee of the Board of Trustees
- Attend meetings of the Board of Trustees
- Inform the Board of Trustees of seminary concerns
- Consult with the Board of Trustees on Institutional Assessment
- Represent the seminary to the general public
- Work with the Director of Assessment and Reaccreditation in matters that pertain to the government and educational agencies, e.g. MSCHE, ATS, NYSED, PUST, and Congregation for Catholic Education of the Holy See
- Maintain contact with the bishops of the inter-diocesan partnership and execute their directives
- Maintain contact with other Ordinaries and religious orders whose dioceses/communities are present in the program of priestly formation. In the instance of religious orders, the relationship between St. Joseph’s Seminary (SJS) and the congregation/community will be determined by their canonical status according to the CIC/CCEO, e.g. pontifical/diocesan right
- Attend ordinations or send representation from SJS to ordinations
- Attend rectors’ meetings at the National Gathering of Rectors, and, within the annual MATS meeting; report to the Board of Trustees, faculty, and seminarians on national developments
- Assume the responsibility of leadership and coordinate a faculty ownership of leadership in establishing a strong community life in the seminary
- Oversee the integration of the human, spiritual, intellectual and pastoral formation of the program of priestly formation
- Coordinate and oversees all aspects of seminary life according to the norms of the PPF and CIC/CCEO
- Serve on the Formations Advisors’ committee
- Chair the Rector’s Council meetings
- Serve as official interlocutor between the Board of Trustees, administration, Rector’s Council, faculty, student body, and staff, and share the concerns of the Board of Trustees’ deliberations with the administration, faculty, student body, and staff
- Recommend appointments of new full-time faculty members to bishops of the inter-diocesan partnership and, with the partnership’s approval, also to the Board of Trustees following consultation with the academic dean and/or appropriate members of the Rector’s Council
- Convene and preside at all faculty meetings
- Oversee the development of the annual budget in collaboration and consultation with respective departments, deans, the Rector’s Council, the faculty, the controller, the Finance
Committee of the Board of Trustees, the Chief Financial Officer of the Archdiocese of New York, which is presented to the Board of Trustees for approval

- Review faculty performance, encourage faculty development, support and encourage faculty research and publication
- Make final decision at the local level, on matters of discipline for both faculty and students, when all subsidiary procedures have been completed
- Consult with the formation advisors, recommend students to the appropriate Ordinaries/Religious Superiors for Candidacy, the Ministries of Lector and Acolyte, and ordinations to the Diaconate and Priesthood
- Charged with the ultimate responsibility of recommending/not recommending students for advancement to the sacred order of deacon and to the sacred order of presbyter; ordinarily, he should follow the recommendation of the formation faculty who vote on the candidates. In the case that he does not follow the recommendation he assumes personal accountability to the Ordinary/Religious Superior and the Board of Trustees. The rector should be prepared to explain his reasons in writing.
- Dismiss students who are not proper candidates for advancement to orders upon consultation with the formation advisors
- Serve as pastor of the entire seminary community, i.e. faculty, students, and staff
- Work with Chief Financial Officer of the Archdiocese of New York, Controller at SJS, and the Archdiocesan Development Office on fundraising projects for the seminary
- Collaborate with the Vocations’ Directors of the arch/diocesan offices and of the religious communities
- Oversee the M.A. degree programs on the three campuses as rector/president of St. Joseph’s Seminary and College
- Work in collaboration with the Director of the Archdiocesan Office of the Permanent Diaconate
- Recommend to the Cardinal-Archbishop of New York those candidates of the Permanent Diaconate who are to be advanced to the sacred order of deacon
- Provide the Ordinary/Religious Superior with the faculty’s end-of-the year evaluation for each seminarian. He also must report to the Ordinary/Religious Superior and to the inter-diocesan partnership council on the particular concerns he has for members of the faculty, students and staff.
- Make sure that protocols are in place for the Rector’s Review Committee of the Office of Rector. While the committee should include members of the Board of Trustees, faculty, students and staff, the rector may make no appointments to the committee.

5.1.2 Rector’s Council

The Rector’s Council is the primary consultative body that assists the rector in the day to day operations of the seminary. The members of the Rector’s Council are full-time faculty members who are designated with additional part-time administrative responsibilities of implementing and
coordinating various aspects of the life of the seminary in consultation with the rector. The members of the Rector’s Council are directly appointed to their respective administrative responsibilities by the Chair of the Board of Trustees.

The Council consists of the following members:

- a) Vice Rector
- b) Academic Dean
- c) Dean of Seminarians
- d) Director of Spiritual Formation
- e) Director of Liturgical Formation
- f) Director of Pastoral Formation
- g) Director of Institutional Effectiveness
- h) Director of Admissions

a) Vice-Rector

“The vice-rector, always a priest, assists the rector in areas determined by the rector and each seminary’s administrative structure. Tasks vary according to the needs of the particular seminary.” (PPF 324).

The vice rector is a full-time faculty member who serves in the part-time governance and administrative capacities of the seminary. The vice rector is appointed by the Chair of the Board of Trustees.

RESPONSIBILITIES:

- Assist the rector in an administrative area designated within the rector’s council. In that capacity, the vice rector is a member of the rector’s council.
- Attend the meetings of the rector’s council.
- In the absence of the rector, fulfill the duties of the rector (cf. duties of the rector)

b) Academic Dean

“The director of intellectual formation, normally a priest, is the academic dean, who normally should possess a terminal degree and assists the rector in intellectual formation, including faculty hiring and development. The academic dean administers the intellectual formation program of the seminary in all its aspects: curriculum, courses, methods of instruction, and the academic quality and performance of faculty and students...coordinates the academic work of the seminarians at the affiliated college or university...may be assisted by the registrar...” (PPF 334-336).

The academic dean is a full-time faculty member who serves in the part-time administrative capacity of implementing the academic policies of the Board of Trustees and their Academic Affairs Committee. The academic dean is directly responsible to the rector.
RESPONSIBILITIES:

- Direct all academic program at Saint Joseph’s Seminary at all campuses
- Supervise the associate deans and registrars at all seminary locations
- Serve on the Academic Committee of the Board of Trustees
- Develop the academic budget with the rector
- Evaluate, develop and revise the curriculum in conjunction with the Board of Trustees’ Academic Affairs Committee, with the approval of the rector, and after consultation with the faculty
- Is responsible for the quality of academic performance of both faculty and students using standard instruments of evaluation
- Chair the Faculty Academic Affairs Committee
- Chairs the Student Academic Affairs Committee
- Recruit candidates for full-time and adjunct faculty positions
- Develop the academic calendar for all seminary programs
- Develop the academic budget in consultation with the rector
- Is responsible for the publication of the Seminary Bulletin
- Supervise the preparation and distribution of all necessary lists, grades, reports, etc.
- Serve as faculty advisor to the seminarians
- Serve as faculty moderator of the Dunwoodie Review
- Encourage faculty publications
- Assist the Director of Assessment and Accreditation in the implementation of the mandates of the seminary’s accrediting agencies
- Represent the seminary at meetings of the seminary’s accrediting agencies and other educational associations

c) Dean of Seminarians

“The dean of seminarians is a member of the seminary administration who is appointed by the Archbishop of New York, in consultation with the rector, and confirmed by the Board of Trustees. He assists the rector in the day-to-day functioning of the seminary community and is responsible for the good ordering of the house. The dean is an “external forum” member of the faculty and governs human formation issues, taking the role of director of human formation “ (PPF #325-327).

The dean of seminarians is a full-time faculty member who serves in the part-time administrative capacity of overseeing the day-to-day life and human formation of the seminarians. The dean of seminarians is directly responsible to the rector.

RESPONSIBILITIES:

- Assist the rector in the governance and human formation of seminarians
- Meet with the rector on a regular basis to discuss important matters of the house order, seminarian status, and other administrative matters
• Attend all meetings of the Rector’s Council and works together with other members of the council in order to address seminary issues and implement plans for seminary formation
• Oversee attendance, health, attire, and other important matters of human formation
• Provide schedules for seminarians and faculty, including updates to the house horarium
• Coordinate trips for seminarians and faculty members, planning transportation and providing schedules (e.g. March for Life, Chrism Masses, Ordinations, etc.)
• Assist in the planning of the official visits of bishops and religious superiors
• Assist with re-accreditation procedures of the seminary
• Assist with the planning of the annual house calendar
• Prepares nominations for class representatives to the rector
• Serve the faculty and administration by providing information and services that help the institution achieve its mission of forming and training priests (e.g., official reports and updates on seminarians at monthly faculty meetings)
• Chair the Formation Advisors Council (PPF #326)
• Direct weekly meetings that discuss the progress and growth of each seminarian.
• Create and maintain the schedule of meetings for faculty advisors
• Take the votes on seminarians at the end of the year for advancement in the formation program
• Act as one of the faculty advisors for a set group of seminarians
• Assign faculty advisors to seminarians
• Serve all seminarians in the community—diocesan and religious
• Meet with seminarians daily to address practical issues and matters of human formation
• Offer “Dean’s Conferences” to diocesan seminarians on human formation topics
• Grant permission for seminarians to be away from the regular seminary formation schedule
• Edit and distribute the seminarian handbook at the start of each year
• Assign seminarian rooms, chapel seating locations, house job assignments, and special duties for seminarians
• Ensure that students receive medical assistance as needed
• Chair the student life committee and report to the faculty on key issues
• Reprimand those seminarians who do not follow established policies and reports infractions to the rector and faculty advisor
• Facilitate orientation of new seminarians
• Work together with the vocation directors on visits and events
• Act as liaison between seminarians and charitable groups which provide financial contributions to the seminarians (i.e. Knights of Columbus, Ancient Order of Hibernians, Berdan Fund, etc.)
• Connect groups and organizations to seminarians (e.g., recommending names of seminarians to the Knights of Columbus)
• Coordinate visitations made by the Knights of Columbus and the Ancient Order of Hibernians
• Attends outside functions in order to maintain relationships between charitable organizations and seminarians
• Maintain records of donations from charitable groups

d) Director of Spiritual Formation

“This priest is appointed by the Ordinary and assists the rector by coordinating the entire Spiritual Formation Program, giving it unity and direction.” (PPF #329).

The Director of Spiritual Formation is a full-time faculty member who serves in the part-time administrative capacity of coordinating the seminary’s program of spiritual formation. The Director of Spiritual Formation is directly responsible to the rector.

RESPONSIBILITIES:
• Serve on the Spiritual Life Committee
• Convene the Student Spiritual Life Committee at least once a semester for the purpose of evaluating the spiritual program and makes recommendations for change
• Submit committee meeting minutes and any recommendations that require approval or action to the rector
• Prepare and submits to the Board of Trustees an annual report on the Spiritual Development Program, if requested, prepared to summarize the report orally and respond to questions and observations
• Participate in faculty meetings and submit reports
• Arrange retreats and days of recollection, and recruit priests from outside the seminary to conduct them
• Provide ample opportunity for the seminarians to use the Sacrament of Reconciliation
• Make himself available for private confession at designated times throughout the week
• Recommends books and articles for the seminarians’ private spiritual reading
• Recommend appropriate library acquisitions in the area of spirituality
• Bring to the attention of his colleagues any concerns or recommendations pertaining to spiritual formation
• Does not contribute in any way to the faculty’s evaluation of individual students, nor does he voice any observation whatsoever concerning individual students

e) Director of Pastoral Formation

“The director of pastoral formation assists the rector in the pastoral formation of seminarians … coordinates the pastoral activities of students, so that they engage effectively in pastoral programs, reflect on their work, and gain deeper insight into the mission of the Church … provides an evaluation of the seminarian’s work … provides adequate pastoral supervision for seminarians, including orientation and training of adjunct field
The Director of Pastoral Formation is a full-time faculty member who serves in the part-time administrative capacity of overseeing and supervising all areas of the seminary’s Pastoral Formation Program. The Director of Pastoral Formation is directly responsible to the rector.

RESPONSIBILITIES:

- Provide the rector and the voting faculty with written evaluations from pastoral site supervisors indicating each seminarian’s strengths and areas where development of skills is needed
- Serve as one of the faculty advisors
- Select appropriate settings for pastoral experiences and assist selected supervisors for the Wednesday pastoral assignments
- Select appropriate settings and pastors for the Parish Internships or act as liaison for those responsible for assigning Parish Internships in each sending diocese.
- Arrange a workshop or presentation for one Pastoral Formation Day each semester.
- Provide supervisors of the Wednesday Pastoral Assignments, the pastors of the Weekend Assignments for the Transitional Deacons, and the pastors of the Parish Internships with the necessary instruments of evaluation
- Coordinate the assignments for the annual Seminary Fundraiser

The Director of Liturgical Formation is a full-time faculty member who serves in the administrative capacity of overseeing the liturgical life of the seminary community, making provision and giving direction for the daily celebration of the Eucharist, the Liturgy of the Hours, and other liturgical celebrations. The director is directly responsible to the rector.

RESPONSIBILITIES:

- Supervise all matters related to the celebration of Mass and other liturgies within the seminary
- Supervise and coordinate the activities of the Seminary’s Director of Sacred Music
- Supervise seminarians as they fulfill their responsibilities related to liturgy
- Supervise the seminarians holding house jobs most directly related to liturgy: Masters of Ceremonies, Sacristans, House Organists, and Music Coordinator
- Schedule and supervise the execution of Liturgy Committee meetings at least two times per semester

“The careful preparation and execution of liturgical celebrations should be supervised by the Director of Liturgy. Because the liturgical life of the seminary shapes the sensitivities and attitudes of seminarians for future ministry, an authentic sense of the holy mysteries should be carefully preserved in all liturgical celebrations along with a care for their beauty and dignity.” (PPF #118).
• Submit committee meeting minutes and any proposed recommendations that require approval or action to the rector
• Conduct liturgical formation sessions in anticipation of the conferral of ministries and on an ad hoc basis
• Schedule principal celebrants for the community Mass
• Oversee the diaconate and priesthood liturgical practica
• Contact the offices of (arch)bishops who will be presiding at seminary liturgies
• Function as a resource to members of the faculty as they seek to “model for seminarians the proper way to preside at the sacraments, especially the Eucharist” (PPF, #118)
• Oversee the maintenance and decoration of seminary chapels and sacristies in coordination with the rector
• Recommend appropriate library acquisitions in the area of liturgy

g) Director of Institutional Effectiveness

The Director of Institutional Effectiveness reports to the Rector and serves as a member of the Rector’s Council. The Director supervises and collaborates with the Office of Assessment and Accreditation, oversees strategic planning, and helps implement strategic initiatives that foster student success and institutional growth. The Director also assists in the Seminary’s implementation of all institutional, state, accreditation related, ecclesiastical, and federal regulations.

RESPONSIBILITIES:

• Serve on the Rector’s council to provide counsel and feedback to the Rector and his Council on issues of compliance, strategic planning, and accreditation.
• Serve as Chair of the Strategic Planning Committee and oversee the execution of the strategic plan.
• Report to the Academic Committee of the Board of Trustees and the Board of Trustees itself on issues related to strategic planning, compliance, and accreditation.
• Report at Full-Faculty Meetings on issues related to accreditation, assessment, compliance, and strategic planning.
• Serve on the Faculty Academic Committee and share accreditation requirements and assessment results that impact academic policy and curriculum decisions.
• Meet regularly with the Director of Assessment and Accreditation to review institutional reporting requirements, plan institutional data collection, and make recommendations based upon institutional research.
• Consult with the Academic Dean, Associate Deans, and Dean of Seminarians on institutional research needs and compliance requirements on each campus and in each academic program.
• Collaborate with policy coordinators and staff members to assure compliance with external regulators and internal institutional goals and objectives.
• Represent the seminary at national and ecclesial conferences and events.
h) Director of Admissions

The Director of Admissions is a full-time faculty member who serves in the part-time administrative capacity of implementing seminary policies relating to admissions. The Director of Admissions is directly responsible to the rector.

RESPONSIBILITIES:

- Oversee the development and implementation of, and adherence to, the academic admissions policies of St. Joseph’s Seminary
- Correspond with the vocation directors, administrators of the Cathedral Seminary House of Formation (Douglaston), religious superiors and when necessary with bishops of other dioceses with regard to the men seeking admission to Saint Joseph’s Seminary
- Assure that applications and admissions documents from men applying for acceptance as seminarians for the Archdiocese of New York are submitted and compiled, and that all admissions requirements are duly complied with
- Maintain all personal documents of Archdiocesan seminary candidates, including their confidential psychological evaluations in a secure location, and assure that only authorized individuals have access to a candidate’s files
- Organize the appointment and conduct of admissions boards for all Archdiocesan seminary candidates
- Coordinate with administrators of the Cathedral Seminary House of Formation to insure the formational and academic policies of those programs are in keeping with the admissions expectations of Saint Joseph’s Seminary
- Prepare the Admissions Report for the Board of Trustees meetings

5.1.3 Administrative Faculty

Certain other full-time faculty members have full-time administrative responsibilities within the life of the seminary and its academic programs. All administrative faculty are appointed by the rector with the approval of the chair of the Board of Trustees.

Members of the Administrative Faculty include the following:

- a. Associate Dean
- b. Director of the Corrigan Memorial Library
- c. Director of Sacred Music

a) Associate Dean

The Associate Dean/s is a full-time faculty member of Saint Joseph’s Seminary, who assists the Academic Dean in directing all Academic Programs and is responsible for overseeing the Master of Arts programs as well as St. Joseph’s branch campuses.

RESPONSIBILITIES:
• In collaboration with the Academic Dean, supports the administration of the Seminary academic programs and manages the Master of Arts in Theology and MACPS programs.
• Assists in formulating and implementing institution-wide academic and administrative policies in collaboration with the Rector’s Council.
• Serves as the Faculty Academic Advisor to students in the Master of Arts Programs (M.A. in Theology and MACPS) and certificate programs at each of the four campuses. Meets regularly with students and faculty at each of the campuses. Advises students related to course selection, academic planning, academic probation and requirements to attain the degree.
• Responsible for M.A. student admissions:
  o Liaises with officials from sending dioceses and religious orders.
  o Reviews applications and interviews incoming students in the M.A. and certificate programs; consults with the Academic Dean; and issues letters of admittance into the program.
  o Prepares and implements the orientation program for new students in the M.A. and certificate programs.
• Serves on various Faculty and Administration committees:
  o Serves on the Faculty Academic Committee to ensure the academic integrity of the Seminary.
• Collaborates with local and diocesan officials at each local campus, including the Diocesan Diaconate Offices and formation advisors.
• Organizes student life activities for M.A. students.
• Collaborates with the Director of Accreditation and Assessment, the Academic Dean, and the Rector in preparing materials pertaining to accreditation.
• Updates the M.A. Student Handbook and assists with preparing the catalog, brochures, and online and printed advertising of the Seminary’s M.A. programs.
• Supervises an administrative assistant.
• Coordinates the annual convocation/graduation ceremony in collaboration with the Rector, Academic Dean, and Director of Liturgy.
• Represents the Seminary at diocesan events and meetings of professional educational organizations.
• Offers courses in the M.A. program.

b) Director of the Corrigan Memorial Library

The Director of the Corrigan Memorial Library is a full-time faculty member with responsibilities which are primarily related to administration and for supervising the day-to-day operation of the Corrigan Memorial Library. The Director of the Corrigan Memorial Library is directly responsible to the rector.
RESPONSIBILITIES:

- Oversee the daily operations of the library, such as cataloging, reference service, interlibrary loans, instruction, etc.
- Responsible for hiring and supervising library staff, allocating duties and setting work schedules
- Plan and administer the library budget
- Manage all aspects of the library’s cataloging operations
- Responsible for the selection and acquisition of library materials
- Work closely with the faculty of St. Joseph’s to ensure that individual collections remain viable academic resources
- Act as a liaison to OCLC and other library vendors
- Insure that all shared electronic resources are to be made available to St. Joseph’s students both on and off of each of St. Joseph’s campuses
- Responsible for overseeing the compliance with the requirements of accreditation for St. Joseph’s Seminary Library
- Oversee appropriate cooperation in information literacy instruction for both staff and students of St. Joseph’s Seminary
- Participate in professional organizations that will both raise the profile of seminary and lay education in the New York area and benefit the seminary library through contact with other theological libraries
- Work with rector, academic dean, and faculty to develop policies and projects
- Insure that services are being delivered at the library
- Maintain communication with the directors of the libraries at the Immaculate Conception Seminary and the Cathedral House of Formation, to continue to explore ways in which the libraries can cooperate with each other and share resources.

c) Director of Sacred Music

The Director of Sacred Music is a full-time faculty member with responsibilities which are primarily related to administration and management of the Sacred Music Program. The director of Sacred Music is directly responsible to the Director of Liturgical Formation.

RESPONSIBILITIES:

- Direct the cantoring program
- Train the cantors
- Manage the schedule for house organists
- Plan and prepare weekday and Sunday celebrations of the Mass and Liturgy of the Hours
- Provide instruction in liturgical music within the seminary community
- Train individuals in the presidential chants of the Liturgy
- Teach Sacred Music courses to seminarians, candidates for the permanent diaconate, and laity
• Provide instruction for Liturgical Music as needed for celebration in the Ordinary and Extraordinary Forms
• Serve as organist for some Liturgies with seminarian organists

5.1.4 Full-time Administrative Staff

The administrative staff assists the rector and the faculty in the day-to-day operations of the seminary. Each member plays an indispensable role in the life of the seminary. Each member of the staff is either hired by the rector or provided by the Archdiocese.

Members of the Administrative Staff:

a) Administrative Assistant (Rector’s Office)
b) Events Coordinator and Supervisor of Support Staff
c) Administrative Assistant (Main Office)
d) Director of Communication and Technology
e) Director of Finance
f) Controller
g) Registrar
h) Bursar
i) Director of Assessment and Accreditation
j) Director of Buildings and Grounds
k) Director of Food Services

a) Administrative Assistant (Rector’s Office)

The administrative assistant to the rector assists the rector in the day-to-day operations of the seminary. He/she maintains close contact, communication, and correspondence with the offices of the Archdiocesan and Diocesan Chancelleries and all other Archdiocesan and Diocesan agencies. The administrative assistant is directly responsible to the rector.

RESPONSIBILITIES:

• Provide the correspondence and filing re candidacy, ministries, ordinations to diaconate and priesthood with the Archdiocese, dioceses, and religious congregations
• Prepare and organize the rector’s correspondence and filing
• Review with the rector all correspondence and issues of the rector’s office
• Prepare monthly faculty agenda
• Prepare the meetings of the Board of Trustees (BOT) and maintenance of BOT files
• Screens telephone calls for the rector
• Make travel arrangements for the rector and faculty
• Is the contact person with respective Chancery offices and offices of the various provincials
• Provide administrative assistance to Director of Assessment and Re-accreditation
• Provide administrative assistance to the Director of Admissions
• Coordinate all requests for overnight reservations
• Prepare special events / calendar correspondence – SJS division of Archdiocese of New York Office of Development
• Manage the rector’s calendar
• Attend weekly staff meetings
• Responsible for preparation for ordination (tickets, notices, invitation lists, etc.)
• Carry out other assignments/special projects assigned/approved by the rector

b) Events Coordinator and Supervisor of Support Staff

The Coordinator of Outside Activities and supervisor of support staff assists the rector in the seminary’s day-to-day operations connected with the coordination of outside activities and the support staff. The coordinator of outside activities and supervisor of support staff is directly responsible to the rector

RESPONSIBILITIES:
• Daily review with the Rector of administrative tasks/issues and information regarding upcoming events.
• Attends weekly senior staff meetings.
• Responsible for assigning job duties to the administration support staff, prioritizing workloads, and coordinating schedules.
• Trains and oversees the work of administration support staff to faculty and staff.
• Provides support to the Dean of Seminarians with training and overseeing the house job assignments, including the positions of the guestmaster and décor organizer.
• Provides support to all levels of personnel as needed.
• Disperses petty cash and coordinates the submission of check requests for pastoral formation assignments.
• Maintains and manages the seminary’s Google and House calendars in consultation with the Rector, Dean of Seminarians, and the Academic Office.
• Maintains and manages the seminary’s email distribution lists.
• Manages email and internet connectivity agreements for personnel and the seminarians who are assigned to the Print Shop and the Dunwoodie Review in consultation with the Archdiocesan Office of Data Systems Center and the Dean of Seminarians.
• Coordinates logistics of event planning for internal and external events in collaboration with all levels of seminary and non-seminary personnel.
• Responsible for reviewing and vetting facility requests prior to presenting requests to the Rector.
• Provides support to the Rector with on and off-site seminary events as needed.
• Responsible for adding event calendar items to the Rector’s calendar in collaboration with the Administrative Assistant to the Rector.
• Manages and obtains required NY State permits and insurance certificates for internal and external events in consultation with the Archdiocesan Office of Legal Affairs and Catholic Mutual Group.
• Maintains and manages the Events Management Page on the seminary’s website.
• Assists the Dean of Seminarians with crafting responsibilities for seminarians for internal events.
• Leads and coordinates the work of the décor volunteers (members of the seminary community) to prepare, set up, and break down decorations and equipment for events with the Director of Buildings and Grounds and the seminarian décor organizer.
• Leads and coordinates the work of the garden volunteers (members of the seminary community) to design and maintain the flowers and vegetables in the gardens on the Yonkers campus in consultation with the Director of Buildings and Grounds and nurseries.
• Develops and maintains facility request forms, post-event surveys, and policies and procedures in consultation with Archdiocesan and seminary departments for non-seminary events.
• Prepares the summary of charges and proposal of services for external events.
• Provides post-event feedback to the rector and respective departments in a timely manner.
• Prepares and organizes materials needed for events in collaboration with the Director of Communications.
• Assists the Director of Communication with the promotion of internal events as requested by the Rector.
• Creates invitations and manages responses for internal events as needed.
• Sets up audio visual equipment and video conferences as needed.
• Oversees the maintenance of promotional materials for seminary events and programs in the main building of the Yonkers campus in collaboration with the Director of Communications.
• Acts as the liaison with the Sacred Heart Institute (SHI) and the Archdiocesan Office of the Diaconate program with the Director of Communications.
• Acts as the liaison with the Yonkers Fire and Police for events and the coordination of campus security with the Director of Buildings and Grounds.
• Performs other assignments and special projects assigned and approved by the Rector.

c) Administrative Assistant (Main Office)

Reporting to the Events Coordinator/Supervisor of Support Staff, the Administrative Assistant supports the work of the faculty and staff by performing a wide variety of administrative duties and clerical tasks at the main campus of St. Joseph’s Seminary & College in Yonkers.

RESPONSIBILITIES:
• Assist the faculty and staff with various special projects, programs, report preparation, as requested; this may include researching, compiling, assimilating, and preparing data-driven reports (including graphics);
• Assist with the maintenance of confidential and sensitive records (electronic and paper-based
documentation), calendars, student handbooks, resource/information binder,
spreadsheets, meal and transportation sign-up sheets, e-mail distribution lists, welcome
packets, key distribution logs, mailboxes, and seminarian profile/cover sheets;
• Provide coverage at the reception office and acting as the receptionist, as required;
• Prepare, proofread, and modify letters, forms, correspondence, labels, and hand-outs;
• Create online surveys and gather and save survey results to the designated electronic filing
system(s) in consultation with faculty and staff;
• Prepare accounts payable vouchers for faculty and staff, as requested;
• Maintain purchase supplies and an inventory for each of the following: the basic office supply
closet, technology equipment closet, events storage room, and the promotional material and
Dean of Seminarians’ supply closet;
• Assist with pre and post function/event-related tasks (i.e., prepare surveys, signage, music
programs, save all event-related documents to respective event file folder, et cetera) for
internal and external functions/events (i.e., meetings, lectures, dinners, fundraisers, et cetera)
in collaboration with the Events Coordinator/Supervisor of Support Staff and other members
of the seminary community;
• Create seminary photo identification cards, sort the seminarians’ mail, and sell SJS
merchandise during events when the assigned seminarians are unable to perform these duties
due to formation-related obligations;
• Record and transcribe minutes from meetings, as needed;
• Update information on the Hospitality/Events Services section of the seminary’s website in
consultation with the Events Coordinator/Supervisor of Support Staff, as needed;
• Conduct inspections of the classrooms and meeting rooms and replace any required supplies
before the beginning of each semester, if deemed necessary;
• Fulfill other tasks identified by the Events Coordinator/Supervisor of Support Staff, the Rector,
and the Dean of Seminarians.

d) Director of Communications and Technology

The Director of Communications and Technology oversees all of the communication and technology
needs of the seminary. The director of communications is directly responsible to the rector.

RESPONSIBILITIES:

Communications

• Initiate communication with Catholic media regarding events and articles about the seminary
• Organize and participate in collaboration with staff members on special events within the
seminary and with outside organizations
• Maintain contact with Arch/diocesan offices of communication and public information in
consultation with the rector
• Inform all faculty, staff, and students of any emergency alerts, e.g., inclement weather, via email and website posts

Advertising
• Create ads for the seminary with Catholic New York, The Tablet, and Long Island Catholic regarding the promotion of events at St. Joseph’s and contribute to special edition issues
• Design and submit advertising of events and for the M.A. Program at St. Joseph’s
• Create the online schedule for each semester’s course listings, design academic brochures
• Update the dunwoodie.edu website regularly regarding upcoming events
• Design and order marketing materials for sale in school book store

Technology
• Manage the SIS/LMS platform, train faculty and students to utilize the SIS/LMS platform
• Collaborate with outside vendors to install and operate the video-teleconferencing monitors across the three campuses
• Design and upload student forms on the dunwoodie.edu website
• Communicate via email and post on the dunwoodie.edu website any and all emergency announcements to the faculty, staff, and students
• Maintain Databases for alumni, students, “friends of the seminary” to share news, special events, mailings

Special Projects
• Work with the rector and faculty members in editing and updating the Administration and Faculty Handbook
• Edit M.A. Student Handbook for all campuses
• Contribute to Middle States Accreditation Working Group for Technology
• Coordinate and gather the content for the bi-annual magazine, Dunwoodie Disciple, working closely with the graphic designer

e) Director of Finance

The Director of Finance provides direction on all financial management, reporting and control systems, accounting practices, and administrative functions for Saint Joseph’s Seminary and College (SJS). The Director of Finance supervises the SJS accounting staff consisting of a controller and a bursar/staff accountant. This position reports directly to the Director of Finance of the Archdiocese of New York (ADNY) and works closely with the Rector of the Seminary, the ADNY Finance Department, and the Director of Human Resources for ADNY.

RESPONSIBILITIES:
• Oversee and direct all Seminary-related financial management and accounting activities including general ledger, accounts payable/receivable, payroll, bank reconciliations, audit, cash management, planning and monitoring, and month-end closing schedules.
• Formulate, recommend and implement sound fiscal policies, procedures and controls.
• In concert with the Director of Finance of the ADNY, will organize and maintain staffing of the Seminary’s accounting department.
• Maintain effective communication of financial position with the Saint Joseph’s Seminary Finance Committee.
• Manage the preparation of monthly financial statements and management reports.
• Manage the preparation of annual financial filing requirements as required by accredited educational agencies.
• Analyze the organization’s financial position and prepare financial reports for review by the ADNY Finance Department including operating results, cash flow projections, and capital plans.
• Work with external accountants in the preparation of annual audited financial statements.
• Work closely with program directors within the Seminary to ensure that fiscal requirements are identified, realized and monitored.
• With the program directors, develop annual budgets and provide regular budget reporting to program staff, Rector and the Director of Finance of ADNY during the year.
• Help organize and coordinate meetings of the Saint Joseph’s Seminary Finance Committee.
• Act as liaison between the Seminary and the Chief Financial Officers of the participating dioceses to satisfy audit needs and ensure that proper information is maintained and shared.
• Ensure that policies, practices, methods and procedures conform to the professional standards and to the mission and ethical values of the Archdiocese.
• Work with the Archdiocese’s Director of IT to evaluate and implement the organization’s technology needs.
• Work with the Archdiocese’s Director of Human Resources to implement approved HR policies and procedures including but not limited to: performance management, professional development, hiring, termination and benefits administration.
• Work with appropriate Archdiocesan and Saint Joseph’s Seminary staff and vendors to properly maintain the Seminary’s buildings, facilities and grounds.
• Clearly communicate duties and responsibilities and monitor the work performance of assigned personnel.

f) Controller

“The Controller of Saint Joseph’s Seminary provides direction on all financial management, reporting and control systems, accounting practices, and “assists the rector in the stewardship of the financial and physical resources of the seminary” (PPF #343). The controller reports to the Director of Finance.

RESPONSIBILITIES:
• Oversee and direct all financial management and accounting activities including general ledger, accounts payable / receivable, payroll, bank reconciliations, audit, cash management, planning and monitoring, and month-end closing schedules
• Formulate, recommend, and implement sound fiscal policies, procedures, and controls
• Organize and staff the Finance Department
• Work with external accountants in the preparation of annual audited financial statements
• Organize and coordinate meetings of the Finance Committee of the BOT
• Act as a liaison between St. Joseph’s Seminary and the Chief Financial Officers of the participating arch/dioceses to satisfy audit needs and ensure that proper information is maintained and shared
• Ensure that policies, practices, methods, and procedures conform to the professional standards and to the mission and ethical values of the Catholic Church
• Work with the Archdiocese’s Director of Information Technology to determine the organization’s technology needs and develop plans to address them
• Assist the rector and Director of Assessment and Accreditation in preparing reports for maintaining and renewing accreditation with the Association of Theological School (ATS), the Middle States Commission on Higher Education (MSCHE), and other affiliated bodies
• Works with the Director of Human Resources of the Archdiocese of New York on matters related to lay employees, including recruiting, compensation, benefits and performance
• Collaborate with Archdiocesan Finance Department on special projects

g) Registrar

“The registrar is responsible for maintaining the academic records of the students.” (PPF #467)

The registrar reports to the academic dean and has overall responsibility for student records at all campuses of St. Joseph’s Seminary. The registrar will alternate his or her office time between all of the seminary campuses at times throughout the academic year.

RESPONSIBILITIES:

• Manage student records in all existing degree and certificate programs.
• Collects admissions documents (transcripts, immunization records, etc.) from candidates for the M.A. programs across all SJS campuses
• Prepare and forwards requested transcripts and semester grade reports.
• Provides enrollment verification or academic records via telephone, email, or in person
• Work closely with the Office of Bursar and Office of Finance
• Verify all data required for course registration for all students
• Collect and maintain permanent academic records and course syllabi and distributes all grade reports
• Prepare and distribute class rosters, course/teaching schedules, academic calendar, and lists of days in class in consultation with academic dean
• Alert the academic dean and associate deans of students with failing grades
• Provide final grades to the academic dean and associate deans upon request
• Manages electronic distribution of course evaluations and summarizes the results for the academic dean and the Faculty
• Summarize scholastic data (e.g. enrollment information, graduation statistics, end of semester reports, etc.) upon request by faculty and administration
• Assist faculty in coordinating data needed for the annual assessment of candidates for the priesthood
• Prepare and maintain current statistical information on students
• Obtain faculty data information and updates the lists of faculty publications
• Maintain and upgrade Record of Ordination Book
• Calculate averages and obtain S.T.B. diplomas from Angelicum and arranges payment for the diplomas
• Is the HPN coordinator and gives necessary information to staff and/or students, completes survey (electronically) requested by NY State Department of Health
• Is the Designated School Official (DSO) for the U.S. government’s SEVIS (Student & Exchange Visitor Information System); obtaining and maintaining the activity of international students (F-1 Visa) studying at St. Joseph’s Seminary
• Collaborate with the Office of the Associate Dean for graduation commencement.
• Assist the academic dean with information for the annual bulletin
• Assign and coordinate areas of responsibility for the collection and inputting of data for external reports at all St Joseph’s Seminary campuses

h) Bursar

The Bursar assists the Director of Finance in implementing and monitoring the financial accounting, reporting, invoicing and collection of seminarian and non-seminarian tuition payments for all campuses, as well as the accounts payable need of St Joseph’s Seminary and College. This position works closely with both the Director of Finance and the Controller to ensure timely daily journal entry recording and monthly closings.

RESPONSIBILITIES:
• Manage the Accounts Payable process, including correctly coding AP vouchers for payment, communication with vendors, and working closely with AP main office staff located in NYC.
• Reconcile student tuition receivable and income accounts.
• Manage various miscellaneous receivable accounts for rent and events held at the Seminary, working closely with the Coordinator of Activities to prepare invoices and follow-up with collections.
• Prepare and record journal entries with proper supporting documentation.
• Handle daily deposits and post payments to student/customer receivable accounts.
• Reconcile monthly bank statements.
• Work closely with the Development Office in regards to the receipt of donations.
• Assist with internal monthly closings and provide reconciliations and supporting schedules for external auditors at year end.
• Provide accurate and timely reporting of financial management information to the Director of Finance, as requested.
• Assist in the preparation of the annual operating budget of St. Joseph’s Seminary and College.
• Reconcile and process monthly health insurance invoices.
• Review and analyze monthly results, investigate variances between actual and budget, and correct errors and inconsistencies as needed.
• Answer billing inquiries from current and former students via telephone, email and in person.
• Create databased, mailing lists, and other forms of communication for the Seminary campuses.
• Maintain records of semester registrations and tuition payments for all campuses.

i) Director of Assessment and Accreditation

The Director of Assessment and Accreditation (DAA) is a full-time staff member who oversees the institutional and programmatic assessment of the Seminary, and monitors the seminary’s adherence to the institutional and educational standards of the agencies for accreditation. The Director of Assessment and Accreditation is directly responsible to the Director of Institutional Effectiveness.

RESPONSIBILITIES:
• Maintain and update as needed a current comprehensive plan for the assessment of student outcomes in all degree programs
• Draw up, at the beginning of each year, a schedule of responsibilities and timelines for all assessment activities of that year, and for the implementation of the seminary’s strategic plan
• Assist the rector in the coordination of institutional assessment with the Board of Trustees
• Communicate the requirements of the assessment process to the Board of Trustees and to all persons directly involved in it, and monitor compliance with the requirements
• Make provision for the deployment of outside expert evaluators in those parts of the assessment process that require it
• Assemble and store assessment data (electronically and as hard copy) as these are available, subject to the terms of the seminary’s policy on such files
• Communicate and interpret the results of assessment, as all levels of the institution; also communicates with all external constituencies bearing an interest in assessment
• Ascertained annual budgetary needs for assessment activities and coordinate these needs with the rector and the Controller and Treasurer
• Assure that assessment data is made available to any future process of program improvement at the seminary that may require it
• Initiate at appropriate intervals, and with outside expert advice, an evaluation of any assessment procedures that may be in place, and use the results of such evaluation to improve these procedures
• Maintain contact with and reports to the Association of Theological Schools, Middle States Commission on Higher Education, New York State Education Department, Pontifical
j) Director of Buildings and Maintenance

The Director of Buildings and Maintenance works closely with the rector in managing and maintaining St. Joseph’s Seminary, Cardinal John O’Connor Archive Building, Cardinal Spellman Recreation Center, Bishop Fears Building, and Pope Benedict XVI Hall. The seminary grounds consist of 47 acres, 6 buildings, and 13 men on staff.

RESPONSIBILITIES:

- Supervise ABM workers, Housekeeping staff, Spellman Recreation Center staff, the personnel records, union affairs, payroll records
- Solicit bids from Contractors for projects, purchasing equipment and supplies
- Prepare Annual Report for the Board of Trustees on buildings and grounds
- Work within two budgets, maintenance / operations and Recreation Center
- Manage in-house renovations and repairs, e.g., priest’s suites, classrooms, plumbing, electrical and communication
- Report to the Dean of Students and the Manager of ABM one day a week
- Send and receive files from the Archdiocese to be stored in the Archdiocesan Record Retention Center located at St. Joseph’s Seminary, then bills appropriate offices accordingly
- Conduct yearly personnel performance reviews
- Establish and maintain a planning process for identifying short and long term goals and objectives of the plant
- Conduct scheduled meetings with the custodial lead man and the maintenance lead man to coordinate activities, identify problems, and suggest solutions
- Report regularly to the rector

k) Director of Food Services

The Director of Food Services is responsible for planning and delivery of the daily meals. The Director of Food Services is provided by the Archdiocese of New York, and collaborates with the rector to meet the food service needs of the seminary.

RESPONSIBILITIES:

- Develop short term and long term financial and operational plans for the unit, which support the overall objectives of the seminary.
- Prepare the annual budget
- Monitor the performance of the unit through verification and analysis of customer satisfaction systems and financial reports as well as initiating corrective actions.
- Maintain product and service quality standards by conducting ongoing evaluations and investigating complaints. Initiatives corrective action
- Implement and sustain special events
• Establish and maintain a proactive human resource function to ensure employee motivation, training and development, wage/benefit administration and compliance with established labor regulations
• Establish and maintain applicable preventative maintenance programs to protect the physical assets of the unit
• Maintain a security function, which protects both the assets of the unit and the personal safety of associates and customers
• Implement and maintain effective two-way communication systems which reach all associates
• Develop new programs, which result in an increased level of customer satisfaction and operational excellence
• Manage in compliance with established company policies and procedures
• Oversee and participate in the preparation and service of food and beverage items in adherence to company food standards for preparation, presentation, sanitation and safety (meeting HACCP and OSHA guidelines) and portion control
• Plan/coordinate menus utilizing the appropriate seminary programs
• Ensure timely meal service to all service areas and supervise serving of meals
• Respond to customer complaints in person at the time of the complaint or via e-mail for electronically received complaints
• Train associates in proper execution of their job duties
• Determine work procedures, prepares work schedules, and expedites workflow
• Utilize seminary systems for completion of required daily/weekly/monthly reports such as inventory, cash reports, production records, payroll/time-keeping, etc
• Ensure proper cash handling procedures are followed- receipts/change funds/petty cash are balanced
• Order food and other supplies from the approved sources
• Direct and participate in the overall sanitation and safety of the facility and employees in accordance with seminary and governmental agency standards
• Develop sanitation schedule and ensures that food service associates adhere to the cleaning schedules
• Ensure that regularly scheduled CHAT sessions are held
• Issue written and oral instructions
• Hire, train, evaluate and discharge workers (discharges require the review and approval of HR and the Office of Legal Affairs)
• Manage in compliance with local, state and federal laws and regulations
• Observe workers engaged in preparing, portioning, and garnishing foods to ensure that methods of cooking and garnishing and sizes of portions are as prescribed
• Plan or participate in planning menus and utilization of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, popularity of various dishes, and menu
• Estimate food consumption and purchase or requisition foodstuffs and kitchen supplies
• Review menus, analyzes recipes, determine food, labor, and overhead costs, and assign prices to menu items
• Direct food apportionment policy to control costs
• Supervise cooking and other kitchen personnel and coordinates their assignments to ensure economical and timely food production
• Test cooked foods by tasting and smelling them
• Familiarize newly hired cooks with practices of kitchen and oversee training
• Establish and enforce nutrition, sanitation, safety and merchandising standards
• Assure compliance with all sanitation ServSafe and safety requirements
• Resolve customer concerns
• Ensure proper presentation, portion control, and maintenance of proper serving temperatures – follows HACCP standards
• Maintain sanitation and orderliness of all equipment, supplies and utensils within work area
• Handle foods items appropriately during preparation
• Ensure proper food preparation by utilizing approved recipes and in following prescribed production standards
• Keep display equipment clean and free of debris during meal service as assigned
• Clean equipment, as assigned and in a timely fashion
• Clean workstation thoroughly before leaving the area for other assignments

5.2 FACULTY

5.2.1 Full-time Faculty / General Policies

5.2.2 Formation faculty

5.2.3 Academic Faculty

5.2.4 Adjunct Faculty

5.2.1 Full-time Faculty / General Policies

a) General Statement

“All faculty members should be dedicated to the total formation of the students, willing to form with them a genuine educational community. Faculty teach first by the quality of their lives. External discipline or mere words are much less effective teachers. Faculty members, priests, religious, and laity alike must therefore exemplify the Gospel in their own lives.” (PPF #351)

The full-time faculty shares responsibility collegially with the rector for the actualization of the seminary’s mission. Full-time faculty members have the primary responsibility of administering and/or teaching in the degree programs of Saint Joseph’s Seminary at all of its campuses and locations.
Thus, all full-time faculty members are responsible for understanding the needs, spirit, and goals of the seminary so that they may work collaboratively with the rector in fulfilling the seminary’s mission.

The key factor of the success in any academic institution is its faculty. Given the nature and mission of the seminary, all faculty members are expected to be examples of true witnesses to the faith for all students by their own lives of faith. To this end, all faculty members are asked to participate in the liturgical and prayer life of the seminary. The faculty is to serve the seminary and its students in a professional and charitable manner.

In addition to teaching, many of the full-time faculty are also asked to accept part-time administrative responsibilities for the proper day-to-day running of the seminary. In addition, many of the resident priest faculty will also be asked to participate directly in the formation of future priests as either a Formation Advisor or Spiritual Director. All faculty members are also to accept appointments to both permanent and ad hoc committees that are deemed necessary for the proper administration of the seminary’s programs.

Faculty members are expected to contribute to the wider interests of the Church community. Faculty members are encouraged, to the extent possible, to show pastoral concern and to participate in and share their talents with the greater ecclesiastical and civic communities.

b) Faculty Appointment

All full-time appointments to the Faculty are made by the Archbishop of New York, after consultation with the Board of Trustees, the rector and the faculty. The names and curricula vitae of competent priests, lay people or religious, who are considered for full-time appointment to the faculty, will also be submitted to the Executive Committee of the Board of Trustees by the rector.

Full-time Priest faculty are released by their respective Ordinary or Religious Superior for service to the seminary. Lay people are hired by the seminary according to the policies of the Human Resources Department of the Archdiocese of New York.

c) Term of Service

Full-time faculty members will have their term of employment detailed in their official Letter of Appointment.

Normally, priest faculty members are expected to complete the term of their assignment. However, for pastoral or other reasons, the priest’s respective Ordinary or Religious Superior reserves the ecclesiastical right to reassign the priest to service outside the seminary before the completion of the term.

d) Faculty Meetings

Faculty meetings are scheduled by the rector who presides or may delegate another member of the faculty to preside. All full-time faculty members are expected to attend faculty meetings, which are
scheduled at regular intervals during each semester. At the discretion of the rector, other members of
the seminary administrative staff or adjunct faculty members may be asked to attend such meetings.

Faculty meetings are opportunities for the exchange of information and ideas among the faculty; they
also provide the rector and other members of the administration with the opportunity to bring
matters of particular concern to the faculty for their deliberation and counsel. The faculty should be
concerned not only with the particular issues to which the administration may direct their attention,
but with the philosophy, direction, and well-being of the seminary.

- Faculty meetings are an essential means by which the faculty fulfill their obligations to assist
the seminary in achieving its mission.
- The Board of Trustees, in turn, reviews all those proposals of the faculty which bear upon the
mission of the seminary.
- The agenda for all faculty meetings is coordinated by the rector in conjunction with the
Rector’s Council.

e) Faculty Interactions

Each faculty member should, by his or her attitude and conduct, promote and preserve an
atmosphere in the seminary that is conducive to a rational and dispassionate exchange of ideas.
Diversity of opinion among faculty members should be recognized as a means of stimulating students
to search for truth. Diversity always presumes adherence to the Church’s Magisterium. Collegiality
shall be a guiding principle in faculty-administration relationships, but the unique role and
responsibility of the rector, as the Ordinary’s delegate, must be recognized.

f) Sabbatical Policy

The Sabbatical policy for seminary faculty is as follows:

- Members of the full-time faculty become eligible for a sabbatical upon completion of seven full
academic years of service.
- The duration of a sabbatical will be one semester (fall or spring). There would also be no
obligation to teach in the M.A. summer session either following or preceding a sabbatical
semester.
- Each faculty member on sabbatical leave will receive his or her full salary.
- Because of the small size of the faculty, ordinarily only one member can be on sabbatical leave
in a given semester.
- Each faculty member requesting a sabbatical is to submit a formal proposal to the Faculty
Academic Committee that states the goals, means, and timeframes of the sabbatical. These
requests are then submitted to the rector for final approval.
- Proposals for sabbatical leaves should be submitted to the Committee at least one full calendar
year before the beginning of the leave. This will ensure that the academic dean will have
sufficient time in which to find a replacement.
A member of the faculty who is also a Seminarian advisor must also coordinate his plans for a sabbatical leave with the Dean of Seminarians.

g) Termination of Appointment

Termination may come about by expiration of term of employment, by resignation, retirement, the prior commitment of a priest or religious to his/her legitimate superior, or by dismissal for adequate cause.

In a case which involves the possibility of removing the rector, the Board of Trustees will appoint a committee to review the case.

In cases which involve the possibility of scandal, the rector, in consultation with the Board of Trustees, may suspend a faculty member from the performance of his/her responsibilities and duties. Within thirty days, either the suspension is to be lifted or the process for dismissal is to be initiated.

Dismissal for cause requires adjudication according to due process. A faculty member may be dismissed for conduct unbecoming a faculty member, for failure to adequately perform one’s duties, or for lack of professional competence as a scholar or teacher. At all times, a faculty member is entitled to full protection of his or her rights by the Due Process Norms accepted by the U.S.C.C.B. and by the due process established by the Archdiocese of New York.

If such a situation comes to light, which might lead to serious consideration of dismissal for cause, the following procedure is to be observed:

1. The rector informs the faculty member in writing of the reasons why such serious consideration is being given to dismissal. The faculty member is given fifteen (15) days to respond in writing.

2. If the situation is still not satisfactorily resolved, the rector informs the faculty member, in writing, that he is establishing of Board of Inquiry, consisting of three full-time faculty members to investigate the matter further.

3. All documentation is sent to a Board of Inquiry composed of three members of the faculty. Both faculty members and rector come to an agreement on the composition of the Board of Inquiry. This Board conducts a fact-finding hearing, considers all written documentation, and hears any witnesses, which either party wishes to bring. rector and faculty members are present at the hearing. The Board issues an advisory opinion to the rector.

4. If the matter is not resolved after meeting with the Board of Inquiry, three members of the Board of Trustees are called upon to serve as a Board of Inquiry. The Board of Trustees hold a meeting similar to the first Board of Inquiry. The Board of Trustees issue an advisory opinion to the rector.

5. The Board of Trustees or rector makes a recommendation with all documentation included to the Archbishop.
h) Conflict Resolution Procedures

Faculty members are entitled to respect and professional conduct from one another. At times, tensions and misunderstandings may arise from the perception of failure in these expectations. It is hoped that the parties involved could resolve any difficulties between them in informal negotiations.

If dialogue between two parties does not resolve a particular conflict, then either party may discuss the issue with the rector. The rector will act as a mediator or facilitator in a subsequent conversation with both parties in order to arrive at a resolution.

The rector will formulate a memorandum from the minutes of the meeting which will be signed by the rector and all parties involved. This memorandum will be kept on file in the rector’s Office.

5.2.2 Formation Faculty

a) General Statement

“Formation mentors/advisors monitor seminarians assigned to them in all areas of formation and they assist in the evaluation process. They should be priests who are exemplary in their dedication to the Church and to the ministerial priesthood.” (PPF #328)

“Priests who are assigned as spiritual directors and designated for this function by the diocesan bishop or religious ordinary are responsible for the individual spiritual direction of seminarians. Those who act in this capacity should be exemplary priests who are dedicated to the Church’s service and to the ministerial priesthood.” (PPF #332)

As the primary mission of Saint Joseph’s Seminary is the formation of future priests, many of the full-time priest faculty will be assigned to take part in the seminary’s program for priestly formation. These will include Faculty Advisors, who serve in the external forum, and Spiritual Directors, who guide seminarians in the internal forum.

b) Faculty Advisors

Faculty advisors are full-time, resident priests who are in charge of the particular formation of ten to fifteen seminarians. They evaluate the progress of the seminarians in each of the “four pillars” of priestly formation: human, spiritual, intellectual, and pastoral. Faculty advisors operate within the external forum and are able to freely share important information about seminarians with the rector and other faculty advisors. (PPF #328)

RESPONSIBILITIES:

- Meet regularly (every three weeks) with each advisee, discussing progress in the four pillars of priestly formation and growth toward celibacy, obedience, and simplicity of life.
- Challenge advisees in areas needing improvement, follow-up on those challenges, and encourage men along their journey of formation
- Write a comprehensive, year-end summary of each advisee’s progress, noting strengths and weaknesses.
• “Present” each advisee to other advisors throughout the year, asking for input and suggestions about the advisee’s progress in formation
• Take part in the votes on each seminarian at the end of each year
• Consult the various instruments of evaluation in monitoring the progress of each advisee (e.g., self-evaluation, peer evaluations, grid sheets, pastoral evaluations from pastors, etc.)

c) Spiritual Directors

In addition to the main spiritual director of the entire seminary community, other “assistant” spiritual directors are assigned to seminarians. These priests, who may serve within the seminary itself or may come from outside the community, operate within the internal forum and are not able to share information regarding their advisees with anyone and all conversations with advisees are strictly confidential. (PPF # 333)

RESPONSIBILITIES:
• Meet regularly (usually once per month) with each advisee
• Be available to advisees for counseling and confession
• Work together with the main spiritual director on spiritual formation issues
• Attend faculty meetings and other gatherings where seminarians and formation issues are discussed
• Attend meetings with the rector or sessions of the Faculty Advisory Council in the presence of advisees, acting as a “listening presence” only (“one-way conversation”)

5.2.3 Academic Faculty

a) General Statement

Full-time faculty members bear the primary teaching responsibility for all Academic Programs offered by St. Joseph’s Seminary at all campuses and course offering sites. An appointment to the full-time faculty as a Professor or an Associate Professor means a commitment to both the development of a culture of theological scholarship and the vital ecclesial vocation of the formation of future priests, deacons, religious and lay leaders.

In order to teach on the seminary faculty, a canonical mission from an appropriate ecclesiastical authority is required (see PPF 345). All full-time Professors and Associate Professors are required to make the Profession of Faith and Oath of Fidelity to the Church and the Magisterium.

All seminary faculty members should have advanced and preferably terminal degrees in their particular area of academic competency. In addition, Professors, especially in the sacred sciences, are to have Pontifical Degrees from universities or institutions recognized by the Holy See.

Each full-time faculty member is obligated to view his or her position as his or her major professional commitment. A Professor or Associate Professor who intends to accept a part-time teaching assignment outside of Saint Joseph’s Seminary must discuss the assignment with the academic dean. The Dean will ascertain whether the added employment will interfere with the faculty member’s
primary obligations at the seminary and will make a recommendation to the rector, who will then approve or disapprove.

Any other approved duties a Professor or Associate Professor accepts outside of the seminary must not conflict with his or her primary assignment or detract in any way from his or her role in the fulfillment of the mission of the seminary.

In addition, all full-time Professors and Associate Professors should view their assignment as obligating them to serve the academic needs, whenever possible, of the local dioceses which the seminary serves. Thus, in addition to their teaching schedule, faculty members are expected to maintain availability to serve on seminary, Archdiocesan, and diocesan committees and commissions when asked.

A culture of theological scholarship requires recognition on the part of each faculty member and the entire faculty that the faculty is first and foremost a learning community itself. Thus, the seminary faculty is a community of scholars committed to prayer and study of the Catholic faith in service to the seminary community and to the wider theological community through their publications, talks and participation in academic conferences.

b) Faculty Categories

The Academic Faculty of the seminary consists of teachers who fall under the following categories:

- Professors: Those who are assigned to teach full-time who possess doctorates or licenses in the theological, philosophical or juridical disciplines from a university or institution recognized by the Holy See.
- Associate Professors: Those who are assigned to teach full-time who possess doctorates or advanced degrees in their particular academic discipline.
- Adjunct Professors: Those who are assigned to teach individual courses based upon their respective areas of professional and academic competence.

c) Course Load and Teaching Responsibilities

The average teaching load for full-time Professors and Associate Professors is five courses during the academic year (i.e., Fall and Spring semesters). For full-time faculty members, including resident priests, class instruction time will not exceed twelve credit hours per week.

In assigning full-time faculty members to teaching responsibilities, the academic dean is to be mindful of the obligations assumed by the individual faculty members for their administrative duties, spiritual direction, faculty advising, etc.

Because the full-time Academic Faculty bears the primary responsibility for teaching in all of the seminary’s academic programs at all campuses and locations, a full-time assignment to the seminary Faculty requires the willingness of each faculty member to be available to travel across all St. Joseph’s locations for the purpose of fulfilling the seminary’s mission.

The teaching responsibilities for each full-time Professor and Associate Professor include:
• Submitting a detailed syllabus to the Academic Dean’s Office (prior to the beginning of the semester) for each course that follows the academic policies established by the seminary;
• Including Intended Student Learning Outcomes in the course syllabus which reflect those established for the academic department and degree Program in which the Adjunct Professor is teaching;
• Teaching each course according to the number of credit hours and required sessions that will be established by the academic dean each semester;
• Communicating any foreseen absences or changes in the schedule to the academic dean’s office as soon as possible;
• Following the seminary’s grading policy and submitting the grades earned by each student to the academic dean within two weeks after the final examination;
• Returning all written materials with comments either directly to the students or to the academic dean’s Office;
• Being available to consult with students throughout the semester and to discuss the examinations and final grades with them;
• Participating in the seminary’s system for programmatic assessment and professor assessment (including in-class observations by the academic dean once a year, review of the Student course evaluations each semester, etc.)

d) Faculty Academic Committee

The Faculty Academic Committee is the primary advisory board to the rector regarding the seminary’s academic degree programs and all academic policies. This Committee is charged with assisting the rector and academic dean in overseeing the seminary’s degree programs and for periodic reviews of the curriculum, the implementation of academic policies, making recommendations for and reviewing the resumes of potential full-time and adjunct faculty members, etc.

The Faculty Academic Committee is chaired by the academic dean and consists of the Chairpersons of all of the seminary’s academic departments and the associate deans, who serve ex officio, and other faculty members who are appointed by the rector because of their particular expertise and experience.

e) Academic Departments

The seminary’s academic faculty is organized into the following Departments:

• Sacred Scripture
• Dogmatic Theology
• Moral Theology
• Ecclesiastical History
• Canon Law
• Liturgical and Sacramental Theology / Sacred Music
• Homiletics
• Philosophy
• Pastoral Studies
• Psychology
• Ancient and Pastoral Languages

f) Department Chairpersons

The Chair of each department is the senior resident priest in the department. If there is no resident priest in the department, the academic dean will act as Department Chair. The Dean will carry out the duties in consultation with the members of the department.

RESPONSIBILITIES:

- Serve on the Faculty Academic Committee
- Chair regular departmental meetings
- Coordinate the study and review of department offerings during periods of Faculty Review of the curriculum
- Assist the academic dean to execute seminary academic policies within the department
- Assist the academic dean in the recruitment of future full-time and adjunct faculty members within their department
- Recommend possible electives to the academic dean for inclusion in the academic offerings

g) Professor Assessment

The rector is responsible for annual reviews of each seminary professor and associate professor. To assist him in this important duty, the seminary faculty follows a process which consists of a series of meetings arranged by the academic dean to interview each Professor and Associate Professor.

Each of these annual meetings will consist of the following three interviewers:

1. The academic dean
2. A professor elected by the body of Professors every two years
3. A faculty member voted on by the faculty
4. A Professor selected by the interviewee in consultation with the academic dean.

The following areas will be discussed:

- Classroom teaching (including the review of student evaluations and classroom observations)
- Research and publications
- Status of pending academic degree (if applicable)
- Participation in professional meetings
- Requests for funding to attend professional meetings and to purchase books
- software, etc.
- Sabbaticals
- Service to other areas of seminary life insofar as any such service impacts
- Academic responsibilities
- Other concerns
This process provides a collegial conversation that allows each Professor and Associate Professor to reflect on his or her service to the academic programs of St. Joseph’s Seminary and professional development. At the conclusion of this process, the academic dean generates a brief report to the rector, based on the interviews, which will assist him with his annual review of seminary professors and associate professors.

h) Academic Freedom

*The Program for Priestly Formation, paragraph 365, outlines:*

“The freedom of expression required by the exigencies of theological science should be respected as well as the ability to do the research required for its progress” (CIC, c. 218; CCEO, c. 21).

“Seminary statutes should provide for appropriate freedom of inquiry that allows and encourages study and reflection in teaching and publishing. This freedom must be understood in the contest of the purpose of the seminary, and balanced by the rights of the students, the institutions, and the Church. “The freedom proper to theological research is exercised within the Church’s faith…In theology this freedom of inquiry is the hallmark of a rational discipline whose object is given by revelation, handed on and interpreted in the Church under the authority of the Magisterium, and received by faith.” (Donum veritatis, nos.11-12).

Academic freedom is encouraged among the faculty and students of St. Joseph’s Seminary, and should be recognized to fall within St. Joseph’s mission of forming priests and laity after the heart and mind of the Catholic Church. Nevertheless, dissent from the Magisterium of the Catholic Church, is inimical to the mission of educating theologians with an authentic understanding of revealed truth that is maintained and interpreted by the Magisterium; it prevents authentic theological discussion, which has at its root humility, and threatens to undermine proper theological formation as such.

It should be emphasized that this neither prevents nor discourages honest intellectual inquiry. Rather, it safeguards such avenues of intellectual exploration by giving them a permanent reference and root in theological truth that is maintained by the authority of the Magisterium. True academic freedom situates itself within the Church’s act of faith; it grants to each theologian the capacity to deepen his or her understanding of the Mystery of God while safeguarding him or her from the inherent dangers entailed by such a dignified task.

i) Curriculum Review

Periodically, at the initiation of the academic dean and the Faculty Academic Committee, the seminary faculty engages in discussion of the curricula of the seminary’s degree programs. This is intended to provide for the coordination of course content, to keep the faculty informed, to insure the integrity of the curriculum, and to provide for its revision according to the best use of the faculty’s expertise and the developments in the various academic and pastoral fields.

j) Ongoing Education

Continuing personal and professional growth is the shared responsibility of every faculty member. The seminary provides assistance, when it can, and makes reasonable adjustments of schedule and class load to facilitate the completion of degree requirements. It allows members to take advantage of
opportunities for educational enrichment and for publishing which redound to the good of the seminary.

k) Professional Meetings and Conventions

Faculty members are encouraged to maintain active membership in appropriate professional and educational associations and societies. The annual budget provides for each faculty member to attend one professional meeting or convention in his/her field of specialization.

l) Adjunct Faculty

Adjunct professors are hired by the seminary to teach individual courses in a given semester based upon their respective areas of professional and academic competence. These arrangements are made each semester by the academic dean in consultation with the rector and the Faculty Academic Committee.

Adjunct Professor Responsibilities include:

- Informing themselves of the Mission and Learning Outcomes of the seminary so that they may work collaboratively with the rector and the Faculty in fulfilling the seminary’s mission;
- Submitting a detailed syllabus to the Academic Dean’s Office (prior to the beginning of the semester) for each course that follows the academic policies established by the seminary;
- Including Intended Student Learning Outcomes in the course syllabus which reflect those established for the academic department and degree Program in which the Adjunct Professor is teaching;
- Teaching each course according to the number of credit hours and required sessions that will be established by the academic dean each semester;
- Communicating any foreseen absences or changes in the schedule to the Academic Dean’s Office as soon as possible;
- Ensuring that all lights are turned off and windows are closed after each class session;
- Following the seminary’s grading policy and submitting the grades earned by each student to the academic dean within two weeks after the final examination;
- Returning all written materials with comments either directly to the students or to the Academic Dean’s Office;
- Being available to consult with students throughout the semester and to discuss the examinations and final grades with them;
- Participating in the seminary’s system for programmatic assessment and professor assessment (including in-class observations by the academic dean once a year, review of the Student course evaluations each semester, etc.)
CHAPTER 6 – DIRECTOR OF PSYCHOLOGICAL SERVICES

6.1 General

The Director of Psychological Services is appointed by the rector with the approval of the Chair and the Board of Trustees. The Director reports directly to the rector and:

(a) provides for and oversees the delivery of psychological consultations and counseling services to students;
(b) is available for consultations with faculty and administration, and
(c) assists the rector in obtaining, integrating, and evaluating other psychological or psychiatric services as needed by the seminary.

The Director holds faculty rank in accord with his professional qualifications and experience.

RESPONSIBILITIES:

- Interview and/or assign to consulting psychologist(s) all new and re-entering students. This interview includes a review and interpretation of the initial psychological assessment so that students can be helped in meeting the report’s recommendations in planning and continuing their human formation and affective maturity
- Provide regularly scheduled counseling services to individual students and specially formed groups as need indicates, ranging from regular meetings to periodic reviews of formation status
- Provide or make provisions for counseling services to students who seek such follow-up on their own
- Collaborate with the rector and Director of Admissions in developing student services, admission policies, and protocols to implement the recommendations of the admissions/psychological assessment
- Consult with the rector, deans, Director of Spiritual Formation, and faculty regarding the developmental needs of both individual students, and the students at large, within guidelines of professional confidentiality. Give or arrange for in-service conferences relating to psychological services
- Communicate with mental health and behavioral science professionals in other formation institutions and outside agencies
- Arrange and recommend for the rector’s approval all referrals for outside counseling or therapy, psychological assessments, and psychiatric consultations
- Review student’s status should situations of psychiatric hospitalization seem indicated, and/or for conditions requiring medication. Reports findings and recommendations to the rector
- Provide an annual report on Psychological Services for the Board of Trustees
6.2 Referrals

The rector, deans, Directors of Spiritual Formation or faculty advisors refer students who may need counseling to the Director of Psychological Services. The referral is evaluated and a determination for action is made by the Director. Referrals for outside counseling or therapy, psychological assessments, and psychiatric consultations are made after approval by the rector.

6.3 Confidentiality

The Director of Psychological Services adheres to Ethical Principles for Psychologists promulgated by the American Psychological Association which outline standards for professional conduct with respect to confidentiality of privileged information, security of records and reports, and doctor-patient relations.

The use and accessibility of the formal psychological test report is described in a separate policy statement approved by Director, Director of Admissions and the rector.
CHAPTER 7 – INSTITUTIONAL POLICIES AND PROCEDURES

7.1 Code of Conduct

Every employee is called to work for the common good so that the rights and interests of their Employer, fellow employees, and those we are called to serve are ensured. Anything that prevents the common good from being attained requires attention. At times, disciplinary probation, suspension or discharge may be imposed for failing, in the judgment of a department director, to adhere to appropriate standards of behavior or job performance.

It is impossible to cover all areas of proper conduct. Therefore, when in doubt, ask a department director. Some actions that are not acceptable and may lead to disciplinary action up to and including discharge are the following:

- poor job performance
- excessive absences
- inappropriate behavior with clients or co-workers
- reporting to work under the influence of alcohol or drugs
- possessing, using or transferring alcoholic beverages or drugs in the workplace
- insubordination
- destruction of property
- harassment
- tardiness, or being absent from assigned work areas.

Employees are expected to follow the established patterns of good conduct and to comply with St. Joseph’s work rules. St. Joseph’s reserves the right to apply any disciplinary action, which in any instance may range from verbal correction to suspension or discharge for policy violations or improper conduct on the part of an employee. Normally, St. Joseph’s will follow a process of progressive discipline and counseling in an effort to correct inappropriate conduct. However, St. Joseph’s reserves the right to discharge a person immediately for serious infractions that, in its judgment, jeopardizes the interest of St. Joseph’s or the safety and well-being of its employees.

7.2 Performance Appraisals

The primary purpose of performance appraisals is to determine how well an employee is performing his or her assigned responsibilities in accordance with the established policies, practices, and standards of the Employer.

It is the policy of the St. Joseph’s to appraise the progress, performance, abilities and potential of each employee uniformly and objectively at least once each year in order to:

- Help department directors and supervisors develop a better knowledge and understanding of each employee.
- Serve as a basis for informing each employee of his/her strengths and weaknesses, so together with the department director and supervisor, plans may be developed to help the employee perform better in his/her present position and/or prepare for a future assignment.
• Assist the department director and supervisor in making and justifying transfers, promotions, or other employment decisions.

A Performance Appraisal must be prepared by the employee’s supervisor:

• At the completion of the Introductory Period.
• Three (3) or six (6) months after an employee has been transferred or promoted depending on the nature of the new position.
• Annually, at the beginning of each calendar year.
• Whenever it is considered useful to prepare an interim report between regularly scheduled appraisals.

The employee will be asked to sign the appraisal form to acknowledge he/she has been given the opportunity to read the appraisal. The employee’s signature does not signify agreement nor disagreement. If there are any questions or challenges to the review, they should be taken up with the department director or supervisor at the scheduled meeting.

A signed copy of every performance appraisal must be submitted to the Human Resources Office to be placed in the employee’s file.

The annual appraisal usually forms the basis for an annual salary review.

7.3 Inclusive Language Policy

St. Joseph’s Seminary shall use respectful and gender-inclusive language in its official proclamations and documents and calls upon members of the seminary community to adopt such usage in the conduct of their work and their social life both within and outside the St. Joseph’s Seminary community.

7.4 Technology Policy

E-mail and Internet User Policy

As an educational facility under the direction of the Archdiocese of New York for internet and email use, St. Joseph’s Seminary will follow archdiocesan policy.

We want to remind all E-mail and Internet users that these systems, like all Archdiocesan systems, are intended primarily for business use and should not be used to communicate sensitive, proprietary, confidential, scandalous or otherwise inappropriate information (including chain letters, solicitations, etc.) or for any purpose which conflicts with the policies, procedures and values of the Archdiocese.

Users of E-mail and the Internet should keep in mind that their messages may be considered records comparable to written correspondence or memoranda. Incidental and occasional personal use of these systems is permitted but subject to the same standards as business use. The misuse of E-mail or the Internet may result in disciplinary action. Individuals using these computer systems are subject to having their activities monitored by authorized Archdiocesan personnel.
Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals evidence of inappropriate activity, Disciplinary action may be taken.

7.5 Harassment Policy

St. Joseph’s Seminary and College is committed to maintaining a workplace that is free from all forms of unlawful harassment, such as sexual harassment and harassment based on factors such as gender, age, race, national origin, color, sexual orientation, marital status, religion, disability, veteran status, and any other protected category.

Accordingly, no employee shall engage in conduct that constitutes harassment or bullying. St. Joseph’s will not tolerate harassment in any form, of or by employees, vendors or visitors. This commitment extends to harassment by any employee, regardless of position. Any employee who is found to have acted in violation of this policy will be subject to appropriate disciplinary action, up to and including suspension without pay and/or termination of employment.

7.5.1 Definitions and Examples of Harassment

Prohibited harassment can take many forms. It may include, but is not limited to:

- Verbal harassment, such as making a joke or comment that refers to a certain gender, race, color, citizenship status, national origin, ancestry, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status or any other basis protected by applicable local, state or federal law, epithets, derogatory comments, vulgar or profane words and expressions or slurs
- Physical harassment, such as unwelcome touching, assault, blocking, impairing or otherwise physically interfering with an individual’s normal work or movement
- Visual forms of harassment, such as derogatory posters, cartoons, drawings, e-mail, computer screen savers, graffiti, or photographs
- Sexual harassment (please also refer to the St. Joseph’s Seminary and College Sexual Misconduct Policy at https://dunwoodie.edu/saint-josephs-seminary-sexual-misconduct-policy-procedure). Examples of sexual harassment may include, but are not limited to:
  - Unwelcome or unwanted sexual advances. This includes physical contact and verbal contact of a sexual nature which is considered unacceptable or unwelcome by another individual.
  - Requests or demands for sexual favors. This includes expressed and implied, subtle or blatant, pressure or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences concerning an employee’s employment status.
  - Verbal abuse or comments which are sexually oriented and considered unacceptable by another individual. This includes comments or compliments which extend beyond mere courtesy, jokes which are clearly unwelcome or of a nature which is offensive to others.
Sexually oriented conduct which interferes with the work performance of another. This includes unwanted sexual attention which reduces personal productivity or interferes with the performance of assigned tasks.

Creating a work environment which is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contact or attention.

Sexual harassment may also include harassing conduct which is targeted at an individual because of that person’s gender but is not necessarily sexual in nature.

Prohibited harassment includes harassment directed at the targeted individual and harassment which takes place within the individual’s hearing.

Normal, courteous, respectful and non-coercive interaction between individuals, which conforms to this policy and is acceptable to both individuals, is not considered to be harassment.

7.5.2 Reporting All Forms of Discrimination and Harassment
If employees believe that they have been subject to harassment, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved or if the employee is unable to or uncomfortable in addressing the alleged harasser directly, he or she should report the incident to the Human Resources Office. It is important to make a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report concerns of harassment, regardless of the seriousness, to the Human Resources Office or a department director or supervisor as soon as possible. Management cannot assist in stopping the harassment from continuing if it is unaware of the problem.

Reports of alleged harassment or discrimination will be investigated in a timely and thorough manner. Ordinarily, an investigation of complaints will include an interview with the victim, the alleged harasser, and any other person who may provide relevant information. The complaining employee(s) will be informed of the result of the investigation.

Immediate and appropriate disciplinary action, including termination may be taken against anyone found to have violated another employee’s rights under the law.

No employee will be subjected to any form of retaliation for making a good faith complaint under this policy or for assisting in the investigation of any such complaint.

7.6 Grievance Procedure (Archdiocese of New York)
St. Joseph’s Seminary believes effective communication is vital to the fulfillment of our mission, the success of our school, and the professional growth of all employees. This procedure insures the accessibility of the supervisor and Archdiocesan Human Resources representation to all employees so they may freely discuss management problems, suggestions, and employment-related subjects relative to the working environment and the mission of the St. Joseph’s Seminary. The Archdiocesan
Office of Human Resources has the overall responsibility for maintaining this procedure. In addition, it is the responsibility of Human Resources to insure all policies and practices are followed by all employees. All employees are encouraged to bring their employment issues and concerns to the attention of the Office of Human Resources. This procedure is aimed at fostering a professional atmosphere of mutual respect and understanding. If employees feel the need to make a formal complaint, the following steps should be followed in filing a grievance:

- The complaint should be submitted, in writing, to the attention of the department director, unless the complaint concerns the department director, in which case, it should be sent directly to the Employer.
- The department director or St. Joseph’s is expected to address the complaint within 5 working days.
- If a satisfactory solution is not reached, the complaint may be submitted in writing to the Director of Human Resources. The employee will receive a reply to the complaint within 10 working days.

7.7 Confidentiality of Student Records

Certain personally identifiable information from a student’s education record, designated by St. Joseph Seminary as directory information, may be released without the student’s prior consent. This information includes name; term, home, local, and electronic mail addresses; telephone listing; date and place of birth; photograph; major field of study; enrollment status; grade level; participation in officially recognized activities; dates of attendance; school/college of enrollment; anticipated date of graduation; degrees and awards received; the most recent previous educational agency or institution attended; and other similar information.

All non-directory information is considered confidential and will not be released to outside inquiries without the express written consent of the student.

7.8 Drug Free Workplace Policy


St. Joseph’s Seminary and College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on school property. Any employee of St. Joseph’s Seminary determined to have violated this policy will be subject to disciplinary action, up to and including termination.

All employees are required to notify the rector of any drug-related criminal conviction for a violation occurring in the workplace no later than 5 days following conviction.
7.9 Immigration Policy

St. Joseph’s Seminary and College welcomes faculty who are citizens of foreign countries and who possess the proper documentation from the Citizenship and Immigration Services of the United States Department of Homeland Security.

Further information on Citizenship and Immigration regulations may be found on the following federal government web sites:

https://www.ice.gov/sevis

https://www2.ed.gov/about/offices/list/ous/international/usnei/edlite-index.html

7.10 Disabilities Policy

St. Joseph’s endorses and complies with the Americans with Disabilities Act and local and state laws prohibiting discrimination in employment against persons with disabilities. Specifically, St. Joseph’s will not discriminate in hiring, promotion, discharge, wages, job training, fringe benefits or any other aspect of employment against any qualified applicant or employee with a covered disability. Moreover, St. Joseph’s will attempt to provide reasonable accommodation to qualified applicants and employees with disabilities.

St. Joseph’s Seminary will provide reasonable accommodations upon request for qualified individuals with a disability. St. Joseph’s will adhere to all applicable federal and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified individuals with a disability.

7.11 Copyright Compliance Policy

The federal Copyright Law (Title 17, United States Code, Section 101 and following) requires all members of the St. Joseph’s community, including faculty, academic appointees, staff, students, and volunteers to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights.

7.12 Weapons and Violence Policy

All members of the campus community and all visitors are prohibited from possessing or carrying weapons of any kind while on campus property, regardless of whether they are licensed to carry the weapon or not. Such prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal vehicles or other personal property or effects. St. Joseph’s will not tolerate acts of aggression, harassment, or violence on its campus. This policy of “zero tolerance” includes but is not limited to verbal and/or physical aggression, attacks, threats, harassment, intimidation, bullying, domestic violence, the possession, display or threat of a weapon, or other disruptive behavior which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property.
SAINT JOSEPH'S SEMINARY AND COLLEGE
BY-LAWS
(adopted and amended as of January 28, 2013)

Article I

Name, Office, Books and Records and Seal

The name of the corporation is SAINT JOSEPH’S SEMINARY AND COLLEGE (hereinafter “Seminary Corporation”). The principal office of the Seminary shall be located at 201 Seminary Avenue, Yonkers, New York. The Trustees may change the location of such principal office from time to time. The books of account and records of the Seminary’s business and financial affairs shall be maintained at its principal office. The seal of the Seminary Corporation shall be circular in form, bearing the words “SAINT JOSEPH’S SEMINARY AND COLLEGE.”

Article II

Mission/Purpose

Section 1. St. Joseph’s Seminary and College, founded in 1886, is the major seminary of the Archdiocese of New York. Its primary mission is to serve the Church by forming men for the Catholic priesthood. Beginning in 2012, St. Joseph’s functions as the principal institution of priestly formation for the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre. St. Joseph’s also welcomes seminarians from other archdioceses, dioceses, eparchies, and other religious congregations.

Rooted in the apostolic community gathered around Jesus Christ, St. Joseph’s Seminary seeks to form future priests who will hand on the life and tradition of the Church’s faith in the context of the new evangelization of the twenty-first century. To accomplish this, St. Joseph’s Seminary offers a program of human, spiritual, intellectual, and pastoral formation that is faithful to the Magisterium of the Catholic Church. Through an integration of these “pillars of formation”, St. Joseph’s aims to form men according to the Heart of Jesus the Good Shepherd (see Bl. John Paul II, Pastores Dabo Vobis, 1992; USCCB, Program of Priestly Formation, 2006).
As a complement to its primary mission, St. Joseph’s Seminary also serves the Church by offering graduate theological and philosophical degree programs to qualified students at locations in Yonkers, Huntington, and Douglaston. Graduate degree programs in the theological disciplines are offered to candidates for the permanent diaconate, lay men and women, men and women in consecrated life, and clergy who wish to deepen their understanding of the Catholic faith through systematic study, or who are called to serve the Church in roles of leadership. A graduate degree program in Catholic Philosophical Studies is offered to qualified candidates who are preparing for admission to the program of priestly formation.

A spirit of service to the Church guides all of the programs which St. Joseph’s Seminary and College provides to seminarians, lay, religious, and clergy. This spirit is strengthened by a profound sense of ecclesial communion that is fostered and expressed through fidelity to Church teaching, a daily life of prayer, the celebration of the Holy Sacrifice of the Mass, the ceaseless invocation of the Holy Spirit, and the intercession of the Blessed Virgin Mary, St. Joseph, and all the saints.

**Laws, Rules and Regulations of the Seminary.** Pursuant to an agreement by the Ordinaries and not a canonical disposition, the Seminary is subject to the ecclesial oversight and canonical authority of the three Ordinaries of the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre pursuant to: (i) the *Code of Canon Law* of the Roman Catholic Church; (ii) the moral teachings and principles of the Roman Catholic Church; (iii) the rules and regulations of the Archdiocese of New York and the Seminary, as promulgated and implemented by the Archbishop, the Bishop of Brooklyn and the Bishop of Rockville Centre and; (iv) *Pastores Dabo Vobis* and the most current edition of *Program of Priestly Formation* or any other policies and directives, as promulgated and implemented by the Holy See or the USCCB or any policies of the three Ordinaries (materials listed in (i)-(iv) above, collectively referred to herein as the “Laws, Rules, and Regulations of the Seminary”)

**Section 2. Purpose.** The specific purposes of the Seminary are set forth in its charter, as well as in any or all amendments thereto. Consistent with such purposes, the Seminary shall be operated in cooperation with its Members exclusively for charitable and educational purposes, including the operation of the Seminary. These purposes shall be carried out in collaboration with the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre. The Seminary shall not be operated for profit. It shall remain solely for the charitable and educational purposes set forth above and also as set forth in the Seminary’s charter. No part of the earnings of the Seminary shall inure to the benefit of any individual or entity. The Seminary shall have and exercise any and all powers, rights, and privileges that a seminary corporation organized under the Education Law, the Not-for-Profit Law, and the other laws of the State of New York may now or hereafter exercise for the foregoing purposes,
and its Members shall have any and all powers, rights, and privileges that a Member of such seminary corporation may now or hereafter exercise.

**Article III**

**Definitions**

The following words when used herein shall have the following meanings:

1. "Archdiocese" shall mean the Roman Catholic Archdiocese of New York.
2. "Brooklyn Diocese" shall mean the Roman Catholic Diocese of Brooklyn.
3. "Rockville Centre Diocese" shall mean the Roman Catholic Diocese of Rockville Centre.
4. The Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre may be referred to collectively as the "(Arch)Dioceses."
5. "Archbishop" shall mean the Ordinary of the Archdiocese of New York at any time exercising jurisdiction as such and shall include any Apostolic Administrator appointed to govern the Archdiocese by the Holy See while he is exercising jurisdiction in place and stead of the Archbishop.
6. "Bishop of Brooklyn" shall mean the Ordinary of the Diocese of Brooklyn at any time exercising jurisdiction as such and shall include any Apostolic Administrator appointed to govern the Brooklyn Diocese by the Holy See, while he is exercising jurisdiction in place and stead of the Bishop of Brooklyn.
7. "Bishop of Rockville Centre" shall mean the Ordinary of the Diocese of Rockville Centre at any time exercising jurisdiction as such and shall include any Apostolic Administrator appointed to govern the Rockville Centre Diocese by the Holy See, while he is exercising jurisdiction in place and stead of the Bishop of Rockville Centre.
8. Collectively the Archbishop of the Archdiocese of New York, the Bishop of Brooklyn, and the Bishop of Rockville Centre may be referred to from time to time as the "Ordinaries."
9. "Vicar General" shall mean the Vicar General of the Archdiocese at any time acting as such. In accord with the Code of Canon Law, should there be more than one person holding the office of Vicar General, the Archbishop shall designate in writing the name of one of the holders of that office to serve as an ex-officio Member. Any such designation may be revoked in writing by the Archbishop, who shall thereupon
Article IV

Members

Section 1. Designation of Members. The Seminary shall be a membership corporation. The Members of the Seminary Corporation shall be the Archbishop, the Bishop of Brooklyn, the Bishop of Rockville Centre, the Vicar General of the Archdiocese of New York, and the Chancellor of the Archdiocese of New York, all serving ex-officio. The Archbishop shall serve as Chair of the Members and shall preside at all meetings of the Members.

Section 2. Powers and Rights. The Members shall have such powers and rights as are vested in them by law, the charter of the Seminary, or these by-laws.

Section 3. Annual Meeting. An annual meeting of the Members shall be held at the principal office of the Seminary corporation, or such other location as determined by the Chair of the Members, each and every year at a date, time, and place to be determined by the Chair of the Members.

Section 4. Special Meetings. A special meeting of the Members may be held whenever the Chair of the Members or a majority of the Members shall deem it necessary. At special meetings of the Members, only the business designated in the Notice of Meeting shall be transacted.

Section 5. Participation in Meetings. The Members may participate in a meeting by means of a telephone conference or similar communications equipment in such a way that all persons participating in the meeting are able to hear each other at the same time. Such communications equipment shall be readily available. Participation by such means shall constitute personal presence at a meeting.
Section 6. **Notice.** Notice of the date, time, and place of each meeting of the Members, whether annual or special, shall be given by mailing or delivering a written notice thereof to the Members, including delivery of such notice by email or other comparable electronic mail service, not less than ten (10) days prior to such meeting. Unless required by law or these by-laws, such notice need not state the purpose of the meeting.

Section 7. **Waiver of Notice.** Any Member may waive notice of any meeting by submitting a signed waiver, whether before or after the meeting. The attendance of a Member at any meeting shall constitute a waiver of notice of such meeting unless the Member protests a lack of notice prior to or at the commencement of a meeting. Neither the business to be transacted at nor the purpose of any special meeting of the Members need be specified in the waiver of notice of such meeting, unless specifically required by law.

Section 8. **Quorum and Voting.** At all meetings of the Members, there shall be present at least one-half (½) of the Members entitled to vote thereat in order to constitute a quorum for the transaction of all business. Unless a greater proportion is required by law or these by-laws, if a quorum is present at such time, the vote of a majority of the Members entitled to vote thereat shall constitute the act of the Members.

Section 9. **Action by Written Consent.** Any action required or permitted to be taken by the Members may be taken without a meeting provided that all Members consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto shall be filed with the minutes of the proceedings of the Members.

Section 10. **Limited Liability — (Separate Juridic Entity).** The Members, in accordance with Section 517 of the New York State Not-for-Profit Corporation Law, shall not be personally liable or responsible for the debts, liabilities, or obligations of the Seminary. Each of the three (Arch) dioceses is a separate and independent juridic entity under the Code of Canon Law and a separate civil corporation. None of the three (Arch) dioceses shall be liable or responsible for the debts, liabilities or obligations of St. Joseph's Seminary unless otherwise agreed.

Section 11. **Reserved Powers for the Members.** The vote of the Members shall be required for approval of certain matters, as set forth in Article XI.
Article V

Trustees

Section 1. Board of Trustees. The management of the Seminary shall be vested in a Board of Trustees. The Board of Trustees of the Seminary shall constitute its governing body and the Board of Trustees shall have and execute all the powers and perform all the duties relating to the management of the Seminary, its property, and the conduct of its affairs that are not otherwise specifically provided for in these by-laws.

Section 2. Composition of the Board of Trustees. The Board of Trustees shall consist of not less than five (5) or more than twenty-five (25) Trustees. The Archbishop shall have the right to appoint 60% of the Trustees, exclusive of the Archdiocese's ex-officio Trustees; the Bishop of Brooklyn shall have the right to appoint 20% of the Trustees; and the Bishop of Rockville Centre shall have the right to appoint 20% of the Trustees. The Members of the Seminary shall determine the exact number of Trustees from time to time. The Vicar General and the Chancellor of the Archdiocese of New York shall serve ex officio as both Members of the Seminary Corporation and as Trustees on the Board of Trustees. In addition to the two Members of the Archdiocese, who serve as ex-officio Members and Trustees, the Archbishop shall have the right to appoint thirteen (13) members to the Board of Trustees in the event the number of trustees is twenty-five (25). The Bishop of Brooklyn shall have the right to appoint five (5) trustees to the Board of Trustees in the event the number of trustees is twenty-five (25). The Bishop of Rockville Centre shall have the right to appoint five (5) trustees to the Board of Trustees in the event the number of trustees is twenty-five (25).

Section 3. Powers and Duties. The Board of Trustees shall at all times exercise its powers and perform its duties consistent with the Laws, Rules and Regulations of the Seminary (as set forth in Article II, Section 1 above) which powers and duties shall include but not be limited to the following:

1) Developing and approving annual and 5-year operating and capital budgets;

2) Establishing and annually updating the Seminary's long-range plan;

3) Developing, formulating, and adopting programs and general policies that will guide the management of the Seminary;

4) Periodically reviewing (not less than annually) the effectiveness of the Seminary's management, in priestly formation, managing Seminary operations, and implementing policies adopted and recommendations made by the Board;
5) Communicating Board policies to the Rector of the Seminary;

6) Developing a plan to maintain and improve the physical plant and grounds of the Seminary; and

7) Coordinating with the three Ordinaries in the proper operation of the Seminary.

Section 4. **Election Qualifications.** Appointed Trustees, other than *ex-officio* Trustees, shall be elected by the Members of the Seminary at the annual meeting of the Members, subject to the number of Trustees appointed by the respective Ordinaries as set forth in Section 2 above. An appointed Trustee shall generally be:

8) A practicing Catholic, if the proposed individual is a baptized Roman Catholic;

9) A person who, in the judgment of the Members, possesses integrity of character, an interest in the Seminary and its work, and the ability to contribute toward the achievement and advancement of the goals of the Seminary and is committed to maintaining and improving programs for priestly formation at the Seminary;

10) Available to attend meetings and participate in committee work and projects undertaken by the Board; and

11) Committed to upholding the Laws, Rules, and Regulations of the Seminary.

Section 5. **Term.** The term of each appointed Trustee, other than *ex-officio* Trustees, shall be for two (2) years or until such time as a successor has been appointed. A Trustee may serve not more than four (4) two (2) year terms for a total of eight (8) years. Upon the expiration of such consecutive terms, and after having not served as a Trustee of the Seminary for at least one (1) year, such Trustee shall be eligible for reelection to the Board for additional terms at the discretion of the Members.

Section 6. **Resignation.** A Trustee may resign at any time, with such resignation to be presented in writing to the Chair of the Board (as defined below) to take effect at the time specified therein or upon delivery of the resignation if no time is specified.

Section 7. **Vacancies.** In the event of a vacancy on the Board, other than *ex-officio* Trustees, a successor for the balance of the term of such vacancy may be
appointed by the respective Ordinary or by the Members of the Seminary at any meeting of the Members.

Section 8. Removal. Any or all of the Trustees may be removed with or without cause by the Members. The Board may recommend in writing to the Members removal of any or all of the appointed Trustees for cause by a two-thirds (2/3) vote of the Board.

Section 9. Annual Meeting. The annual meeting of the Board shall be held at the principal office of the Seminary at a date, time, and place to be determined by the Chair.

Section 10. Regular Meetings. In addition to the annual meeting of Trustees, the Board shall meet at least one other time as it determines or as may be fixed by the Chair, provided it is anticipated that the Board will meet at least twice a year.

Section 11. Special Meetings. A special meeting of the Trustees may be held whenever the Chair or a majority of the Trustees shall deem it necessary.

Section 12. Participation in Meetings. Trustees of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a telephone conference or similar communications equipment in such a way that all persons participating in the meeting are able to hear each other at the same time. Such communications equipment shall be readily available. Participation by such means shall constitute personal presence at a meeting.

Section 13. Notice. Notice of the time and place of each meeting of the Board, whether annual, regular, or special shall be given by mailing or delivering a written notice thereof to the Trustees, including delivery of such notice by email or other comparable electronic mail service, not less than ten (10) days prior to such meeting. Unless required by law or these by-laws, such notice need not state the purpose of the meeting.

Section 14. Waiver of Notice. A Trustee may waive notice of any meeting by submitting a signed waiver either before or after the meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, unless the Trustee protests the lack of notice prior to or at the commencement of such meeting. Neither the business to be transacted at nor the purpose of any special meeting of the Board need be specified in the waiver of notice of such meeting unless specifically required by law.
Section 15. **Quorum and Voting.** At all meetings of the Board, there shall be present at least one-half (½) of the Trustees then in office so as to constitute a quorum for the transaction of all business. Unless a greater proportion is required by law or by these by-laws, the vote of a majority of the Trustees present at the time of the vote, if a quorum is present at such time, shall constitute the act of the Board.

Section 16. **Action by Written Consent.** Any action required or permitted to be taken by the Board or any committee(s) thereof may be taken without a meeting if all members of the Board or committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto shall be filed with the minutes of the proceedings of the Board or the committee(s).

**Article VI**

**Annual Report of Trustees to Members**

The Board shall present at the annual meeting of the Members the Annual Report of Trustees (the “Report”) that includes a summary of Seminary projects over the past academic year, including, but not limited to, academics and finances. In accordance with Section 519 of the New York State Not-for-Profit Law, the Report shall also include a financial report which is prepared in accordance with generally accepted accounting principles (“GAAP”), certified by an independent public or certified public accountant or a firm of such accountants selected by the Board, verified by the Treasurer, and accepted by the Board, showing in appropriate detail the information that is required by said Section. The Report of Trustees shall also include a written evaluation of the Rector of the Seminary as prepared by the Executive Committee under the supervision of the Chair and presented to the Board for approval. The Annual Report of Trustees shall be filed with the records of the Seminary, and either a copy or an abstract thereof shall be entered in the minutes of the proceedings of the annual meetings of the Members.

**Article VII**

**Officers**

Section 1. **Election.** The officers of the Seminary shall be a Chair, a Vice Chair, a Rector, a Secretary, a Treasurer, and such other officers as the Board shall designate (Assistant Secretary, Assistant Treasurer, etc.). The Chair shall be appointed by the Members. All officers, other than the Rector, shall be members of the Board of Trustees or the Members. The Rector is not a member of the Board of Trustees.
Section 2. Term. The officers, other than the Chair, shall hold office for one (1) year or until their successors have been elected.

Section 3. Appointment. At any meeting, the Board may designate such additional officers, including Assistant Secretaries, Assistant Treasurers, and such agents and employees, with such titles, authorities, and duties as is deemed advisable. The Board shall set the terms and conditions of any such appointment.

Section 4. Resignation. An officer may resign at any time, with such resignation to be presented in writing to the Chair and to take effect at the time specified therein or upon delivery of the resignation if no time be specified. The Chair shall present such resignation to the Secretary of the Board and the Members.

Section 5. Vacancies. In the event that a vacancy occurs during the term of any officer other than the Vice Chair, who will always be appointed by the Members, the Board may appoint an individual to fill such vacancy for the remaining term of office. In the event that a vacancy occurs during the term of the Chair, the Members may appoint an individual to fill such vacancy for the remaining term of office.

Section 6. Removal. The officers elected or appointed by the Board may be recommended for removal with or without cause by a vote of two-thirds (2/3) of the Board, provided that written notice is given to the Members for final approval and decision.

Article VIII

Powers and Duties of Officers

Section 1. Chair. The Chair, or a Trustee designated by him, shall preside at meetings of the Board and be an ex-officio member of all committees of the Seminary. The Chair shall supervise the preparation of the annual written evaluation of the Rector. In the absence or disability of the Chair, the designated Vice Chair shall serve as Chair for that meeting.

Section 2. Vice Chair. The Vice Chair shall have such powers and perform such duties as may be assigned by the Chair. In the absence or disability of the Chair, the Vice Chair shall serve as Chair for that meeting.

Section 3. Rector. The Rector shall be appointed by the Members of the Seminary. The Rector shall have charge, oversight, and responsibility for the day to day operations of the Seminary under the general oversight of the Board. The Rector shall
be the liaison between the Board of Trustees and the Members of the Seminary. The Rector shall be responsible for carrying into effect the policies, programs, and resolutions approved or adopted by the Board for the conduct and management of the affairs of the Seminary.

Section 4. Secretary. The Secretary shall conduct all official correspondence of the Seminary, keep the minutes of all meetings of the Board, and give notice of all meetings. When authorized by the Board, the Secretary shall affix the corporate seal to all instruments requiring it, and keep such other records and perform such other duties as may be assigned to the Secretary by the Chair, the Board, or these by-laws.

Section 5. Treasurer. The Treasurer shall oversee the custody and care of all the funds and securities of the Seminary, and oversee as well the responsibility for all receipts and disbursements. The Treasurer shall oversee the keeping of the accounts of the Seminary, including the receipt of all monies, endorsements of checks for collection, and deposits of the corporate funds to the credit of the Seminary in such depositories as the Board may designate. In accord with resolutions adopted from time to time by the Board, the Treasurer shall be empowered to sign all checks, evidences of indebtedness, or other instruments for or on behalf of the Seminary, pay all bills and accounts, and preserve proper vouchers for such payments. The Treasurer shall keep or cause to be kept an accurate account of receipts and expenditures.

The Treasurer shall present a report of the financial status of the Seminary annually or whenever so requested by the Members or the Chair. The account of the Seminary shall be audited annually by an independent outside auditor.
Article IX

Proxies

Any Member may designate in writing a proper person to act as proxy for said Member at a meeting of the Members or Board of Trustees of the Seminary. However, no person may serve as proxy for an appointed Trustee of the Seminary Corporation.

Article X

Committees

Section 1. Standing Committees of the Board. The Board of Trustees shall establish and designate, from among its members, Executive, Finance, Buildings and Grounds, Academic and Formation, and Development Committees, and may, as well, establish and designate, from among its members, a Nominating Committee. The Executive, Finance, Buildings and Grounds, Academic and Formation and Development Committees shall be the standing committees of the Board. In addition to any ex-officio Committee members, each such committee shall consist of at least two (2) Trustees selected and appointed by the Chair and approved by the Board, and each shall have such authority of the Board as may lawfully be delegated to a committee by a resolution of designation, except for the powers of removal from office.

1) Executive Committee. The Chair shall also be the chair of the Executive Committee. The members of the Executive Committee shall include, but need not be limited to the Officers of the Seminary and Board committee chairs. The Executive Committee shall be charged to act on behalf of the Board on matters needing Board attention during the time between Board meetings. In the event there is no Nominating Committee, the Executive Committee shall identify and recommend new trustees to the Board. The Executive Committee, under the leadership of the Chair, is charged with ensuring the preparation and review of the Report of Trustees to the Members, including the written evaluation of the Rector of the Seminary. The Executive Committee shall assume those functions ordinarily assumed by other Board committees if such committees are not established. Any action of the Executive Committee shall be reported for ratification at the next meeting of the Board. The Archbishop of New York, the Bishop of Brooklyn and the Bishop of Rockville Centre or their designated proxy trustee shall be ex-officio members of the Executive Committee.
2) **Finance Committee.** The Finance Committee shall oversee annual budget preparations, recommend such budget for approval by the Board, and monitor on a monthly basis the achievement of budgetary goals. The Finance Committee shall also meet with auditors annually to receive and review financial statements. The Finance Committee shall also have such other purposes, functions, duties, and authority as the Board shall determine. The Archbishop of New York, the Bishop of Brooklyn and the Bishop of Rockville Centre or their designated proxy trustee shall be *ex-officio* members of the Finance Committee.

3) **Building and Grounds Committee.** The Building and Grounds Committee shall assess the need for capital improvement, prioritize these needs, and plan for carrying them out while reporting on same to the Trustees. The Building and Grounds Committee shall also have such other purposes, functions, duties, and authority as the Board may determine.

4) **Academic and Formation Committee.** The Academic and Formation Committee shall monitor program implementation and quality, as well as assess possibilities for program enrichment and expansion; compliance with the Laws, Rules, and Regulations; and progress with the strategic plan while reporting on same to the Trustees. The Academic and Formation Committee shall also have such other purposes, functions, duties, and authority as the Board may determine.

5) **Development Committee.** The Development Committee shall oversee the preparation and implementation of plans for attracting necessary philanthropic and other resources needed to sustain and enhance the fulfillment of the Seminary’s programs and mission including responsibility for enhancing public awareness of the Seminary’s programs. The Development Committee shall also have such other purposes, functions, duties, and authority as the Board may determine.

Section 2. **Special Committees of the Board.** The Board may designate such Special Committees of the Board as it deems advisable. The member(s) of a Special Committee shall be appointed by the Chair from among the Trustees and require Board approval. Each Special Committee of the Board shall have only the powers specifically and lawfully delegated to it by the Board in a resolution of designation.

Section 3. **Committee Minutes and Reports.** Each committee of the Board shall keep minutes of its proceedings and report thereon to the Board.

Section 4. **Quorum and Voting.** Unless otherwise provided in a resolution of the Board designating a committee, a majority of the committee shall constitute a quorum. If a quorum is present, the act of a majority shall constitute the act of the committee.
Section 5. **Committee Chair.** Except where otherwise provided in these by-laws, a resolution of the Board designating a committee may either appoint the chair thereof or authorize the Chair to do so. In the absence of such appointment or authorization, the committee shall elect its own chair.

Section 6. **Rules.** Each committee may adopt rules for its own governance not inconsistent with these by-laws or with any rules that may be adopted by the Board.

Section 7. **Terms.** All committees of the Board and all members thereof shall serve at the will of the Board. Each member of any such committee shall serve until the next annual meeting of the Board and until a successor is appointed.

Section 8. **Eligibility for Committees.** Unless otherwise provided for in these by-laws, a Trustee shall be eligible to serve on one or more committees. The Chair may invite participation of persons who are not Trustees of the Seminary to serve on committees. However, any member of a committee who is not a Trustee may not vote. The Chair shall be an ex-officio member of all committees. The Rector may participate in any committee meeting as requested by the committee. The Chair may authorize and direct staff members of the Seminary to serve as advisors of or consultants to a committee.

**Article XI**

**Reserved Powers**

Section 1. **Actions Requiring a Majority Vote of the Members.** Taking into consideration the recommendations of the Board of Trustees of the Seminary and in accordance with the provisions of the New York State Not-for-Profit Corporation Law, the vote of a majority of the Members then in office at their annual, regular, or special meetings held upon notice of the proposed action(s) shall be required for the following actions:

1) Election of Trustees of the Seminary;

2) Election of the Chair of the Board of Trustees;

3) Any amendment to the charter, by-laws, or mission statement of the Seminary;
accordance with such plan, the Board shall, after paying or making provision(s) for the payment of all of the liabilities of the Seminary, distribute the remaining assets of the Seminary for a similar use or purpose to such organization(s) affiliated with the Archdiocese of New York and organized and operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code as the same shall then be in force or the corresponding provision of any future United States Internal Revenue Law as the Board, with the approval of the Members of the Seminary, and the written consent of the Archbishop shall determine. The dissolution of the Seminary and any distribution(s) of its assets thereto shall be subject to any laws then in force as may require the approval thereof or consent thereto by any court/judge or of any governmental department, agency, or official having jurisdiction thereof.

Article XIII

Indemnification and Insurance

Section 1. Authorized Indemnification. The Seminary shall indemnify any person (if deceased, such person’s estate, or if a guardian has been appointed by a court for such person, such guardian; each an “Indemnified Person”) as is required by law. Unless clearly prohibited by law or Section 2 of this Article XIII, and as determined in accordance with Section 5 of this Article XIII, the Seminary may indemnify any Indemnified Person made or threatened to be made a party in any action or proceeding whether civil, criminal, administrative, investigative, or otherwise, including any action by or in the right of the Seminary by reason of the fact that such person (if deceased, such person’s estate, or if a guardian has been appointed by a court for such person, such guardian), whether before or after adoption of this section, is or was a Member, Trustee, or Officer of the Seminary or, in addition, is serving or has served in any capacity at the request of the Seminary as a Member, Trustee, or Officer of any other corporation or any partnership, joint venture, trust employee benefit plan, or other enterprise. The indemnification may be against all judgments, fines, penalties, amounts paid in settlement (provided the Seminary shall have consented to such settlement), and reasonable expenses, including attorneys’ fees and costs of investigation(s) incurred by an Indemnified Person with respect to any such threatened or actual action or proceeding and any appeal thereof.

Section 2. Prohibited Indemnification. The termination of a civil or criminal action or proceeding by judgment, settlement, or conviction, or upon a plea of nolo contendere or its equivalent shall not in itself create a presumption that any such Trustee or Officer did not act in good faith for a purpose which such person reasonably believed to be in the best interest of the Seminary or for which such person had
reasonable cause to believe that his/her conduct was unlawful. Notwithstanding the foregoing, the Seminary shall not indemnify any person if a judgment or other final adjudication adverse to the Indemnified Person (or to the person whose actions are the basis for the action or proceeding) establishes or the Board in good faith determines that such person’s acts were committed in bad faith or were the result of active and deliberate dishonesty and were material to the cause of action so adjudicated or that such person personally gained in fact a financial profit or other advantage to which such person was not legally entitled.

Section 3. Advancement of Expenses. The Seminary may, at the request of an Indemnified Person, pay or promptly reimburse his/her reasonably incurred expenses in connection with a threatened or actual action or proceeding prior to its final disposition. However, no such advancement of expenses shall be made unless the Indemnified Person makes a binding, written commitment to repay the Seminary, with interest, for any amount advanced and for which it is ultimately determined that such person is not entitled to be indemnified under the law or Section 2 of this Article XIII. An Indemnified Person shall cooperate in good faith with any request by the Seminary that common legal counsel be used by the parties to such action or proceeding who are similarly situated, unless it would be inappropriate to do so because of actual or potential conflicts of interest between/among the parties.

Section 4. Indemnification of Others. Unless clearly prohibited by law or Section 2 of this Article XIII, the Board may approve the indemnification as set forth in Section 1 of this Article XIII or advancement of expenses as set forth in Section 3 of this Article XIII to a person (if deceased, such person’s estate, or if a guardian has been appointed by a court for such person, such guardian) who is or was employed by the Seminary or who is or was a volunteer for the Seminary and is made or threatened to be made a party to any action or proceeding by reason of the fact of such employment or volunteer activity, including actions undertaken in connection with service at the request of the Seminary in any capacity for any other seminary corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise.

Section 5. Determination of Indemnification. Indemnification mandated by a final order of a court with competent jurisdiction is to be paid. After termination or disposition of any actual or threatened action or proceeding against an Indemnified Person, and if indemnification has not been ordered by a court, the Board shall, upon written request by the Indemnified Person, determine whether and to what extent indemnification is permitted pursuant to these by-laws. The Board shall authorize any such indemnification by resolution. Before indemnification can occur, the Board must explicitly find that such indemnification will not violate the provisions of Section 2 of this Article XIII. No Trustee with a personal interest in the outcome or who is a party to such actual or threatened action or proceeding concerning which
indemnification is sought shall participate in this determination. If a quorum of disinterested Trustees is not obtainable, the Board shall act only after having received a written opinion from an independent legal counsel that such indemnification is proper in the circumstances under then applicable law and these by-laws.

Section 6. Insurance. The Seminary shall purchase Trustees' and Officers' liability insurance as is authorized and approved by the Board. To the extent permitted by law, such insurance may insure the Seminary for any obligation it incurs as a result of this Article XIII or operation of law, and it may also directly insure Members, Trustees, Officers, employees, or volunteers of the Seminary for liabilities against which they may not be indemnified under this Article XII, as well as for liabilities against which they may be indemnified by the Seminary.

Section 7. Nonexclusive Rights. The provisions of this Article XIII shall not limit or exclude any other rights to which any person may be entitled under law or contract. The Board is authorized to enter into agreements on behalf of the Seminary with any Member, Trustee, Officer, employee, or volunteer, providing them rights to indemnification or advancement of expenses in connection with potential indemnification in addition to the provisions therefore in this Article XIII, subject in all cases to the limitations of Section 2 of this Article XIII.

Article XIV

Conflict of Interest

In accordance with Article 7 of the New York State Not-for-Profit Corporation Law for the purposes of this Article XIV, a Member, Trustee, Officer, committee member, professional staff member, or other employee or agent of the Seminary (each an “Interested Person”) shall be deemed to have a conflict of interest in a contract or other transaction if such person is the party, one of the parties, or directly related to a party contracting or dealing with the Seminary or is a Member, Trustee, Officer, committee member, professional staff member, other employee or agent of, or has a material financial interest or influence in the entity contracting or dealing with the Seminary (each, a “Conflict of Interest”).

An Interested Person having a conflict of interest in a contract or other transaction presented to the Board for authorization, approval, or ratification shall make a prompt, full, and frank disclosure of such person's interest to the Board prior to its acting on such contract or transaction in conformance with the Seminary’s conflicts of interest policy and procedure. No contract or other transaction between the Seminary and an Interested Person in which there exists a conflict of interest shall be either void
or voidable for this reason alone or by reason alone that such Interested Person is present at the meeting of the Board or of a committee thereof which authorizes such contract or transaction or by reason that such Interested Person’s vote is counted for such purpose if the material facts as to such Interested Person’s interests in such contract or transaction are disclosed in good faith or are known to the Board or committee, and same Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such Interested Person.

Article XV

Non-Discrimination

The Seminary shall not, in carrying out its purposes as set forth in the Seminary’s Charter and in its practices, engage in discrimination against or harassment of any person in violation of the provisions of applicable state and federal laws or the Seminary’s policies, including but not limited to, anything connected with recruitment, appointment, promotion, transfer, salary, training and development, demotion, and removal. Consistent with its purpose and mission to promote priestly formation and prepare candidates for the priesthood, the Seminary reserves the right, consistent with the ministerial exception to the discrimination laws, to hire Catholic priests and Catholic lay men and women.
UNANIMOUS WRITTEN CONSENT
OF THE MEMBERS OF
ST. JOSEPH'S SEMINARY AND COLLEGE
(Seminary Bylaws Revision)

The undersigned, being all the Members of the St. Joseph’s Seminary and College (the “Seminary”), do hereby, pursuant to Section 614 of the Not-for-Profit Corporation Law, (1) consent to the adoption, without a meeting thereof, of the resolutions set forth below, and (2) direct this instrument to be filed with the minutes of the proceedings of said Trustees.

WHEREAS, the Members of the Seminary proposed revisions to the Seminary’s Bylaws on December 1, 2015; and

WHEREAS, the proposed Bylaws were circulated to the Seminary’s Board of Trustees for their review on March 4, 2016; and

WHEREAS, following receipt of comments from the Board of Trustees, the revised by-laws have been finalized for Member approval.

NOW THEREFORE, BE IT:

RESOLVED, that the proposed form Bylaws (Attachment A) attached hereto be, and it hereby is, authorized and adopted as the Bylaws of the Seminary, effective May 1, 2016.

IN WITNESS WHEREOF, the undersigned have executed this consent as of the date indicated below. Consent to this resolution shall be effective if executed in counterparts.

Date: April 8, 2016

His Eminence, Timothy Cardinal Dolan

Most Reverend Nicholas DiMarzio

Most Reverend William Murphy

Reverend Monsignor Gregory Mustaciuolo

Reverend Monsignor Gregory Mustaciuolo
UNANIMOUS WRITTEN CONSENT
OF THE MEMBERS OF
ST. JOSEPH’S SEMINARY AND COLLEGE

(Seminary Bylaws Revision)

The undersigned, being all the Members of the St. Joseph’s Seminary and College (the “Seminary”), do hereby, pursuant to Section 614 of the Not-for-Profit Corporation Law, (1) consent to the adoption, without a meeting thereof, of the resolutions set forth below, and (2) direct this instrument to be filed with the minutes of the proceedings of said Trustees.

WHEREAS, the Members of the Seminary proposed revisions to the Seminary’s Bylaws on December 1, 2015; and

WHEREAS, the proposed Bylaws were circulated to the Seminary’s Board of Trustees for their review on March 4, 2016; and

WHEREAS, following receipt of comments from the Board of Trustees, the revised by-laws have been finalized for Member approval.

NOW THEREFORE, BE IT:

RESOLVED, that the proposed form Bylaws (Attachment A) attached hereto be, and it hereby is, authorized and adopted as the Bylaws of the Seminary, effective May 1, 2016.

IN WITNESS WHEREOF, the undersigned have executed this consent as of the date indicated below. Consent to this resolution shall be effective if executed in counterparts.

Date: April 8, 2016

His Eminence, Timothy Cardinal Dolan

Most Reverend William Murphy

Most Reverend Nichola

Reverend Monsignor Gregory Mustaciuolo

Reverend Monsignor Gregory Mustaciuolo

Most Reverend Nicholas DiMarzio
UNANIMOUS WRITTEN CONSENT
OF THE MEMBERS OF
ST. JOSEPH’S SEMINARY AND COLLEGE

(Seminary Bylaws Revision)

The undersigned, being all the Members of the St. Joseph’s Seminary and College (the “Seminary”), do hereby, pursuant to Section 614 of the Not-for-Profit Corporation Law, (1) consent to the adoption, without a meeting thereof, of the resolutions set forth below, and (2) direct this instrument to be filed with the minutes of the proceedings of said Trustees.

WHEREAS, the Members of the Seminary proposed revisions to the Seminary’s Bylaws on December 1, 2015; and

WHEREAS, the proposed Bylaws were circulated to the Seminary’s Board of Trustees for their review on March 4, 2016; and

WHEREAS, following receipt of comments from the Board of Trustees, the revised by-laws have been finalized for Member approval.

NOW THEREFORE, BE IT:

RESOLVED, that the proposed form Bylaws (Attachment A) attached hereto be, and it hereby is, authorized and adopted as the Bylaws of the Seminary, effective May 1, 2016.

IN WITNESS WHEREOF, the undersigned have executed this consent as of the date indicated below. Consent to this resolution shall be effective if executed in counterparts.

Date: April 8, 2016

His Eminence, Timothy Cardinal Dolan
Most Reverend Nicholas DiMarzio

Most Reverend William Murphy
Rev. Monsignor Gregory Mustaciuolo
Sources Consulted

A Faculty and Administrative Handbook for members of the faculty and administration of the seminary is called for in *The Program For Priestly Formation* (USCCB, 5th ed., 2006) of the National Conference of Catholic Bishops. The material in this Handbook relies heavily on *The Program For Priestly Formation*. In addition, what is set forth in this Handbook is to be interpreted in the light of the following:

Sources/Abbreviations – texts of documents can be found at either: www.vatican.va or at www.usccb.org

- Benedict XVI. *Letter to Seminarians* (18 October 2010)
- *Codex canonum ecclesiarum orientalium* (CCEO) – 1990
- *Codex iuris canonici* (CIC) – 1983
- Saint John Paul II. *Christifideles laici* (CL) Post-Synodal Apostolic Exhortation (30 December 1988)
- *Pastores dabo vobis* (PDV) Post-Synodal Apostolic Exhortation (25 March 1992)
- *Sapientia christiana* (SC) Apostolic Constitution (29 April 1979)
- *New American Bible* (NAB)

Sources for Academic Freedom in Catholic seminaries and universities

- *Lumen gentium*, Dogmatic Constitution on the Church of the Second Vatican Council
- *Dei Verbum*, Dogmatic Constitution on Divine Revelation of the Second Vatican Council
- *Gravissimum educationis*, Declaration on Christian Education of the Second Vatican Council
- *Optatam totius*, Decree on Priestly Formation of the Second Vatican Council
- *Sapientia christiana*, Apostolic Constitution of Saint John Paul II (April 15, 1979)
- The Code of Canon Law, 1983

69
• *Ex corde ecclesiae*, Apostolic Constitution of Saint John Paul II on Catholic Universities (August 15, 1990) and the norms for implementation of the NCCB (November, 1999)
• *The Program of Priestly Formation*, NCCB, 5th edition, 2006
• *Pastores dabo vobis*, Post-Synodal Apostolic Exhortation of Saint John Paul II (March 25, 1992)
• *Norms for Priestly Formation*, 1993.