

TABLE OF CONTENTS

TABLE OF CONTENTS	i
--------------------------------	---

PREFACE	vii
----------------------	-----

SECTION I

INTRODUCTION	I-1
---------------------------	-----

A. Mission Statement.....	I-2
B. Institutional Purposes	I-2
Human Formation.....	I-2
Spiritual Formation.....	I-3
Intellectual Formation.....	I-3
Pastoral Formation.....	I-4
C. Historical Sketch.....	I-5
The Foundation and the Vision.....	I-5
A School for Its Time	I-5
Changes in Scope and Emphasis.....	I-5
Focus on the Seminary College.....	I-6
The Future	I-7

SECTION II

GOVERNANCE STRUCTURES, ADMINISTRATIVE BODIES AND ADVISORY BODIES	II-1
---	------

A. Governance Structures.....	II-1
1. The Board of Trustees	II-1
2. The Abbot-Chancellor.....	II-2
3. The Board of Regents	II-2
B. Administrative Bodies.....	II-2
1. The President-Rector	II-2
2. The President-Rector's Cabinet.....	II-3
3. The Board of Deans	II-3
4. The Faculty-Staff Assembly	II-4
5. Admissions Committee	II-4
6. The Human Formation Team	II-5
C. Advisory Bodies	II-5
1. The Academic Affairs Committee	II-5
2. The Alumni Board Of Directors.....	II-6
3. The Advisory and Review Board for the College Handbook.....	II-6

4. The Committee on Academic Admissions, Probations and Dismissals	II-7
---	------

SECTION III

ROLE DESCRIPTIONS..... III-1

A. Central Administration	III-1
1. The President-Rector	III-1
2. The Vice Rector	III-3
3. The Director of Administration	III-3
B. Intellectual Formation	III-6
1. The Academic Dean	III-6
2. Department/Division Chairperson.....	III-8
3. Faculty Member	III-9
4. Academic Advisor	III-11
5. The Registrar.....	III-12
6. The Director of Cultural and Artistic Affairs	III-14
7. The Director of Drama.....	III-15
8. The Director of Academic Leaders Program.....	III-16
C. Human Formation.....	III-17
1. The Dean of Students.....	III-17
2. Chaplain	III-19
3. The Director of Pastoral Formation	III-20
4. The Director of Counseling Services.....	III-21
5. The Director of the Wellness Program	III-22
6. The Director of Student Activities	III-22
D. Spiritual Formation.....	III-23
1. The Director of Spiritual Formation	III-23
2. Spiritual Director	III-24
3. The Director of Liturgy	III-25
4. The Associate Director of Liturgy (Music)	III-27
5. The Associate Director of Liturgy (Catechesis). III-28	
E. College Services.....	III-28
1. The Director of Mission and Admissions	III-28
2. The Director of Financial Aid	III-30
3. The Director of the Deacon Formation Program.....	III-31
4. The Director of International Students.....	III-32
5. The Librarian	III-33
6. The Assistant Librarian	III-34
7. Technical Services Librarian.....	III-35
8. Library Clerk (Administration)	III-35
9. The Director of Textbook Services.....	III-35
10. Archivist.....	III-36

F. Contractual Relations	III-37
1. The Business Manager	III-37
2. The Treasurer.....	III-38
3. The Director of Environmental Services and Safety	III-38
4. The Director of Health Services.....	III-39
5. The Director of Food Services	III-40
6. The Director of Development.....	III-41
7. The Director of Alumni Relations	III-42
8. The Director of Information Technology Services	III-42

SECTION IV

POLICIES AND PROCEDURES..... IV-1

A. Faculty and Staff Status	IV-1
1. Faculty.....	IV-1
2. Staff.....	IV-1
3. Dual Roles.....	IV-1
4. Monastic Faculty and Staff.....	IV-1
B. Policies and Procedures Common to Faculty and Staff.....	IV-2
1. The Recruitment and Appointment of Faculty and Staff	IV-2
2. Salaries.....	IV-2
2.1 Responsibilities for Salary Arrangements	IV-2
2.2 Approval Process for Salaries	IV-2
2.3 Initial Salary Arrangements.....	IV-2
2.4 Annual Adjustment Arrangements	IV-3
2.5 Special Adjustments	IV-3
2.6 Salary Procedures	IV-3
2.6.1 Payday.....	IV-3
2.6.2 Payroll Deductions.....	IV-3
2.6.3 Garnishments.....	IV-4
3. Faculty and Staff Benefits	IV-4
3.1 Benefit Programs.....	IV-4
3.1.1 Medical and Dental Insurance ..	IV-4
3.1.2 Retirement Plan.....	IV-4
3.1.3 Social Security.....	IV-5
3.1.4 Holidays	IV-5
3.1.5 Short Term Disability.....	IV-5
3.1.6 Long Term Disability.....	IV-6
3.1.7 Family and Medical Leave	IV-6
3.1.8 Military Leave	IV-6
3.1.9 Jury/Witness Duty	IV-6
3.2 Funds for Professional Activities.....	IV-6

4. General Policies	IV-7
4.1 Americans With Disabilities	IV-7
4.2 Continuing Education Courses.....	IV-7
4.3 Drug-Free Workplace	IV-7
4.4 Harassment	IV-7
4.5 Sexual Misconduct.....	IV-8
4.6 Illegal, Improper, or Fraudulent Acts	IV-8
4.7 Favoritism.....	IV-8
4.8 Privacy.....	IV-8
4.9 Safety and Security	IV-9
4.9.1 Safety	IV-9
4.9.1.1 Emergency	
Procedures.....	IV-9
4.9.1.2 Workers’	
Compensation.....	IV-9
4.9.2 Security.....	IV-9
4.9.2.1 Vehicles.....	IV-10
4.9.2.2 Parking	IV-10
5. Travel and Expenses	IV-10
6. Outside Employment Policy	IV-10
7. Faculty and Staff Access to Official	
Student Records	IV-10
8. Confidentiality.....	IV-11
8.1 Regarding the Right to Privacy	IV-11
8.2 Principles regarding the Right to Know	IV-12
8.3 Other Cases	IV-12
9. Absence and Lateness	IV-13
10. Extended Illness	IV-13
11. Leaves of Absence.....	IV-14
12. Letters of Recommendation for Students	IV-14
13. Grievance Procedures	IV-15
13.1 Complaints and Grievances.....	IV-15
13.1.1 Informal Resolution	IV-15
13.1.2 Formal Resolution	IV-15
13.1.3 Provisions	IV-15
13.2 Alleged Acts of Discrimination.....	IV-16
13.2.1 Informal Resolution	IV-16
13.2.2 Formal Resolution	IV-16
13.2.3 Provisions	IV-16
13.2.4 Appeal to the Abbot	IV-17
14. Inclusive Language.....	IV-17
15. Faculty/Staff Conduct.....	IV-17
15.1 Attendance, Absences, Tardiness	IV-17
15.2 Appearance and Attire.....	IV-17
15.3 General Guidelines.....	IV-17
16. Discipline	IV-18

C. Policies Specific to Faculty.....	IV-18
1. Faculty Credentials	IV-18
2. The Search Process for Faculty Members.....	IV-19
3. The Renewal of Contracts for Non-Monastic Faculty	IV-20
4. Term of Appointment.....	IV-20
5. Full-Time and Part-Time Status.....	IV-20
6. Faculty Ranks	IV-21
7. Authority to Make Designation of Rank and Promotions.....	IV-22
8. Criteria for Retention and Promotion	IV-22
9. Process for Designation of Rank and Promotions.....	IV-22
10. Adjunct Faculty.....	IV-22
11. Visiting Faculty	IV-23
12. Non-Teaching Faculty.....	IV-23
13. Curriculum Development	IV-23
14. Academic Advising.....	IV-23
15. Course Syllabi	IV-23
16. Participation in Faculty Meetings and Other Activities	IV-24
17. Presence on Campus	IV-24
17.1 Attendance, Absences, Tardiness	IV-24
18. Faculty Development and Review.....	IV-25
19. Sabbatical Policy	IV-26
20. Non-renewal of Contract.....	IV-26
21. Termination of Contract	IV-27
22. Academic Freedom	IV-28
D. Policies Specific to Staff.....	IV-29
1. Employment Status and Work Schedule.....	IV-29
2. New Hires.....	IV-29
3. Eligibility for Benefits	IV-29
4. Meal and Break Periods.....	IV-29
5. Staff Member Records	IV-30
6. Separation Procedures.....	IV-30
7. Flextime	IV-31
8. Medical/Dental Leave.....	IV-31
9. Leave of Absence	IV-31
10. Reduction in Staff.....	IV-32
11. Evaluation.....	IV-32
12. Attendance, Absences, Tardiness.....	IV-32

SECTION V

SUPPORT SERVICES PROVIDED BY

CONCEPTION ABBEY V-1

- A. The Business and Treasury Offices V-1
 - 1. Benefits Administration V-1
 - 2. Administrative Services V-3
- B. The Development Office V-4
- C. The Financial Aid Office V-5
- D. Conception Gift Shop V-5
- E. Textbook Services V-6
- F. Department of Environmental Services & Safety V-6
- G. The Abbey Kitchen V-6
- H. Health Care Center V-7
- I. The Abbey Guest Center V-7
- J. The Printery House V-7
- K. Conception Abbey Archives V-8

APPENDICES AP-1

- A. Campus Map AP-1
- B. Handbook of Employment Policies
 Conception Abbey, Inc. AP-2
- C. Program of Protection for Children and Other
 Vulnerable Persons Conception Abbey, Inc. AP-3
- D. Organizational Chart of
 Conception Abbey AP-4
- E. The Articles of Incorporation of
 Conception Abbey, Inc. AP-5
- F. The By-Laws of Conception Abbey, Inc. AP-6



Faculty – Staff Handbook

Approved on February 15, 2024 by the President-Rector with the counsel and consent of the faculty and staff of Conception Seminary College.

PREFACE

The Conception Seminary College Handbook has been prepared to meet the need for a clear articulation of the College's mission and objectives and for more precise descriptions of the responsibilities and privileges of the faculty and staff.

The Handbook is divided into five sections for ease of reference. The mission statement appears in Section I, along with a statement of institutional purposes and specific objectives as well as a brief historical sketch of Conception Abbey and Seminary College. Section II contains a fuller description of the College's governance structure. Section III contains role descriptions of individual offices and positions. Section IV, on policies and procedures, addresses both the need to provide equitable policies for all faculty and staff and the need to foster among the faculty and staff as a whole a sense of the common enterprise in the work of priestly formation. Section V describes the support services of the College.

Production of the Handbook and subsequent revisions are collaborative efforts from start to finish. While actual research and writing rests with a committee appointed by the President-Rector, the work is presented step-by-step to the Faculty-Staff Assembly and the College's Board of Deans for suggestions, corrections, and approval. Final approval rests with the Abbot's Council and the Board of Trustees (or their delegate).

The Handbook is intended to serve several purposes: it is a source of valuable information for new members of the faculty and professional staff regarding both general operations and the place of each faculty member within the institution at large; it is a reference tool for situations requiring clarification of responsibility or procedure; and it provides a public means of assessing accountability. It cannot be expected to solve all problems or address every imaginable situation that might arise. It is rather to be considered a working tool to assist members of the faculty and staff of Conception Seminary College to fulfill their responsibilities more effectively. For non-monastic faculty and staff, the *Handbook of Employment Policies* issued by the Business Office of Conception Abbey, Inc., is an important complement to this Handbook and should be referred to in conjunction with it.

The Handbook has been edited with the aim of producing readable, non-technical prose. It uses standard terminology for academic titles, functions, etc. and attempts to set forth policies in terms flexible enough to accommodate a wide range of situations yet clear enough to ensure equitable treatment. Care has been taken to avoid language that may be misconstrued as discriminatory.

SECTION I INTRODUCTION

Conception Seminary College is dedicated to the holistic formation of young men in the qualities that are appropriate for a future priest in the Roman Catholic Church. It welcomes men who, believing that they may have been so called, are ready to undertake the task of learning and preparing.

Essential to Conception Seminary College's philosophy is the desire to integrate for each student the various elements of his formation in such a way as to promote the religious ideals of community, generosity and spiritual depth. Every aspect of the program – whether spiritual, liturgical, academic, social or apostolic – is directed toward the development of a Christ-like person who, when called, can accept the priesthood honestly and can perform its functions with a notable degree of integrity and success.

While not all who enter seminary will become priests, the type of learning that leads to creative and responsible ministry is no less valuable in other walks of life. By providing a solid liberal arts education that is broad in outlook but structured in approach, Conception Seminary College believes it can help the seminarian not only to discover whether he is being called to the priesthood but also to develop his abilities for serving the people of God, whether as a priest or as a dedicated Catholic layman.

Source of Direction

Conception Seminary College follows the Church's directions for priestly formation as stated in the documents of the Second Vatican Council and implemented in the directives of the United States Conference of Catholic Bishops *Program of Priestly Formation, Sixth Edition*. In addition, Conception Seminary College's academic program is shaped by insights from the world of higher education.

The ideals and goals of Conception Seminary College owe much of their inspiration to the wisdom of the past. They are rooted in the Benedictine tradition and are animated, before all else, by the life, teaching and presence of Jesus Christ.

A. Mission Statement

The Mission of Conception Seminary College is the preparation of candidates for ordained ministry in the Roman Catholic Church through human, spiritual, intellectual and pastoral formation in the Benedictine tradition.

B. Institutional Purposes

In order to fulfill its mission, Conception Seminary College seeks to:

- (1) provide a holistic liberal arts approach to education, one in which human, spiritual, academic, and pastoral formation programs complement one another;
- (2) respond to needs of the Church in preparing prospective ministers;
- (3) provide the human, financial and learning resources essential to its formational endeavors; and
- (4) maintain a qualified faculty, a useful and supportive library and effective administrative practices.

The purpose of the Human Formation Program is to assist the seminarian in developing his character and personality so that he becomes for others a bridge to Christ by a threefold progression of knowledge of self, acceptance of self and gift of self. In embracing his own humanity and conforming himself to the full humanity of Jesus Christ, the seminarian becomes more the person God has called him to be. In developing an integral and relational humanity, he becomes a persuasive, thoughtful, credible, and generous minister in all that he says and does. Through this process he properly prepares himself for the priestly vocation and is able to offer his life in service to others. The objectives of human formation are realized when a seminarian becomes:

- (1) a generous man of communion ready to engage with a diversity of persons;
- (2) a prudent and discerning person of solid moral character;
- (3) a person of affective maturity able to form mutually enriching friendships;

(4) one who exercises responsible stewardship of his body, his material possessions and the environment;

(5) a man of integrity, comfortable in assuming a public profile and leadership roles.

The purpose of the Spiritual Formation Program is to help the seminarian develop intimate companionship with Jesus Christ. The Church sees this companionship lived out in the life of the seminarian in three special places; Sacred Scripture, the Sacred Liturgy and the needy in whom the Lord Jesus is mysteriously present. The objectives of spiritual formation are realized when the seminarian:

(1) develops personal knowledge of Jesus Christ through faithful meditation on the word of God, and through spiritual reading, private devotions and ascetical practices;

(2) lives in active communion with Christ by participating in the celebration of the Eucharist, the Liturgy of the Hours and the sacrament of Reconciliation;

(3) faithfully serves Christ through the exercise of pastoral charity and simplicity of life;

(4) develops an awareness of his vocation, particularly by growth in knowledge of, and appreciation for, his sexuality and the part it plays in living chaste, Christian love.

The purpose of the Intellectual Formation Program is to help each seminarian acquire a personal knowledge of the Lord Jesus Christ; to assist in developing the intellectual skills and curiosity that will sustain him on his lifelong faith journey; and to equip him with the tools to share that knowledge in the community of faith. Acquisition of the necessary skills is evident through his development as an intellectually curious, disciplined, reflective, independent and responsible person. The objectives of intellectual formation are realized when the seminarian becomes:

(1) a person with a taste for learning and a desire for excellence;

(2) a person who respects truth, is honest in discovering it, and is reasonable in defending it;

(3) a person who has cultivated the habit of critical thinking;

- (4) a person with an inquisitive mind, willing to consider and evaluate different points of view;
- (5) a person who communicates ideas clearly, concisely and responsibly;
- (6) a person with a deep understanding of the rich history and beliefs of the Catholic faith.

The purpose of the Pastoral Formation Program is to provide the seminarian with a variety of pastoral experiences that will allow the integration of the intellectual, spiritual, and human programs and realize the communal nature of ministry. Service is at the heart of the priestly ministry and the Pastoral Formation Program seeks to awaken in the seminarian the awareness that, just as Jesus did not come to be served but to serve, so those who aspire to grow in the call to ministry will also develop the gifts and skills needed to become true servants of God's people. The objectives of the Pastoral Formation Program are realized when the seminarian becomes:

- (1) willing to have an open mind and heart to approach all people with charity and to strive for good communications with a variety of persons;
- (2) genuinely pastoral with a Christ-like sensitivity to others, particularly in the area of social justice;
- (3) able to recognize his limitations and the need to refer a person to other professionals as the situation warrants.

Attainment of the objectives of each of these formation programs will be the principal criterion in assessing a seminarian's success in undergraduate priestly formation and his suitability for ordination to the priesthood.

It is Conception Seminary College's philosophy and belief that the education of a man's intellect is not enough, nor is a bachelor of arts (B.A.) degree the sole measure of his worth to himself and to others.

From a religious point of view Conception Seminary College intends each graduate to be experienced in faith, persevering in prayer, committed to the practice of sound morality, aware of his own strengths and limitations, and able to give himself to others.

C. Historical Sketch

The history of Conception Seminary College is closely identified with that of Conception Abbey and the Benedictine order. That religious order traces its beginning to St. Benedict of Nursia, who lived from 480-547 and organized a monastic way of life, outlined in his *Rule*, through which he sought to live the Gospel of Jesus Christ through prayer, humility and in community with others. During the Middle Ages, Benedictine monasteries were established throughout Europe, including one at Engelberg, Switzerland in 1120.

Foundation & Vision

From that abbey in 1873, Fr. Frowin Conrad and a small band of aspiring monks came to northwest Missouri to establish a new monastery. They had been invited by the local bishop and the Irish and German settlers of the small village of Conception to provide pastoral care and a monastic witness on the frontier.

The monks were able to erect a permanent monastery building in 1880 and a magnificent church in 1891. When New Engelberg Abbey of the Immaculate Conception was incorporated under Missouri law in 1882, its charter laid out the set purpose of “conducting schools (a college and a seminary, fostering and promoting intellectual science and arts) and of encouraging agricultural and other useful industries.”

A School for Its Time

In 1886, the monks established the College of New Engelberg and built its first building (what later came to be known as St. Damian Hall, which was demolished in the 1970s). Instruction was offered at high school and junior college levels, and a choice between classical and commercial curriculums attracted those aspiring to secular professions as well as those intending to become diocesan or Benedictine priests. During the next half-century the school grew in number of students, faculty credentials, science labs, honor societies, sports programs and educational methods. To accommodate this growth, St. Maur Hall was built in 1902 and St. Michael Hall in 1929.

Changes in Scope & Emphasis

An important transformation took place in 1942, when the monks decided to change the school’s objectives and its name, and to restrict enrollment at all levels to candidates for the priesthood. The school, now called Conception Seminary, offered a full 12-year program of high school, college and graduate studies in theology. The number of students continued to increase, especially

after World War II, and St. Joseph Hall was added in 1952. In 1956, the high school division was transferred to a new Benedictine foundation at Elkhorn, Nebraska, near Omaha.

The college division was accredited in 1961 and approved for membership in the North Central Association of Colleges and Secondary Schools. A surge of enrollment followed, necessitating the building of St. Benedict Hall in 1964 and Marian Hall in 1966. In 1967 Conception Seminary established the Pastoral Formation Center in Kansas City, where theology students received pastoral experience in an urban setting. In 1972, the Benedictine community decided to concentrate on the seminary's undergraduate program.

Focus on the Seminary College

Modifying its name to reflect a more particular focus, Conception Seminary College has gained in strength and reputation each year since 1972. The school's undivided focus as a college seminary has allowed its students to enjoy a richer educational experience and more opportunities for leadership, and to benefit from a well-organized formation program. Accreditation regularly has been renewed, financial strains have been reduced, and endorsements from Church leaders have multiplied.

In 1982, the full-scale Pre-Theology Program was added for candidates who hold undergraduate degrees but lack the philosophical training and seminary formation necessary for admission to theology schools. In addition, in 1989 the school inaugurated a program to provide theological training to candidates for the permanent diaconate.

In 1998, the Language, Culture and Church Program (LCC) was instituted to assist students whose first language is not English but who aspire to serve as priests in the United States. In 2008, the LCC Program was expanded to include a summer session to aid international priests serving in dioceses in the United States. Decreased recruitment of international seminarians from our client dioceses led to declining enrollment in the LCC Program, and the program was suspended in 2023.

In 2022, the seminary opened a new residence hall, Good Shepherd Hall, named in honor of the Lord Jesus who is the Good Shepherd. Since the time of Christ, the Church has honored the memory of holy priests who are exemplars of pastoral ministry, from the Apostles to countless other Saints, including Gregory the Great, Jean Vianney, Charles Borromeo, Philip Neri, John Bosco, John Paul II, as well as Blessed Stanley Rother and Fr. Emil Kapaun. These holy men teach our seminarians how to lay down their lives for the sheep in imitation of Jesus the Good Shepherd. We dedicate this building to the Lord

Jesus and his appointed shepherds, looking to them for intercession that our seminarians may grow in holiness and virtue in preparation for a life of service.

In 2023 the *Program for Priestly Formation, Sixth edition* instituted a new structure for priestly formation to include four stages. College level men will work through the first two stages during their time at Conception Seminary – Propaedeutic and Discipleship Stages with all four dimensions of priestly formation present in every stage. The Propaedeutic Stage emphasizes the foundational elements of vocation discernment to build a solid foundation in human and spiritual formation. The Discipleship Stage begins the study of philosophy and theology in greater depth.

The Future

At the heart of Conception Seminary College is the commitment to assist men who discern Christ's call to priesthood in order that these young men might grow in respect for human learning, in strength of character, in holiness, and in their own commitment to serve others.

SECTION II GOVERNANCE STRUCTURE, ADMINISTRATIVE BODIES AND ADVISORY BODIES

All members of the Seminary College community (students, faculty, administration, and staff) are openly invited and expected to participate in furthering the mission of Conception Seminary College.

The principles of Church law prescribe the governance of the Seminary College. While ultimate authority and responsibility for Conception Seminary College rests with the Board of Trustees of Conception Abbey as the policy-making body, the President-Rector as the chief executive officer, and the Board of Regents as the chief governing body, other members of Conception Seminary College participate actively in its governance. This is done in the belief that an institution of higher learning is best directed by a system of advice and agreement.

A. Governance Structures

1. The Board of Trustees

The Board of Trustees of Conception Seminary College is the Conventual Chapter of Conception Abbey, Inc., which consists of chapter members of Conception Abbey in good standing. The Board of Trustees has final legal and moral responsibility for the operation of Conception Seminary College.

The Board of Trustees entrusts the exercise of responsibility for all ordinary affairs to the Abbot's Council (Amended by-laws of Conception Abbey, Article II, Section 3). *Ex-officio* membership on the Abbot's Council includes the Abbot (President), the Prior (Vice-President), and the Subprior (Secretary). The remaining membership is constituted according to the prescriptions laid down by the Constitutions of the Swiss-American Congregation of the Benedictine Confederation for the Abbot's Council: one member appointed by the Abbot and three members elected from the monastic chapter. The Board of Trustees is responsible for approving the mission statement and all basic statements of the Seminary College.

2. The Abbot-Chancellor

The Abbot of Conception Abbey is elected for an indefinite term by the full membership of the Board of Trustees. He is the chief executive officer of Conception Abbey, Inc. and *ex-officio* the Chancellor of Conception Seminary College. He presides at all meetings of the Board of Trustees and of the Abbot's Council acting as its delegate. He appoints, with the advice of the Abbot's Council, the President-Rector and major administrative officers of the Seminary College. He appoints, upon the advice of the President-Rector, all members of the administration, faculty, and staff of the Seminary College, although most of these persons do not report directly to him.

3. The Board of Regents

The Board of Regents counsels and guides the seminary regarding policies and programs, in accordance with Church Law, standard American educational and management practice, and the mission of Conception Seminary College. Membership is primarily from the (arch)dioceses and/or religious communities served by Conception Seminary College, usually equally divided between official personnel and other professionals. Members of the Board are appointed for a term of three years upon recommendation by the Executive Committee of the Board and with confirmation by the Board. The Regents generally meet twice annually.

The responsibilities of the Board of Regents include the following: (1) approves the addition of new major programs and policies of relevance to the Seminary College as a whole, including major fund-raising campaigns, recruitment, alumni- and public-relations activities; (2) approves tuition, room and board charges for the Seminary; (3) approves and monitors the annual budget for consideration by the Abbey Planning and Finance Committee; (4) reviews Seminary programs; (5) advises in matters of re-accreditation and compliance with the United States Conference of Catholic Bishops' *Program of Priestly Formation, Sixth Edition*.

B. Administrative Bodies

1. The President-Rector

The President-Rector is the primary leader, chief executive officer, and pastor of Conception Seminary College. He reports to the Abbot-Chancellor and keeps him informed concerning the status of the Seminary College, and makes recommendations concerning action to be taken to insure its welfare and

growth. As chief executive officer he is vested with the authority and responsibility to supervise all activities and programs of the Seminary College and sees to their successful completion. The President-Rector vests certain administrative responsibilities in the Academic Dean, the Dean of Students, the Director of Spiritual Formation, the Director of Pastoral Formation, the Director of Development, and the Business Manager. He works closely with and is advised by the President's Cabinet and the Board of Deans.

2. The President-Rector's Cabinet

With the President-Rector as *ex-officio* chairman, the President-Rector's Cabinet meets on an ad hoc basis to address particular aspects of the Seminary College's long-range planning, strategic planning or program review. The President-Rector may refer to the Cabinet any of the following responsibilities: reviewing policies and/or programs established by the Board of Trustees, the Abbot-Chancellor or the Board of Regents; serving as one of the committees charged with general planning for future development of the Seminary College and developing and implementing aspects of the Seminary's Strategic Plan.

Permanent members of the President-Rector's Cabinet, in addition to the President-Rector, include the Vice Rector, the Director of Spiritual Formation, the Dean of Students, the Academic Dean, the Director of Pastoral Formation, the Director of Administration, the Business Manager, the representative of the Faculty-Staff Assembly (elected biennially by the Faculty-Staff Assembly), the Director of Development, and the Head Librarian. Other members of the faculty or staff may be asked by the President-Rector to work with the Cabinet when the issues before it are related to their expertise or work responsibilities. The President-Rector may create sub-groups of the Cabinet membership to address particular issues, and delegates of Cabinet members may also function as Cabinet members in particular situations. In the event of one person holding multiple Cabinet positions, he/she exercises only one vote.

3. The Board of Deans

The responsibilities of the Board of Deans include the following: (1) oversees and coordinates all activities of the Seminary College; (2) deliberates, hears appeals, and makes decisions on cases and problems involving administrative personnel, faculty and staff, insofar as these transcend any one department or program, or as stipulated in written grievance policies; (3) makes final decisions in cases involving student dismissal; (4) approves all changes to existing programs and policies of relevance to the Seminary College as a whole; (5) submits and refers proposals as desired for consideration by the Faculty-Staff Assembly, (6) considers issues of hiring, firing, and promotion of

personnel; (7) approves the addition of new programs and policies of relevance to the Seminary College as a whole, including short and long-term planning, strategic planning, scheduling and coordination of programs.

Members of the Board of Deans, in addition to the President-Rector, include: the Vice Rector, the Director of Spiritual Formation, the Dean of Students, the Academic Dean, the Director of Pastoral Formation, the Director of Administration, and the representative of the Faculty-Staff Assembly (elected biennially by the Faculty-Staff Assembly).

4. The Faculty-Staff Assembly

The Faculty-Staff Assembly consists of all personnel engaged in administrative, educational, or formational services of the Seminary College. The President-Rector is *ex-officio* president of the assembly. The Academic Dean calls and presides at the meetings with a prepared agenda. The Registrar serves as secretary. The assembly provides a forum for the faculty and staff body in carrying out its shared responsibility in the operation of the Seminary College. The Assembly meets 3-4 times each semester as needed. In order to better support and contribute to the goals and mission of the Seminary College, all faculty and staff are expected to attend and to participate in scheduled assembly meetings.

Responsibilities of the Faculty and Staff Assembly include: (1) reviews and approves the mission statement and all basic statements of Conception Seminary College, (2) reviews and approves plans for the development of the Seminary College, including major fund-raising campaigns, recruitment activities, alumni relations, and major activities of the development office as proposed by the latter, or as the Board of Deans sees fit, or as the faculty and staff so request, pending the approval of the monastic chapter, (3) reviews and approves the addition of new programs and policies of relevance to the Seminary College as a whole, (4) reviews and approves changes to existing programs and policies to the extent that these have an impact on the Seminary College as a whole, or an impact on other programs and policies, (5) submits proposals as desired for approval by the Board of Directors.

The Faculty-Staff Assembly has a major voice with regard to the formal curriculum, existing or new policies and programs, and plans for the development of the Seminary College.

5. The Admissions Committee

The Admissions Committee examines applications of candidates for initial admission to the Seminary College. The Director of Admissions presents the

completed admission documentation to the committee for consideration and acceptance or rejection. Committee members include the President-Rector, the Dean of Students, the Director of Spiritual Formation, the Academic Dean, the Director of Pastoral Formation, the Director of Counseling Services, and the Director of Admissions.

6. The Human Formation Team

The Human Formation Team is an entity composed of the chaplains and Dean of Students whose purpose is to act as a deliberative group when dealing with human-formation issues and policies in general or when dealing with human-formation issues with reference to individual students. The Dean of Students chairs the Human Formation Team and communicates the group's recommendations to the President-Rector.

C. Advisory Bodies

1. The Academic Affairs Committee

The Academic Affairs Committee serves as the executive committee of the Faculty-Staff Assembly. It also serves as the counsel to the Academic Dean. Responsibilities include formulating and reviewing policies to further the educational mission of the Seminary College. The Committee meets at least once per semester and evaluates the curriculum and promotes the coordination of the academic sector with other sectors of the Seminary College. The Committee keeps the Faculty-Staff Assembly informed of its actions.

Membership on this committee consists of the following: the Academic Dean (chair), five members of the faculty elected by the faculty (three members are elected in one year, and two the following year), and one member of the student body, designated by the Community Council. The Registrar serves as secretary.

Responsibilities of the Academic Affairs Committee include: (1) fosters the educational task of the College on a continuing basis by formulating and reviewing policies to this end: (a) academic policies concerning admissions and dismissals, (b) policies concerning the college calendar, the formal curricular program of the Seminary College as well as degree and certificate requirements, (c) policies reflecting the rules and methods by which the educational task of the Seminary College is to be implemented, including those set forth as academic regulations in the College Catalog (classification of students, advanced placement, registration, change of registration, semester hours and

credit loads, auditors, class attendance, withdrawing from a course, grading, grade-point averages and the dean's list, academic probation, guidance tests, special senior examinations, graduation with honors, residence requirements, transcripts, etc.), and (d) policies guiding the academic-advising program and the program of orientation for new students, (2) initiates studies designed to evaluate the curriculum, considers and submits proposals to the faculty on major curriculum change, acts upon requests for the addition or deletion of general-education courses from the catalog, (3) reviews questions concerning administration or policy referred to it by the Academic Dean, (4) considers and approves norms for major exceptions to the established academic policies of the Seminary College, (5) establishes the subcommittees and ad hoc committees functioning under its jurisdiction and coordinates their work, (6) promotes the coordination of the academic sector with the other formational areas of the College; works to improve faculty-administration-student relations and proposes organizational or policy changes to this end.

2. The Alumni Board of Directors

The Alumni Board of Directors serves in an advisory capacity to the Board of Regents and the President-Rector in order to promote the welfare and further the interest of Conception Seminary College and its alumni. Members of the Board are elected by members of the Alumni Association for three-year terms. The President-Rector serves *ex-officio* as secretary or appoints a secretary. The Chairman of the Alumni Board of Directors serves *ex-officio* on the Board of Regents.

3. The Advisory and Review Board for the College Handbook

The College Handbook for Faculty and Staff shall be reviewed periodically as needed by a committee of faculty and staff personnel nominated by the President-Rector and approved by the Board of Deans. The Advisory and Review Board shall consist of at least three members: a chair appointed by the President-Rector, one contract employee and one member of the monastic faculty. Their term of office shall conclude with the completion of the review of the College Handbook. The function of the board shall be to review the College Handbook for possible revision, to collect proposals and ideas and to prepare them for approval by the Faculty-Staff Assembly, the Board of Deans, and/or the President-Rector's Cabinet.

The Advisory and Review Board shall determine whether matters proposed for revision are descriptive or substantive. Descriptive changes (e.g. changes in job descriptions) must be approved by the Board of Deans; substantive changes (e.g. changes in policy) must be presented to the Faculty-Staff

Assembly and the Board of Deans. The President-Rector approves all changes in collaboration with the aforementioned bodies.

Maintenance of the College Handbook and its publication shall be the responsibility of the office of the President-Rector. Promulgated additions and revisions supercede material in the College Handbook. If not distributed to holders of the handbook, all additions and revisions will be maintained by the office of the President-Rector.

4. The Committee on Academic Admissions, Probations and Dismissals

Seminarians may be dismissed from Conception Seminary College for academic or disciplinary reasons as set forth in the College Catalog and in the *Seminarian Handbook*. Generally the Rector shall be the official to determine the appropriateness of dismissal. A seminarian may initiate an appeal of his dismissal by requesting a hearing before either the Board of Deans or a specially assembled panel, according to his preference. This panel is the Committee on Academic Admissions, Probations and Dismissals, which is composed of the Rector (non-voting), two chaplains, two members of the teaching faculty named by the Rector, and one other faculty or staff member selected by the seminarian. The decision of the Board of Deans or this committee is final. Procedures regarding dismissal and appeals are approved by the Board of Deans and are maintained in the Registrars Office.

SECTION III ROLE DESCRIPTIONS

A. Central Administration

1. The President-Rector

Appointed by:

The Abbot-Chancellor upon consultation with the Abbot's Council.

Reports to:

The Abbot-Chancellor.

Basic Function:

The President-Rector is the chief executive officer of Conception Seminary College. He reports to the Abbot-Chancellor and keeps the Abbot-Chancellor informed concerning the status of the Seminary College and makes recommendations concerning action to be taken to insure its welfare and growth. As chief executive officer, he is vested with the authority and responsibility to supervise all activities and programs of the Seminary College and sees to their successful completion. The President-Rector vests certain administrative responsibilities in the Academic Dean, Dean of Students, Director of Spiritual Formation, the Director of the Pastoral Formation Program, the Director of Administration, and the Business Manager. The President-Rector approves all programs proposed by the Director of Development with regard to fund-raising and public relations for the Seminary College. He works closely with and is advised by the Board of Regents.

Responsibilities:

- (1) Provides leadership for the staff, faculty, and students;
- (2) Supervises the execution of all policies established by the chancellor, Board of Trustees and Board of Regents; sees that all requirements of federal and state law and of the Seminary College's accrediting agencies are met; sees that proper educational standards are observed and ensures that the stated objectives of the school are attained;
- (3) Reports annually to the Abbot-Chancellor, the Abbot's Council, the monastic and Seminary College communities and the Board of Regents

concerning the condition of the Seminary College and makes recommendations to them concerning the measures that need to be taken to secure its welfare and growth;

(4) Sees that those measures necessary for successful operation within the limits imposed by the budget are initiated and brought to a successful completion;

(5) Makes recommendations to the Abbot-Chancellor concerning the professional preparation and appointment of monastic personnel to work in the Seminary College and determines their duties and salaries;

(6) Serves as chairman of the Board of Deans and President-Rector's Cabinet of the Seminary College and approves agendas for its meetings;

(7) Exercises ultimate supervisory control of all departments within the Seminary, their respective dean or director and, in particular, exercises final control over dismissal of students;

(8) Resolves all conflicts between decisions of the Board of Deans and those of the Faculty-Staff Assembly;

(9) Exercises final and immediate supervision over those department heads reporting directly to him: Librarian, Directors of Financial Aid, Admissions, Information Technology Services, Business Manager and Treasurer, insofar as they relate to the Seminary College;

(10) Chairs as a voting member all meetings of the Faculty-Staff Assembly and is present *ad libitum* at all committee meetings when matters affecting more than one of the four major Seminary College departments (i.e., human formation, spiritual formation, intellectual formation, and pastoral formation) are to be dealt with;

(11) Represents the Seminary College to the bishops, the clergy, educational groups and agencies, and the public in general;

(12) Exercises control over the development and implementation of plans for the improvement of the Seminary College and approves all public-relations and recruitment activities carried out on its behalf; monitors all seminary publications and approves the texts of publications from the Development Office;

(13) Works with the Board of Regents and its committees in preparing the Board's agenda and in recruiting and retaining its members. Participates in the Board's functions and meetings and ensures that the Board's recommendations are appropriately followed up;

(14) Chairs as a voting member all the meetings of the Admissions Committee and the Committee on Academic Admissions, Probations and Dismissals;

(15) Supervises the preparation of the annual Seminary calendar;

(16) Supervises major events of the Seminary as well as events associated with fundraising for the Seminary.

2. The Vice Rector

Appointed by:

The Abbot-Chancellor, upon consultation with the seminary Board of Deans and the Abbot's Council.

Reports to:

The President-Rector.

Basic Function:

Takes the place of the President-Rector in his absence when necessary.

Responsibilities:

- (1) Advises the President-Rector on administrative matters;
- (2) Decides upon urgent matters in the President-Rector's absence;
- (3) Serves as a member of the Seminary College Board of Deans.

3. The Director of Administration

Appointed by:

The President-Rector.

Reports to:

The President-Rector.

Basic Function:

Assists the President-Rector in coordinating administrative matters relating to the Seminary College.

Responsibilities:

- (1) Serves as Secretary to the Board of Regents. Prepares agenda, minutes and all materials needed for biannual meetings. Maintains Board of Regents database and archival materials;
- (2) Serves as Secretary to the Board of Deans and to the President's Cabinet. Prepares agenda, minutes and all materials needed for meetings of the Board of Deans and for the President's Cabinet. Maintains archival materials for the Board of Deans and for the President's Cabinet;
- (3) Coordinates the Seminary College operating budget, its oversight, planning, goal setting, and monitoring;
- (4) Prepares correspondence for the President-Rector and compiles departmental input for the Rector's Annual Report;
- (5) Oversees data management and reporting of Seminary scholarships;
- (6) Establishes and maintains various Seminary-related databases and generates periodic reports from the databases, which are disseminated to the Seminary community;
- (7) Assists Seminary visitors with arrangements for transportation, accommodations and hospitality, and meetings or appointments;
- (8) Maintains all Seminary-related calendars including academic, bi-weekly, and abridged calendars for distribution to the Seminary community and the bishops and vocation directors of the sponsoring dioceses. Prepares academic calendars for proposal to the Board of Deans;
- (9) Coordinates all necessary arrangements for Graduation, Family Weekend, and other Seminary-related special events. Assists Director of Alumni Relations in preparation for the annual Alumni Reunion.
- (10) Assists the Dean of Students in compiling the annual student evaluations in preparation for reporting to bishops and vocation directors; assists the Dean of Students in revision of the Seminarian Handbook;

- (11) Oversees all necessary arrangements for annual Opening Faculty-Staff Assembly and the annual Faculty-Staff In-Service Day;
- (12) Maintains administrative files for the College including those for alumni, faculty and staff, and benefactors;
- (13) Coordinates faculty-staff and student mailrooms including assignment of mailboxes and the daily distribution of mail;
- (14) Assists the President-Rector and the Director of the Diaconate Formation Program in monitoring expenses related to the Diaconate Program and prepares quarterly billing for diocesan diaconate offices;
- (15) Acts as liaison with maintenance department in regard to building or furniture issues in St. Maur Hall. Coordinates the scheduling of the use of seminary buildings and facilities;
- (16) Coordinates summer visits to the dioceses served by CSC both for ordinations and the Rector's annual visits;
- (17) Serves on the Handbook Committee;
- (18) Works with the Development Department as coordinator/liasion for the Seminary with regard to various fundraising events and other special events;
- (19) Assists the President-Rector and Deans with various administrative and clerical projects as needed.
- (20) Works with Communications Office in disseminating information for publicity in Tower Topics and other public-relations;
- (21) Serves as special-projects coordinator for grants and funding;
- (22) Assists with admissions work as needed;
- (23) Oversees the college's computing and technology needs.

B. Intellectual Formation

1. The Academic Dean

Appointed by:

The Abbot-Chancellor, after consultation with the President-Rector and the Board of Deans.

Reports to:

The President-Rector.

Basic Function:

Provides leadership and supervision in the conducting of academic instruction and related activities of the Seminary College; is responsible for all academic activities of the Seminary College.

Responsibilities:

- (1) Supervises the teaching faculty in implementing, strengthening and advancing the academic programs and activities of the Seminary College; Supervises Registrar;
- (2) Supervises the implementation of the College's stated policies regarding curricula, courses, methods of instruction, examinations and grading practices;
- (3) Recommends to the President-Rector and Board of Deans persons for appointment to vacancies within the faculty;
- (4) Calls and presides at meetings of the faculty; presents to the faculty proposed changes in admissions standards, curricula and academic procedures; presents to the faculty proposals for the creation of new programs of study;
- (5) Provides material on course offerings to the Registrar and other matters pertaining to academics for inclusion in the College Catalog;
- (6) Prepares schedule of classes;
- (7) Directs arrangements for Baccalaureate and Honors Assembly;

- (8) Oversees all necessary arrangements for annual Opening Faculty-Staff Assembly and the annual Faculty-Staff In-Service Day;
- (9) Administers assessment tests and oversees assessment of student-learning outcomes across the curriculum;
- (10) Supervises the senior year Portfolio Project;
- (11) Supervises academic advising and is responsible for the academic welfare of the students;
- (12) Chairs the Academic Affairs Committee;
- (13) Prepares and presents to the Board of Deans, each December, a list of teaching assignments for members of the College faculty during the academic year following;
- (14) Grants permission for faculty members to be absent from scheduled classes and approves arrangements for substitute teachers or programs, rules on all requests for field trips and for suspension of scheduled classes, after consultation with the Dean of Students, the Director of Spiritual Formation and the Director of Pastoral Formation;
- (15) Gives the final ruling on all student requests for change of courses or withdrawal from assigned courses;
- (16) Administers the placement of transfer students and evaluates transcripts of all newly admitted students;
- (17) Compiles and recommends to the President-Rector annual budget requests for all instructional divisions and departments, as well as for the Academic Dean's and Registrar's offices and for all special instructional-facilities departments;
- (18) Provides to the President-Rector information on academic activities of the College for inclusion in biannual reports to the Abbot's Council and Board of Regents;
- (19) Serves on the Board of Deans, the President's Council, and on the Admissions Committee;
- (20) Provides resources for the professional growth of faculty in teaching, research, and service to the College and community at large; oversees process of faculty promotion;

(21) Supervises the work of the department/division chairpersons; Supervises the Registrar;

(22) Organizes the orientation program for new faculty and staff members;

(23) Monitors the Seminary's academic facilities and equipment and maintenance requests submitted to the Environmental Services Department;

(24) Acts as the Accreditation Liaison Officer with the Higher Learning Commission.

2. Department/Division Chairperson

Appointed by:

Depending on the size of the department/division, the chairperson is either elected by the members of the department/division or the chairmanship is reassigned on a rotational basis. Departments/divisions choose their own method of selecting their chairperson. If elections are the accepted method, then the chairperson is elected for an initial term of three years by the members of the department/ division. Successive terms may be held for an unspecified amount of time, with the approval of the members of the department/division and of the Academic Dean.

Reports to:

The Academic Dean.

Basic function:

To coordinate the internal activities of the department/division and to represent and to act as the liaison between the department/division and the Academic Dean and the college administration and staff in general.

Responsibilities:

(1) Calls and leads departmental/divisional meetings at least once per semester or as needed;

(2) Prepares and administers the department/division budget:

(a) coordinates preparation of budget requests, summarizes components of department/division's budget and reviews proposed

budget with the Academic Dean;
(b) administers the approved budget:
 (i) approves disbursements;
 (ii) approves expenditures and submits requisitions to the Business Office;
 (iii) checks monthly transaction printout for accuracy;
(c) communicates budgetary policies to members of the department/division.

(3) Directs departmental assessment protocols and reports;

(4) Coordinates the ongoing review of the department/division's personnel and curriculum, reviews courses of instruction and course descriptions prior to Catalog publication;

(5) Assists in planning, maintaining, and improving the department/division regarding personnel, curriculum, library resources, facilities and equipment;

(6) Addresses faculty needs within the division:

 (a) works with problems and concerns of individual faculty members or refers them to the Academic Dean;
 (b) advises the Academic Dean of current and future personnel needs within the division.

(7) Develops and recommends graduation requirements.

3. Faculty Member

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Departmental/Divisional chairperson and the Academic Dean.

Basic Function:

Prepares and teaches professionally acceptable courses. Members of the faculty, through their participation in regularly-convened Faculty-Staff Assemblies, and through their elected Representative to the Board of Deans, make recommendations pertaining to the purposes, practices, and policies of the College. Through these channels and through their representatives on the Academic Affairs Committee, they make

recommendations pertaining to admission standards, curricula, and academic procedure.

Responsibilities:

- (1) Upholds the professed objectives of the College and cooperates with the President-Rector and College officials in promoting these objectives;
- (2) Attends all meetings of the Faculty-Staff Assembly, those of the faculty, and those public college functions that are required;
- (3) Assists in divisional and committee work;
- (4) Submits budgetary needs to the appropriate Departmental/Divisional Chairperson;
- (5) Informs the Director of Communication of academic activities and off-campus professional engagements;
- (6) Submits recommendations for the purchase of books to the Librarian;
- (7) Acts as moderator of student committees and activities when requested;
- (8) Performs all administrative duties pertaining to his/her teaching assignments and reports all grades to the Registrar at the specified times;
- (9) Prepares course syllabi for students, the Registrar, and the Divisional/Departmental Chairperson;
- (10) Holds assigned classes and is regularly available for student consultation;
- (11) Composes evaluations of each student, for each semester, to be used by academic advisors in preparing annual comprehensive student evaluations.
- (12) Remains an active scholar; keeps informed of development in his/her discipline;
- (13) Proposes rules and guidelines for student conduct and absences in accord with the College Catalog and the seminarian handbook;

(14) Reports to the Academic Dean any student deficient in his/her class or in the fundamental skills of reading, writing, and speaking.

(15) Notifies the Academic Dean and the Registrar of his/her absences from scheduled classes, and advises the Academic Dean of arrangements for substitute teachers or programs in such an eventuality.

4. Academic Advisor

Appointed by:

The Academic Dean.

Reports to:

The Academic Dean.

Basic Function:

Advises and counsels the student concerning his educational goals and academic program.

Responsibilities:

(1) Helps students define and develop realistic goals, identifies special needs and matches students to available resources, assists students in planning programs consistent with abilities and interests;

(2) Maintains a record of students' progress toward educational goals by meeting regularly (at least once a semester) with each student to discuss and answer questions concerning his educational program and goals; maintains a record of each advisee's fulfillment of all graduation requirements;

(3) Works actively with each advisee to incorporate student papers, projects, and other academic work into the student Portfolio; moderates the advisee's final Portfolio reflection process in the senior year;

(4) Assists the student during the registration period to review and complete his registration sheet before it is filed in the Registrar's office;

(5) Meets with students notified of academic deficiencies at mid-semester and assists each student to ensure all requirements for graduation are met;

(6) Discusses linkage between academic preparations and vocational options with each student;

(7) Compiles an annual academic evaluation of each advisee, based on the individual evaluations submitted by the advisee's faculty from the preceding two semesters.

5. The Registrar

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Academic Dean.

Basic Function:

Is custodian of the official academic records of the students of the College and has responsibility for registration procedures; collecting, recording, and reporting of grades; maintenance of student statistics; verification of student data; and providing general services for the college.

Responsibilities:

(1) Assists the Director of Admissions in collecting any outstanding documents after a student has been admitted;

(2) Establishes and maintains permanent records of academic work of all students and records transcripts of transfer students;

(3) Prepares materials needed for pre-registration and registration and schedules the various steps in the process of registration in consultation with the Academic Dean; prepares registration materials used by academic advisors;

(4) Registers students and maintains permanent records of academic work of students in the Diaconate Program;

[5] Prepares and distributes class lists and student rosters for teachers and administrative officers at the beginning of each semester;

(6) Provides grade reports for the individual student and his sponsoring bishop or religious superior;

- (7) Provides transcripts as requested according to established policy and procedures;
- (8) Prepares composites of grades and grade point averages for all students at the end of the fall and spring semester;
- (9) Collects and maintains syllabi for all courses offered for credit in the College;
- (10) Collects and provides a list of student deficiencies for the Academic Dean, Dean of Students and President-Rector at mid-term of each semester and sends notices to students of deficiencies;
- (11) Records any official action taken by the Academic Dean or Committee on Academic Admissions, Probations and Dismissals;
- (12) Completes questionnaires and reports as requested by the federal and state governments and other responsible agencies for higher education departments; responsible for federally mandated reporting, such as IPEDS (Integrated Post-Secondary Education Data System).
- (13) Completes and certifies student loan deferments; verifies student enrollment status for the Veterans Administration, the federal-government student-loan program and for institutions as requested; verifies or provides information regarding students or former students in case of legitimate requests, according to established policy and procedures;
- (14) Accumulates statistical data and makes statistical studies as requested by the Academic Dean and the President-Rector; provides statistical information requested according to established policy and procedures;
- (15) Issues notification to appropriate personnel of the withdrawal, dismissal and/or leave of absence of students;
- (16) Provides identification cards for students, faculty and staff;
- (17) Cooperates with the Director of Alumni in maintaining a former student's record after graduation;
- (18) Updates changes to the College Catalog; submits updates for online versions of Catalog;
- (19) Submits recommendations for the annual budget for the Registrar Office to the President-Rector and monitors budget expenses;

(20) Records and notifies appropriate faculty of changes in course registration after changes have been made by the Academic Dean;

(21) Maintains the Student Information System;

(22) Maintains photocopying service and school supplies for administration and faculty and submits charges to business office for departmental usage during the academic year;

(23) Provides information and updates to faculty, staff, and interested parties on the College's policy regarding retention, use and access to students' records (Family Education Rights and Privacy Act [FERPA]);

(24) Distributes and collates course evaluations at the end of each semester;

(25) Assists the Academic Dean in processing students for graduation

(26) Serves as Secretary to the Faculty-Staff Assembly; prepares minutes and maintains archival material;

(27) Serves as Secretary to the Academic Affairs Committee; prepares minutes and maintains archival material.

6. The Director of Cultural and Artistic Affairs

Appointed by:

The President-Rector.

Reports to:

The Academic Dean.

Basic Function:

Fosters an appreciation for the fine arts (art, music, and dance) at Conception Seminary College.

Responsibilities:

(1) Moderator of Community Council's Fine Arts Committee;

(2) Notifies the College community of available and attractive fine arts performances and showings in the region surrounding the College (primarily, Maryville, Kansas City, St. Joseph, Omaha and Des Moines);

(3) Oversees the annual Fine Arts Festival;

(4) Advises Dean of Students concerning appropriate performances and showings for required student attendance.

(5) Monitors seminarian participation in off-campus fine arts performances and periodically reports attendance to the Dean of Students.

(6) Arranges for non-required fine arts performances at Conception Seminary College as available;

7. The Director of Drama

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Academic Dean.

Basic Function:

Administers, manages, and supervises all the various components of the Drama Department and serves as producer, director and resource person for major theatrical productions which are part of the Seminary program and, when requested, for other Seminary events needing Drama Department guidance and services.

Responsibilities:

(1) Administers and coordinates the purchase, use, and maintenance of all Drama Department resources used for major theatrical productions and other Seminary events requiring Drama Department materials;

(2) Selects the choice of play(s) for major theatrical productions in consultation with the Academic Dean;

(3) Acquires the scripts for major theatrical productions with appropriate royalties paid, if applicable;

- (4) Coordinates all publicity for auditions and performances with the Communications Office;
- (5) Selects cast and technical crews and organizes the rehearsal schedule for major theatrical productions, coordinating this schedule with other Seminary departments that utilize the gymnasium;
- (6) Conducts rehearsals in an orderly and professional manner;
- (7) Supervises and guides the work of all technical crews;
- (8) Arranges for the rental of costumes and other necessary equipment for major theatrical productions or arranges for the acquisition of necessary equipment and materials from the appropriate Seminary departments or from other outside sources.

8. The Director of Academic Leaders Program

Appointed by:

The President-Rector.

Reports to:

The Academic Dean.

Basic Function:

Functions as coordinator of the Study Skills and Peer-Tutoring programs.

Responsibilities:

- (1) Each semester organizes Peer Tutoring by seeking volunteers from among the student body; checks their suitability for the job with the Academic Dean; connects students needing help in their studies in touch with appropriate Peer Tutor;
- (2) Each semester organizes a series of presentations concerning Study Skills with emphasis on practical means for success in study (e.g., productivity, calendar, to-do lists, follow-through).
- (3) Monitors Study Hall and provides attendance reports to Academic Dean.

C. Human Formation

1. The Dean of Students

Appointed by:

The Abbot-Chancellor, upon consultation with the Seminary Board of Deans and the Abbot's Council.

Reports to:

The President-Rector.

Basic Function:

Supervises all aspects of student life pertaining to the human-formation program.

Responsibilities:

- (1) Recommends to the President-Rector qualified staff members to serve as Chaplains;
- (2) Provides each Chaplain with individual supervision on a regular basis;
- (3) Provides in-service training for the Chaplains;
- (4) Supervises the organization of the annual evaluation process of each individual student made by the Human Formation Team and the Academic Dean;
- (5) Chairs meetings of the Human Formation Team (Dean of Students and Chaplains);
- (6) Meets with the Human Formation Team to hear cases of dismissal of students for other than academic reasons and, when necessary, recommends to the President-Rector that a student be dismissed;
- (7) Recommends to the President-Rector qualified staff members to be appointed as directors of the Pastoral Formation Program, the Wellness Program, and Counseling Services;
- (8) Supervises and coordinates designated auxiliary programs of student human formation, e.g., Pastoral Formation Program, the Wellness

Program, and Counseling Services; Supervises the directors of the Pastoral Formation Program, Counseling Services and the Wellness Program;

(9) Coordinates all human-formation activities with Academic, Spiritual and Pastoral Formation Departments;

(10) Serves as a member of the Seminary College Board of Deans, the President's Cabinet, and Admissions Committee;

(11) Meets regularly with the President-Rector for supervision and informs him of the progress of the various programs;

(12) Prepares and issues the *Seminarian Handbook* upon consultation with the Seminary College staff, the administrative officers, the Human Formation Team, and the student body;

(13) Ensures the observance of the rules and regulations contained in the *Seminarian Handbook*;

(14) Supervises housing and boarding accommodations for students, and, in consultation with the resident Chaplains and Formation Advisors, supervises the students' use of seminary-provided furnishings in private and common rooms, with the exception of those areas used for the Academic Formation and Spiritual Formation Programs; Monitors the Seminary's residential and recreational facilities and equipment and submits requests for such to the Environmental Services Department;

(15) Supplies the Registrar with Seminary College Catalog information concerning the departments supervised by the Dean of Students;

(16) Submits an annual departmental budget to the President-Rector for approval and monitors budget expenses; approves and monitors budgets of the Pastoral Formation and Wellness Programs and the Department of Counseling Services;

(17) Serves as moderator of the Community Council; appoints moderators for each committee of the Community Council after consultation with the appropriate department head and with the consent of the appointee;

(18) Maintains cumulative non-academic records on currently enrolled students, including the annual evaluations required by the Seminary College;

(19) Organizes the Orientation Program for seminarians;

2. Chaplain

Appointed by:

The Abbot-Chancellor upon consultation with the President-Rector.

Reports to:

The Dean of Students.

Basic Function:

Establishes and maintains a supportive and helping relationship with students assigned to him by the Dean of Students; enhances the process of personal reflection, integration, and response as outlined in the Mission Statement of Human Formation.

Responsibilities:

- (1) Is an *ex-officio* member of the Human Formation Team and recommends procedural and policy changes affecting the Human Formation Program;
- (2) Meets with the Human Formation Team as determined by the Dean of Students;
- (3) Receives individual supervision from the Dean of Students and an outside professional consultant on a regular basis;
- (4) Clarifies and gives direction to students in meeting expectations of the Seminary College as outlined in the *Seminarian Handbook*;
- (5) Chaplain/Formation Advisor lives with the students (if priest or monk) and participates in their common life, e.g., praying and eating with them; meets with seminarians individually bi-weekly;
- (6) Schedules regular meetings with the students assigned to him;
- (7) Arranges for and moderates student reflection groups;
- (8) Writes an annual evaluation for each student assigned to him, or at the time a student withdraws or is dismissed, summarizing a student's personal growth;

(9) Avails himself of professional training and opportunities for the development of skills.

3. The Director of the Pastoral Formation Program

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Dean of Students.

Basic Function:

Establishes and supervises outreach projects and promotes contact with institutions and groups desiring assistance in projects of an apostolic nature.

Responsibilities:

- (1) Promotes a professional atmosphere and an apostolic spirit among the seminarians working in the Pastoral Formation Program;
- (2) Ensures that institutions or groups requesting apostolic assistance provide the technical materials necessary for the project and provide adequate direction for the seminarians as well as progress reports on the work done;
- (3) Directs all communications between personnel of the placements and students working at the placements; coordinates transportation;
- (4) Visits all places of apostolic work periodically, seeking to establish a healthy relationship between the Seminary College and the placements, and communicates with the personnel of the placements so that each student may provide the maximum of service and also gain the maximum of learning;
- (5) Provides individual supervision, as necessary, for students involved in the Pastoral Formation Program;
- (6) Maintains an up-to-date listing of all projects, personnel and schedules, and submits a copy of the same to the Dean of Students and to each Chaplain;

(7) Coordinates off-campus pastoral experiences, both those sponsored by the Seminary and those available to students, during the academic year and summer;

(8) Administers the Saint Teresa of Calcutta Endowment Fund distribution once each semester.

4. The Director of Counseling Services

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Dean of Students.

Basic Function:

Provides a comprehensive program for meeting the behavioral and mental health needs of the student body.

Responsibilities:

(1) Receives, reviews and reports on the psychological evaluations of applicants to the members Admissions Committee;

(2) Provides individual or group counseling for students who have either referred themselves or have been referred by the Seminary College;

(3) Provides a referral of students to outside mental-health professionals for psychological or psychiatric help when needed;

(4) May be asked to serve on the Health Review Panel and participate in the process of referral, evaluation and the implementation of recommendations as outlined in the Seminary College's Policy on Alcohol and Controlled Substances;

(5) Provides behavioral and mental health consultant services to faculty and staff members on an "as needed" basis;

(6) Cooperates with the Academic Dean in providing educational evaluations of students using staff personnel or outside resources;

(7) Submits an annual budget to the Dean of Students for approval and monitors budget expenses.

5. The Director of the Wellness Program

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Dean of Students.

Basic Function:

Administers and coordinates the Seminary's wellness program.

Responsibilities:

- (1) Provides Conception community members with individual assistance with nutrition, weight control, stress management, personalized exercise programs and smoking cessation as needed;
- (2) Organizes athletic, intramural and recreational programs, both required and optional, for students and others and arranges personnel for these programs;
- (3) Establishes program components that provide an outreach effort into surrounding communities to include scheduling of open recreation periods and wellness-related classes and contracting of instructors;
- (4) Monitors condition and availability of facilities and equipment;
- (5) Serves as faculty moderator for Student Athletic Committee.

6. Director of Student Activities

Appointed by:

Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

Dean of Students.

Basic Function:

Coordinates Seminary events and recreational aspects of student life.

Responsibilities:

- (1) Coordinates the student-orientation program with the Dean of Students;
- (2) Coordinates social aspects of Family Weekend, Pastors' Day, May Day, inter-seminary athletic events, Graduation and other events as assigned;
- (3) Serves as moderator of the students' A.C.E. (Arts, Culture & Entertainment) Committee;
- (4) Serves as liaison for the Alumni Union;
- (5) Coordinates all-school parties sponsored by classes and supervises *ad hoc* social events sponsored by the A.C. E. Committee or other committees.

D. Spiritual Formation**1. The Director of Spiritual Formation***Appointed by:*

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector.

Basic Function:

With the cooperation of the College faculty, the Director of Spiritual Formation coordinates and implements the spiritual-formation program of the Seminary College. With the Director of Liturgy and Spiritual Directors, he supervises a Seminary-wide program of spiritual formation.

Responsibilities:

- (1) Oversees the work of spiritual directors whom the students consult on an individual or group basis; assures that each student selects a director and secures his agreement to serve as his Spiritual Director;
- (2) Meets regularly with the Director of Liturgy;
- (3) Works in conjunction with the students' Liturgy appointees;

- (4) Serves as a member of the Seminary College Board of Deans, the President's Cabinet and the Admissions Committee;
- (5) Informs the President-Rector and Dean of Students of the names of the Spiritual Directors the students have selected;
- (6) Schedules meetings of the Spiritual Directors for purposes of coordinating their continuing education;
- (7) Arranges religious conferences, discussion groups etc. and, with the Director of Seminary Liturgy, arranges public and semi-public special religious exercises;
- (8) Schedules retreats and days of recollection and secures speakers for them;
- (9) Supervises arrangement for private and communal celebration of the Sacrament of Reconciliation;
- (10) Provides the Academic Dean and Dean of Students pertinent information for inclusion in the College Catalog and the Seminarian Handbook;
- (11) Coordinates the program of religious and liturgical activities in the College with the monastic schedule;
- (12) Recommends to the President-Rector and Board of Deans persons for appointment as Spiritual Directors;
- (13) Recommends to the President-Rector persons for professional preparation in the ministry of Spiritual Direction;
- (14) Submits recommendations for the annual departmental budget to the President-Rector and monitors budget expenses.
- (15) Monitors the Seminary's spiritual formation facilities and equipment and submits maintenance requests to the Environmental Services Department.

2. Spiritual Director

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector and the Director of Spiritual Formation.

Reports to:

The Director of Spiritual Formation.

Basic Function:

Serves as a guide and helper to the seminarian in his growth in the spiritual life.

Responsibilities:

- (1) Avails himself of professional training and opportunities for implementation of skills in spiritual direction;
- (2) Has a personal spiritual director;
- (3) Sees each student for whom he is director at least once every two weeks;
- (4) Helps the student to grow in his prayer life, integrate his total experience and grow in a deeper love for God and his neighbor;
- (5) Assists the Director of Spiritual Formation of the Seminary College in designing and implementing the Program of Spiritual Formation;
- (6) Maintains strict confidentiality with regard to all information given to him by the directee, which may be shared with others only to the extent that the directee specifies what may be shared with whom and when;
- (7) Cooperates with the Departments of Academic and Human Formation in designing, implementing and evaluating the total education and formation program of the Seminary College while maintaining confidentiality;
- (8) Attends meetings of the Spiritual Directors as arranged by the Director of Spiritual Formation.

3. The Director of Liturgy

Appointed by:

The Abbot-Chancellor in consultation with the President-Rector and Director of Spiritual Formation.

Reports to:

The Director of Spiritual Formation.

Basic Function:

Supervises the use of liturgy and ministry assignments as a part of the Spiritual Formation Program in the Seminary.

Responsibilities:

- (1) Supervises and arranges all use of the Seminary College Oratory;
- (2) Sees to the maintenance of the Seminary College Oratory and arranges for repairs etc. as needed;
- (3) Is the contact person for use of the Seminary College Oratory by non-Seminary groups;
- (4) Supervises the planning and preparation of music for Eucharistic liturgies and the Liturgy of the Hours in the Oratory and, in consultation with the Director of Spiritual Formation, for Holy Hour;
- [5] Plans ceremonies and chooses the readings for all celebrations of the Liturgy of the Hours in the Oratory and, in consultation with the Director of Spiritual Formation, for Holy Hour;
- (6) Supervises and, as necessary, assists in planning all special prayer services and special liturgies which involve the students;
- (7) Assigns presiders for the Eucharist in the Seminary College Oratory and for Holy Hour;
- (8) Supervises and provides for the training of student Prayer Leaders and Extraordinary Eucharistic Ministers in the Oratory;
- [9] Supervises the student Sacristans and oversees the operation of the Seminary Sacristy, including purchasing supplies as needed;
- [10] Attends student liturgies to ensure appropriate execution of plans and student fulfillment of ministerial responsibilities;
- [11] Consults with the Director of Spiritual Formation on a regular basis;

(12) Supervises arrangements regarding environment and art in the Oratory, including maintenance of furnishings;

[13] Schedules and plans regular liturgical education practicums and formation of the students through conferences, workshops and/or published materials.

4. The Associate Director of Liturgy (Music)

Appointed by:

The Abbot-Chancellor upon consultation with President-Rector and Director of Spiritual Formation.

Reports to:

The Director of Seminary Liturgy.

Basic Function:

Assists the Director of Liturgy with regard to music in Seminary liturgy.

Responsibilities:

(1) Supervises and implements all music selected for liturgies in the Seminary Oratory;

(2) Supervises all accompanists and instrumentalists for Seminary Oratory liturgies;

(3) Supervises and directs cantors and Schola in the Seminary Oratory;

(4) Schedules and conducts rehearsals with the students in the Seminary Oratory or Basilica in consultation with the Abbey Choirmaster;

(5) Serves as a resource person in the preparation for specific liturgical celebrations;

(6) Arranges with Abbey Choirmaster for student instrumentalists, Seminary Schola and other student-ensemble ministries in Abbey Basilica;

(7) Consults with Director of Liturgy on a regular basis.

(8) Sees to the care and maintenance of the instruments in the Oratory.

5. Associate Director of Liturgy (Catechesis)

Appointed by:

The Abbot-Chancellor upon consultation with President-Rector and Director of Spiritual Formation.

Reports to:

The Director of Seminary Liturgy.

Basic Function:

Oversees liturgical catechesis.

Responsibilities:

- (1) Instructs and assists all student ministers in the various Seminary liturgies;
- (2) Provides regular liturgical education and formation of the students through conferences, workshops and/or published materials.

E. College Services

1. The Director of Mission and Admissions

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector.

Basic Function:

Supervises the promotional efforts of the seminary in conjunction with the seminary administration and the development department, including printed and electronic promotional items, in-person promotional visits to dioceses or religious communities, events on and off-campus to promote seminary enrollment, and any other efforts to promote the seminary to potential students or dioceses/religious communities. Supervises the

admissions process for new seminarians, including the collection of all documents required for the rendering of an admission decision regarding all applicants, as well as leading meetings of the Admissions Committee.

Responsibilities:

- (1) Prepares and submits to the President-Rector a comprehensive plan for the activities of the Office of Mission and Admissions during the coming academic year;
- (2) Prepares and submits to the President-Rector yearly budget requests for the Office of Mission and Admissions;
- (3) Maintains and fosters a working relationship and corresponds with the Vocation Directors of the dioceses served by the Seminary College and plans and supervises all college-sponsored involvement of students and staff members in diocesan vocation programs;
- (4) Together with the Director of Communications, supervises the planning and preparation of all materials designed to inform or interest prospective client dioceses or students in applying for admission;
- (5) Coordinates promotional correspondence with Bishops and Vocation Directors of dioceses that may potentially be served by the Seminary College;
- (6) Supervises and participates in:
 - (a) admissions counseling of prospective students;
 - (b) the collection and filing of those documents necessary for rendering an admission decision regarding individual applicants;
- (7) Supervises all contacts and correspondence with individual prospects for admission to the Seminary College;
- (8) Prepares and coordinates the circulation of files for review by the Admissions Committee; serves as Chair of the Admissions Committee; Updates the Student Information System;
- (9) Supervises and participates in all special on-campus programs directed to the recruitment of students, especially the Encounter With God's Call weekends;
- (10) Coordinates hospitality for prospective students coming to CSC and maintains appropriate contact during the period of discernment;

(11) Coordinates and supervises any involvement of CSC in high school and grade school vocation-promotion programs;

(12) Supervises student participation in the College's vocation and admissions work, especially through the Community Council Vocations Committee, of which the Director is moderator;

(13) Plans and supervises the preparation of faculty and staff members and students for involvement in vocation and admissions work on behalf of the College or the dioceses it serves;

(14) Refers all applications for admission to the Registrar as soon as the necessary documentation has been accepted by the Admissions Committee and the file is complete;

(15) Works closely with the College's Financial Aid Officer to see that all applicants are effectively counseled concerning the financing of their education;

2. The Director of Financial Aid

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector.

Basic Function:

Administers all federal and institutional grant, scholarship, loan and work-study programs in which Conception Seminary College participates.

Responsibilities:

(1) Disseminates financial-aid information and assists and advises students in the application process for all federal and institutional awards, including, but not limited to:

- (a) Pell Grant,
- (b) Supplemental Education Opportunity Grant (SEOG),
- (c) College Work-Study (CWS),
- (d) Institutional Work-Study (IWS),
- (e) Stafford Loan,

- (f) Parent Loan for Undergraduate Students (PLUS),
- (g) Supplemental Loan for Students (SLS);

(2) Monitors internal consistency of information given in students' files, as well as completes verification of application information for those students selected by the federal government;

(3) Establishes student budgets and determines financial-aid eligibility for all applicants' files;

(4) Coordinates the referral process and monitors student earnings for the work-study programs;

(5) Communicates with the Director of Development regarding scholarships and how scholarships have been used by the institution;

(6) Serves as a liaison between students and vocation directors and outside organizations or individuals in securing additional funds for expenses not covered by federal and institutional sources;

(7) Coordinates the completion of the end-of-year "Fiscal Operations Report/Application to Participate" (FISOP/FISAP), and the external audit with the federal government;

(8) Maintains records and files of Office policy and procedures used in administering Title IV financial aid;

(9) Keeps abreast of federal legislation and Department of Education regulatory changes and incorporates these into Office policy and procedure.

3. The Director of the Deacon Formation Program

Appointed by:

The President-Rector.

Reports to:

The President-Rector and the Academic Dean.

Basic Function:

The Director of the Deacon Formation Program coordinates the Deacon Formation Program in concert with the President-Rector of Conception Seminary College, the Chairman of the Theology Department and the

representative of the Permanent Diaconate Program of the participating dioceses.

Responsibilities:

(1) Sets up the schedule of one- or two-credit hour courses for diaconal candidates over a cycle of seven semesters (3 ½ years) according to the requirements listed in the annual Academic Catalog of CSC;

(2) Makes proposals to the President-Rector for CSC faculty to teach courses to diaconal candidates according to faculty members' areas of expertise;

(3) Consults with the Registrar to verify the candidates' satisfactory completion of courses in the Deacon Formation Program;

(4) Informs the Registrar of the names of diaconal candidates who are pursuing courses for academic credit in the undergraduate program of study;

(5) Recommends to the Registrar the names of diaconal candidates to receive a Certificate of Study upon completion of the Deacon Formation Program.

4. The Director of International Students

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The Academic Dean.

Basic Function:

Serves as Principal Designated Official (PDSO), an official required by the Student & Exchange Visitor Program (SEVP) that is mandated by federal law and under authority of the Department of Homeland Security (DHS)-Bureau of Immigration and Customs Enforcement (ICE). Each college, university or trade school must have a PDSO if they accept international students. The PDSO must be a regularly employed member of the school administration whose office is located at the school and who is not responsible for recruitment of foreign students.

Responsibilities:

- (1) Responsible for updating the institution's files on SEVIS (Student Exchange Information System) to reflect the status, addition or deletion of all international/non-immigrant students on campus;
- (2) Used by the U.S. Department of Homeland Security – Bureau of Immigration and Customs Enforcement as the point of contact regarding any issues that relate to the College's compliance with regulations and system alerts generated by SEVIS;
- (3) Supervises the access of other designated school officials (DSOs) to SEVIS;
- (4) Collaborates with the Director of Admissions and the Registrar in maintaining the proper documentation for each international student;
- (5) Aids international seminarians with travel documentation and transferring of records to other academic institutions following completion of studies at Conception Seminary College.

5. The Librarian

Appointed by:

The Abbot-Chancellor.

Reports to:

The Abbot for non-Seminary College related concerns and to the President-Rector for Seminary College concerns.

Basic Function:

Provides leadership and supervision of activities relating to the library and its patrons: monks, seminarians, faculty, staff, guests, local patrons and inter-library patrons. Administers the library in such a way as to render it a vital part of the Abbey's and Seminary College's apostolic and educational endeavors.

Responsibilities:

- (1) Identifies and plans for long-range and immediate needs of the library;

- (2) Organizes the structure of authority within the library, both formally and informally, so that each staff member and the various tasks may be defined, arranged, and coordinated to objectives;
- (3) Staffs the library according to need, trains the staff in tasks and provides them with favorable working conditions;
- (4) Directs the various operational procedures of the library in an appropriate management style so that specific and general instructions may be implemented;
- (5) Coordinates the various parts of the working enterprise of the library in accordance with priorities, needs and resources;
- (6) Reports to patrons, administration and library staff about what is happening through reports, records, research and inspection;
- (7) Budgets the library for the fiscal year and sets long-range goals with the planning, accounting, and control necessary, in accordance with the Business Office and administration policies and procedures;
- (8) Is a member *ex officio* of the Seminary College Faculty.

6. The Assistant Librarian

Appointed by:

The Librarian.

Reports to:

The Librarian.

Basic Function:

Assists the Librarian in planning, organizing and coordinating various Library activities as directed by the Librarian.

Responsibilities:

- (1) Is a member of the Library staff, Library Board and Seminary College faculty;
- (2) Focuses on one or more professional aspects of the library, such as acquisitions, cataloguing or reference. Specific responsibilities are included in the Library Staff Manual.

7. Technical Services Librarian

Appointed by:

The Librarian.

Reports to:

The Librarian.

Basic Function:

Assists with services for circulation and preparation of library materials for patrons' use and attends to other tasks as the Librarian directs.

Responsibilities:

(1) Functions as a member of the Seminary College staff. Specific responsibilities are given in the Library Staff Manual.

8. Library Clerk (Administration)

Appointed by:

The Librarian.

Reports to:

The Librarian.

Basic Function:

Assists Librarian with administration.

Responsibilities:

(1) Functions as member of the Seminary College staff and assists in routine administrative tasks and other specific duties as given in the Library Staff Manual.

9. The Director of Textbook Services

Appointed by:

The Abbot-Chancellor.

Reports to:

The President-Rector.

Responsibilities:

- (1) Provides required textbook lists for all students' registered courses;
- (2) Assists students as needed in obtaining appropriate textbooks for coursework.

10. The Archivist

Appointed by:

The Abbot-Chancellor.

Reports to:

The Abbot-Chancellor.

Basic function:

Attends to the custody and preservation of all non-current papers, documents and photographic records of legal or historical value to Conception Abbey and its main divisions and to the collection of current publications.

Responsibilities:

- (1) Arranges conditions and schedules for deposit of records;
- (2) Organizes and preserves records according to accepted archival principles;
- (3) Retrieves needed records upon request;
- (4) Determines access to confidential records.
- (5) Assists in research projects and historical exhibits where archive materials are involved.

F. Contractual Relations

The services provided by the following departments are utilized by the entire Conception Abbey community, including the Seminary College. Inter-departmental cooperation is essential among the various Abbey apostolates.

1. The Business Manager

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector.

Basic Function:

Directs the business affairs of the Seminary College and supervises the care of properties, the maintenance of the College facilities and grounds, and purchasing.

Responsibilities:

- (1) Serves *ex officio* on the President's Cabinet;
- (2) Serves *ex officio* on the Finance Committee of the Board of Regents;
- (3) Assists in the preparation, supervision and control of budget;
- (4) In conjunction with the Treasurer, makes a financial report annually to the President-Rector;
- (5) Supervises the Student Supply Store Director;
- (6) Maintains proper insurance on Seminary College property;
- (7) Supervises the Director of Food Services;
- (8) Directs Seminary College maintenance and the employed personnel;
- (9) Purchases College supplies, furniture and equipment when such purchases are authorized by the budget.

2. The Treasurer

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector.

Basic Function:

Responsible, under the supervision of the Business Manager, for the financial affairs of the Seminary College.

Responsibilities:

- (1) Responsible for receipts and the custody and disbursement of money of the Seminary College;
- (2) Collects student fees and other institutional revenues;
- (3) Pays all bills and accounts;
- (4) Prepares annual budget and financial report, in coordination with the Business Manager;
- (5) Maintains financial books in order and availability for proper inspection;
- (6) Pays salaries of all personnel employed by the Seminary College and pays all wages to students employed under the Work-Study Program;
- (7) Arranges for and assists in the annual audit of the College's finances, especially as pertains to financial aid and work-study;

3. The Director of Environmental Services and Safety

Appointed by:

The Abbot-Chancellor.

Reports to:

The Business Manager.

Basic Function:

Supervises the general maintenance of Seminary College facilities.

Responsibilities:

- (1) Responsible for the general cleanliness and good order of the College buildings and supervises staff of the Environmental Services Department;
- (2) Responsible for the installation and/or maintenance of equipment used by the Seminary;
- (3) Responsible for supervising repairs to College buildings;
- (4) Responsible for developing programs for preventive maintenance, safety and safety training, and compliance with governmental regulation;
- (5) Responsible for the general maintenance of the grounds in the immediate vicinity of the buildings;
- (6) Assists Seminary officials in short- and long-range facilities planning.

4. The Director of Health Services

Appointed by:

The Abbot-Chancellor.

Reports to:

The Business Manager.

Responsibilities:

- (1) Administers medical care to all members of Conception Seminary College when requested;
- (2) Gives first aid to any member in need;
- (3) Arranges for doctor appointments upon request;
- (4) Orders all medical supplies and equipment;
- (5) Arranges for special diets from the kitchen when necessary;

- (6) Submits bills for health services to the Business Office;
- (7) Informs the Dean of Students of those students whose illness may affect their involvement in the activities of the College;
- (8) May be asked to serve on the Health Review Panel.

5. The Director of Food Services

Appointed by:

The Abbot-Chancellor.

Reports to:

The Business Manager (in all business matters), Prior (in providing services for the monks), and Dean of Students (for the Seminary College).

Basic Function:

Ensures that nourishment is provided to the monks, students, employees, infirmary residents and guests of Conception Abbey, in accord with chapters 39, 40, and 35 of the Holy Rule.

Responsibilities:

- (1) Supervises the entire Food Services Department, either directly or indirectly, through written delegation to workers in the Department;
- (2) Coordinates the scheduling of meals with the various officials and heads of departments to be served;
- (3) Recommends to the Business Manager the hiring and termination of Food Services personnel;
- (4) Draws up and supervises job descriptions and performance records of members of the Food Services Department, either directly or indirectly, through written delegation;
- (5) Proposes and supervises the overall budget of the department;
- (6) Monitors the performance of a skilled subordinate to whom is delegated day-to-day responsibility for menu-planning, food purchasing, food preparation, diet- and sick-trays and the requisition of operating supplies;

(7) Provides an annual written report to the Abbot's Council;

6. The Director of Development

Appointed by:

The Abbot-Chancellor upon consultation with the President-Rector.

Reports to:

The Abbot-Chancellor and the President-Rector.

Basic Function:

Supports and contributes to the mission, goal, and values of the Abbey Corporation through planning, organizing, monitoring and evaluating the goals, projects, activities, and staff participation in the offices of development, public information, planned and major giving, direct mail, grant writing and donor research.

Responsibilities:

(1) Creates and supervises, in consultation with the President-Rector, a public-relations and development program for Conception Seminary College, which is directed to the following publics: members of Conception Abbey, faculty and students of Conception Seminary College, parents of students, the Catholic Church at large, and especially the dioceses served by Conception Seminary College, alumni, and the civic and business communities within the immediate neighborhood of the school and within its primary service area;

(2) Supervises the Communications Department, which is in charge of the production and distribution of all publications issued by the Seminary College and the production of all promotional literature required by the various departments of the College;

(3) Develops and maintains relevant mailing lists for the Seminary College;

(4) In concert with the President-Rector, activates the Conception Alumni Association in such a way as to further the welfare of Conception Seminary College and its alumni;

(5) Establishes and maintains good relations with the media and supervises the preparation and distribution of all news releases;

- (6) Supervises and/or assists the planning and implementation of the College's special events.

7. The Director of Alumni Relations

Appointed by:

The Abbot-Chancellor, upon consultation with the President-Rector.

Reports to:

The President-Rector and the Development Director.

Basic Function:

Maintains contact with the College's alumni and coordinates all activities of the Conception Seminary College Alumni Association.

Responsibilities:

- (1) Keeps informed of significant events in the life of the alumni and ensures that these are published in Tower Topics;
- (2) Maintains an up-to-date listing of alumni addresses;
- (3) Together with the Alumni Board President and others, prepares the agenda for Alumni Board meetings, sends out the agenda and attends the meetings;
- (4) Arranges, coordinates and presents the Director's Report at the annual alumni reunion;
- (5) Organizes and attends meetings of local alumni chapters, represents the Seminary College at other meetings and conferences dealing with alumni affairs;
- (6) Keeps a record of income and expenses related to Alumni Association membership and alumni activities;
- (7) Works with the Director of Development in planning and implementing any fund-raising activities that involve alumni.

8. The Director of Information Technology Services

Appointed by:

The Abbot-Chancellor.

Reports to:

The Business Manager.

Basic Function:

Supervises the Seminary College's data and voice networks.

Responsibilities:

- (1) Maintains an efficient and effective computer network in support of the academic and business use of computer resources;
- (2) Serves as resource person for computer planning for Seminary departments;
- (3) Supervises the installation and maintenance of network computer facilities;
- (4) Helps plan expansion and upgrading of computer resources for the Seminary College with administrators and faculty;
- (5) Programs and maintains the telephone system in conjunction with other personnel and contractors.

SECTION IV POLICIES AND PROCEDURES

A. FACULTY AND STAFF STATUS

1. Faculty

The faculty of Conception Seminary College consists of those involved in academic formation, including all central administration, library faculty, and all who teach. Non-monastic faculty receive contracts.

2. Staff

The staff of Conception Seminary College consists of those involved in other formational and support areas, including Chaplains, Spiritual Directors, Directors of Wellness, Counseling Services, Admissions personnel and those providing administrative and/or secretarial/clerical support to the administration, the faculty, the library, and other designated areas as determined by the President-Rector. Non-monastic full-time and part-time staff members receive a letter of appointment with the College, approved by the President-Rector and Abbot-Chancellor, and are considered hourly employees. At the discretion of the appropriate Dean/Program Director and the President-Rector, staff can be offered annual contracts.

3. Dual Roles

Those who hold positions as both faculty (i.e. teaching) and staff (i.e. formation) maintain faculty rank and receive contracts.

4. Monastic Faculty and Staff

Since monastic faculty and staff are covered by the monastic community, financial benefits and policies outlined in this handbook relate to non-monastic faculty and staff, unless otherwise indicated.

B. POLICIES AND PROCEDURES COMMON TO FACULTY AND STAFF

1. The Recruitment and Appointment of Faculty and Staff

Responsibility for providing a qualified faculty rests primarily with the Academic Dean in consultation with the President-Rector and Department Chairpersons. Recruitment of staff members is supervised by the President-Rector in consultation with the appropriate Dean or program officer. Final appointments are made by the Abbot-Chancellor in consultation with the President-Rector.

The document listing the appointments for Conception Abbey monks to the College is signed and published by the Abbot-Chancellor. Qualified monks of Conception Abbey are given preference in filling a not-yet-advertised vacant position on the faculty and staff.

2. Salaries

The College administers a salary program to attract the most qualified people available and to classify positions according to job responsibilities. Employee salaries are based on comparable market and position criteria geographically in addition to cost-of-living indices.

2.1 Responsibilities for Salary Arrangements

The President-Rector with the Business Manager share responsibilities for salary arrangements.

2.2 Approval Process for Salaries

Salaries as a part of the total budget are reviewed by the Abbey Planning and Finance Committee. Final approval rests with the Board of Trustees.

2.3 Initial Salary Arrangements

The initial salary is determined on the basis of the individual's academic degree, professional experience, rank, and other qualifications as well as a review of comparable salaries at other small, regional, church-related, liberal-arts Colleges. The President-Rector negotiates the salary with the new faculty or staff member.

Monks of Conception Abbey are assigned a salary according to the same criteria. When fiscally possible, the College pays the Abbey part of the salary

reimbursement for the Benedictine monks working in the College. The difference between the salary and the amount paid to the Abbey is credited as the Abbey's contributed services to the College as a living endowment. If a monk is not engaged in the College full-time, the amounts are pro-rated. For diocesan clergy and other religious, salaries are adjusted in accordance with the stipulations of their competent authority.

2.4 Annual Adjustment Arrangements

The annual adjustment in salaries takes into account especially the annual cost-of-living index, regionally adjusted, the financial condition of Conception Seminary College and Conception Abbey, and the performance of the employee. The College intends that faculty and staff have at least the same purchasing power if not more real dollars in income year to year. The President-Rector, along with the Business Manager, determines annual salary adjustments. The specific salary for a faculty or staff member is communicated in writing in May. Generally, salary increases are granted annually to all faculty and staff members, including Conception Abbey monks. There is usually an across-the-board percentage increase of the previous year's base salary of the individual, taking into account an employee's performance. Typically, salary increases take effect the first day of June.

2.5 Special Adjustments

Individual faculty and staff members must discuss reasons for any special adjustment with the appropriate dean or program officer. Negotiated adjustments must be approved by the President-Rector.

2.6 Salary Procedures

2.6.1 Payday

Employees are paid monthly according to their contractual agreement via direct deposit. Payroll stub information is distributed to the employee on the pay date, which is scheduled for the last day of the month. If the last day of the month falls on Saturday or Sunday, payday occurs the Friday immediately preceding the last of the month. Direct deposits include pay for all time worked from the first through the last day of the month. When a holiday occurs on a payday, payday will fall on the day preceding the holiday.

2.6.2 Payroll Deductions

Federal and state laws require the College to withhold taxes from employee wages. Those taxes are:

- 1) Federal Income Tax
- 2) Missouri State Income Tax
- 3) FICA & FICA-HI (Social Security Tax)

An employee must complete a W-4 (Employee's Withholding Allowance Certificate) to change the number of exemptions or marital status for federal or state income tax withholding purposes. Forms are available from the Business Office.

Deductions for benefit options selected by an employee will be made from each paycheck issued.

2.6.3 Garnishments

When the College receives a federal, state or court order to garnish an employee's wages, the College must comply with that order. A garnishment reduces take-home pay of the employee.

3. Faculty and Staff Benefits

3.1 Benefit Programs

The College provides, through Conception Abbey, opportunities to maximize each full- and part-time employee's understanding of the benefits offered. An employee should review all benefit plan information and refer specific questions about any benefit to the Business Office. The College reserves the right to change, modify, add or cancel any benefit provided its employees. The opportunity to change/add/cancel plans or to add/delete dependents will be given as appropriate, ordinarily during a Benefits Open Enrollment period.

3.1.1 Medical and Dental Insurance

An employee working 30 hours or more per week for a period of at least nine months is eligible to be covered by medical and dental insurance. Plan options and costs will be discussed at the time of employment.

3.1.2 Retirement Plan

The College enrolls all eligible employees in a defined benefit-group retirement plan. Contributions by the institution are at a rate of 3.5% of an employee's gross annual wage. This plan also provides an opportunity for employees to contribute toward their retirement at a rate chosen by themselves (and which can be changed periodically). The employee may select, among a number of options, how the

employee's own contribution is to be managed and may change this periodically. Plan provisions and the cost to the employee will be detailed at the time of enrollment.

3.1.3 Social Security

The College and the employee make equal contributions to Social Security.

3.1.4 Holidays

Paid holidays for eligible full-time and part-time employees are as follows:

- Solemnity of the Mother of God and New Years Day (January 1)
- Good Friday
- Memorial Day (last Monday of May)
- Independence Day (July 4 or closest weekday)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Solemnity of the Immaculate Conception of Mary (December 8 or Flexible)
Holiday before end of year)
- Christmas Eve (December 24)
- Solemnity of Christmas (December 25)
- New Year's Eve (December 31)

3.1.5 Short-Term Disability

An employee absent due to an illness or non-work related injury is eligible for disability benefits after three months. A short-term disability policy may be purchased by employees at their own expense (counted as pre-tax deductible expense), under the institution's Cafeteria Plan.

If at any time the College has doubt concerning the physical ability of a faculty or staff member to perform all duties as specified in the applicable job description, the College may require an examination by a qualified medical practitioner at its own expense.

A disabled faculty or staff member may return to his/her position when he/she has full medical clearance, a copy of which must be provided signed by his/her physician, provided that the supervisor has received reasonable advance notice of the stated day of return.

Extended leaves for medical reasons or disability may be granted if requested by a faculty or staff member and approved for other good and sufficient reasons by the President-Rector.

3.1.6 Long-Term Disability Each employee becomes eligible for long-term disability benefits 30 days after becoming a full-time employee. After a three-month disability waiting period, an employee, certified by a medical practitioner as disabled, is eligible to apply for long-term disability benefits. Plan provisions will be explained in detail at the time of enrollment.

3.1.7 Family and Medical Leave

An employee who has worked a minimum of 1,250 hours during the past twelve months may request unpaid leave for up to 12 weeks for certain family and medical reasons. The Business Office will provide details upon application.

3.1.8 Military Leave

An employee may take unpaid leave or vacation leave when scheduled to report for required temporary military duty or training. All military pay allowances shall be retained by an employee. Unpaid leave or vacation leave may be taken for voluntary military duty or training provided departmental operations will not be affected materially. Authorization for the latter must be approved in advance in writing by a departmental supervisor.

The Universal Military Training Act and other applicable federal and state laws shall govern cases of military leave not covered in the above paragraph.

3.1.9 Jury/Witness Duty

A faculty or staff member must notify the supervisor when called to jury duty and make arrangements to return to work when excused from the jury summons or at the conclusion of duty.

3.2 Funds for Professional Activities

The College provides funds to enable faculty and staff members to participate in professional and scholarly activities requiring travel, lodging, payment of registration fees etc. Funds are made available annually. The appropriate dean or program Director is responsible for the equitable distribution of such funds among faculty and staff members under his or her supervision.

Funds for part-time faculty and staff are generally pro-rated on the basis of full-time equivalence.

4. General Policies

4.1 Americans With Disabilities

The College will not discriminate against qualified individuals with disabilities in regard to any employment practices or terms, conditions and privileges.

4.2 Continuing-Education Courses

Each Abbey (including College) employee may enroll in one accredited course at Conception Seminary College each semester at no charge, with the approval of their supervisor if the course is scheduled during work time.

Off-campus continuing education courses for seminary faculty or staff members are negotiated with the appropriate Dean or program Director.

4.3 Drug-Free Workplace

The College complies with federal, state and local laws governing the possession, use and distribution of unlawful drugs at the work-place. The sale, possession, distribution or use of illicit drugs will not be tolerated. Reporting for work under the influence of intoxicants or marijuana, prescription drugs without benefit of a prescription for such drug, or illegally controlled substances (as defined by the Missouri Criminal Code), or the use of the same during working hours by any faculty or staff member will result in the employee being suspended or dismissed for noncompliance with these laws or College policy.

4.4 Harassment

Harassment by Conception Seminary College personnel, which includes priests, religious, administrators, officers, lay employees and lay volunteers, on the basis of sex, race, color, religion, national origin, age, disability or other classes protected by applicable law, is contrary to Christian morals and principles, violates federal and state law and is obviously outside the scope of Church ministry and employment.

Conception Seminary College is committed to providing a productive Christian work environment. Personnel should always treat other co-workers respectfully and with dignity.

4.5 Sexual Misconduct

Sexual misconduct, including, but not limited to, harassment, abuse and exploitation, is contrary to Christian principles and will not be tolerated. All monastic and non-monastic faculty and staff of Conception Seminary College must comply with applicable federal, state and local laws. All employees are further required to comply with the procedures outlined in the most recent version of the document, "Program of Protection for Children and Other Vulnerable Persons," Conception Abbey, Inc. (See Appendix of this Handbook). The document provides definitions of actions that constitute various forms of sexual misconduct, indicates appropriate procedures for reporting and responding to incidents of sexual misconduct, describes the investigative procedures that follow such reports and explains courses of action that will result from the various possible outcomes of such investigations.

4.6 Illegal, Improper, or Fraudulent Acts

The College does not condone nor will it tolerate fraudulent, illegal or improper business practices, or practices of questionable ethics or conflict of interest in the conducting of College business. Any faculty or staff member found guilty of such offenses will be subject to disciplinary action or dismissal.

4.7 Favoritism

Because the College operates in a rural area and draws its employees from a closely knit community, the likelihood that some of its employees are related to one another is high. In fact, the Abbey often hires relatives of employees simply because their qualifications are better known. However, favoritism, defined as unfair partiality in wages, advancement or work assignments, shown to one employee over others because of a friendship or relationship will not be tolerated. Managers and employees should conduct themselves in a manner that avoids even the appearance of such partiality.

4.8 Privacy

A faculty or staff member can expect workplace privacy if given an assigned work desk, office, locker and/or files. However, if a faculty or staff member is absent from the work station and access to information or materials or lock changes are necessary for carrying out business tasks, access to the aforementioned places may be authorized by the relevant supervisor.

4.9 Safety and Security

4.9.1 Safety

Safety is a vital concern at the College and is one of a faculty or staff member's most important responsibilities. Following College safety policies and procedures is essential. Unsafe conditions or equipment must be reported to the employee's supervisor. If an employee has an accident in the workplace, he or she must report it to his or her supervisor and complete a written report for the Business Office. If the employee has been injured, he or she should see the nurse on duty in the Abbey Infirmary. Safety-training sessions are conducted periodically as necessary, and employees' participation is mandatory.

4.9.1.1 Emergency Procedures

The College has established and implemented emergency procedures to protect the lives and property of persons at the workplace. Faculty and staff members are expected to familiarize themselves with the procedures and follow those directives conscientiously.

4.9.1.2 Workers' Compensation

An employee injured on the job must report the injury to their work supervisor, and complete a written report for the Business Office within three days of the accident or diagnosis. Appropriate forms, no matter how minor the injury and even if medical treatment is not needed, must be completed. Referral to a designated health or occupational injury facility may be authorized by the Business Office only. Failure to report an on-the-job injury may result in a loss of medical-expense reimbursement for the injury. In addition to covering medical expenses for work-related injuries, the employee may be entitled to income disability benefits.

4.9.2 Security

Security policies and procedures must be followed to ensure one's own safety and the safety of fellow faculty and staff members. Supervisors will provide directives regarding confidentiality of information, use of keys, handling of cash, and securing of workplace materials and equipment. Security updates will be provided to all faculty and staff members from time to time.

4.9.2.1 Vehicles

A faculty or staff member authorized to drive a College vehicle must maintain a good driving record while employed with the College and adhere to established policy and procedures for safe operation of a College vehicle. The employee's driver's license number must be provided to the Business Office.

4.9.2.2 Parking

Parking is available at various locations on the Abbey grounds for all employees of Conception Abbey, including College faculty and staff. Information regarding the locations of available parking will be provided at the time of the initial orientation and whenever changes to the policies and procedures occur.

5. Travel and Expenses

An employee shall be reimbursed for travel and expenses authorized or required by the College. Original receipts are required for reimbursement and must be processed according to Business Office guidelines.

6. Outside Employment Policy

During the academic year a full-time member of the faculty and staff shall not be employed outside the College except after negotiation with the appropriate Dean or program Director and with the approval of the President-Rector. Such approval must be renewed each semester.

7. Faculty and Staff Access to Official Student Records

Access to the official school records of students is granted to faculty and staff on the basis of "legitimate educational interest," as detailed in *The Family Educational Rights and Privacy Act of 1974* (FERPA). FERPA is a law that is designed to protect the privacy interest of students, not institutions. Under this legislation, students enrolled in Conception Seminary College have three fundamental rights:

- 1) To review and inspect their education records
- 2) To request to amend their education records
- 3) To limit disclosure of "personally identifiable information" contained in education records.

Student FERPA rights pertain to the education records that Conception Seminary College maintains of a student, not to the student himself/herself. Education records are those maintained in any form by Conception Seminary College, or by a party acting for the institution, which are directly related to a student. Records

containing a student's name, social security number or other personally identifiable information in whatever medium are covered by FERPA unless identified in one of the law's excluded categories.

Records that may be retained by members of the faculty or members of the staff of the Counseling Services Department are not official records of the school.

The intent of FERPA legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA applies to all institutions that are the recipients of federal financial aid. FERPA defines a student as one who has attended or is attending Conception Seminary College and whose records are in the files of this school.

Each year faculty members are given notice of FERPA requirements and guidelines. Because education records are maintained in many different forms all over the campus, the responsibility of ensuring FERPA compliance is a campus-wide responsibility. However, the Registrar will act as office where FERPA is administered. If there are questions, please contact the Registrar's Office.

Conception Seminary College is required to keep records of requests for and disclosures of student-education records.

If Conception Seminary College fails to comply with FERPA legislation, The Department of Education may issue a notice to cease the practice complained of and could ultimately withhold funds administered by the Secretary of Education, such as federal financial aid dollars and federal grants.

8. Confidentiality

8.1 Regarding the Right to Privacy

Every student has the right to require from faculty and staff the confidentiality of discussions, disclosures and written documents concerning his or her private life and character.

Every faculty member and administrator has the right to require the confidentiality of discussions regarding students and their fitness for graduate theological study and priestly formation.

Any information provided to a Spiritual Director or professional psychological counselor acting in that capacity is subject to the utmost confidentiality. Sharing of this information can be justified only when it is required to protect persons from clear and imminent danger.

Confidentiality in regard to the Sacrament of Reconciliation is absolute. This is mandated by Canon Law.

8.2 Regarding the Right to Know

Faculty members and administrators have the right to be informed about students to the degree necessary for the reasonable fulfillment of their particular responsibilities.

Students have the right to be informed about how and with whom confidential information about them will be shared. Students also have the right to know the reasons for and the sources of evaluations made of them.

A student's education record may be disclosed without consent of or prior notification to the student to 1) authorized representatives of the Comptroller General, Attorney General, Secretary of Education, and state and local education authorities; 2) to schools in which the student seeks or intends to enroll; 3) in connection with financial aid; 4) to organizations conducting studies for or on behalf of educational agencies or institutions; 5) to parents of a dependent student if the parent can prove that he/she claimed the student on his/her most recent tax return; 6) to comply with a judicial order or lawfully issued subpoena; and 7) if there is a health/safety emergency.

Results of pre-admission psychological testing are released by the student applicant in writing to the Rector & Director of Counseling Services. The Director of Counseling Services or the Rector may share verbally the results of psychological testing with the members of the Admissions Committee as part of the admissions procedure.

In accordance with state laws, Conception Seminary College will report to the appropriate authorities any incidence of child abuse, no matter what the circumstances.

8.3 Other Cases

In situations other than the above, it is expected that every person respect another's request that a discussion or disclosure given in confidence be kept confidential. Such confidences may be revealed only if serious harm would otherwise result in persons or society. This includes threats of harm of self or threat to harm of another person. In such cases, the faculty has the legal obligation to inform appropriate personnel of the person's intentions.

Faculty members and administrators have special responsibilities to the College,

priesthood, and the Church when they become aware of significant issues through their interaction with students in the external forum and cannot guarantee strict confidentiality.

9. Absence and Lateness

Faculty and staff are to inform their supervisors concerning any foreseeable absence from assigned duties. With respect to scheduled classes, any unavoidable delay or absence should be reported to the Academic Dean via the Registrar's Office as soon as possible. If the professor expects to arrive within one-fifth of the scheduled duration of the class period (e.g., within the first 10 minutes of a 50-minute period), the students will be advised to await the professor's arrival; otherwise, the class will be considered canceled.

10. Extended Illness

The onset and prognosis of each serious or extended illness may be unique. With due regard for individual differences about which it is difficult to legislate, the following provisions will serve as guidelines for decision and action:

- (a) An illness expected to last more than two weeks, during which time a faculty member cannot attend to instructional or formational duties, shall be considered an extended illness. This definition may be modified in the case of a staff member whose position does not directly affect the delivery of services to students;
- (b) The ad hoc arrangements made in consultation with one's supervisor for short-term absences may not be adequate to cover a prolonged absence; hence notification of illness and its expected duration should be made as soon as possible--if not by the sick individual, then by the spouse or next-of-kin or religious superior;
- (c) Suggestions regarding a temporary replacement or other means of covering one's tasks and responsibilities are welcome; however, the decision in this regard shall be made and carried out administratively by the appropriate supervisor, without prejudice to the right of the faculty or staff member to return to work upon recovery;
- (d) The Business Office assists with health-insurance claims;
- (e) Since paid sick-leave is not an employment benefit, hourly wage-earners do not receive any pay for time absent;

(f) Salaried faculty and staff members whose illness keeps them out of service beyond the grace-period of two weeks shall ordinarily forfeit a pro-rated amount of their salary during any additional absence in their current contract period;

(g) In the case of a teacher, a record of student grades reflecting the grading policies outlined in the course syllabus shall be put at the disposal of the Academic Dean and shall be honored in calculating mid-term and end-of-term grades.

11. Leaves of Absence

Request for a leave of absence without pay should be submitted directly to the President-Rector, who is responsible for the final decision. In considering such a request, the President-Rector would be most concerned about both the impact of the leave on the formation program and on faculty/staff stability and whether or not the request is appropriate and could be enriching to the faculty or staff member's future performance. Approval may be given for up to one year, during which the faculty or staff member would retain rights and privileges but would not receive a salary.

12. Letters of Recommendation for Students

Letters of recommendation in which the College speaks to the character, educational achievement or personal qualities of present or past students are to be written by the President-Rector or his delegate. In every case, they are to be approved by the President-Rector and signed by him. A copy of such a letter is to be kept in the student's permanent file for such a period as official school policy may determine.

Letters of recommendation speaking to the performance of a present or former student in a particular class, program or activity are written by the individual faculty, administration or staff member knowledgeable about that context. Letters of reference which clearly speak only to the personal opinion of a particular member of the College's faculty, administration or staff as to such a student's performance, personal qualities, educational achievement, character, etc. are, likewise, written by individual faculty, administration, or staff members. These letters are not considered official statements of or on behalf of the College and no copies are retained in official school files. They are neither written nor approved by any official of the school acting as representatives of the school *per se*.

In writing letters of recommendation only the President-Rector or his delegate has access to official school files. These files (i.e., the information contained in them)

are to be used, even in this case, only as the student shall have directed. A person requesting such a letter should be asked to state in writing above his signature exactly what sort of information is to be disclosed in the recommendation or should give a blanket permission to use all information in his official file.

13. Grievance Procedures

13.1 Complaints and Grievances

13.1.1 Informal Resolution

Informal discussion of a grievance is encouraged between individuals; a conference will be scheduled within three working days after a request for discussion is made by the grievant.

If the individuals fail to reach agreement on a solution, the appropriate Dean will be asked to meet with the individuals to assist them in reaching a solution. A maximum of five working days is allowed to arrive at a resolution. If no agreeable solution is reached, the formal resolution process may be used.

13.1.2 Formal Resolution

Within 10 working days of the informal discussion, the grievant may file a written grievance with the appropriate Dean, who will refer the grievance to a campus official designated by the President-Rector or a designated neutral Abbey representative appointed by the Abbot-Chancellor in the event the President-Rector is being grieved.

A hearing may be held to review the facts and question the individuals involved in the grievance. The designated campus official has the option to conduct the hearing with one representative from each party present. If representatives are used, the selected representatives will meet privately with the designated campus official at the conclusion of the hearing to make their recommendation on a solution.

The designated campus official's decision will be rendered within 10 calendar days after receiving the written grievance.

13.1.3 Provisions

Parties may not be represented by legal counsel at grievance meetings.

Time requirements may be modified by mutual agreement of the individuals involved.

All conferences and hearings shall take place at College facilities.

13.2 Alleged Acts of Discrimination

13.2.1 Informal Resolution

Informal discussion of an alleged grievance is encouraged between the individual who claims to be the recipient of a discriminatory act and the individual alleged to be responsible for such an act. A conference will be scheduled within 10 calendar days after a request for discussion is made by the grievant.

If the individuals fail to reach agreement on a solution, the appropriate Dean will be asked to meet with the individuals to assist them in reaching a solution. A maximum of 10 calendar days is allowed to arrive at a resolution. If no agreeable solution is reached, the formal resolution process is used.

13.2.2 Formal Resolution

Within 10 calendar days of the informal discussion, the grievant may file a written grievance with the appropriate Dean, who will refer the grievance to a designated campus official.

A hearing may be held to review the facts and to question the individuals involved in the grievance. The designated campus official has the option to conduct the hearing with one representative from each party present. If representatives are used, the selected representatives will meet privately with the designated campus official at the conclusion of the hearing to make their recommendation on a solution.

The designated campus official's decision will be rendered within 10 calendar days after receiving the written grievance

13.2.3 Provisions

Parties may not be represented by legal counsel at grievance meetings.

Time requirements may be modified by mutual agreement of the individuals involved.

All conferences and hearings shall take place at Seminary College facilities.

13.2.4 Appeal to the Abbot

An employee or manager not satisfied with the decision of the hearing board may appeal the decision to the Abbot of Conception Abbey within three working days. The abbot, as president of Conception Abbey, Inc., will respond to the appeal within five working days. The decision of the Abbot is final.

14. Inclusive Language

Because it is a matter of justice that we recognize the power of language to shape attitudes and reinforce stereotypes, all faculty or staff members of the College are to avoid offensive bias in their public discourse. Specifically, faculty or staff members should be sensitive to using all-purpose terms to refer to people in general; they are also to avoid prejudicial stereotyping of people or groups with regard to gender, ethnicity, race, age, physical condition or sexual orientation.

15. Faculty/Staff Conduct

A faculty or staff member is expected to support and contribute to the goals and mission of the College by fulfilling all job responsibilities and the directives and assignments of a designated supervisor.

15.1 Appearance and Attire

Appearance and attire shall be appropriate to the job being performed.

15.2 General Guidelines

All faculty and staff of the College should recognize and honor the human dignity of all – colleagues, seminarians, monks, other employees of the Abbey and guests. Threatening or harassing behavior or language will not be tolerated. Care should be taken to respect confidentiality in dealing with colleagues and seminarians. Faculty and staff members should use the material resources of the College wisely and prudently for the educational and formational purposes for which they were purchased. All are encouraged to use time wisely for the educational and formational mission of the College. As professionals, the faculty and staff should give witness to seminarians of the values of punctuality, preparedness and good time management.

16. Discipline

The College expects high-quality work, professional conduct and courteous service from every faculty or staff member. Disciplinary action may be taken in response to the following actions but need not be limited to that behavior:

- (a) failing to perform satisfactorily;
- (b) failing to follow the directives of a supervisor;
- (c) violating mandated laws or College policies and procedures;
- (d) engaging in inappropriate behavior.

If discipline is necessary, it may take the form of verbal warnings, written warnings, suspension and/or termination.

C. POLICIES SPECIFIC TO FACULTY

1. Faculty Credentials

Conception Seminary College is committed to providing high quality instruction to our students. Faculty with instructional responsibilities must be appropriately credentialed and possess minimum required degrees.

The Higher Learning Commission (HLC) expects that all accredited institutions follow a set of practices shared by institutions of higher learning in the United States. HLC refers to them as “Assumed Practices,” and in general they are matters to be determined as facts, as opposed to matters requiring professional judgment. HLC considers them unlikely to vary by institutional context or mission. The policy outlined below is in keeping with HLC’s Assumed Practice on Qualified Faculty Requirements.

- (a.) Qualified faculty members are identified primarily by academic credentials. Other factors, including equivalent and tested experience, may be considered by CSC in determining whether a faculty member possesses the expertise necessary to teach in a specific discipline. Faculty members possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. Teaching faculty hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Equivalent and Tested Experience

(b) When faculty members are employed based on equivalent and tested experience, CSC defines a minimum threshold used in the appointment process.

A faculty member teaching courses in a foreign language may demonstrate their qualification and expertise through a nationally recognized rating of proficiency in the foreign language.

The Equivalent/Tested Experience rubric of the School of the Art Institute of Chicago will guide CSC in determining qualifications for faculty teaching the Applied Arts or Performing Arts who do not have a Master's Degree or 18 hours of graduate study.

To qualify for teaching in the Applied Arts, a faculty member will have tested experience outside of the academic realm in the form of three years of relevant professional work experience and either three publications of articles or works or ten Lectures/Presentations, including invited Conferences/Events.

To qualify for teaching in the Performing Arts, a faculty member will have tested experience outside of the academic realm in the form of three years of relevant professional work experience and either three publications of articles / essays / chapters in books or ten Performances / Exhibitions/ Screenings.

The Department\Division Chair will determine whether such tested experience is sufficient to demonstrate that the faculty member has the expertise necessary to teach students in the respective discipline. The Chair will ensure that the tested experience is documented in some form so that the Academic Dean can include it in the faculty member's file.

2. The Search Process for Faculty Members

When a faculty position is to be filled by a person other than a monk of Conception Abbey, the Academic Dean, working with the Department Chair, initiates a search for applicants. The Academic Dean, Chairperson and appropriate faculty screen the applications and select the most promising applicants. The Academic Dean then reviews the list of finalists with the President-Rector. Applicants are normally invited to campus for a personal interview with a Search Committee comprised of one or more faculty members, usually in the discipline for which the search is being conducted, the appropriate department Chairperson, and the Academic Dean. The President-Rector normally

interviews all candidates brought to campus. The Academic Dean is responsible for making the final selection but works for a consensus among the members of the Search Committee. The Academic Dean provides the name of the applicant recommended to fill the vacancy to the President-Rector, who either endorses or vetoes the recommendation of the Academic Dean.

3. The Renewal of Contracts for Non-Monastic Faculty

Non-monastic faculty members are employed on a contractual basis. Where a formal review is called for, a written indication of intent on behalf of the faculty member to renew or not renew the contract should be forwarded to the Academic Dean by the end of the summer preceding the anticipated contract renewal. Supporting documentation for all faculty contract renewals should be submitted to the Academic Dean no later than the first week of the fall semester during which semester the formal review will be conducted.

The actual contract will be issued by May 1st. It is the responsibility of the faculty member to accept or reject the contract within two weeks of receiving it. Failure to respond within this period will be considered as rejection of the contract and will be treated as voluntary resignation from the College. If extenuating circumstances appear to be applicable, it is the responsibility of the faculty member to contact his supervisor before the designated date so that an appropriate solution may be pursued.

4. Term of Appointment

The term of appointment for monks of Conception Abbey is determined by the Abbot in consultation with the President-Rector. For non-monastic faculty and staff, the term of appointment is defined in the employment contract. Conception Seminary College regularly issues an annual contract for the first three years of a faculty member's employment. After three years, a contract may be issued for up to a five-year period. It should be clearly understood that the College is under no obligation to renew the contract when it expires. The College does not provide tenure. A five-year contract may be offered to a faculty member who has successfully attained the rank of Associate Professor and who is in compliance with the Conditions for Service for Faculty in the *Program for Priestly Formation*, 6th ed. (#466-488), exemplifying a commitment to his/her religious tradition in a practical and publicly recognizable manner.

5. Full-Time and Part-Time Status

Full-time status for faculty is understood to involve 12 semester hours of instruction each semester or its equivalent in College service. Faculty who teach

fewer than 12 hours may be asked to contribute equivalently by performing additional duties connected with the operation of the College, such as additional advising, service on committees and certain administrative duties.

Part-time status normally involves the teaching of one or two courses each semester, as is done, for example, by monks with duties in other departments or outside the College, and non-monks hired repeatedly to teach one or two courses.

Part-time status shall be counted in its aggregate and applied toward rank on the basis of full-time equivalence.

Both full-time and part-time faculty enjoy full voting rights and privileges as members of the Faculty-Staff Assembly.

6. Faculty Ranks

Conception Seminary College employs a ranking system of four levels for members of the faculty. The ranks of Instructor and Assistant Professor correspond to the ranks used at Colleges for faculty without tenure. Promotion to Associate Professor or Full Professor is based on clear evidence of significant academic and professional activity and significant accomplishment in the faculty member's area of teaching.

Minimum Qualifications

Instructor: recently earned master's degree or equivalent with less than three years' teaching experience. A doctoral candidate will hold this rank until the degree has been awarded.

Assistant Professor: earned master's degree or equivalent with at least three years of College teaching or appropriate professional experience. This is also the usual beginning rank for a new faculty member with the completed doctorate.

Associate Professor: earned doctorate or equivalent, and ordinarily eight years of College teaching experience. The faculty member must show evidence of competent teaching or appropriate professional experience and of significant academic and professional activity and accomplishment in his or her primary area of responsibility. In exceptional cases a faculty member without the doctorate may be awarded this rank if all other criteria are met.

Full Professor: earned doctorate or equivalent, ordinarily twelve years of College teaching or appropriate professional experience, and have been awarded

continuing appointment. The faculty member must show evidence of excellence in teaching or appropriate professional skills and of consistent significant academic and professional activity and accomplishment.

7. Authority to Make Designation of Rank and Promotions

Designations of rank and promotion of faculty are made by the President-Rector, on the recommendation of the Academic Dean or program Director.

8. Criteria for Retention and Promotion

For all faculty members, the base-line for evaluation is the individual's role description. As a professional, each faculty member must also continue developing the comprehensiveness, depth, and currency of knowledge commensurate with the position held. Effective teaching and other forms of scholarship and professional service are the primary criteria.

9. Process for Designation of Rank and Promotions

A faculty member's initial rank is determined according to the criteria outlined in Section IV.C.6. Faculty members who are quantitatively eligible and who wish to be considered for promotion must initiate this consideration within the following timetable in anticipation of committee review during the fall semester. The faculty member must first submit a letter of intent to the Academic Dean by the end of May, requesting committee review in anticipation of promotion and must then submit the appropriate documentation to the Academic Dean by the end of August for the committee to review during that fall semester.

Required documentation for promotion decision (all items below should be included):

- (a) Candidate's curriculum vitae;
- (b) Recent student evaluations of the candidate's teaching;
- (c) Written assessment of the candidate's current scholarly work from qualified persons outside CSC;
- (d) Letters of recommendation from colleagues at CSC;
- (e) Recommendation by candidate's immediate supervisor;
- (f) Additional evidence of scholarly and professional development.

10. Adjunct Faculty

Faculty members with a primary affiliation at another institution or with full-time employment outside teaching are designated as adjunct faculty. They are

awarded rank according to the criteria given in this handbook. They are encouraged, but not required, to attend departmental and faculty meetings, faculty in-service days, and perform duties not directly part of their teaching assignment. Adjunct faculty members do not have voting rights in the Faculty-Staff Assembly and they cannot be elected to office by the Faculty-Staff Assembly.

11. Visiting Faculty

Visiting faculty members are those appointed on a temporary basis and who are not entering the continuing-appointment track. Visiting faculty members are awarded rank according to the criteria in Section IV.C.5. Such appointments normally will be for no longer than one year. Appointments for longer than one year require the approval of the President-Rector.

12. Non-Teaching Faculty

Non-teaching faculty, such as those who are assigned to the library, fulfill annual contracts. Appointments for longer than one year require the approval of the President-Rector. They are required to attend departmental and faculty meetings, faculty in-service days, and perform other duties according to their assignments.

13. Curriculum Development

Each regular member of the faculty has a responsibility to participate in overall curriculum development as a member of the Faculty Assembly, as well as in the ongoing evaluation and improvement of the course offerings in his or her own department.

14. Academic Advising

Certain members of the faculty are assigned by the Academic Dean to be official academic advisors of students and to monitor their programs of study. Official advisement requires that the faculty member become sufficiently familiar with the CSC academic program to help students make decisions concerning any phase of their program. This service is comparable in importance to the teacher's other professional responsibilities as an educator. All members of the faculty, however, should make themselves available for counsel and encouragement to any students who approach them.

15. Course Syllabi

Each member of the faculty is required to prepare a syllabus of content and policy for each course he or she teaches. The syllabus should be prepared according to

the guidelines published by the Academic Dean. Each faculty member is expected to distribute the class syllabus to the students during the first week of class for the semester and to provide a copy to the Registrar, who maintains a file of all syllabi.

16. Participation in Faculty Meetings and Other Activities

The faculty member must be involved, outside the classroom, in the life of the College community. According to individual differences and opportunities, this includes service to the administration, faculty, and students in a variety of ways, such as:

- (a) Attendance at faculty meetings, in-service workshops, conferences, seminars;
- (b) Service on committees, task forces, or any other elected/appointed positions;
- (c) Participation in formal ceremonies at the opening of the school year, Baccalaureate, and Commencement;
- (d) Support of, and optional attendance at, the co-curricular and extra-curricular events which the College sponsors in furtherance of its mission. These include especially the colloquia and cultural events which are held on campus from time to time. Spiritual exercises are important events in the life of the seminary, but faculty members are free to decide upon the level of their own participation in such activities.

17. Presence on Campus

A faculty member is expected to be available for meetings from one week before the first scheduled class day until the end of graduation exercises.

17.1 Attendance, Absences, Tardiness

Faculty at Conception Seminary College are required to teach every scheduled class, be present for office hours, perform all assigned committee work, and fulfill other obligations according to their contract status (full- or part-time). While the failure to discharge these duties is excusable in particular instances, e.g., due to illness, excessive absences and/or neglecting to take all reasonable steps to make up course material or committee work will negatively impact annual performance reviews. Performance reviews are relevant to the President-Rector's decisions concerning the renewal and terms of contracts for lay faculty and his decisions concerning monastic salaries for those monks assigned by the Abbot to the College.

18. Faculty Development and Review

As a community of scholars, Conception Seminary College encourages each faculty member not only to keep abreast of his or her field but also to continue in practical ways to develop professionally. Consistent with its goals, it expects all teachers to demonstrate their professionalism in a variety of ways, including pedagogical skill, research and community service. This expectation emphasizes teaching and the integration of existing knowledge but also encompasses application of professional skills in the community and the discovery of new knowledge through research.

The department Chairperson or Academic Dean meets regularly with members of the faculty to evaluate performance and to set and review individual goals in scholarship and service to the institution.

Faculty members who initiate a request for promotion or a multi-year contract receive a more comprehensive review prior to the renewal of their contracts, whether every three years or every five years. The frequency and nature of formal reviews may be adjusted, such as in the cases of applications for a requested promotion or a negative review in the previous year. The formal review is based on student evaluations, peer evaluations and the faculty member's own record of professional development.

The Academic Dean will appoint a committee of three faculty members during the first week of the fall semester to conduct all faculty reviews scheduled to occur during that semester. Documentation submitted by the faculty member to be reviewed will be distributed to the review committee members and the procedures and timeline will be considered at that time. The criteria and procedures for review will address the areas of excellence in teaching, professional development and scholarship, as well as service to the CSC community.

Excellence in teaching shall include, but is not limited to, demonstrated pedagogical skill, presentation of accurate information, professional conduct in the classroom, and fair and impartial treatment of students. Professional development and scholarship include, but is not limited to, continued research in the faculty member's field or discipline, participation in professional organizations, and attendance at professional conferences. Service to the College community shall include, but is not limited to, participation in College events, such as the annual graduation ceremony, participation in committees, attendance at faculty meetings, and a collegial working relationship with the faculty and staff of the College. Pertinent material should be solicited to establish satisfactory performance in each of the areas listed above. Significant deficiency in any of the

three major areas may result in non-renewal of a faculty member's contract.

The Academic Dean will conduct an independent review of each faculty member according to the same norms as are established for the Faculty Review Committee. When the Committee has completed its review, the chairperson of the Committee will forward the Committee's recommendation and rationale to the Academic Dean. The Academic Dean will consider their recommendation and incorporate that into his/her own independent recommendation. The Dean will forward that recommendation plus the Committee's findings to the President-Rector, with an explanation and rationale for the Dean's conclusions. The President-Rector will then either support or veto the Academic Dean's recommendation.

19. Sabbatical Policy

Any member of the College faculty who has served on a full-time basis at the College for eight years is eligible to apply for a sabbatical leave. The length of this leave will generally be no more than one semester plus a summer at full-time pay and benefits or one year at half-pay and benefits.

Applications for sabbatical leave should be made to the President-Rector, with diocesan priests or religious having obtained the approval of their ordinary or major superior, no later than November 1 of the preceding academic year and should be accompanied by a description of the scholarly or professional work which the faculty member plans for the sabbatical period. Grants of sabbatical leave will depend, in any given year, on the availability of budgeted funds. Upon conclusion of the leave, the faculty member will be expected to give the President-Rector a report on the sabbatical period.

A faculty member granted a sabbatical leave is expected to serve at least one full year following that leave.

20. Non-Renewal of Contract

(a) A regular faculty member with less than a three-year term of appointment will be notified of non-renewal by the appropriate Dean:

- (i) no later than February 15 prior to the end of the academic year, if it is the faculty member's first year of service;
- (ii) not later than December 15, if non-renewal of a contract is to occur after the first and all succeeding years of service;
- (iii) with a statement of the reasons for non-renewal.

(b) Non-renewal of long-term appointments (i.e., three years or more) will be given by the appropriate Dean:

- (i) one year before the end of the period of appointment;
- (ii) with the reasons for non-renewal.

(c) A decision not to renew a contract may be appealed by a member of the faculty holding a one-year contract only on one or more of the following grounds:

- (i) a significant irregularity in the procedure followed by the Review Committee;
- (ii) an unreasonable inconsistency in the application of the current standards of the division or department; or
- (iii) improper bias or motive on the part of a member of the Review Committee.

(d) If a faculty member holding a long-term appointment believes that the non-renewal of contract is unwarranted for any reason, he/she will have the right to appeal the non-renewal decision under formal Grievance Procedures described in Section IV.B.13.2.4.

21. Termination of Contract

(a) The College may terminate a current contract for reasons of financial exigency or discontinuance of a program or department of instruction. In every case of such termination, the faculty member concerned will be given written notice or in lieu thereof he or she will be given an academic year's severance salary. Before terminating a contract because of abandonment of a program or department of instruction, the College will make every effort to place the affected faculty member(s) in other suitable faculty positions for which they qualify. The place of the faculty member released will not be filled within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

(b) Given clear and convincing medical evidence that a faculty member is not capable of performing contracted duties, the College may terminate the contract.

(c) A faculty member with a long-term contract (three years or more) must give the College a minimum of one year's written notice before ending his or her work at the College. The faculty member may properly request a waiver of this

requirement of notice in case of hardship or in a situation where he or she would otherwise be denied a substantial professional advancement or other opportunity.

(d) The College may institute procedures for the termination of contracts on the basis of the following causes:

- (i) grave irresponsibility in discharging College obligations;
- (ii) incompetence in teaching or prolonged lack of productivity in such activities as research, publication, consultation or community service;
- (iii) substantial misrepresentation of facts relevant to faculty responsibility at the College, such as false claims to academic degrees or serious misrepresentation of previous academic or professional experience;
- (iv) use of the classroom or of College activities to deride or attack the Catholic Faith;
- (v) in the case of a priest or religious, a grave public violation of the major obligations of the priesthood or of the religious life;
- (vi) blameworthy implication in serious crime, behavior which is clearly against well-established principles of Christian morality, or grave misconduct such as would seriously affect the faculty member's discharge of his or her College responsibilities or seriously interfere with the educational purposes of the College.

(e) When reason arises to question the fitness of a faculty member whose contract has not expired, the appropriate administrative officers should ordinarily discuss the matter with him/her in personal conference. The matter may be terminated by mutual consent at this point. If an adjustment does not result, formal grievance procedures will be followed.

22. Academic Freedom

In view of the nature of Conception Seminary College as an institution which prepares man for the Roman Catholic priesthood, it is expected that nothing will be advocated which is contrary to the doctrinal beliefs or moral standards of the Roman Catholic Church. However, education, at its best, considers a wide variety of views and relies upon a spirit of critical reflection to lead each person to knowledge. Therefore, faculty have the right and the responsibility to study, investigate, present, interpret, discuss and debate all facts, issues and ideas they find relevant to the material in their fields of study, in accordance with the best practices and standards of their discipline. (See John Paul II, *Ex corde Ecclesiae*, footnote 15.)

D. POLICIES SPECIFIC TO STAFF

1. Employment Status and Work Schedule

(a) Full-time staff members generally have a standard workweek of 40.0 hours in any consecutive five day period from Monday through Saturday. The standard workday for full-time staff members consists of 8.0 hours. The supervisor determines the workweek and workday schedule.

(b) Part-time employees generally have a standard work week of 20-30 hours for a period of at least nine months. The supervisor determines the workweek and workday schedule.

(c) Temporary staff members generally have assignments on an hourly basis and such assignments are determined by the supervisor with the approval of the President-Rector. These employees are considered hourly and are appointed for specific projects only and do not have an annual contractual agreement or benefit-insurance eligibility.

2. New Hires

All offers of employment are contingent on verification of an individual's right to work in the United States and a background check. New staff members will complete an orientation session to become familiar with the College's programs and expectations, complete necessary paperwork and select benefit options.

3. Eligibility for Benefits

Employees working 30 hours or more per week for a period of at least nine months are eligible for some benefits. Full-time employees are entitled to benefits at 100%. Part-time employees have prorated benefits based on their employment status. Benefit-insurance options are communicated at the time of initial hire during an annual benefits open-enrollment period. All questions regarding benefit options are to be referred to the Business Office.

4. Meal and Break Periods

Employees shall be assigned an unpaid daily meal period of 30 minutes. The meal period shall be established by the supervisor or College practice. One 15 minute paid break period for each four hour work period may be provided by a supervisor.

5. Staff Member Records

(a) The Business Office and Office of the President-Rector keep a personnel file on each staff member of the College. The content of one's individual file is open for inspection at reasonable times and after scheduling an appointment. Requests for copies from one's file will be processed by office personnel where the file resides. Changes to one's records, such as address, marital status, dependents etc. must be reported to the Business Office.

(b) Employee records are kept confidential. However, information may be given to persons outside the College as follows:

- (i) in response to a subpoena or court order;
- (ii) in response to a lawsuit or grievance in which an employee and the College are parties;
- (iii) to administer employee benefit plans;
- (iv) to a health care provider;
- (v) to individuals/companies requesting verification of employment and wages as long as the request is in writing and is accompanied by an employee's written release allowing the College to provide the information. Response to telephone requests for verification of employment consists of dates of employment and job title only.

6. Separation Procedures

(a) Employment with the College can cease by:

- (i) an employee's resignation or retirement;
- (ii) the College's dismissal or layoff of an employee;
- (iii) an employee's failure to return from an approved leave of absence on the date specified by the College;
- (iv) an employee's failure to report for work, along with a failure to call in for three or more consecutive work days.

(b) When practicable, an employee shall provide a minimum of one month notice of voluntary resignation.

(c) When an employee leaves the College, all keys, supplies and College property must be returned. Employees will be required to complete a resignation and clearance form before a final paycheck will be issued. Opportunity will be provided for an exit interview and explanation of benefits continuation.

7. Flextime

Full-time permanent employees of Conception Seminary College are eligible for a flextime benefit each calendar year. The hours given for flextime may be used for vacation, illness or personal needs. When flextime is used for vacation, employees should provide at least one week's notice to their supervisor. When used for illness or personal needs, the supervisor should be informed as quickly as possible. The following schedule shows the flextime available to full-time permanent employees:

During the year when hired, after a 30-day probationary period –

If hired in September, October or November	8 hours flextime (1 day)
If hired in May, June, July or August	16 hours flextime (2 days)
If hired in January, February, March or April	24 hours flextime (3 days)
On the 1st January 1 after being hired	48 hours flextime (6 days)
On the 2 nd January 1 after being hired	56 hours flextime (7 days)
On the 3 rd January 1 after being hired	104 hours flextime (13 days)
On the 5 th January 1 after being hired	120 hours flextime (15 days)
On the 10 th January 1 after being hired and all subsequent years of employment	144 hours flextime (18 days)

An employee cannot carry over unused flextime to a following year without the permission of the supervisor, who should inform the Business Office of this arrangement.

8. Medical/Dental Leave

Staff members may schedule medical/dental appointments as necessary but with the least disruption possible to departmental operations. It is recommended such appointments be scheduled at the beginning or end of the workday.

9. Leave of Absence

A leave of absence without pay may be granted to an employee for good use for a maximum of one year. A request for a leave of absence must be made in writing and be transmitted to the supervisor for consideration. The President-Rector must approve or reject the request in writing.

10. Reduction in Staff

An employee may be laid off for lack of work, reorganization or elimination of position. One month's notice will be given to an employee or one month's severance pay in lieu of notice. The procedures for right of recall and benefit continuation shall be provided by the Business Office.

11. Evaluation

A periodic written assessment of a staff member's performance will occur in order to:

- (a) evaluate the strengths and areas needing improvement in fulfilling job responsibilities;
- (b) communicate those to the staff member;
- (c) set future performance goals;
- (d) assist the staff member in career development.

A supervisor and staff member shall discuss the evaluation. The staff member is allowed to append comments to the evaluation, whether the evaluation is favorable or unfavorable. Evaluations will become part of the staff member's personnel file and be maintained as such.

12. Attendance, Absences, Tardiness

A most basic indicator of performance is consistent attendance and punctuality. A staff member is expected to be available at prescribed scheduled work hours. If a staff member is sick or injured and cannot come to work, it is expected the staff member follow departmental procedures in reporting the absence to the appropriate supervisor. Excessive absences or tardiness can lead to discipline, up to and including termination.

SECTION V
SUPPORT SERVICES PROVIDED
BY CONCEPTION ABBEY

Conception Abbey provides a variety of services to members of Conception Seminary College through contractual arrangements monitored by the Business Manager. The purpose of this section is to provide information about these services, individual and/or administrative, and how to make use of them.

A. The Business and Treasury Offices

These offices are located on the lower level of St. Raphael Hall (the Welcome Center). Requests or complaints are to be directed to the Business Office Administrative Assistant, who will forward them to the appropriate official or direct an individual to the proper office or official. Office hours are:

Monday through Friday: 9:00 a.m.-11:00 a.m.
1:30 p.m.-3:30 p.m.

1. Benefits Administration

(a) Check Cashing/Disbursements: Employees may cash personal checks according to established policy and procedure and obtain duly authorized cash advances during Business Office hours.

(b) Claims/Information:

(1) Employees seeking information about benefit-plan coverage; medical, dental, cafeteria benefits; or retirement, or who need assistance in filing benefit-plan claims should contact the Business Office Administrative Assistant.

(2) All occurrences of an injury/accident on the job must be reported within 24 hours to one's immediate supervisor and the Business Office. Failure to report an injury/accident in a timely manner may be cause for denial of a Workers' Compensation Insurance Claim. Such a claim must be filed with the Business Office.

(3) All property-, accident-, vehicle- and liability- insurance claims are administered through the Business Office. Any incident which might provoke a claim, e.g., an accident, is to be reported immediately to the Business Office Administrative Assistant, who will provide claim forms, procedures, and related information.

- (c) Credit Cards: Employees may request the department head or Dean to authorize the use of a corporate charge card. Issuance is contingent upon the availability of such cards and requires approval of the Business Manager or Abbot-Chancellor. The request for any card(s) must be in writing and submitted to the Business Office at least two days in advance of the desired card(s) usage.
- (d) Notary Public: Treasurer's Office personnel provide the services of a notary public. Employees should make an appointment for this service.
- (e) Payroll Checks:
- (1) Employees are paid monthly according to their contractual agreement via direct deposit. Payroll stub information is distributed to the employee on the pay date.
 - (2) Mandatory federal, state, and FICA taxes and retirement contributions are withheld from each payroll check. In addition, voluntarily determined amounts for other selected benefit coverage will be withheld.
 - (3) Annual tax statements (W-2) are prepared by Treasurer's Office personnel and are issued in January each calendar year.
- (f) Telephone & FAX Service: Employees may obtain a personal access code number enabling them to charge personal telephone calls and FAX transmissions. The personal access code will be issued by the Business Office Administrative Assistant only when an employee signs an agreement to pay for all recorded charges and to maintain confidentiality of the access code. If there is reason to believe the number has become public, a new number will cost \$5.00.
- (g) Transportation:
- (1) Arrangements for transportation and lodging being paid for by the Seminary are made by the person requesting them. Requests must be accompanied by an approval form signed by the appropriate department head.
 - (2) Authorization to drive a vehicle owned by the Abbey for official and work-related College business requires the following:
 - (a) A written request approved by a department head;
 - (b) Submission of the approved request to the Business Office a minimum of two days in advance of the date the vehicle is needed.

The Prior of the Abbey determines the availability of a vehicle. Keys are obtained from the Abbey Prior on the day the vehicle will be used. Instructions for recording mileage, gas/oil payments etc., will be given at the time the keys are obtained.

2. Administrative Services

(a) Bills Payable:

(1) Infirmary bills, library fines, and telephone bills are to be paid at the Business Office within 30 days of receipt of such bills. If telephone bills are not paid during this time frame, the personal access code will be withdrawn from service. Restoration of this service will be \$5.00 in addition to the telephone bill payment.

(2) Department heads may arrange to pay for invoices for special items or events at the Business Office. This requires approval of the Business Manager or Treasurer prior to making such charges.

(3) Bills owed the Abbey Guest Center or Conception Gift Shop at the conclusion of an academic year may be paid at the Business Office.

(b) Budgets:

(1) The Business Manager coordinates annual and special budgeting and financial planning activities of all departments, including operating and capital-improvement budgeting.

(2) Forms and worksheets for this purpose may be obtained from the Business Office.

(3) Budget proposals and requests are submitted for approval to:

- (a) Department heads;
- (b) Deans;
- (c) the President-Rector;
- (d) the Business Manager.

(4) The Business Manager incorporates the budget proposals and requests with the overall Abbey budgeting and planning. Final approval of the overall budget is made by the Abbot and his Council, after consulting the Board of Regents and the Abbey Planning and Finance Committee.

- (c) Check Requests:
- (1) Request for a check payment of an invoice should be submitted to the Treasurer's Office a minimum of five days in advance of the date on which the check is to be issued.
 - (2) When an invoice is not available, request for a check payment is to be made through a Check Request Form. The following information must be provided:
 - (a) Department account number;
 - (b) Line item account number in department budget to which a check is to be charged;
 - (c) Complete name/address of the vendor to whom the check is to be sent;
 - (d) Department head's signature approval.
- (d) Financial Reporting: The Treasurer provides monthly reports of each department's income and expenditures, itemized according to the account numbers of the departmental budget. If additional reporting is desired, the Treasurer should be consulted, who will determine such feasibility.
- (e) Purchasing: The Business Office Administrative Assistant is the ordinary purchasing agent for office supplies and small items of equipment, e.g., office chairs. The Business Manager manages the purchase/rental/lease of major equipment, e.g., copiers. Purchase requests are to be submitted on Purchase Request Forms, complete with the department head's written signature approval. The Business Office arranges for weekly (Thursday) purchases or pick up of items in Maryville, if a written request(s) has been made at least one day in advance of the twice weekly trip.

B. The Development Office

The Development Office of Conception Abbey and Seminary College is comprised of fund-raising operations and public relations. Funds generated for the Seminary College are allocated primarily for scholarships, endowments, support of capital improvements, operational needs and projects. These funds are raised primarily through the annual appeal, direct-mail appeals, personal solicitation, events, and reply devices from Tower Topics and other publications.

Services offered to Seminary departments include: grant proposals, graphic assistance (certificates, forms, posters), news releases, public-media contacts, brochures, newsletters, directories, and the student yearbook. All such projects should be carried out in consultation with the

Development/Communications Office and presented with adequate advance notice. Ideas for grant proposals should be passed through the Grant and Donor Research Coordinator after consultation with the College's Director of Administration. Bear in mind that many foundations have specific funding timelines that require planning a year in advance.

Articles for in-house publications should be submitted to the Office of Communications in accordance with a posted schedule of publication deadlines and with proper approval from the Director of Administration and the budget ID number for the charging of materials/printing costs.

C. The Financial Aid Office

The Financial Aid Director is responsible for administering all federal and institutional financial-aid programs offered by the College and for assuring the implementation of all the financial-assistance policies of the various dioceses.

This Office works closely with the Office of Admissions, Registrar, and Seminary Treasurer from the time the student first seeks admission until he completes his enrollment at the College. The Financial Aid Director reports to the President-Rector.

Faculty and staff members are given the opportunity to request student workers for their departments through the financial aid office. If a student is employed, the faculty/staff supervisor has the responsibility of verifying the accuracy of the student's time record, on the basis of which he will be paid once each month from federal and/or institutional funds.

The Financial Aid Office keeps relevant federal documents and written policies that are available upon request to students and administration for informational purposes. Specific information about a student's financial aid, however, is confidential and can only be released with the student's permission.

D. Conception Gift Shop

Conception Gift Shop, located in St Raphael Hall, carries religious items available for purchase by guests, students, employees and monks. Merchandise featured in the Printery House catalog can be obtained there along with additional gift items and books. Payment is accepted by cash, checks, credit/debit cards (MC, VISA & Discover). An employee discount is available to faculty-staff on everything except books. Business hours are posted on the door but may vary. Suggestions from faculty regarding books to be carried in the Gift Shop are welcomed. Arrangements can be made to have topic-specific books available in

conjunction with conferences, workshops etc. sponsored by CSC, if requests are made at least 4 weeks in advance.

E. Textbook Services

Textbooks for courses are ordered by each individual student. Instructors are asked to request textbooks prior to pre-registration of each semester so that the textbook manager can provide textbook information to the students.

F. Department of Environmental Services & Safety

Physical facilities are cared for through the Department of Environmental Services. Its personnel provide housekeeping, maintenance and repair services, and carry out smaller-scale improvement projects.

Special needs, complaints about service or reports of matters needing attention are to be in writing; along with the level of priority, conveyed to the Business Office. Emergencies are to be reported to the Business Manager or to any Business Office personnel immediately available.

This department is responsible for all public-safety related programs and cares for all safety equipment. Safety problems are to be reported to the Director of Environmental Services.

The Director of Environmental Services or the Business Office is to be notified if damage, removal or tampering has occurred with any of the following:

- (1) Fire-safety equipment: fire extinguisher, smoke and/or heat detectors, fire alarms and signs directing people to fire safety equipment
- (2) Storm-safety equipment: storm and emergency sirens and signs directing people to shelters

The department conducts occasional fire- and/or storm-safety drills. It also conducts a public-awareness program.

G. The Abbey Kitchen

In addition to its overall service to the College, the Abbey Kitchen regularly provides food and beverage service to individual academic and other departments for both public and private events. Arrangements are made with the Abbey Kitchen manager.

Faculty and staff members may opt to eat lunch in the St. Joseph guest dining room each academic day.

All requests for special medical diets are arranged through the Director of Health Care Services, who will work with the Abbey Kitchen manager and a registered dietician when such diets are medically prescribed.

H. Health Care Center

The services of the St. Joseph Health Care Center and its Director are available to the Seminary College's faculty and staff. Health Center hours are 8:00 a.m. through 3:00 p.m., Monday through Friday, at extension 2856. If an emergency develops at any time, call the Infirmary telephone extension 2802 or call 911.

I. The Abbey Guest Center

The Abbey Guest Center offers guest accommodations and meals for Seminary College guests. If an official guest of the Seminary College is to receive meals, overnight lodging, or just a room to rest, the Abbey Guest Center should be informed of the visit well beforehand, if at all possible. Charges for official guests of the Seminary are billed to Seminary department accounts. Overnight accommodations and meals are offered to guests of individual faculty and staff members. Such charges will be billed to individual faculty and staff members.

J. The Printery House

The Printery House of Conception Abbey offers an extensive selection of Christian greeting cards, stationery and gift items. Faculty and staff are entitled to the generous discounts afforded all employees of the Abbey.

The Printery House also provides printing and bulk mailing services to Seminary College departments at cost. All projects of this kind should begin with the Communications Office staff as contact persons for printing and mailing services.

The local U.S. Post Office is located in the Printery House building. United Parcel Service (UPS) and FEDEX both deliver packages to the Printery House every day, Monday through Friday, and pick up parcels in the late afternoons. Please instruct everyone sending packages to you by UPS or FEDEX to mark them with your name or the name of your department. UPS & FEDEX packages are delivered by the mail carriers to the campus the next day.

The Printery House is open Monday through Friday, 8:30 a.m. through 4:00 p.m. It is closed all Saturdays, Sundays, and Holy Days of Obligation.

K. Conception Abbey Archives

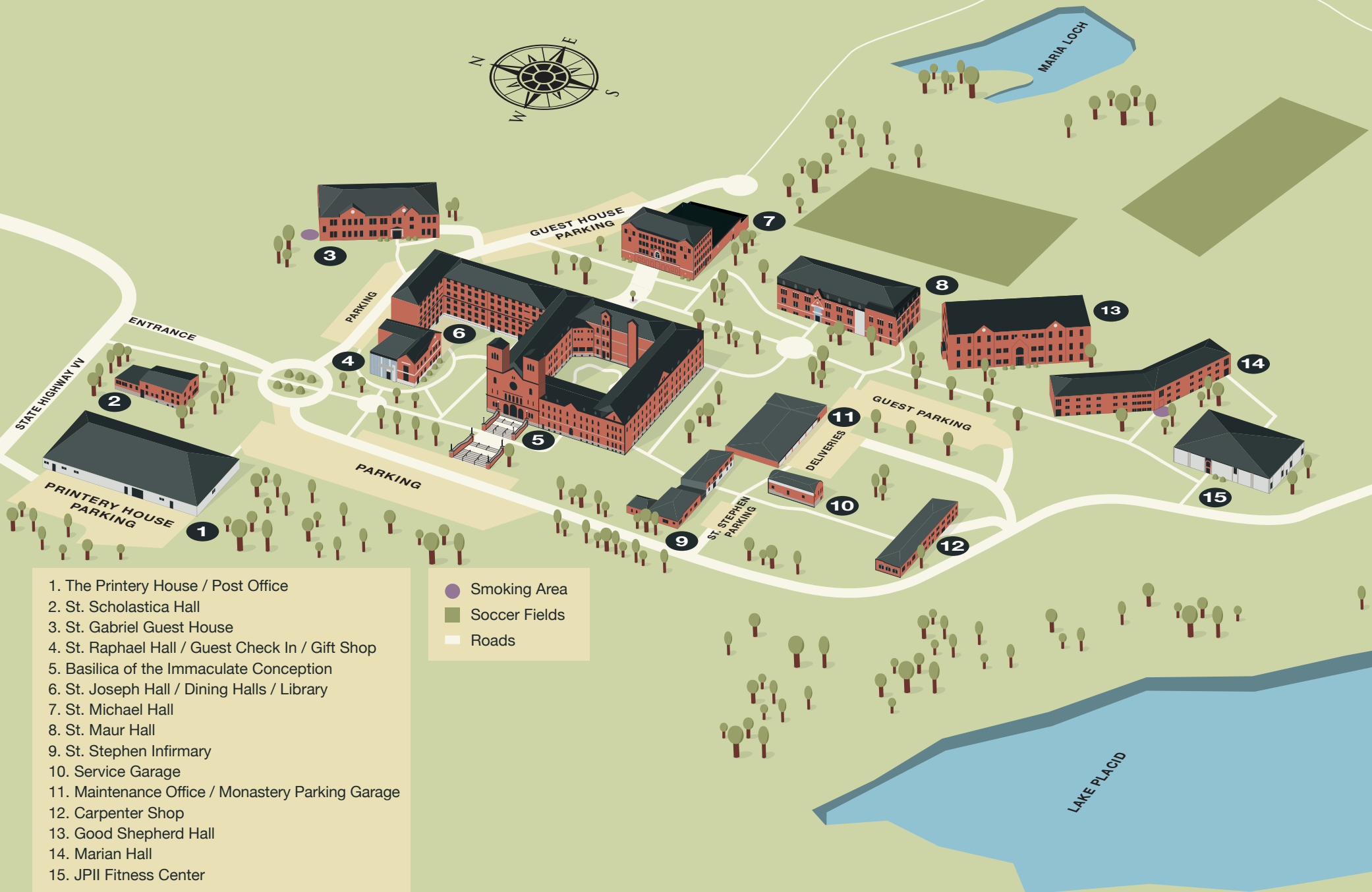
The Conception Abbey Archives is the repository of all non-current papers, documents, and photographic records of legal or historical value to the institution. It also retains copies of all significant publications issued under the name of Conception Abbey or any of its main divisions.

Listed here are some of the typical materials generated in, by or for Conception Seminary College that should eventually be turned over to the Archives according to conditions and schedules remaining to be detailed: catalogs and student guides, student records, personnel records, student rosters, faculty rosters, minutes of meetings, self-studies, physical-plant studies, publications, brochures, advertising pieces, alumni lists and affairs, photographs, tape recordings and memorabilia.






CONCEPTION

Living the Benedictine Tradition



1. The Printery House / Post Office
2. St. Scholastica Hall
3. St. Gabriel Guest House
4. St. Raphael Hall / Guest Check In / Gift Shop
5. Basilica of the Immaculate Conception
6. St. Joseph Hall / Dining Halls / Library
7. St. Michael Hall
8. St. Maur Hall
9. St. Stephen Infirmary
10. Service Garage
11. Maintenance Office / Monastery Parking Garage
12. Carpenter Shop
13. Good Shepherd Hall
14. Marian Hall
15. JPII Fitness Center

-  Smoking Area
-  Soccer Fields
-  Roads

Handbook of Employment Policies

Conception Abbey

**Revised
May 2, 2023**

1. Types of Employment

1.0 **Classes of employment**

There are two classes of employment at Conception Abbey:

1.01 **Salaried employment**

Salaried employment designates employment according to terms and conditions laid down in a written contract. Salaried employees are generally exempt employees (that is, exempt from overtime reimbursement). The contract states the responsibilities of the job undertaken, the duration of employment, compensation and compensatory arrangements, benefits, and conditions for termination. The contract will always be with Conception Abbey, and will be signed by the abbot of Conception Abbey or an officer of the corporation. Salaried employees are guided by the provisions of the *Handbook of Employment Policies*.

1.02 **Hourly employment**

Hourly employment designates employment based upon the hours of work performed, under the terms and conditions laid down for all employees of Conception Abbey in the *Handbook of Employment Policies*.

1.1 **Classes of employee**

There are four classes of employees at Conception Abbey:

1.11 **Full-time employees**

Full-time employees are those hired on the basis of a 40-hour week for a position that is continuous by nature.

1.12 **Part-time employees**

Part-time employees are those hired to work less than 40 hours per week and at least 30 hours per week in a position that is continuous by nature.

1.13 **Auxiliary employees**

Auxiliary employees are those hired to work less than 30 hours per week in a position which may or may not be continuous by nature.

1.14 **Seasonal employees**

Seasonal employees are employees hired for full- or part-time work for a specified period of time, not to exceed five successive months in any calendar year.

1.2 **Employee status**

There are two types of employee status at Conception Abbey:

1.21 **Permanent employees**

Employees who have been hired for a position which is permanent by nature and who have successfully completed a period of probationary employment are given the status of permanent employees of Conception Abbey. Such employees are eligible for certain benefits, as described below, in addition to matching FICA contributions and workers' compensation coverage.

1.22 **Temporary employees**

Employees who have been hired for a position which is seasonal or temporary by nature or who have not yet successfully completed a period of probationary employment have the status of temporary employee. Their benefits consist of matching FICA contributions and workers' compensation coverage.

2. **Entering Employment**

2.0 **Conception Abbey**

Conception Abbey is a Benedictine community. It serves the Roman Catholic Church and the people of God by lives lived according to *The Rule of St. Benedict* and by apostolic work ranging from pastoral ministry, priestly formation at Conception Seminary College, the production and sale of religious art and the printed word, and retreat and hospitality ministries. All employees of Conception Abbey become collaborators in these works of Christian life and service. In civil law, Conception Abbey is a non-profit religious and charitable 501(c)(3) organization, incorporated under the laws of the State of Missouri as Conception Abbey.

Conception Abbey has a special religious character, since it is first and foremost a religious community engaged in works that preach the Gospel of Jesus Christ. All employees of the Abbey must demonstrate the capacity to sympathetically understand and dedicate themselves in collaborating with these works. All employees must represent without reserve the mission, spirit and character of Conception Abbey and its apostolic works for the Church and the world.

2.1 ***Handbook of Employment Policies***

Each employee of Conception Abbey is given a copy of the *Handbook of Employment Policies* when entering employment or when the *Handbook* is revised. This document describes the policies governing employment at Conception Abbey. Agreement to abide by these policies and any amendments thereto is a condition of employment. A signed receipt will be required of all employees to document that each has received a copy of the *Handbook*.

2.2 **Equal opportunity**

Conception Abbey is an equal opportunity employer, and does not discriminate in hiring on the basis of sex, race, color, national origin, age, disability or other classes protected by applicable law. Some positions require employment of Roman Catholics in good standing and some require employment of ordained members of the Roman Catholic priesthood.

2.21 **Favoritism**

Because Conception Abbey operates in a rural area and draws its employees from a closely-knit community, the likelihood that some of its employees are related to one another is high. In fact, the Abbey often hires relatives of employees simply because their qualifications are better known. However, favoritism, defined as unfair partiality in wages, advancement or work assignments shown to one employee over others because of friendship or relationship, will not be tolerated. Managers and employees should conduct themselves in a manner that avoids even the appearance of such partiality.

2.22 Americans with Disabilities

Conception Abbey will not discriminate against qualified individuals with disabilities in regard to any employment practices or terms, conditions and privileges.

2.3 Collaborating with others

All employees of Conception Abbey are expected to collaborate with other employees, supervisors and managers in a team spirit, sharing work and tasks as needed. Conception Abbey fosters a spirit of cooperation and mutual responsibility, and expects all engaged in the works of Conception Abbey to be considerate, helpful and honest in dealing with one another and those served.

2.4 Evaluation of applicants for employment

The evaluation of applicants for employment, along with decisions concerning hirings, starting wages, and special benefits pertaining to specific positions, are governed solely by the ability to perform the job in question and the merit shown during an initial period of probation.

2.5 The hiring process

Each department of Conception Abbey may accept applications for employment and actively look for applicants, after consultation with the abbot. The department manager or supervisor will interview prospective employees, check references, and explain the job description, expectations, salary/wage scale, benefits, and other related matters concerning employment by Conception Abbey and the particular department. All employees are subject to undergo a criminal background check and must provide required information for the check and execute all documents necessary to perform such check and release the records requested thereby. Employees who will have contact with minors will participate in *Virtus* training and maintain certification in that program.

2.51 Working permits

New employees hired by Conception Abbey are expected to complete a US Citizenship and Immigration Services “Employment Eligibility Verification” Form I-9 and show proper documents for their payroll file. Youth who are 14 or 15 years of age must file a “Certificate to Employ a Child 14 or 15 Years of Age” with the state of Missouri (separate certificates are required for school term [form MO LS-67] and summer employment [form MO LS-68]). A copy of the certificate must be retained in the employment file at Conception Abbey.

2.52 Probationary period

New employees are given a period of initial orientation. During this time, the employee becomes familiar with the tasks at hand, and the supervisor evaluates the employee’s capacity to discharge these responsibilities. During the probation period, new employees have an employment status of a temporary employee.

2.53 Hourly employees

Hourly employees have a probationary period of thirty days, unless a longer period is required by the department by which they are employed.

2.54 Salaried employees

Initial contracts for salaried employees are generally written for one year, and the benefits granted are stated in the contract without a formal probationary period. Supervisors of salaried employees are responsible for making sure this *Handbook* is followed.

2.55 Special probationary periods

A probationary period of longer than thirty days may be required by a specific department. The reason for and the length of any special probationary period will be specified in the departmental supplement to the *Handbook of Employment Policies*. A department manager may extend the length of an ordinary probationary period for special reasons, but this extension will be for no more than thirty additional days.

2.56 Permanent employee status

If a favorable supervisor's evaluation is made at the end of the probationary period of orientation, the employee will be granted the status of a permanent full-time, part-time or auxiliary employee of Conception Abbey. If the evaluation is not favorable, the employee will be discharged.

2.57 Eligibility for benefits

Upon successful completion of the probationary period and the granting of permanent employee status, an employee is eligible to receive all benefits ordinarily given to employees of their category and class.

2.58 Exemption from state unemployment benefits

Per the Missouri Department of Labor and Industrial Relations (Division of Employment Services), Churches and Religious Orders are exempt from unemployment insurance coverage. Employees of such organizations are not reportable for unemployment tax purposes. Therefore, if an employee is terminated or laid off, the employee is not able to make a claim for unemployment compensation.

3. Responsibilities of employees

3.0 Employee responsibilities in general

All employees of Conception Abbey are expected to observe the rules and guidelines laid down in the *Handbook of Employment Policies* and any departmental supplements. Observance of these rules and guidelines is a condition of employment by Conception Abbey.

3.1 *Handbook of Employment Policies*

All employees are to acquaint themselves with the provisions of the *Handbook of Employment Policies*. It should be read carefully at the time of hiring and be reviewed annually by the employee. Periodic revisions will be published as needed. Revisions and additions should be reviewed carefully at the time they are issued.

3.11 **Departmental policies**

Specific departments of Conception Abbey may issue special guidelines and rules which govern the activities of employees within the department. Departmental policies may be developed at the department level, and these should be reviewed by the business manager of Conception Abbey to avoid conflicts with stated Conception Abbey policies contained in this *Handbook* or elsewhere. The department manager or supervisor will provide each employee in the department with copies of special departmental policies and explain these provisions to all employees. Acceptance of departmental policies is a condition of employment in that department of Conception Abbey.

3.12 **Acceptance of employment and departmental policies**

Each new employee is given a copy of the *Handbook of Employment Policies* and any departmental policies in force for the department in which the employee is hired. The new employee will sign dated receipts attesting to the fact that the policies have been received.

3.2 **Time sheets and time cards**

Hourly employees record their hours of work on a time sheet or time card. These time sheets and cards are turned in to the department supervisor every other week. The supervisor checks the hours worked and recorded, and signs the time sheet or time card. Time sheets or cards should always clearly indicate any flextime and/or holiday hours used during that pay period. Employees are responsible for the accuracy of their own time sheet or time card.

4. Rights of employees

4.0 **Employee rights in general**

All employees have a right to information about their status and the terms and conditions of their work at Conception Abbey at reasonable times. This includes a clear job description and the criteria by which their work is evaluated by their supervisors. Employees also have a right to confidentiality by supervisors. Some information is always confidential – application forms, resumes, wage records, and so forth. Questions about employees and former employees are to be directed to Business Office personnel. References will consist only of dates of employment and the position held at Conception Abbey.

4.1 **Grievances**

Conception Abbey takes pride in its employees and strives to maintain excellent employee relations. Nevertheless, problems arise occasionally. It is important that problems and complaints be dealt with quickly and that a resolution be reached that is fair and just. The procedure outlined below is established to promote the prompt and equitable resolution of grievances.

4.2 **Grievance procedure**

When a problem or grievance arises concerning working conditions or situations within a department, the following steps shall be taken by the employee:

4.21 **Presenting complaints**

Problems that arise within a department are to be brought to the attention of the department manager or supervisor in which the aggrieved employee works. If the problem is with one's immediate supervisor, the problem should be brought to the next level of supervision. Many problems can be resolved at this level if discussions are conducted in an atmosphere of open, honest communication and good will on the part of all. The goal is to resolve the problem to the mutual benefit and satisfaction of all parties.

4.22 **Requests for a formal hearing**

If the problem cannot be resolved at the departmental level, the complaining employee may, within three working days of the discussion between the employee, the supervisor, and the next-level-supervisor, present a written request for a formal hearing of the complaint to the business manager of Conception Abbey or to a person designated by the abbot. This request should state in a clear and concise manner the complaint and the course of action sought by the employee. Copies of this request will be given to the department manager or supervisor and placed in the employee's file.

4.23 **The hearing board and hearing**

The business manager of Conception Abbey will review the written complaint and appoint a hearing board to review the case within five working days of receipt of the request. The hearing board will consist of another department manager or supervisor chosen by the business manager, an Abbey employee chosen by the complaining employee, and the business manager or his delegate. The board will interview both the complaining employee and the manager or supervisor, review any pertinent documentation, and seek a settlement satisfactory to all concerned. If such a settlement is not possible, the hearing board will issue a decision within three working days, binding on both the employee and the manager or supervisor.

4.24 **Appeal to the abbot**

An employee or manager not satisfied with the decision of the hearing board may appeal the decision to the abbot of Conception Abbey within three working days of receiving the decision of the hearing board. The abbot, as president of Conception Abbey, will respond to the appeal within five working days. The decision of the abbot is final.

4.3 **Cases of suspension and dismissal, Service letters**

An employee who is suspended from work or dismissed from employment at Conception Abbey has a right to receive a service letter. Any request for a service letter should be directed to the business manager, who is the person designated by Conception Abbey to author service letters. Supervisors or other persons who receive service letter requests shall immediately direct them to the business manager.

4.31 **Appealing a suspension**

An employee suspended from work may file a written request for a hearing on the suspension within five working days of the suspension. The hearing board will be constituted as in 4.23 above. If the hearing board determines that the employee was suspended without proper cause, the employee will receive pay for the time lost from work due to the suspension. If the employee is not satisfied with the decision of the hearing board, an appeal to the abbot is allowed (see 4.24 above).

4.32 **Appealing a dismissal**

An employee who has been dismissed may appeal the dismissal by filing a written request for a hearing within five working days of the notice of dismissal. The hearing board will be constituted as in 4.23 above. If the hearing board determines that the employee was dismissed without proper cause, the employee will be reinstated as an employee and will receive pay for the time lost since the dismissal. If the employee is not satisfied with the decision of the hearing board, an appeal to the abbot is allowed (see 4.24 above).

5. Regulations governing employees

5.0 **Keeping informed**

All employees are expected to keep informed about their work responsibilities and tasks. All should feel free to ask managers and supervisors for information about rules, regulations, expectations, and the rights and responsibilities concerning their job. If managers and supervisors are unable to help, questions can be directed to the business manager or Business Office personnel.

5.1 **Time off and absences**

Family business and emergencies may call employees from their work occasionally, and Conception Abbey strives to be a compassionate employer. Every effort will be made to assist employees in times of personal and family crisis. Depending on their classification, employees may have flextime available for emergencies. Time off taken beyond the allowed flextime benefit is unpaid, except in certain instances noted below.

5.11 **Requesting time off or informing the supervisor of an absence**

Requests for time off should be made to the department manager or supervisor, who will decide whether or not to grant the request. Requests for time off should be made one week in advance if possible. The work supervisor should also be informed as soon as possible about an absence due to personal illness or illness in the family.

5.12 **Absences due to inclement weather**

Conception Abbey does not close generally during inclement weather. Employees who believe their safety prevents them from coming to work or requires them to leave work early are to inform their work supervisor. The employee will be excused from work without pay.

5.2 **Leaves of absence**

If an employee needs to be absent from work for an extended period of time, a written request for a leave of absence should be made to the department manager or supervisor. Unless specifically noted below, leaves of absence are unpaid leaves.

5.21 Leaves for military service or jury duty

Leaves of absence are always granted to those requesting them to fulfill their military service obligations or for jury duty. In the case of military service, the employee's leave is unpaid, and the employee retains any payment from the government. In the case of jury duty, the employee continues to be paid and returns the *per diem* to Conception Abbey.

5.22 Leave for death in family

Upon the death of a spouse, child, parent, mother-in-law, father-in-law, brother or sister, or grandchild, Conception Abbey provides up to three days of paid leave. In the case of other relatives (brother-in-law, sister-in-law, grandparents), one day of paid leave is allowed. Any other leave granted will be unpaid leave.

5.23 Job security of those on leave

Conception Abbey will protect the jobs of those granted leave for military service obligations and for jury duty. Employees who have worked at least 1,250 hours in the past twelve months may take up to twelve weeks of unpaid leave for medical reasons, or to care for a new baby, child, or family member with a serious medical condition. Medical insurance coverage will be continued during the leave and the job protected for twelve weeks.

5.24 Maternity / parental leave

For full-time employees, Conception Abbey offers up to five consecutive working days (40 hours) of paid parental leave to new parents (by birth or adoption, men or women), and up to five additional weeks (25 working days or 200 hours) of paid pregnancy-related medical leave to women who give birth, if the employee has been paid for at least 1,250 hours (including hours worked and paid time-off taken) in the past twelve months.

5.3 Work rules

It is impossible for Conception Abbey to state each and every expectation regarding work conduct. Likewise, it is impossible to state each and every infraction of those expectations. But in order to ensure fair and impartial relationships, job safety, and good working conditions, the following statement of major infractions of required work conduct and applicable sanctions has been prepared. Experience indicates that where rules are reasonable and well known, there is little or no need to implement sanctions.

5.31 Very serious infractions

The following infractions may be cause for immediate dismissal:

1. Insubordination, disobedience, or refusal to carry out a work instruction or assignment given by an authorized work supervisor.
2. Striking or threatening to strike or injure a work supervisor or fellow employee.
3. Theft, willful damage, or unauthorized use of property of Conception Abbey or fellow employee.
4. Reporting for work under the influence of intoxicants or marijuana, prescription drugs without benefit of a prescription for such drug, or illegal controlled substances (as defined by the Missouri Criminal Code), or the use of same during working hours.

5. Willful falsification of application information, production or work records, or intentionally punching another employee's time card or making entries on another employee's time sheet.
6. Immoral or indecent conduct or sexual harassment during working hours or on the premises of Conception Abbey.
7. Leaving one's work assignment without permission of the work supervisor, except in cases of emergency.

5.32 **Serious infractions**

Any of the following infractions are cause for correction, which may range from a reprimand or suspension from work to complete dismissal:

1. Violation of stated health, safety, sanitation, or professional work standards or requirements.
2. Unauthorized or improper lending, borrowing, duplication or use of keys.
3. Improper or unauthorized charging of personal telephone calls to Conception Abbey.
4. Violation of stated rules governing appropriate dress, grooming, personal hygiene, eating, drinking, or smoking during working hours, including smoking, consuming, or ingesting marijuana, as these have been stated by the department employing the employee.
5. Tardiness without good cause or failure to give sufficient advance notice of absences, except in cases of emergency, or being absent without good cause.
6. Failure to exercise good judgment in performance of one's job or in dealing with persons encountered in one's work. For example, discourtesy to customers, guests, students, monks or fellow employees is a failure of good judgment.
7. Using Internet resources and community e-mail services in inappropriate ways (sending crude or hateful messages, doing personal business, etc.)

5.4 **Disciplinary action**

An employee whose work or conduct is unsatisfactory may be terminated at any time. However, a progressive discipline system is utilized as a guideline in determining the appropriate discipline for an employee based on the circumstances, as deemed appropriate by the supervisor. This will give the employee an opportunity to meet the expectations and requirements of the job as well as improve that employee's work performance. This policy does not intend, in any way, to change the employee's status of at-will employment. The supervisor has the ability to enforce any form of discipline at any level, including termination, deemed reasonably necessary and appropriate based on the particular circumstances. The policy shall be utilized merely as a guideline, and this does not promise the employee a particular course of action, which is left to the discretion of the supervisor in deciding the appropriate course of action.

There are three types of disciplinary action that may be taken when an employee violates a stated work rule such as those above or others which may be contained in the supplementary handbook of a specific department. These include reprimand, suspension and dismissal.

5.41 **Reprimand**

A reprimand is a verbal and/or written warning of an employee found to have violated one or more work rules. This is the first level of disciplinary action, and may be most appropriately used for minor violations and to help employees correct bad work behaviors. A copy of a written reprimand should be placed in the employee's permanent file.

5.42 **Suspension**

For more serious violations or repeated violations that have not been corrected, an employee may be suspended for up to three days without pay. A written notice of the suspension and the reason for the suspension will be given to the employee and placed in the employee's permanent file.

5.43 **Dismissal**

The most serious correction is dismissal of the employee from Conception Abbey's employ. This correction is used most appropriately for very serious infractions, as listed above, or for serious infractions that go uncorrected. Managers and supervisors must consult with the business manager of Conception Abbey before dismissing an employee for cause. A service letter will be given to the dismissed employee if requested.

5.5 **Disciplinary procedures**

In order to insure fairness and equity, the following procedures will govern all disciplinary actions:

5.51 **Initial correction**

When a supervisor or department manager observes unsatisfactory behavior on the part of an employee, the supervisor will first counsel the employee verbally with the goal of correcting the behavior. This verbal reprimand should specify what the problem is, state the standards of conduct expected, make explicit the steps needed to correct the problem, and set the timetable within which the correction must occur. The supervisor should document the verbal reprimand, and may find it helpful to provide the employee with a copy of the documentation.

5.52 **Further corrections**

If an employee's behavior continues to be unsatisfactory, a written statement of the continuing problem and the correction required should be given to the employee. The supervisor should provide this written reprimand at a counseling session with the employee. Like the verbal reprimand, the written reprimand should specify what the problem is, state the standards of conduct expected, make explicit the steps needed to correct the problem, and set the timetable within which the correction must occur. The supervisor should document the employee's response to the written reprimand and the counseling opportunity.

5.53 More serious infractions

If the supervisor judges the improper conduct to be very serious, the employee may be suspended immediately, even though this may be the first time such conduct has been observed. In such cases, the supervisor will immediately inform the department manager, document the conduct observed and the disciplinary action taken, and note why it was necessary for the action to be taken at once. This documentation should be forwarded to the department manager and the business manager of Conception Abbey immediately.

5.54 Suspension

If an infraction of work rules or other standards is judged to be quite serious or if the employee has failed to correct conduct previously brought to his or her attention, the issuance of a reprimand may be accompanied by a suspension.

5.55 Dismissal

An employee will be dismissed if there is an infraction of one or more very serious work rules. An employee will be dismissed if the employee does not correct a specific problem for which the employee has been corrected or reprimanded three times. An employee will be dismissed if the employee has not corrected behaviors after two suspensions. The department manager or supervisor will consult with the business manager before dismissing an employee.

5.56 Documenting disciplinary actions

All written documents concerning disciplinary actions must be reviewed and then signed by the employee, the manager or supervisor, and witnesses when this seems prudent. Should the employee decline to sign a document that has been given in a disciplinary situation, the supervisor or witness should so note on the document. The signature of the employee indicates only that the employee has received the document in question.

6. Policy concerning harassment

6.0 Harassment

Harassment may be generally defined as “the continual or repeated troubling or annoying of others in the workplace.” Sexual harassment is “the repeated making of unwanted sexual advances or remarks to another in the workplace.” Conception Abbey condemns and repudiates any harassment by any member of the Conception Abbey community, including priests, monks, religious, administrators, officers, lay employees and lay volunteers. Harassment of others on the basis of sex, race, color, religion, national origin, age, disability or other classes protected by applicable law, is contrary to Christian morals and principles, violates federal and state law, and is outside the scope of church ministry and employment.

6.01 Christian work environment and personal dignity

Conception Abbey is committed to providing a productive Christian work environment. Personnel should always treat other co-workers respectfully and with dignity. Any kind of harassment by and of any member of the Conception Abbey community is contrary to Christian values and the policy of Conception Abbey, and is strictly prohibited.

6.1 **Harassment definitions**

Unwelcome trouble and annoying behavior in the workplace, whether verbal, written or physical, is harassment when:

- submission to such conduct is made a term or condition of a person's employment, or
- submission to or rejection of such conduct is the basis for employment decisions, or
- such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

6.11 **Forms of harassment**

Harassment may take many forms, which makes it difficult to name every harassing behavior. Harassing behaviors include but are not limited to the following:

- Verbal: insults; threats; jokes about gender- or ethnic-specific traits; unwanted sexual advances or unwanted contact; sexual propositions or innuendo;
- Nonverbal: making threatening, suggestive or insulting noises; leering, whistling, or making obscene gestures;
- Visual: placing suggestive pictures or cartoons in the workplace; posting insensitive posters in the workplace;
- Physical: engaging in unwanted physical contact with another; any sexual contact or assault in the workplace;
- Threats or demands to submit to sexual requests as a condition of continued employment or to avoid loss of employment.

6.12 **Definition of retaliation**

Retaliation for harassment complaints is strictly forbidden. Retaliation may take many forms, including but not limited to the following:

- Disciplining or changing work assignments because of a complaint of any type of harassment;
- Refusing to cooperate or discuss work-related matters with an employee who has complained about or resisted any type of harassment or retaliation.

6.2 **What to do about harassment**

Any person who believes he or she is or has been subjected to any sort of harassment should take the following steps:

- Immediately report the conduct to his or her supervisor; or
- Report the conduct to the Abbey business manager. If the business manager is charged in the report, report the conduct to the Abbey treasurer, or to a person designated by the abbot.

Anyone who observes any sort of harassing behavior or retaliation for making a harassment complaint should likewise report his or her observations to his or her supervisor or to the Abbey business manager. If the Abbey business manager is charged, report the observations to the Abbey treasurer, or to a person designated by the abbot.

6.3 **Investigation of harassment**

Allegations of harassment shall be investigated in as impartial and confidential manner as possible, and, if necessary, prompt corrective or disciplinary action will be taken. Harassment may constitute grounds for termination of employment.

6.31 **Assurance of non-retaliation**

Any retaliation against a person who files a complaint of harassment or who participates in an investigation of harassment is prohibited.

6.32 **Untrue reports of harassment**

Reports of harassment that the accuser knows to be untrue, however, will not be tolerated and may be grounds for discipline, up to and including termination.

6.4 **Policy regarding sexual misconduct**

Each new employee is given a copy of Conception Abbey's *Program of Protection for Children and Other Vulnerable Persons*, which covers all managers, supervisors, and employees who are covered by this *Handbook*. The new employee will sign and date a receipt attesting to the fact that the *Program of Protection* policy has been received.

7. Salaries and Wages

7.0 **Definitions**

For the sake of clarity, this policy distinguishes between "salary" and "wage." A salary is a fixed income for services rendered by a full-time or part-time employee with a written contract. A full-time salaried position includes flextime benefits but no additional compensation for overtime. The term "salary" is only used in referring to the compensation provided to those classified as salaried employees. A wage is an hourly rate for services rendered, and the term "wage" is used only in reference to hourly employees of Conception Abbey.

7.1 **Policies on salaries and wages**

The following provisions govern Conception Abbey's determination of salary and wage rates:

7.11 **Setting salary and wage rates**

Conception Abbey pays employees a salary or wage which reflects the training and level of responsibility required for the position and the skills required for the work at hand. The starting salary or wage is determined by the department manager hiring the employee, with due regard for the scope of the job and local salary and wage rates for similar jobs.

7.12 **Annual salary and wage increases**

Salary increases are given in the amount and at the time specified in the written contract. Wage increases are given at the beginning of Conception Abbey's fiscal year (June 1). During the spring budgeting cycle, the business manager of Conception Abbey recommends a wage increase to be granted to employees. This package is refined and approved by the Abbey Planning and Finance Committee, which represents the major apostolates of Conception Abbey.

7.2 **Payroll deductions and accounting**

The following provisions govern the handling of payroll deductions.

7.21 **Services of the Treasurer's Office**

Payroll accounting is done by the treasurer of Conception Abbey. Questions about payroll deductions, taxes, W-4 and W-2 forms, and health insurance and the like should be directed to the treasurer or other Business Office personnel. Changes of marital status, address or phone number, and other changes impacting on benefits should be reported by employees to the Treasurer's Office.

7.22 **Tax withholding**

The information necessary for tax withholding is obtained from forms that each new employee must file with the treasurer. Employees are encouraged to ask their tax preparer about exemptions and their effect. Any changes of information (marriage, a change in dependents or a new address) should be provided to the Treasurer's Office as soon as possible.

7.23 **Processing of payroll**

The Treasurer's Office is responsible for processing payroll and making direct deposits into employee bank accounts.

7.24 **Advances**

Conception Abbey does not advance money on future earnings to employees.

7.25 **Garnishments**

When Conception Abbey receives a federal or state court order to garnish an employee's salary or wages, Conception Abbey will comply with that order and reduce take-home pay accordingly.

7.3 **Pay periods**

The following pay periods are used at Conception Abbey:

7.31 **Salaried employees**

Salaried employees will be paid on a monthly basis.

7.32 **Hourly employees**

Hourly employees are paid in 26 pay periods each year. Direct deposits for payroll are made every other Friday. Time sheets and cards are collected the Monday before direct deposits are made.

7.4 **Hours of work**

The normal workday is eight hours, with a workweek of 5 days being 40 hours of work. Work schedules vary by category of employment and the demands of specific departments.

7.5 Work schedule

The work of salaried employees is scheduled according to the terms of the individual employment contract and the needs of the department that employs the salaried employee. The work of hourly employees is scheduled by the department manager or supervisor, who may change the schedule as needs arise.

7.51 Changes in work schedule

All employees are scheduled by the department manager or supervisor. Any changes in work schedule, including days off, are made with the permission of the manager or supervisor.

7.6 Overtime

Overtime is paid to qualified employees for hours worked beyond 40 hours per week. Overtime pay is one and one-half times the ordinary wage. Salaried employees are not eligible for overtime pay. All overtime must be authorized by the department manager or supervisor, and then approved on the time sheet for each employee.

8. Employee Benefits

8.0 Provision for benefits

The benefits for which an employee is eligible reflect both the employment and employee classification to which the individual belongs.

8.01 Probationary employees

During the initial orientation and evaluation period, an employee is not eligible for flextime or other benefits, unless an exception has been made for cause at the time of hiring.

8.02 Eligibility for benefits

When an employee is granted permanent employee status, the employee becomes eligible to receive or participate in those benefits described in this *Handbook* as applicable to an employee of that class.

8.1 Benefit packages

The following provisions determine the benefits for which an employee of Conception Abbey is eligible according to the employee class to which they belong:

8.11 Benefits for full-time employees

Full-time employees receive the following benefits:

1. Flextime benefit
2. Health insurance (including medical, dental and long-term disability)
3. Life insurance coverage
4. Paid holidays
5. Paid leave for death in family
6. Retirement plan (contribution by employer only)
7. Social security (FICA) matching contribution

8. Workers' compensation coverage
9. Optional participation in cafeteria benefits plan and 403(b) plan
10. Maternity / parental leave (see Section 5.24)

8.12 Benefits for part-time employees

Part-time employees receive the following benefits:

1. Health insurance (including medical, dental and long-term disability)
2. Life insurance coverage
3. Paid leave for death in family
4. Social security (FICA) matching contribution
5. Workers' compensation coverage

8.13 Benefits for auxiliary and seasonal employees

Auxiliary and seasonal employees receive the following benefits:

1. Social security (FICA) matching contribution
2. Workers' compensation coverage

8.2 Explanation of benefits

Each of the components of an employee's benefits package requires special explanation. Special booklets on benefits are given to eligible employees by the providers to explain benefit details.

8.3 Flextime benefit

Full-time permanent employees of Conception Abbey are eligible for a flextime benefit each calendar year. The hours given for flextime may be used for vacation, illness or personal needs. When flextime is used for vacation, employees should provide at least one week's notice to their supervisor. When used for illness or personal needs, the supervisor should be informed as quickly as possible. The following schedule shows the flextime available to full-time permanent employees:

During the year when hired, after a 30-day probationary period –	
If hired in September, October, or November	8 hours flextime (1 day)
If hired in May, June, July, or August	16 hours flextime (2 days)
If hired in January, February, March or April	24 hours flextime (3 days)
On the 1 st January 1 after being hired --	48 hours flextime (6 days)
On the 2 nd January 1 after being hired –	56 hours flextime (7 days)
On the 3 rd January 1 after being hired –	104 hours flextime (13 days)
On the 5 th January 1 after being hired –	120 hours flextime (15 days)
On the 10 th January 1 after being hired and all subsequent years of employment –	144 hours flextime (18 days)

An employee cannot carry over unused flextime to a following year without the permission of the supervisor, who should inform the Business Office of this arrangement.

8.31 **Settling flextime upon end of employment**

When an employee leaves employment at Conception Abbey, payment for accrued flextime will be made as follows:

Termination in 1st quarter:	25% of remaining flextime
Termination in 2nd quarter:	50% of remaining flextime
Termination in 3rd quarter:	75% of remaining flextime
Termination in 4th quarter:	100% of remaining flextime

8.4 **Health insurance**

All full-time and part-time employees of Conception Abbey who have been granted the status of permanent employee (that is, have completed the initial orientation and probationary period) become, by that fact, members of the group insurance plan of Conception Abbey. A share of the expense of the coverage of each employee is borne by Conception Abbey. Each year, the Business Office sets the amount that the Abbey will be able to contribute to the health insurance plan. Information concerning the group insurance plan is provided to each eligible employee.

8.41 **Optional coverage of dependants**

Employees who are members of the group insurance plan have the option of purchasing medical coverage for their spouse and dependants. The monthly cost of this coverage is an obligation borne by the employee and is paid through payroll deductions. New employees have a 30-day grace period during which to enroll their dependants without medical examination.

8.42 **Life insurance and other insurance coverage**

Employees who are members of the group insurance plan automatically receive life insurance coverage prorated by salary or wage range. Other insurance coverage benefits may include dental, vision, and long-term disability. Information detailing the insurance coverages offered is given to all eligible employees.

8.5 **Paid holidays**

Because of the religious character of Conception Abbey and the religious orientation of its works, several of the paid holidays observed by employees are Roman Catholic holy days. The following are paid holidays of Conception Abbey:

1. New Year's Day (January 1)
2. Good Friday
3. Memorial Day (late May)
4. Independence Day (July 4)
5. Labor Day (early September)
6. Thanksgiving (late November)
7. Immaculate Conception of Mary (December 8)
8. Christmas Eve (December 24)
9. Christmas (December 25)
10. New Year's Eve (December 31)

If the Feast of the Immaculate Conception falls on a Saturday in a given year, employees may take a flexible holiday at another time before the end of the calendar year. Employees may use work time to attend Mass in the Basilica on Holy Days of Obligation (the Assumption, August 15; and All Saints, November 1).

8.51 Observance days

When a paid holiday falls on Saturday, the preceding Friday is observed as the holiday (except in the case of the Immaculate Conception, when a flex holiday is granted). When a paid holiday falls on Sunday, the following Monday is observed as the holiday. In departments that require work on a paid holiday, a compensation day is given at another time to make up for the holiday. A list of paid holidays and observance days corresponding to each should be given employees by each department, along with any department modifications of this policy peculiar to the department. Salaried employees' holiday arrangements are articulated in individual contracts or departmental customs.

8.6 Retirement plan

Full-time permanent employees of Conception Abbey become members of the Abbey's retirement plan from the first day of their employment. The plan is administered by an independent trustee to ensure the safety of employee retirement.

8.61 Retirement plan contributions

Conception Abbey pays a certain percentage of an employee's gross salary or wage into the pension fund in the name of each eligible employee (see the retirement plan document in the Business Office). Eligible employees can also choose to make a contribution into a separate 403(b) retirement savings plan by means of payroll deductions.

8.62 Vesting

After 4 years and 9 months, an eligible employee of Conception Abbey is fully vested in the pension fund. Details about vesting and other aspects of the pension fund trust can be found in the pension plan handbook provided each eligible employee.

8.63 Annual report

Each year, the pension trust provides members with information concerning their pension fund status. A toll-free number permits members to speak directly with trust administrators about their status and to receive actuarial calculations as they approach retirement age. The pension plan is a blind trust, and all questions should be directed to the pension plan administrators.

8.7 Social Security

Conception Abbey matches employees' FICA contribution according to federal requirements for Social Security benefit purposes.

8.8 Workers' compensation

Conception Abbey carries workers' compensation insurance for work-related injury or illness. Should an injury happen at work or should your doctor diagnose a work-related problem, contact your work supervisor immediately. Documentation on a work-related injury or illness must be filed by the Business Office within three days of the accident or diagnosis.

8.9 Employee discount at the Printery House

Employees of Conception Abbey receive a discount on Printery House products either at the Printery House or the Conception Gift Shop. Please contact those departments for current discount rates.

8.91 Courses at Conception Seminary College

Interested full-time employees may take one course per semester at Conception Seminary College at no charge to them. Hours spent in class are not work hours.

9. Workplace regulations

9.0 Regulations concerning the workplace

In order to provide a safe, clean, and harmonious workplace, the following regulations are made for Conception Abbey.

9.1 Safety

Conception Abbey wishes to protect all of its employees, students, and guests from unsafe conditions of all kinds. Care should be taken by all employees to observe and report situations that are potentially dangerous. If an employee has an accident in the workplace, it must be reported to the supervisor and a written report filed at the Business Office. If an employee is injured, the attendant on duty in the infirmary can assist. Safety training sessions are conducted periodically as needed, and participation by employees is mandatory.

9.2 Security

To ensure safety and security, all safety and security policies and procedures must be followed. Supervisors will provide directives to employees regarding confidentiality of information, use of keys, handling of cash, payment of invoices, and securing of workplace materials and equipment.

9.3 Privacy

Employees assigned a locker, work desk or workspace, or files can expect workplace privacy. However, if an employee is absent from the workplace and access to information or materials is needed to carry out a business task, access to workspaces can be authorized by the supervisor. Further, Conception Abbey may inspect any workplace environment if necessary to investigate any illegal activity, or very serious or serious infraction which it has reasonable grounds to believe has occurred. Computer equipment owned by Conception Abbey may be inspected at any time for any reason and employees should not have any expectation of privacy with regard to such equipment.

9.4 Solicitation in the workplace

Conception Abbey does not allow business solicitation in the workplace, and employees should arrange to see salespeople during non-work hours. Charitable groups must have permission of the business manager to engage in fundraising at Conception Abbey.

9.41 Political activity

As a religious and charitable organization, Conception Abbey does not engage in political activity, and does not support any political action committees. Candidates for public office are not allowed to campaign in the workplace.

9.5 Drug-free workplace

Conception Abbey complies with federal, state and local laws governing the possession, use and distribution of unlawful drugs in the workplace. The sale, possession, distribution or use of prescription drugs without benefit of a prescription for such drug, or illegal controlled substances (as defined by the Missouri Criminal Code), will not be tolerated. The possession and use of marijuana is prohibited, even if it is medically prescribed. Any employee will be suspended or dismissed for noncompliance with these laws or this policy.

9.6 Smoke-free buildings

All buildings on the campus of Conception Abbey are smoke-free. Smoking tobacco is permitted only in designated outdoor places. However, smoking, consuming, and ingesting marijuana is not permitted on campus.

9.7 Meals

Conception Abbey provides meals to employees during their normal shift of work at no cost for the convenience of the Abbey's work. Meals are taken in the guest dining room at times suitable to the work of the individual departments and the scheduling of the kitchen.

9.8 Work breaks

Employees are given two 15-minute work breaks during a full workday. The timing of breaks and breaks for part-time employees are established by department custom and policy.

10. End of employment

10.0 End of employment

Employees of Conception Abbey end their employment for a variety of reasons. Some may work to retirement and then retire. Others may leave Conception Abbey's employ for other career opportunities.

10.1 The process of ending employment

Employees should give two weeks' notice before leaving. Every employee ending employment at Conception Abbey for whatever reason should come to the Business Office to finalize paperwork concerning various benefits. Employees ending employment have certain rights concerning group health insurance, and speaking to Business Office personnel will help you preserve your rights. The Business Office uses a checklist to insure that all paperwork is completed properly.

10.2 **An exit interview**

The supervisor of the employee who is ending employment should have an exit interview with the employee to discuss the employee's time at Conception Abbey and the employee's work experience.

**Program of
Protection
for Children
and
Other Vulnerable
Persons**

Conception Abbey
February 28, 2017
2nd Edition

I. Introduction

The United States Conference of Catholic Bishops recognized past failures on the part of Church leadership to ensure a safe environment in which children, young people and adults were protected from abuse by clergy and other Church personnel. By adopting the *Charter for the Protection of Children and Young People*, the bishops pledged themselves to a program of protection in the future. The Preamble of the *Charter* reads: “We re-affirm our deep commitment to creating a safe environment within the Church for children and youth.”

The monks of Conception Abbey make the same solemn promise. We strongly condemn any abuse of children, young people, and adults no matter where it occurs. Abuse is particularly heinous when the perpetrator is a member of the clergy or other Church personnel. Conception Abbey is committed to protect children, young people and adults in all the works and ministries undertaken in the name of Conception Abbey.

All members of the monastic community of Conception Abbey and all employees, volunteers and seminarians must adhere to the *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* as described in this document. When official duties are carried out in another facility or under another institution’s direction and supervision, all members are also subject to that facility’s or institution’s policies and procedures.

The *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* is intended to help ensure a safe environment for children, young people and adults at Conception Abbey and to foster Catholic moral values and attitudes among Abbey personnel and seminarians. All monks, employees, volunteers and seminarians are expected to understand the goals and requirements of this Program and to implement them completely in the performance of their duties. The conduct of monks, employees, volunteers and seminarians in both public and private can inspire and motivate people or scandalize and weaken their faith. All whose vocation and work is centered at Conception Abbey must be aware of this responsibility.

The policies established in this *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* supersede any other policies of Conception Abbey on this subject but are not intended to supersede canon or civil law.

The Program of Protection for Children and Other Vulnerable Persons (2nd Edition) was reviewed by the Abbot’s Council on February 28, 2017. *The Program* was approved by Abbot Benedict Neenan, OSB on February 28, 2017, and its policies and procedures are now in force at Conception Abbey.

The Abbot of Conception Abbey retains the right at all times to address matters pertaining to the policies established here on a case-by-case basis in order to respond to specific situations and issues which may arise, with due respect for canon and civil law and the goals of this *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)*.

II. Definitions

Abuse of children, young people, and adults includes: sexual abuse (inappropriate sexual contact of any kind); physical abuse (any non-accidental physical injury); neglect (failure to provide needed food, clothing, shelter, medical care, or supervision); emotional abuse (inflicting anguish, pain, or distress through verbal or nonverbal acts).

Monks of Conception Abbey are professed Benedictines of Conception Abbey or novices, postulants or aspirants for Conception Abbey. **Employees** are salaried and hourly employees of Conception Abbey; this policy covers employee behavior during the performance of work in any apostolate or department of Conception Abbey. **Volunteers** are those who assist in the works of Conception Abbey without remuneration; this policy covers behavior in a voluntary position in any apostolate or department of Conception Abbey. In this policy, the term “Abbey personnel” includes monks, employees, and volunteers of Conception Abbey.

Seminarians are those enrolled in the formation program of Conception Seminary College; this policy covers behavior during the academic year and while ministering to minors and other vulnerable persons as part of the formation program of Conception Seminary College.

Children are unmarried persons under the age of 18, considered **minors** in the State of Missouri. Some adults are considered **uniquely vulnerable** to abuse because of age, physical/mental disabilities, or being unable to protect him/herself, and are covered under this program. Other adults who take part in religious, education and pastoral care settings at Conception Abbey with Abbey personnel or seminarians may also be vulnerable because of their personal situation or life experience.

Throughout this document, **Abbot** refers to the Abbot of Conception Abbey. All references assume that in the absence of the Abbot, the Prior of Conception Abbey has the necessary authority.

A **pastoral relationship** is a relationship between a monk of Conception Abbey and any person to whom a monk provides pastoral care, including counseling, spiritual direction or guidance, and/or when the monk has heard a confession or received confidential or privileged information. Pastoral relationships may also be established by some employees or volunteers of Conception Abbey in their roles of service. Pastoral relationships and behavior are treated in a special section of this policy.

Monks always represent Conception Abbey, even outside of pastoral relationships. However for monks who have **familial and social relationships** with other persons, some of the behaviors listed in III. C. 3. c. (p. 7) of this policy may be acceptable. Care should still be taken to be with minors (children of relatives, friends, and acquaintances) only in public settings and in the presence of other people (adults).

III. Code of Ethical Standards

A. GENERAL PRINCIPLES

1. *Leadership and integrity.* Abbey personnel who are in positions of authority recognize that the authority of leadership comes from God as a gift for the good of the Church and should be carried out with integrity and good stewardship. Monks, employees, volunteers and seminarians are expected to be persons of honest and high moral standards. They should endeavor to lead by example. They are expected to conduct themselves in a responsible and conscientious manner, free from any deception or action that would be deemed improper. Leadership should be exercised through Gospel values of justice, mercy and compassion. The Benedictine values of community, mutual support, and care for all persons should be demonstrated by leaders at Conception Abbey.
2. *Respect for others.* Monks, employees, volunteers and seminarians respect the dignity, rights and worth of every person they encounter. They strive to be sensitive to cultural differences among people. All should be aware that issues of age, gender, race, religious, physical and mental disabilities, and language all affect how the Good News is received and interpreted.
3. *Commitment to the Church.* Abbey personnel and seminarians embrace the teachings of Jesus and work to promote the Gospel. The Scriptures and the Tradition of the Roman Catholic Church guide all who share leadership when decisions must be made that directly affect those who are served, as well as Gospel and Benedictine values.
4. *Personal well-being.* Monks, employees, volunteers and seminarians are responsible for attending to their own physical, mental, intellectual, emotional and spiritual health. They should nurture their strengths and attend to their shortcomings. They should be supportive of one another in maintaining a sense of well-being, and alert to any impediments to well-being and seek appropriate assistance.

B. GUIDELINES FOR WORKING WITH CHILDREN AND OTHERS

Providing pastoral care to children, young people and adults is a critical work of the Church and her ministers. In providing this ministry, important considerations need to be taken into account. When working with children and other vulnerable persons, it is particularly important to recognize the imbalance of power and authority possessed by an adult, clerical or lay person, in the situation. In light of the requirement for ethical exercise of authority and the particular vulnerability of children and other vulnerable persons, all monks, employees, volunteers and seminarians at Conception Abbey must observe the following guidelines when dealing with others:

1. Respect and care are always to be shown to others, especially children and other vulnerable persons. Monks, employees, volunteers and seminarians must always use prudence marked by personal and professional integrity to ensure the safety of children and other vulnerable persons, avoiding all inappropriate behavior or even the appearance of impropriety.

2. When providing one-on-one pastoral care to a child or other vulnerable person, meetings should take place in open and accessible locations. Meetings must be arranged at times and in places that assure accountability: open spaces, rooms with glass panes in doors, areas where other adults are present, and normally with the knowledge of parents or guardians.
3. Retreats, days of recollection, and other gatherings of children sponsored by Conception Abbey must include the participation of parents or designated guardians. An appropriate ratio of parents or guardians to minors must be maintained throughout the event, though the ratio may vary according to the age of the children and the type of event. Children under the age of 10 should be supervised by a higher ratio of 1 adult to 5 children; children over 10 will normally require a lower ratio of 1 adult to 10 minors. Good judgment must be used in every case. Under no circumstances may only one adult supervise such a gathering or event.
4. When it is necessary to communicate with minors by email or other social channels, such communication should be limited, appropriate and open to public scrutiny if necessary. Normally, such communication should be restricted to one's own family and to official business, such as abbey and seminary vocation work, seminary admissions, and official pastoral ministry assignments. The cultivation of personal and confidential relationships between adults and minors via social communication channels is never appropriate. Online chat room conversations between adults and minors are never appropriate.

C. EXAMPLES OF BEHAVIORS

Abuse and neglect of minors, young people and adults is contrary to the teachings of the Roman Catholic Church. Monks, employees, volunteers, and seminarians have a serious responsibility to avoid behaviors which abuse or neglect any one encountered in ministry or work for Conception Abbey. The following are examples of prohibited behaviors. Special attention is given to off-site activities and acceptable and unacceptable physical contact.

1. Prohibited behaviors

- a. Using, possessing, or being under the influence of illegal drugs while in the presence of minors.
- b. Using, possessing, or being under the influence of alcohol while in the presence of minors.
- c. Providing or allowing minors to use illegal drugs or alcohol.
- d. Swearing in the presence of minors.
- e. Speaking to minors in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- f. Discussing sexual activities with minors unless it is a specific job requirement and the monk, employee, volunteer or seminarian is trained to discuss these matters.

- g. Engaging in any sexually oriented conversation with minors unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to young people the Church's teachings on such topics. If the young people have further questions not answered or addressed by their teachers, they should be referred to their parents or guardians for clarification or counseling.
- h. Being nude in the presence of minors.
- i. Possessing sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.) around minors.
- j. Sleeping in the same beds, sleeping bags or small tents with minors.
- k. Engaging in sexual contact with minors. For the purposes of this policy, sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse, or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying another person.
- l. Creating, possessing or distributing child pornography.

2. Off-site events

- a. Monks, employees, volunteers and seminarians are prohibited from transporting minors without written permission of their parent or guardian, except in case of an emergency.
- b. Monks, employees, volunteers and seminarians are prohibited from unnecessary and/or inappropriate physical contact with minors while in vehicles.
- c. Minors should be transported directly to their destination. No unplanned stops should be made.
- d. Monks of Conception Abbey are prohibited from having minors stay at their residence. Requests for exceptions should be submitted to the Abbot of Conception Abbey in writing two weeks prior to the visit.
- e. Changing and showering facilities or arrangements for monks, employees, volunteers and seminarians must be separate from facilities or arrangements for minors.

3. Physical contact

- a. Monks, employees, volunteers and seminarians are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors of minors.
- b. Appropriate affection between those covered by this policy and minors constitutes a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for those engaged in ministry roles with minors:
 - Hugs.
 - Pats on the shoulder or back.
 - Hand-shakes.

- “High-fives” and hand slapping.
 - Verbal praise.
 - Touching hands, faces, shoulders and arms of minors.
 - Arms around shoulders.
 - Holding hands while walking with small children.
 - Sitting down beside small children.
 - Kneeling or bending down for hugs with small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate. (In some Asian communities, this gesture should be avoided.)
- c. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that should not be used by those engaged in ministry roles with minors:
- Inappropriate or lengthy embraces.
 - Kissing on the mouth.
 - Holding minors over four years old on the lap.
 - Touching buttocks, chests or genital areas.
 - Showing affection in isolated areas such as bedrooms, closets, staff-only areas, or other private rooms.
 - Being in bed with a minor.
 - Touching the knees or legs of minors.
 - Wrestling with minors.
 - Tickling minors.
 - Giving piggyback rides.
 - Any type of massage given by the minor to an adult.
 - Any type of massage given by an adult to the minor.
 - Any form of unwanted affection.
 - Compliments that relate to physique or body development.

D. TRAINING FOR ABBEY PERSONNEL AND SEMINARIANS

Monks, employees, volunteers and seminarians shall read this *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* and agree in writing to comply with it. Monks, employees, volunteers and seminarians who work with minors must participate in training organized by the Office of Protection that addresses protection of minors.

E. SUPERVISION OF PROGRAMS

Programs for minors and young people in which monks, employees, volunteers or seminarians are involved, must be supervised by at least two adults. The Abbot of Conception Abbey and the Abbot’s Council shall be aware of all programs for minors and young people which are sponsored by Conception Abbey. A list of these programs will be maintained in the Abbot’s office and include purpose, activities, sponsors or Coordinators of the programs, meeting times and locations. The Abbot shall examine these programs and determine whether there is adequate supervision.

IV. Reporting abuse of children and other vulnerable persons

The following section describes the policies and procedures of Conception Abbey concerning abuse of children and other vulnerable persons. It is based on Catholic teaching and canon law in addition to principles of civil and criminal law. This section is not intended to create or confer any additional civil or legal rights.

A. GENERAL PRINCIPLES

1. Abuse of any person is contrary to the Gospel and to all which the Catholic Church believes and professes about the dignity of all human persons. It is the policy of Conception Abbey that abuse of any kind is never to be tolerated.
2. Conception Abbey fully subscribes to the *Charter and Norms for the Protection of Children and Young People* drafted by the American bishops in June 2002 and reviewed and revised in 2005 and 2011.
3. Conception Abbey recognizes that no policy in itself prevents abuse of children and other vulnerable persons. Strict adherence to this policy and vigilance throughout the Conception community will help assure that no one is victimized.
4. This policy reflects Conception Abbey's wholehearted commitment to promote and protect the dignity of each person, and to clearly demonstrate that Conception Abbey takes seriously the responsibility to provide a safe environment for all.

B. PROTECTION FOR CHILDREN AND OTHER VULNERABLE PERSONS

1. Conception Abbey renews its commitment to provide a safe environment for children and other vulnerable persons. The Abbey is also committed to assisting monks, employees, volunteers and seminarians in recognizing, reporting, and attending to the needs of the abused. All Abbey personnel and seminarians shall maintain the integrity of the ministerial relationship at all times. Abusive conduct of any kind, including sexual conduct, between one who is performing duties on behalf of Conception Abbey and a child or other vulnerable person is not only criminal but is a violation of the Commandments and Catholic moral teaching.
2. Persons with reasonable cause to suspect abuse of a child or other vulnerable person by anyone acting on behalf of Conception Abbey – whether monk, employee, volunteer or seminarian – are required to report directly to civil authorities and to the Coordinator of the Office of Protection (see section VI.)
3. The response of Conception Abbey in cases of abuse by any Abbey personnel or seminarians will address the pastoral needs of the victim, the well-being of the community, and the assessment and treatment of the offender. Care is to be taken that all involved are treated in a manner consistent with the Gospel values of compassion, understanding and justice,

as well as those standards that are normative in the wider professional community.

C. REPORTING ABUSE

The term “abuse” may refer to the physical abuse, neglect, sexual abuse or exploitation, mental injury, or threat of harm to a minor, young person, or vulnerable adult. Such abuse is a violation of Missouri law. Some persons are mandatory reporters under Missouri law and must report suspected abuse to civil authorities.

1. *Mandatory reporting by Abbey personnel and seminarians.* Clergy, school employees at all levels of education, and other mandatory reporters are required by law to report or cause to be reported suspected abuse to the Missouri Division of Social Services or to a law enforcement agency. (See Appendix E for telephone numbers for reporting.) Conception Abbey expects all mandatory reporters to fulfill this legal obligation and then to report the matter to the Coordinator of the Office of Protection.
2. *Voluntary reporters.* Conception Abbey requires personnel and seminarians who are not mandatory reporters under Missouri law to voluntarily report suspected abuse of minors, young persons, or vulnerable adults when they have reasonable grounds to do so. Such reports should be made to the Missouri Division of Social Services or to a law enforcement agency and then to the Coordinator of the Office of Protection. (See Appendix E for telephone numbers.)
3. *Questions on reporting abuse.* If Abbey personnel and seminarians have questions about reporting, they should call the Missouri Division of Social Services hotline with their questions. (See Appendix E for telephone number.) The Coordinator of the Office of Protection can also be of assistance.
4. *The seal of confession.* A priest is absolutely prohibited from revealing, in words or in any manner for any reason, information acquired from a sacramental confession. The sacramental seal of confession is inviolable. This confidentiality is recognized under Missouri law.
5. *Reporting present abuse.* Anyone who has reasonable cause to believe that abuse involving Abbey personnel or seminarians is putting people at risk, should report the suspected abuse directly to law enforcement.
6. *Reporting past abuse.* Conception Abbey seeks to promote healing and reconciliation for those who have suffered abuse as minors, young persons, or vulnerable adults by Abbey personnel. Complainants are encouraged to contact the Coordinator of the Office of Protection at (660) 944-2988 or by emailing officeofprotection@conception.edu. Conception Abbey will provide pastoral and other assistance on a case-by-case basis.

D. CONCEPTION ABBEY’S RESPONSE TO ABUSE

A sacred relationship exists between the Catholic Church and all persons, whether they are children or adults. Abuse of any kind is a matter of gravest concern. Knowledge of such abuse calls for a timely response so that the safety of the victim and the community is assured and healing can begin.

1. The Coordinator of the Office of Protection will respond promptly to persons who contact Conception Abbey concerning abuse. The Coordinator will receive the information and will inform the Abbot or, in the case of a seminarian, the Abbot and the President-Rector of Conception Seminary College. In the case of a complaint against a member of the monastic community, the complainant may request to meet with the Abbot and/or the Abbey Review Board. The complainant will be contacted by an independent trained investigator, if he or she wishes to pursue the matter. This investigator will provide a report to the Abbot, who will present it to the Abbey Review Board and seek advice about the credibility of the allegation.
2. When Conception Abbey is informed of allegations of abuse by any of its monks, employees, volunteers or seminarians, the Abbey will address the needs and rights of all involved – the person alleging abuse, the accused, Conception Abbey, Conception Seminary College, and the larger community affected. Leadership must recognize that allegations impact all those involved, especially the person alleging abuse, the accused and those persons close to them. Care must be taken by leadership that the least amount of harm be done, especially if charges are found later to be unsubstantiated.
3. When allegations of abuse of a child or other vulnerable person have been made, the Coordinator will keep in contact with the individual (or the parent or guardian of a minor) and his or her family, if appropriate. Psychological counseling, pastoral care, or the assistance of an advocate for healing may be offered in the spirit of Christian justice and charity as appropriate. When Conception Abbey pays for counseling, the Abbey authorizes the therapist. Whenever possible, the therapist will be one who specializes in the treatment of victims of abuse.
4. If it appears that the report concerns present abuse by any Abbey personnel or seminarians, the complainant will be encouraged to report the suspected abuse directly to law enforcement. In addition, if the allegation is subject to reporting under Missouri statute, the Coordinator of the Office of Protection will make a report to the appropriate social service agency. The Coordinator will inform the complainant that a report was made to civil authorities.
5. Conception Abbey will cooperate fully with civil authorities in their investigation of the charges. To ensure that there will be no interference or perceived interference in the investigation by civil authorities, no further internal investigation (see D.1. above) will take place while the civil investigation is pending, except what may be required for compliance with canon law.
6. Unless civil authorities request otherwise, the accused individual also will be informed of the allegation by the Abbot and will be given every opportunity to respond to the charges. The Abbot and monastic community will provide pastoral care to the accused during this time in accordance with the spirit of the *Rule of St. Benedict*. The Abbot may, at his discretion, place the person accused on paid or unpaid administrative leave depending on the

circumstances and details of the accusation, and will encourage an outside professional assessment of the person accused. Should the accused be a cleric, canon law will be followed (see Appendices A and B). The person will remain on administrative leave pending the outcome of the internal and/or civil investigation. In the case of a seminarian, the President-Rector of Conception Seminary College will decide the appropriate action to be taken after consultation with the seminarian's bishop and diocesan officials.

7. Within the confines of respect for the privacy and the reputations of the individuals involved, Conception Abbey will deal as openly as possible with the larger community directly affected by the alleged ministerial misconduct with minors, young persons or vulnerable adults. But care must always be taken to deal sensitively with information, since reputations are fragile and prudence and charity must be exercised for the good of all.

E. POSSIBLE OUTCOME OF REPORTING ABUSE

The following are possible outcomes of the civil and/or internal investigation and assessment process:

1. Allegation substantiated

- a. If an allegation of abuse against a member of Abbey personnel is substantiated or found credible, and the complaint is subject to reporting under Missouri law, the person accused will be subject to the sanctions of criminal and/or civil law.
- b. If a cleric is found guilty under criminal and/or civil law of abuse of a minor, young person or vulnerable adult (or when it is determined that there is a "semblance of truth"), the Abbot shall also proceed according to the norms of canon law. (See Appendices A and B)
- c. If a non-clerical member is accused of such abuse, the Abbot may seek the advice of the Abbey Review Board and would follow the appropriate canonical procedures.
- d. Monks will receive the pastoral care and protection afforded by the Benedictine tradition, which requires members of the monastic community to "support with the greatest patience one another's weaknesses of body or behavior" (*Rule of Benedict 72.5*).
- e. If an allegation of abuse against non-monastic Abbey personnel is substantiated or found credible, the individual's employment or volunteer agreement will be terminated.
- f. If an allegation of abuse against a seminarian is substantiated or found credible, the individual will be dismissed from Conception Seminary College by the President-Rector.

2. Allegation unsubstantiated

If an allegation of abuse of a minor, young person or vulnerable adult is unsubstantiated, disproved or found not credible, the Abbot, in collaboration with the Coordinator (or in the case of a seminarian, the President-Rector) will inform the parties of the outcome of the investigation. If necessary,

continued efforts will be made to maintain or restore the good name of the accused and provide for his or her well-being. If there are any future steps that can be taken to assure a return to normal relationships in the school, parish or entity involved, Conception Abbey will consider these steps.

3. Evidence inconclusive

- a. If the evidence is inconclusive as to the validity of an allegation of abuse, two factors must be considered. First, the safety and well-being of the alleged victim and the community must be carefully considered. Second, the rights of the accused must also be carefully considered.
- b. Based on the charge and the nature of the evidence, lay employees or volunteers may receive corrective action or be terminated under the personnel policies of Conception Abbey in effect at that time.
- c. If a civil or canonical investigation raises questions about continued fitness for ministry of a cleric of Conception Abbey, the matter will be referred to the Abbey Review Board for further examination and recommendation to the Abbot. The Abbot may, as a result, issue a canonical prescript to the cleric.
- d. The Coordinator (or in the case of a seminarian, the President-Rector) will also inform the parties of the outcome of the investigation and may make efforts to minimize the impact on the alleged victim and the community. In these cases, the Coordinator (or in the case of a seminarian, the President-Rector) may refer the alleged victim for follow-up pastoral care and psychological counseling, as appropriate.
- e. Every effort must be made to restore the good name of the person accused. Continued pastoral concern should be shown to the person by the entire community.

V. Abbey Review Board

A. PURPOSE

The Abbey Review Board assists the Abbot of Conception Abbey in maintaining a safe and respectful climate for all those who participate in Abbey-sponsored programs and ministries, or who visit Conception Abbey. The Board's work includes reviewing policies and programs, especially those concerning the abuse of minors, young persons and vulnerable adults. The Board advises on educational requirements, helps address complaints of abuse, and recommends ways to foster healing and reconciliation when needed. The work of the Abbey Review Board adheres to the procedures outlined in Conception Abbey's *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)*.

The Abbey Review Board:

1. reviews the *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* every three years, with a focus on the effectiveness of its implementation;
2. reviews the work of the Office of Protection annually;
3. provides a safe and effective forum for hearing complaints of abuse against monks of Conception Abbey;
4. offers advice to the Abbot on all aspects of a complaint of the abuse of a minor, young person or vulnerable adult by a monk of Conception Abbey; and
5. annually reviews all Safety Plans.

B. MEMBERSHIP

Abbey Review Board members are chosen from the wider community on the basis of their professional competence and prudent judgment. They receive no compensation.

- a. The Abbey Review Board is advisory to the Abbot.
- b. Laypeople from the area (Catholic and non-Catholic) are appointed by the Abbot of Conception Abbey to serve on the Board.
- c. The five voting members are not agents or employees of Conception Abbey.
- d. Members of the Board are indemnified through Catholic Mutual of Omaha.
- e. The Coordinator of the Office of Protection serves as secretary and is a non-voting member.

C. TERM

Appointed members of the Abbey Review Board may serve for two consecutive three-year terms. Appointments are staggered in order to provide continuity.

D. MEETINGS

- a. The Board meets annually and on an ad hoc basis.
- b. The designated chair convenes and presides at all meetings.
- c. The chair, in collaboration with the Coordinator, prepares the agenda.
- d. Members are provided access to information required for the fulfillment of their responsibilities.

E. PROCEDURES

a. Policies and procedures

The chair of the Abbey Review Board annually schedules a meeting to review the work of the Office of Protection.

b. Allegations of current abuse

If the complaints are subject to reporting under Missouri law, and this has not yet been done, Conception Abbey will file a report and cooperate fully with the civil and criminal authorities in their investigation. During the time of a criminal investigation, the Abbey Review Board does not enter into the process.

c. Allegations of past abuse

- i. After a complaint of abuse has been made against any member of the monastic community (living or deceased) through the Office of Protection and the initial interview has been completed, the complainant will be contacted by an independent trained investigator if he or she wishes to pursue the matter. Pastoral care for the complainant is offered. If there is no ongoing civil litigation, the Abbot determines if the allegation constitutes a reserved *delict* “with at least a semblance of truth” (see Appendix A).
- ii. If the person making the complaint requests to speak with the Abbey Review Board, the Coordinator will ask the chair to convene the Board for this purpose. The parameters and expectations for the meeting are provided in advance to the person making the complaint in order to keep the role of the Abbey Review Board clear. An opportunity for speaking to the Board is also made available to the accused under the same conditions.
- iii. If the complainant does not wish to pursue the matter formally and speak with an independent trained investigator, no action against the monk is mandated. A file will be kept in the Office of Protection as a record of the allegation.
- iv. Once the Abbot has received the written report on the findings of the independent investigator, the Coordinator will convene the Abbey Review Board. The Board examines the report and advises the Abbot as to the proper implementation of policy and procedure, as well as a responsible course of action.
- v. The Coordinator reports to the Board developments in the case at hand and asks the chair to reconvene the Board as needed. The Abbey Review Board is careful to avoid any interference with civil legal processes.

F. CONFIDENTIALITY

All information regarding persons is confidential. Each member of the Abbey Review Board must sign a confidentiality agreement. Such information is protected to the extent provided by the priest-penitent privilege, the attorney-client privilege and other legal privileges that may exist.

VI. The Office of Protection

The Office of Protection promotes the Church's teaching regarding the dignity of all persons. It strives to protect children and other vulnerable persons from any harmful behavior on the part of Abbey personnel. The Office also provides a safe and effective avenue for individuals who wish to make a complaint of abuse of children or other vulnerable persons against personnel of Conception Abbey. The Office assists the Abbot in his efforts to welcome and respond to those who seek reconciliation and healing. The Abbot appoints the Coordinator of the Office of Protection for an indefinite term.

The Coordinator of the Office of Protection:

- A. promotes Catholic moral values regarding the dignity and protection of all persons, especially children and the vulnerable through policies, procedures and resources at Conception Abbey; develops and maintains resource materials and information of abuse as defined by the *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)*; and provides materials and referral information to inquirers as requested;
- B. supervises the implementation of the *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* and collaborates with the Abbey Review Board's annual evaluation of the Program;
- C. coordinates the accreditation processes by Praesidium and the periodic updates required by "Instruments of Hope and Healing";
- D. maintains all files and information related to the Standards of Accreditation required by "Instruments of Hope and Healing";
- E. receives initial complaints against personnel of the Abbey and helps the complainant understand what possible steps may be taken; makes referrals for assistance; informs the Abbot (in case of a seminarian, the President-Rector) and ensures that abuse policy requirements are met, including reporting to legal authorities;
- F. maintains a record of inquiries, complaints and follow-up by the Office of Protection, the Abbot, President-Rector, and other appropriate personnel;
- G. is a non-voting resource person for the Abbey Review Board.

VII. The Safe Environment Program

A. PROMULGATION AND EDUCATION

Conception Abbey is committed to make every reasonable effort to communicate clearly and regularly with all monks, employees, volunteers and seminarians the goals and expectations of the *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)*. Likewise, every effort is made to keep all groups and individuals served by Conception Abbey informed regarding the Program.

To these ends, the following steps are taken:

1. An orientation to the Program is given to all new Abbey personnel and seminarians at the time of hire or admission. New personnel and seminarians are required to sign a knowledge and compliance statement.
2. Presentations on the Program are made to all Abbey personnel and seminarians every three years; each monk, employee, volunteer and seminarian who attends is required to sign a knowledge and compliance statement.
3. The Program is available on the Conception Abbey website (www.conceptionabbey.org) and through the Office of Protection.
4. The Program also requires participation in the VIRTUS “Protecting God’s Children” training for adults and the online continuing formation from VIRTUS. All monks, employees, volunteers and seminarians are required to attend initial training, and those engaged in pastoral roles or with contact with minors are required to continue online education.
5. The Office of Protection disseminates information, including policies and procedures for reporting abuse by Abbey personnel throughout Conception Abbey and in parishes and chaplaincies served by the Abbey.
6. Collaboration is fostered with community groups, law enforcement agencies, and social services in the ongoing process of education and implementation of the Program.

B. COMPLIANCE

1. A cleric applying for or proposed for assignment at Conception Abbey, including candidates applying for admission to the monastic community, must complete an application process that conforms to the guidelines of the United States Conference of Catholic Bishops (see Appendix D below).
2. Testimonial letters / letters of suitability are required of all clerics who are proposed as retreat masters, visiting lecturers, symposia presenters and so forth at Conception Abbey prior to the event. Those responsible for making such arrangements are to notify the Coordinator of the Office of Protection who requests testimonial letters /letters of suitability from appropriate Church authorities. These documents are kept in the Office of Protection.
3. All new employees must complete authorization forms and undergo a criminal background check by the Abbey Business Office before being hired by Conception Abbey. Dioceses or religious communities sponsoring seminarians at Conception Seminary College must provide the seminary with criminal background checks on each seminarian, or a letter from a diocesan official

verifying that a check was performed and that no offenses were found. Volunteers are screened via the US Department of Justice National Sex Offender Search website (<https://www.nsopw.gov/en/Search>), recommended by Praesidium. Ordinarily, this screening must be completed before the beginning date of conditional employment, volunteer service or admission to the Abbey or seminary.

4. Those seeking admission to Conception Abbey as monks and those applying for employment or volunteer service must complete the following requirements:
 - a. application, including social security number and birth date
 - b. reference check
 - c. interview
 - d. criminal background check, including sex offender database w/alias
5. Seminarians applying for admission to Conception Seminary College follow the application process and procedures as outlined by the seminary. Disqualifying offenses listed below determine, in part, admission or non-admission.

C. DISQUALIFYING OFFENSES

No one will be hired as an employee, admitted as a candidate to Conception Abbey, admitted as a seminarian at Conception Seminary College, or accepted as a volunteer, if they have been convicted of a disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or have pending criminal charges or civil allegation for any disqualifying offense, until a determination of guilt or innocence is made.

Disqualifying offenses include:

1. a felony classified as an offense against a person or family or involving an offense against a person or family. Examples: offenses against a person include, but are not limited to, murder, assault, sexual assault, child abuse, and abandoning or endangering a child. Offenses against a family include, but are not limited to, bigamy, incest, interference with child custody, enticing a child and harboring a runaway child;
2. a felony classified as an offense against public order or decency. Examples: offenses against public order or decency include, but are not limited to, prostitution, obscenity, sexual performance by a child, possession or promotion of child pornography and disorderly conduct;
3. a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance under the laws of Missouri;
4. a misdemeanor classified as sexual assault, indecency with a child, injury to a child, abandoning or endangering a child, sexual performance by a child, possession or promotion of child pornography, enticing a child, bigamy or incest;
5. an administrative determination by a local, city, county or state agency that a person has been found to have committed child abuse or neglect.

D. REVIEW

Any person who applies for employment, for entrance into the monastic community, for admission to the seminary or for service as a volunteer, and is not accepted or is terminated under these guidelines, may have the denial or determination reviewed as follows:

1. If non-acceptance is based on the criminal background check, the applicant may be given the name and address of the agency reporting his or her criminal history so that there will be an opportunity to obtain a similar report from the agency. In the event that such a report is obtained by the applicant, and it is believed that an error has been made by the reporting agency or independent agent, then, upon written request, a second criminal background check may be obtained and the application reconsidered.
2. If non-acceptance is based upon the interview process, including reference checks, there is no review beyond the applicant's request for reconsideration by those making the determination. It is for the protection of children and other vulnerable persons that the judgment of those representing the Church has the final word. In cases of doubt, favor will be given to the Church and the protection of children and other vulnerable persons.

E. CONFIDENTIALITY

As with all personnel records at Conception Abbey, information obtained through the application form, reference information, interviews, and criminal background check is confidential. Confidential materials are kept appropriately locked and access is restricted to those who need to know because of work-related responsibilities. Records are retained even after the date of termination of employment or the end of volunteer service.

VIII. Safety Plans

A. PURPOSE

Individualized Safety Plans are written for any Member about whom allegations of abuse have been made and substantiated. The Plans are intended to assist the Member in living the monastic life at the Abbey, while helping the Abbot and the community to ensure a safer environment.

B. CONTENTS OF THE SAFETY PLAN

Each written Safety Plan will include:

1. A summary of problem behaviors of the Member;
2. Location and assignment for the Member, including information about how the Member spends the majority of his time;
3. Risk-reduction strategies, including limitations placed on the Member to help him deal with problem behaviors;
4. Supervision strategies, including issues concerning personal relationships;
5. The name of the Member's immediate supervisor for the Safety Plan;
6. Specific consequences for non-compliance of the Safety Plan;
7. Dates on which the Safety Plan has been reviewed by the Abbey Review Board;
8. The signature of the Member or documentation if the Member chooses not to sign the Safety Plan;
9. The signature of the Abbot;
10. The signatures of individuals supervising the Member.

C. PROCEDURES

The Abbot would draft a proposed Safety Plan for a Member, and would consult the Member, the Abbey Review Board and those proposed as supervisors for the Member. Care should be taken that the work assignment given the Member is compatible with the behavioral challenges the Member may face, and be an assignment which is able to be supervised and evaluated. The Safety Plan should be clear and provide directions to the Member and those who supervise him. Supervisors should be individuals who are physically and emotionally capable of supervision, and are provided training in supervision. Supervisors should be given adequate background on the Member in order to provide good supervision to him. The Safety Plan should clearly state any prohibited behaviors, locations and activities, and the consequences of violating the prescriptions of the Plan.

D. ANNUAL EVALUATION

Each year, the Abbot and the Coordinator of the Office of Protection will evaluate and document compliance with each Safety Plan. Plans and compliance with Plans must also be reviewed annually by the Abbey Review Board. The Abbot and Coordinator should seek the advice and counsel of the supervisors of each Member with a Safety Plan in determining problems or issues with any Plan. Safety Plans should be reviewed immediately if any significant behavior changes are detected or if new allegations are raised. Adjustments to the Safety Plan should be immediately communicated to the Member and to his supervisors. Documentation about changes and communication must be kept.

Appendix A

Canonical procedures for clerics of Conception Abbey

A. RECEIPT OF A COMPLAINT AGAINST A CLERIC

Upon receiving an allegation of abuse against a child or a vulnerable person by a living cleric of Conception Abbey, pastoral care for the alleged victim is offered through the Office of Protection. The Abbot is informed and if the complaint is subject to reporting under Missouri law and this has not yet been done, the Abbey will file a report and cooperate fully with the civil and criminal authorities in their investigation.

B. DETERMINING CREDIBILITY

If there is no ongoing civil investigation, the Abbot determines if the allegation constitutes a reserved *delict* “with at least a semblance of truth.” To assist him in this determination, the Abbot seeks advice from an attorney, an independent trained investigator, members of the Abbey Review Board, or others. Canonical counsel is offered to the accused and Conception Abbey’s civil counsel and insurer are notified.

1. If the allegation is determined ***not to have at least the semblance of truth:***
 - a. No action against the cleric is mandated (though administrative actions may be applied depending on circumstances).
 - b. No referral to the Congregation for the Doctrine of the Faith is required.
 - c. The complainant should be informed of the outcome.
 - d. The accused cleric, if he had been made aware of the accusation, should be informed of the outcome.
 - e. Pastoral care in the spirit of the Benedictine tradition should be provided by Abbey leadership to the accused individual.

2. If the allegation is determined ***to have a semblance of truth:***

The Abbot issues a decree opening a “preliminary canonical investigation.” This canonical investigation will be done by an independent trained investigator who will produce a written report.

C. PRELIMINARY CANONICAL INVESTIGATION

An independent trained investigator is appointed to conduct the investigation and gather the facts in the case. The investigator presents a written report to the Abbot within the time limits established. The Abbot presents the findings of the investigation to the Abbey Review Board and seeks their advice. The Abbot determines the probability of whether or not a reserved *delict* has been committed as alleged and issues a decree closing the preliminary investigation. If necessary, the restrictions of canon 1722 may be applied at any point during the preliminary canonical investigation. If applied, it is done through a precept by the Abbot.

D. POSSIBLE OUTCOMES OF THE PRELIMINARY CANONICAL INVESTIGATION

1. If the allegation is found to be false, the investigation is concluded through a decree of the Abbot, the accused cleric is notified, and, where necessary, steps are taken to support the reputation of the accused.
2. If the Abbot has determined the probability of the reserved *delict*, the accused cleric is notified of the result of the investigation. The acts of the case are forwarded to the Congregation for the Doctrine of the Faith. If the alleged abuse occurred within the canonical statute of limitations or if the alleged action took place beyond the statute of limitations and the Abbot believes the case warrants it, he may request derogation from the statute of limitations. The acts include the Abbot's *votum*, as well as his suggestion for future action. A *votum* and observations of the case by the investigator are also included with the acts of the case.
3. The Abbot shall propose remedies for the damage resulting from the abuse of a child or another vulnerable person.

E. RESPONSE OF THE CONGREGATION FOR THE DOCTRINE OF THE FAITH

Upon receiving the referral from the Abbot, the Congregation for the Doctrine of the Faith will choose one of the following:

1. reserve the case to itself because of special circumstances; or
2. notify the Abbot of its decision that the Abbot should proceed with the judicial penal process; or
3. advise the Abbot that the case warrants referral to the Holy Father for a *dimissio ex officio* of the cleric concerned; or
4. authorize the Abbot to use the administrative penal extrajudicial process of canon 1720 with referral to the Congregation for the Doctrine of the Faith for dismissal by decree.

F. THE JUDICIAL TRIAL

Should the Congregation of the Doctrine of the Faith notify the Abbot to proceed with the judicial penal process, the Abbot arranges for a canonical trial through the regional tribunal established for this purpose. The Abbot then transfers the acts of the preliminary investigation to the promoter of justice. The penal procedure is conducted according to the Code of Canon Law.

1. If a permanent penalty has been applied, the Abbot can exercise his power of governance by imposing an administrative remedy "to remove the offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry."
2. The Abbot ensures that the penalized cleric who is not dismissed has those things that are necessary for his decent support. The Abbot provides for the dismissed cleric who is truly in need.

G. APPEALS AND RECOURSES

Because of the exclusive competence of the Congregation for the Doctrine of the Faith in matters of *delicta graviora*, including the abuse of a child by a cleric, all appeals and recourses must be directed to the CDF, both with regard to any preliminary decisions by the CDF, as well as decisions in the first instance by lower tribunals.

1. A judicial appeal against a first instance sentence in penal trials concerning *delicta graviora* is heard by the CDF Tribunal at second instance. The decision of the CDF Tribunal is final.
2. Hierarchical recourses against administrative acts of abbots and bishops concerning cases of those accused or found guilty of a *delicta graviora* are made to the CDF. A further recourse against the ensuing decision of the CDF is possible to the Ordinary Session of the CDF (*the Feria IV*). Recourse to the Apostolic Signatura has been excluded in these cases by a decision of the Holy Father on February 14, 2003.

H. CARE OF THE RIGHTS OF ALL PARTIES

Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been abused and the person against whom the charge has been made. When the accusation has proven to be unfounded, every step possible will be taken to restore the good name of the person falsely accused. Pastoral care in the spirit of the Benedictine tradition should be provided by Abbey leadership to the accused individual, who remains a member of the community unless separated canonically.

Appendix B

Allegations Against Clerics not of Conception Abbey

If an allegation of abuse of a child or a vulnerable person is made against a cleric employed but not under the canonical authority of the Abbot of Conception Abbey, the Abbot or his delegate notifies the cleric's diocesan bishop or religious ordinary. The accused cleric may be placed on administrative leave from his duties at the discretion of the Abbot. If abuse is admitted or established, the accused person shall be permanently removed from all ministries at Conception Abbey and Conception Seminary College. Civil authorities are notified if the complaint is subject to reporting under Missouri law, and if this has not been done, Conception Abbey will file a report and cooperate fully with the civil and criminal authorities in their investigation. (See Section IV, C)

Appendix C

Reporting Warning Signs of Actions that Could Lead to Child Abuse

A. The following are examples of warning signs of potential child abuse:

1. Some warning signs of preferential offenders:
 - a. Finds reasons to spend time alone with minors
 - b. Prefers time with minors to time with peers
 - c. Gives gifts to minors, especially without permission
 - d. Goes overboard with physical contact with minors
 - e. Always wants to wrestle or tickle minors
 - f. Shows favoritism toward certain minors
 - g. Treats minors like equals or adults
 - h. Keeps secrets with minors
 - i. Ignores policies about interacting with minors
 - j. Breaks the rules
 - k. Uses inappropriate language with minors
 - l. Tells “off-color” jokes to minors

2. Some warning signs of situational offenders:
 - a. Excessively uses alcohol
 - b. Uses illegal drugs
 - c. Experiences anxiety or depression
 - d. Has trouble coping with loneliness
 - e. Has trouble facing rejection or disappointment
 - f. Has trouble coping with personal loss
 - g. Feels unappreciated and unrewarded for hard work
 - h. Becomes increasingly dependent on a “convenient” relationship with a minor, such as a minor who works in the house or is already involved with the individual

B. How should monks respond to warning signs in another monk of the Abbey?

1. The concerned monk should make a verbal report to the Abbot or the Prior within 24 hours of observing the unhealthy boundaries or relationship of another monk with a minor. The name of the monk reporting will be kept confidential.
2. If a monk does not feel he can speak about a violation directly with the Abbot or Prior, he can write an anonymous note to them explaining his observations in detail.
3. The Abbot and Prior will consult with each other about the issue, and will carefully consider the severity of the boundary violation.
4. The Abbot or Prior will summarize the report in written form and investigate within 24 hours.

5. A follow-up report will be written after the investigation.
6. The Abbey will provide support and assistance to any monk of Conception Abbey who discloses to the Abbot or Prior concerns about his own attraction to minors or difficulties with boundaries with minors. Such support and assistance may include, but may not be limited to, appropriate evaluation and/or treatment.
7. In every case, Benedictine pastoral care shall be extended to every monk. The Abbot and other monks should always remember the Gospel and Benedictine values of forgiveness, mutual support and compassion in dealing with monks troubled by boundary issues.

C. How should Abbey personnel and seminarians respond to warning signs in others at Conception Abbey?

Seminary personnel and seminarians should respond to warning signs in other seminary personnel and seminarians by reporting these to the President-Rector. All other Abbey personnel and volunteers should report warning signs to the Office of Protection or to the Abbot.

Appendix D

Pastoral relationships and behavior

A. STANDARDS OF CONDUCT IN MINISTRY WITH ADULTS

A pastoral relationship is a sacred trust. Such a relationship exists between a monk of Conception Abbey and any person to whom the monk provides pastoral care, which includes counseling, spiritual direction or spiritual guidance and/or when the monk has received a confession or confidential or privileged information. A pastoral relationship may also be established by some employees or volunteers of Conception Abbey with others. The following are guidelines for maintaining integrity in any pastoral relationship with adults.

B. BOUNDARIES IN MINISTRY

1. Monks of Conception Abbey and other Abbey personnel must never engage in sexual contact with the persons with whom they have a pastoral relationship. This includes consensual contact, forced physical contact, and sexually explicit conversations not related to counseling issues.
2. In these guidelines, “sexual contact” means vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person. “Sexual exploitation” is sexual contact between the pastoral care giver and the person who has entered into the pastoral relationship. Any sexual contact within the pastoral setting is exploitation, regardless of who initiates the sexual contact.
3. Monks of Conception Abbey or other Abbey personnel assume the full burden on setting and maintaining clear, appropriate boundaries in all pastoral relationships.
4. Physical contact in pastoral relationships should be respectful and consistent with the intent to provide a safe and comfortable environment.
5. Ministry should be conducted in appropriate settings at appropriate times and should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled. Thus, pastoral ministry should not be conducted in private living quarters or bedrooms.

C. SUPERVISION

1. Monks and others at Conception Abbey who provide pastoral care to others shall be required to have ongoing professional supervision **or** to refer individuals to professional counseling after six sessions have been held.
2. Monks of Conception Abbey practicing formal spiritual direction shall submit a list of their directees to the Abbot so that he is aware of the relationship.
3. Monks of Conception Abbey in pastoral relationships are responsible for seeking the counsel and pastoral guidance of a person of spiritual wisdom should they find themselves at risk of acting on sexual or romantic attraction to a parishioner, client, student or counselee.

4. Monks of Conception Abbey who provide counseling shall maintain a log (i.e., appointment book) of the times and places of sessions with each person counseled.

D. CONFIDENTIALITY

1. Information disclosed to a monk of Conception Abbey or other Abbey personnel during the course of counseling, advising, or spiritual direction shall be held in confidence whenever possible. A breach of confidentiality occurs when a monk discloses confidential or privileged information in the absence of compelling professional reasons or as required by law. A monk should discuss the nature of confidentiality and its limitations with each person in counseling.
2. Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
 - a. If there is clear and imminent danger to the client or to others, the monk is to disclose the information necessary to protect the parties involved and to prevent harm.
 - b. Before disclosure is made, if feasible, the monk should inform the person being counseled about the disclosure and the potential consequences.
3. The monk providing pastoral counseling services or spiritual direction should keep records of sessions.
4. With the exception of knowledge gained in the Sacrament of Penance and kept under the seal of Confession, knowledge that arises from professional contact may be used in teaching or other public presentations. But measures should be taken to absolutely safeguard both the individual's identity and the confidentiality of disclosures.
5. If a monk discovers that there is a serious threat to the welfare of a minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the pastoral counselor or spiritual director should disclose only the information necessary to protect the health and well-being of the minor.

E. CONFLICTS OF INTEREST

1. Conflicts of interest exist when a monk of Conception Abbey takes advantage of a pastoral relationship in order to further his own personal, religious, political or business interests.
2. A monk should avoid situations that might present a conflict of interest between a counselor and a person being counseled. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
3. If a conflict of interest exists or arises, the monk should inform all parties. Resolution of the issues must protect the person being counseled.
4. The monk must establish clear, appropriate boundaries with anyone with whom there is a business, professional or social relationship.
5. Monks should not step beyond their competence in counseling situations and shall refer to other professionals when appropriate.

F. RESPONSIBILITIES IN MINISTRY

Monks and all who do pastoral ministry at Conception Abbey are responsible for recognizing and respecting the power of the ministerial role. They do this by being responsible for:

1. giving and accepting feedback from others;
2. developing resources to meet their own spiritual and emotional needs;
3. taking care of their own health in order to avoid the serious impairment of judgment that is associated with sleep deprivation, nutritional deficiencies, and excessive work loads;
4. not becoming intimate with those they serve in ministry – regardless of who initiates the contact;
5. not swearing or using foul language in the presence of those they serve in ministry;
6. not speaking graphically about sexual activities or allowing others to do so;
7. not showing pornographic materials to those they serve in ministry;
8. maintaining boundaries with those they serve in ministry at all times;
9. never using their role in ministry to degrade or humiliate another person;
10. communicating to a superior when they have concerns about their own or others' relationships;
11. recognizing the warning signs of boundary violations, such as wearing special clothing or doing special grooming before seeing a certain person; finding ways or reasons to be alone with a certain person; keeping aspects of your relationship with a person secret from others; giving or receiving special gifts from a certain person; neglecting to spend time with the community or peers because you want to spend more time with a certain person; excessively looking forward to seeing a certain person; fantasizing or daydreaming about a certain person.

G. REPORTING MISCONDUCT WITH ADULTS

1. Monks of Conception Abbey and all Abbey personnel are responsible for ensuring the ethics of ministry in all apostolates and pastoral care of Conception Abbey. Communication regarding misconduct in ministry or pastoral care is essential for the continuing integrity of these ministries.
2. A monk concerned about the pastoral conduct of another monk or a concern about warning signs should make a verbal report to the Abbot or the Prior within 24 hours of observing the situation or problem. The name of the monk reporting will be kept confidential. If a monk does not feel he can speak about a violation directly with the Abbot or Prior, he can write an anonymous note to them explaining his observations in detail.
3. The Abbot and Prior will consult with each other about the issue, and will carefully consider the severity of the boundary violation. They will summarize their report in written form and investigate within 24 hours. A follow-up report will be written after the investigation.
4. The Abbey will provide support and assistance to any monk of Conception Abbey who discloses to the Abbot or Prior concerns about his conduct in ministry or pastoral care. Such support and assistance may include, but may not be limited to, appropriate evaluation and/or treatment.

5. Seminary personnel and seminarians should report their concerns about misconduct in ministry or pastoral care to the President-Rector. All other Abbey personnel and volunteers should report concerns to the Office of Protection or to the Abbot.

Appendix E Resources

Further information is available by contacting the Office of Protection at Conception Abbey. Phone 1-660-944-2988 or email officeofprotection@conception.edu .

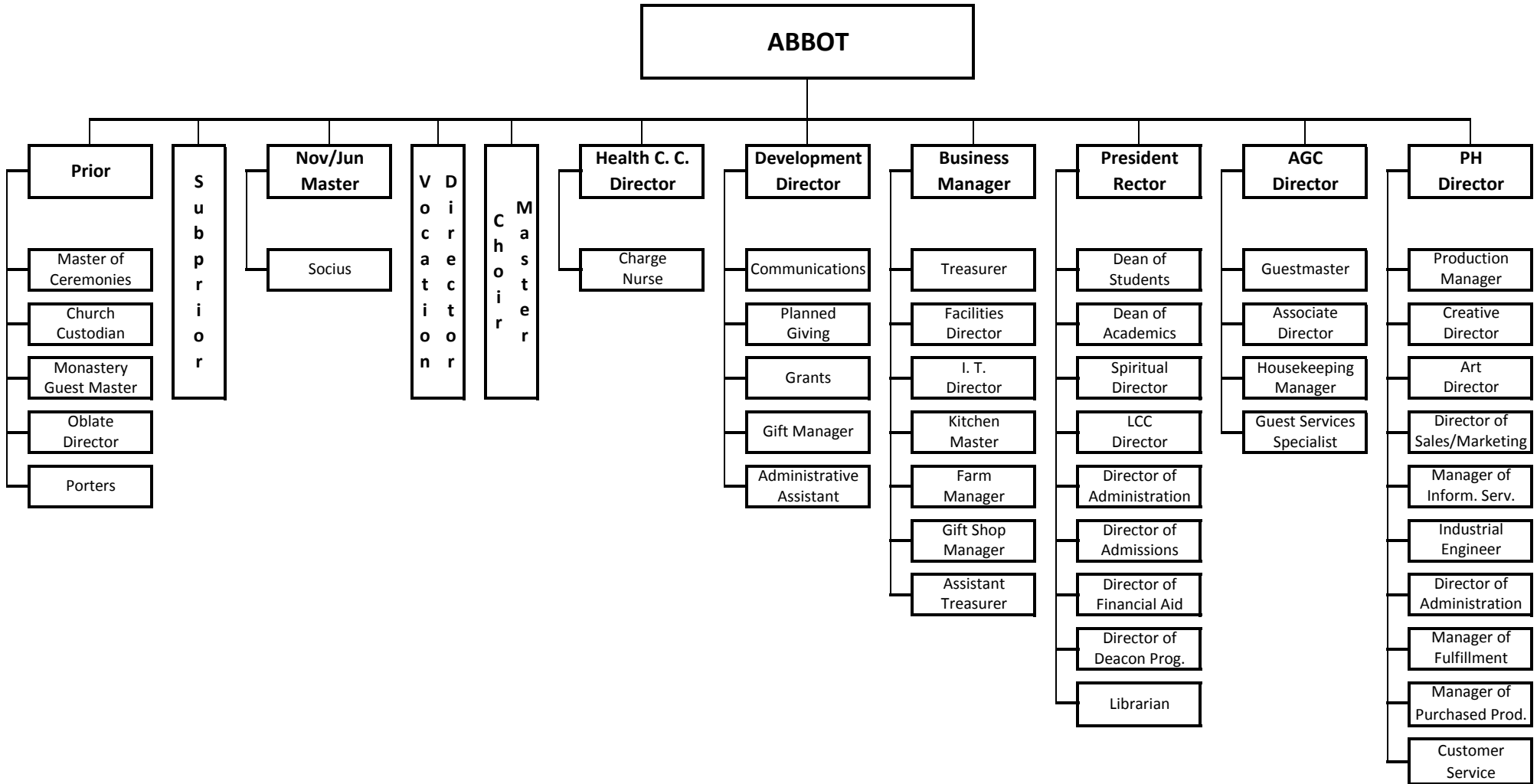
- In Missouri, issues of abuse of children and youth are investigated by the **Children’s Division of the Department of Social Services**. Information can be found at the DSS Website: www.dss.mo.gov . If you suspect abuse of a person younger than 18, you should call the **Child Abuse/Neglect Hotline – 1-800-392-3738**.
- Abuse of elderly people (over 60) or people with disabilities in Missouri is to be reported to the **Department of Health and Senior Services**. Information about the abuse of persons 60 years or older or disabled persons can be found at the agency’s Website – health.mo.gov . If you suspect such abuse, call **The Elder/Disabled Abuse Hotline – 1-800-392-0210**.
- In the **Diocese of Kansas City-Saint Joseph**, the **diocesan victim services coordinator is Kathleen Chastain**, who can be reached at **1-816-392-0011**. The diocesan **ombudsman for sexual abuse is Jenifer Valenti**, who can be reached at **1-816-812-2500**.
- *The Charter and Norms for the Protection of Children and Young People* of the United States Conference of Catholic Bishops (2011 edition) can be found at the USCCB Website -- www.usccb.org .
- An electronic version of this *Program of Protection for Children and Other Vulnerable Persons (2nd Edition)* can be found at Conception Abbey’s Website – www.conceptionabbey.org .

Telephone numbers

- Office of Protection at Conception Abbey: 1-660-944-2988
- Missouri Department of Social Services
Child Abuse and Neglect Hotline 1-800-392-3738
- Missouri Department of Health and Senior Services
Elder Abuse Hotline 1-800-392-0210
- Nodaway County Sheriff’s Department 1-660-582-7451

February 28, 2017
Updated August 25, 2019

Organization Flow Chart Conception Abbey



D. The Articles of Incorporation of
Conception Abbey, Inc.

ARTICLE I

NAME. This corporation shall hereafter be known by the name and title of "Conception Abbey."

ARTICLE II

LOCATION. The corporation shall have its location at and within five miles of Conception, in Nodaway County, State of Missouri, provided, that it shall be authorized to own property, real, personal and mixed, and to maintain subsidiary offices and institutions at other locations to the extent and for the purposes permitted by law.

ARTICLE III

DURATION. The corporation shall have perpetual succession; that is to say, its duration as such shall be without limit as to time, in order that it may the better carry out the beneficent objects for which it is founded.

ARTICLE IV

OBJECT. The object of this corporation is and shall be to conduct at Conception, Nodaway County, Missouri, and at such other places as it may elect, a college, or colleges, a school, or schools, a seminary, or seminaries, and other institutions for the advancement of education, a dormitory or dormitories, an orphanage or orphanages, and other eleemosynary institutions, and generally to promote the dissemination of useful knowledge, and to create and disseminate a religious art form of our age in the printed word, to encourage the practice of religious ministry conducive to the well being of humanity, and to alleviate the distress of the unfortunate and suffering.

ARTICLE V

POWERS. This corporation shall have and possess all and singular the powers vested in such corporations by the laws of the State of Missouri; shall be authorized and empowered to adopt a common seal and alter the same at pleasure, to take by purchase, gift, devise, bequest or otherwise, receive under or in trust, and to hold, own, use and control, in its corporate name, property, real, personal, and mixed, to any amount consonant with the objects of its organization.

It shall likewise have full power and authority in its corporate name to contract and be contracted with, to sell, convey, mortgage, hypothecate, pledge and otherwise dispose of any of its property, real, personal or mixed, to borrow money and issue notes, bonds and other obligations and evidences of indebtedness and to secure their payment, and to sue and defend in any legal proceedings.

It shall likewise be authorized to assume the care and custody of minor children and place such children for adoption, as provided in Chapter 453 RSMo. 1969.

It shall likewise be authorized to confer such degrees upon and grant such diplomas to pupils attending its institutions of learning as are usually conferred and granted by like institutions of learning.

It shall likewise have full power to establish, maintain, and control any of the educational or eleemosynary institutions contemplated in these Articles, and, in general, to do any and every thing necessary to carry out the objects of its organization, not in conflict with the laws of this state.

ARTICLE VI

MEMBERS. The membership of this corporation shall be confined to such regular members of the monastic brotherhood known as the Order of St. Benedict, in good standing according to the Rule of St. Benedict, the present or any future constitution of the Benedictine Federation of the Americas, and the present and future Canon Law of the Roman Catholic Church, as shall have been duly admitted to membership under the by-laws of the corporation. Only such members of the corporation as shall have made and assumed the so-called solemn vows of the Order in accordance with the above rule, constitution and Canon Law, shall be entitled to vote: provided, however, that there are certain members who have not taken solemn vows but to whom the corporation has voted to grant voting rights and these grants of voting rights are hereby ratified and nothing contained herein shall prejudice these rights.

In view of the benevolent objects of its creation, no member shall be entitled, at any time or under any circumstances, to claim or receive from the corporation more than his decent support for the period of his membership.

The earnings and income from all sources during membership of every member shall belong to the corporation. Each member, upon admission, shall completely relinquish, convey and assign to the corporation all right, title and interest of which he may be seized in and to any and all property of whatsoever character and wheresoever situate,

which obligation shall be a condition of his admission and membership without any further undertaking or agreement in writing or otherwise on his part so to do; and in the same way, after admission and during membership he shall likewise turn over, convey and assign to the corporation any alienable or assignable right, title or interest which he may acquire, if any, in and to any property of whatsoever character and wheresoever situate, immediately upon its acquisition, all without reservation of right or claim to restoration thereof or reimbursement therefor, in event of the discontinuance of membership for any cause. This paragraph, with the exception of the first sentence, shall not prejudice any present, past or future rights of those members admitted to the corporation under conditions not stipulated herein.

Membership shall be lost at once:

- 1) By expulsion in accordance with the then existing by-laws of the corporation for infraction of any requirements thereof, or of the charter, or of the Rule of St. Benedict, or of the present or any future constitution of the Benedictine Federation of the Americas, or of the present or future Canon Law of the Roman Catholic Church.
- 2) By voluntary withdrawal from the corporation or from said monastic brotherhood.
- 3) By joining any other Order, or any forbidden society, or any other religious denomination.

ARTICLE VII

OFFICERS. The officers of the corporation shall be a President, also called Abbot; a Vice-President, a Secretary, and a Treasurer.

The President or Abbot shall be elected for an indefinite period, by a majority vote of all the voting members of the corporation. The remaining officers of the corporation shall be appointed by the President and removed by him at his discretion; provided that the names and number of officers, their duties and the method of their election or appointment may be changed at any time to conform to any future requirements of the constitution of the Benedictine Federation of the Americas, or the Canon Law of the Roman Catholic Church, not in conflict with the laws of this state.

ARTICLE VIII

BY-LAWS. The President, or Abbot, by and with the advice and consent of the other officers and a majority vote of the voting members of the corporation shall adopt by-laws

for its government and support, and the management of its property, for the admission, disciplining and expulsion of members, and in general, for the regulation of the affairs and activities of the corporation, and may amend, modify or rescind the same, all of which always shall be conformable herewith, with the Rule of St. Benedict, the present or any future constitution of the Federation of the Americas, the present or future Canon Law of the Roman Catholic Church, and the laws of the State of Missouri.

ARTICLE IX

ADOPTION OF THESE ARTICLES. These amended Articles of Incorporation shall be signed by the President, Secretary and Treasurer of the corporation and attested with its corporate seal, which signing and sealing shall be full and complete evidence by all the members of the corporation.

These amended articles of incorporation were accepted by majority vote of the voting members of the Corporation of Conception Abbey on November 23, 1977.

By a decree of the Circuit Court of Nodaway County, Missouri, dated February 6, 1978, said articles were ordered to "be a part of the Charter of said Corporation with the effect and validity as though originally incorporated in its Charter...."

As the amended pro forma decree of incorporation of Conception Abbey, all required documents were registered with the Secretary of State of Missouri on April 7, 1978.

E. The By-Laws of Conception Abbey, Inc.

On this first day of May, 1978, by virtue of the power conferred on them by Article VIII of the Charter of Conception Abbey, a benevolent and educational corporation, under the laws of the State of Missouri, which said Charter was confirmed and approved by the Circuit Court of Nodaway County, Missouri, by its decree dated February 6, 1978, the following by-laws were adopted by the President and other officers of said corporation, and by and with the consent of the voting members of the corporation.

+++++

ARTICLE I

MEMBERS OF THE CORPORATION

SECTION 1. The members of the corporation chartered by and under the name of "CONCEPTION ABBEY" at Conception, Missouri, shall consist of all chapter members of Conception Abbey in good standing, according to the Constitution of the Benedictine Federation of the Americas of the Order of St. Benedict and with the Code of Canon Law of the Roman Catholic Church.

SECTION 2. So far as permissible under the Constitution and laws of the State of Missouri and of the United States, affecting such corporations, the rights and duties of such members, with reference to said corporation, shall be determined by said Constitution of the Benedictine Federation of the Americas of the Order of St. Benedict, as drawn up conformably to the Code of Canon Law of the Roman Catholic Church, and by the following by-laws.

SECTION 3. Whenever a member shall cease to be a member of said Conception Abbey, he shall forfeit all rights as a member of this corporation, as also each and every claim to whatsoever remuneration for service or time spent when and during which he was a member of said corporation, in accordance with the laws of the said Constitution of the Benedictine Federation of the Americas, as well as in the Code of Canon Law of the Roman Catholic Church.

SECTION 4. No unauthorized debts shall be contracted by members or others for or on behalf of said corporation, and whenever a member of said Conception Abbey, or anyone pretending to act as a member or in an official capacity or in the name of said Conception Abbey, shall contract debts or obligations without written permission of the competent authority of the officers of said corporation, the corporation itself shall not acknowledge nor honor nor assume nor uphold any such debts or obligations.

ARTICLE II

OFFICERS OF THE CORPORATION

SECTION 1. The President of the Corporation "Conception Abbey" shall be the Abbot of said abbey, who is elected according to the Constitution of the Benedictine Federation of the Americas and conformably to the Code of Canon Law of the Roman Catholic Church, for an indefinite period, by all the voting members of said Conception Abbey who have not for any legal reason forfeited the right of ballot.

SECTION 2. The rights vested in the President as Abbot of Conception Abbey are those laid down in the Constitution of the Benedictine Federation of the Americas and the Code of Canon Law of the Roman Catholic Church. He ceases to be President or Abbot of said Conception Abbey by resignation, or by ceasing to be a member of said Conception Abbey, as provided in Article I, Section 3, and furthermore, his tenure in office as President or Abbot of said Conception Abbey shall cease or temporarily be suspended, if such cessation or temporary suspension shall be decreed by virtue of any administrative or penal enactment under the Code of Canon Law of the Roman Catholic Church.

SECTION 3. The corporation of Conception Abbey shall have a Board of Directors, which is identified with the Abbot's Council, as such Abbot's Council is prescribed by the Constitution of the Benedictine Federation of the Americas and the Code of Canon Law of the Roman Catholic Church. The Abbot of Conception Abbey shall be, ex-officio, President of the Board of Directors, the Prior, ex-officio, Vice-President, and the Subprior, or his equivalent, ex-officio, Secretary. The Board of Directors shall be constituted according to the prescriptions laid down by the Constitution of the Federation of the Americas for the Abbot's Council. No person shall be eligible to appointment or election as a member of the Board of Directors of Conception Abbey, who is not a qualified voting member of the corporation or chapter of Conception Abbey, or who is in any way disqualified by the Constitution of the Benedictine Federation of the Americas or by the Code of Canon Law of the Roman Catholic Church, or by these by-laws.

SECTION 4. The term of office of those members of the Abbot's Council or Board of Directors appointed by the Abbot shall depend upon the will and good pleasure of the President of said Conception Abbey. The term of office of the elected members of the Abbot's Council or Board of Directors shall be determined by the voting members of the corporation. In case of a vacancy before the expiration of the term of a member of the Abbot's Council or Board of Directors, such a vacancy shall be filled as soon as possible, and in a manner determined by the voting members of Conception Abbey.

SECTION 5. The Vice-President shall take the place of the President during the latter's absence or inability or in any case of any legal impediment on the part of the latter, or by the command of the President. The Secretary, or his substitute, shall keep an accurate record of all proceedings of the corporation of Conception Abbey and the Abbot's Council. A separate record shall be kept of minutes of the meetings of the Abbot's Council when it functions as the Board of Directors. The record of the meetings of the corporation and the Board of Directors shall be kept on file and shall be open to inspection in case any members of the corporation entitled thereto shall ask for the same. The Secretary may also take the place of the President or Vice-President in their absence. However, neither the Vice-President nor the Secretary shall call a business meeting not provided for in these by-laws, except in cases which require immediate attention and will suffer no delay.

ARTICLE III

MEETINGS

SECTION 1. All meetings of the voting members of the corporation of Conception Abbey and of the Board of Directors shall be convoked and presided over by the President, or as provided in Article II, Section 5, by the Vice-President or the Secretary acting in his stead.

SECTION 2. All meetings of the directors and of the members shall be held at Conception Abbey, Conception, Nodaway County, Missouri; provided, however, that meetings of the Board of Directors may be held elsewhere if all the members of the Board of Directors are there present.

SECTION 3. To the meetings of all the members of the corporation must be called all the members actually living at Conception Abbey, Conception, Missouri. If opportune and practicable, members of the corporation living within a radius of two hundred miles of Conception Abbey shall be summoned. However, it is not essential to the validity of the proceedings or enactments or votes that these absent members be called or be present, provided, however, that for the election of the President or Abbot, all must be called. A quorum shall consist of at least one more than half of the members there and then present in the monastery and entitled to vote, always excepted the election of the President.

SECTION 4. The meetings of all the voting members of the corporation shall be called by the President by posting the summons in a conspicuous and customary place, which summons shall ordinarily remain posted for at least three days prior to the meeting. In the same posted summons the subject matter to be treated should be briefly indicated whenever advisable.

SECTION 5. The subjects to be treated and the nature of the meetings of all the voting members of the corporation are determined by the Constitution of the Benedictine Federation of the Americas and the Code of Canon Law of the Roman Catholic Church. Such meetings may be called at any time that a matter of importance which requires a decisive vote, according to said constitution and law, presents itself. One annual meeting of all the voting members of the corporation must be called, at an opportune time, to review the financial condition of the corporation. The presentation of this financial review is under the responsibility of the President.

SECTION 6. The meetings of the Board of Directors shall take place as the President deems necessary, in accordance with the Constitution of the Benedictine Federation of the Americas and the Code of Canon Law of the Roman Catholic Church. The President shall be obliged to call such meetings to receive the financial statement of the corporation at least as often as required by civil and ecclesiastical law.

SECTION 7. The confidentiality of procedures, enactments, discussions or votes shall be governed by the house rules of the corporation.

ARTICLE IV

MANAGEMENT OF THE CORPORATION

SECTION 1. The Abbot as President of the corporation is the administrative officer of the corporation. He is obliged always to observe the Constitution of the Benedictine Federation of the Americas and the Code of Canon Law of the Roman Catholic Church.

SECTION 2. The President shall appoint a business manager, a treasurer, and other officials deemed necessary. These officials shall attend to their respective functions as assigned by the President, in accordance with the Constitution of the Benedictine Federation of the Americas of the Order of St. Benedict and these by-laws. The power to sign checks shall rest with the President, and those officials whom the President shall designate for this purpose. Checks for payment of extraordinary expenses shall not be issued except by special order of the President or the officer acting in his stead.

SECTION 3. Among the ordinary and current expenses shall be included those to be made for the usual maintenance of buildings already in existence, the customary operating of the farm, investments and their change or transfer, the provisions for food, clothing, health and utilities, and the usual support of our own charitable, educational and religious works. Among the extraordinary expenses shall be included the following: new buildings, implements of an unusual or

special type and of a costly nature, any alienation of real estate or precious objects which are such by reason of their rarity or antiquity, any mortgaging, pawning or pledging of real estate or of precious objects, any kind of going security or bail or giving notes, any acceptance of obligation either for a short or long term, whether of a merely material or spiritual nature.

SECTION 4. The President and all officers as well as all the members of the corporation of Conception Abbey are obliged to abstain from any trading forbidden by the Code of Canon Law of the Roman Catholic Church. The President is also obliged to observe the Constitution of the Benedictine Federation of the Americas, which determines the amount and conditions under which the President may enter into extraordinary transactions or incur extraordinary expenses. When the President requires the consent of the Board of Directors or of all the members of the corporation in order to act validly and lawfully in incurring extraordinary expenses or in entering into an extraordinary transaction, the vote of the presiding officer carries in case of a tie vote.

SECTION 5. These by-laws may be changed or amended by a vote of all the members of the corporation lawfully convoked, the changes and amendments, however, being first proposed to and by the Board of Directors. Provided, however, that no change or amendment shall be valid and binding unless such change or amendment shall conform to the charter of the Conception Abbey Corporation as also to the Constitution of the Benedictine Federation of the Americas and to the Code of Canon Law of the Roman Catholic Church and the laws of the State of Missouri.

SECTION 6. The common seal shall be the one heretofore in use and shall be in the keeping of the President, an impression thereof being as follows:



+ Jerome Hanus O.B.

President and Abbot

Attest:

Kenneth Reichert

Secretary