



The Center for Christian Formation and Leadership

THE EPISCOPAL CHURCH IN SOUTHEAST FLORIDA

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Student Handbook for the 2024-2025 Academic Year

(Revised August 15, 2024)

Who We Are

The Center for Christian Formation and Leadership (CCFL) is a learning center of the Episcopal Church in Southeast Florida for adults seeking continuing education in theological studies, as well as spiritual and pastoral formation in the theory and practice of ministry and church leadership. The CCFL provides opportunities for both practical training and theological reflection, to serve as effectively as possible the local needs of the Episcopal Church in Southeast Florida, including the needs of congregations, schools, and special ministries. By enriching our understanding of the ministry of all the baptized, graduates of CCFL programs take active roles in our congregations and in the world to make the transforming love of Jesus Christ come alive in our time and make it known to all people, everywhere.

The CCFL emphasizes academic rigor, Episcopal identity in conversation with the rich history of the Anglican tradition, and a deep commitment to pastoral ministry and service. The CCFL supports anti-racist pedagogies, multi-cultural approaches to learning, and opportunities for acknowledging and exploring the diverse languages, ethnicities, cultures and traditions that enrich our experience as Episcopalians in this diocese.

Students at the Center for Christian Formation and Leadership fall into three categories:

1) Students working towards completion certificates in specific concentration fields must enroll in courses following the progression of the CCFL curriculum. Students in Diaconal Studies receive a Certificate of Diaconal Studies upon completion of their coursework. Students in Anglican Studies receive a Certificate of Anglican Studies after completion of their coursework. The CCFL also offers concentration certificates in Parish Leadership, Pastoral Care, and Preaching, as well as subject concentrations in Church History, Biblical Studies, and Spirituality and Theological Formation.

2) Students who are not seeking academic credit for their work may elect to take one or more courses per semester as their interest dictates and as the logical progression of the different courses of study allows. We welcome students who wish to join us for this limited study to "test the waters" of theological education as part of their discernment for ministry or to strengthen the ministries in which they are already engaged.

3) Clergy are encouraged to take classes through the CCFL to fulfill clergy continuing education requirements. Most CCFL courses provide at least 20 contact hours for diocesan clergy continuing education credit.

The CCFL looks forward to beginning your journey in theological formation with you! May God's best and brightest blessings guide you. We look forward to hearing from you. Contact the CCFL through email at ccfl@diosef.org.

What We Offer

The CCFL offers a variety of courses to enhance the total ministry of the Church. All courses are open to lay persons, including those in discernment for church leadership or in the process of preparing for Holy Orders. Generally, if students are full-time, they will take eight courses each year, though it is completely acceptable to take one or two courses per term. It is preferred that courses be taken in their logical sequence (e.g., NT-101 before NT-202). The Academic Dean may be contacted with any inquiries. To receive a Certificate of Completion, each course must be successfully completed with a passing grade.

Courses are offered through a combination of online learning opportunities, seminars, and in-person formation groups. Day-long retreats are offered periodically to give students a chance to worship and learn together, to ask deeper questions in small groups, and to reflect on their formation in the Episcopal tradition.

The Center for Christian Formation and Leadership currently offers the following academic concentrations in theological studies and pastoral formation:

- Lay Preaching
- Lay Worship Leadership
- Parish Administration and Leadership
- Anglican and Episcopal Studies
- Diaconal Studies
- Spirituality and Theological Formation
- Biblical Studies

Classes in the fields of systematic theology and theological ethics are also offered on a limited basis. The CCFL provides electives, workshops, and trainings according to the needs of the diocese and in response to student interest.

Classes are offered on the quarter system. This means that most academic classes last ten (10) weeks. Classes meet once a week, usually via Zoom. The quarters are distinguished according to liturgical season:

All Saints'/Advent Quarter (September through mid-November)
Epiphanytide Quarter (January through early March)
Eastertide Quarter (April through early June)
Pentecost Quarter (July and August)

For information about our latest slate of classes, and to register, please send an email to ccfl@diosef.org.

Academic Standards

Courses at the CCFL are taught at a rigorous level. They require the in-depth reading of primary and secondary sources, active participation in class discussions, and the writing of papers and projects. A significant amount of independent reading and study is expected of students in addition to attendance at each lecture/discussion period in the course schedule. Most instructors will require the writing of papers if a course is being taken for credit and, at the discretion of an instructor, exams may be given.

A student may elect to audit a course. If, during the semester, a student elects to change from audit to credit or vice versa, the course instructor and the Academic Dean must be advised. Papers and exams are not expected from a student who audits a course, and no credit will be given toward a Certificate of Completion. The cost of the course is the same whether taken for credit or audit.

The grading system is Pass, Low Pass, Incomplete, or Fail with credit given only for Pass. An Incomplete may be changed to a Pass up to four weeks after the close of the academic term. A Low Pass requires remedial work, as directed by the instructor, to achieve a full Pass. No more than two Low Passes are accepted in one term. To receive a grade, no more than two class meetings in any course may be missed during a term without a valid reason, and tuition obligations must be paid in full.

While there is much in the academic enterprise that may be accomplished communally, students are honor-bound to turn in work of their own composition, with supporting scholarly apparatus, as each instructor requires. The use of spell-check products and grammar-checks on computers is acceptable; however, submitting one's work to another person (family member, fellow student, etc.) for extensive rewrites and editing prior to submission to an instructor is not permitted. Matters of substance and style are to be the student's own. The use of artificial intelligence (AI) programs is prohibited.

Plagiarism is the stealing of the words or ideas of others without proper attribution, allowing the reader to believe they are the student's own. Plagiarism is a serious offense which will result in academic discipline and may result in expulsion from the CCFL and its

programs. Faculty instructors who suspect that material has been plagiarized from published or unpublished sources should discuss the matter immediately with the student and report it to the Academic Dean.

The grading scale of Pass-Low Pass-Fail-Incomplete-Audit is used at the CCFL. Students who fail more than two classes in any one academic year will be placed on academic probation.

All students are strongly advised to keep electronic copies of every paper or other assignments turned in for course credit. It is also helpful if assignments are not given to a professor on the run but are submitted formally in class, by email, or via Google Classroom. While faculty instructors take every care to gather and treat students' work with respect, it is always possible that papers may go astray. It is, therefore, the student's responsibility to supply another copy of a paper when requested to do so by an instructor.

All CCFL students, regardless of credit or audit status, are expected to access and use Google Classroom, an online learning management system. This online learning platform will enable file sharing for CCFL courses and will give students access to essential information, such as course assignments, discussion questions, and the course syllabus. It is the responsibility of the student to access Google Classroom frequently and to stay up to date with online course announcements and updates that may be posted there.

For online courses, you will receive an email reminder with the Zoom invitation to your class meeting every week. The same Zoom link will be used for all class meetings. Please look for your Zoom invitation on the morning of your class. It will be sent to the email address that you provided on your course registration form. If you do not see your weekly Zoom invitation in your email inbox, please check your email "spam" folder, and please add the email address ccfl@diocese.org to your email contact list (this will prevent CCFL Zoom invitations from going to your "spam" folder). The Zoom link will also be posted under "Classwork" in Google Classroom.

Registration

Entering students generally register by email, following admissions discussions with the Academic Dean and most often prior to New Student Orientation, when it is held. Registration can also take place at New Student Orientation, although it is helpful if new students register prior to Orientation. Tuition and fees can be paid at Orientation or on the first day of class. Checks may be payable to "The Diocese of SE Florida" with "EDM06-CCFL" in the memorandum line. Checks should be mailed to:

The Center for Christian Formation and Leadership
The Episcopal Church in Southeast Florida
Attn: Accounting Department
555 NE 15 Street, Suite 934B
Miami, FL 33132

Registration forms must be emailed directly to the CCFL at ccfl@diosef.org.

Students must register during the registration period; late registrations are strongly discouraged. Registration forms are due at the end of the registration period specified by the Academic Dean. CCFL faculty may communicate with students in the weeks prior to the beginning of a new term, and failure to register on time can lead to missing important communications. Late registration is only reserved for situations where unforeseen circumstances led to a change in course scheduling for an individual. Additionally, failure to register during the registration period allotted potentially harms other students by making it difficult for the CCFL to determine if a class should be cancelled or not. A late registration fee of \$250 will be assessed to students for every term they violate this policy.

Scholarships

Students who accept scholarship monies from any source (parish, private donor, etc.) enter into a solemn covenant with that provider to make the most of their education by attending class, completing assignments in a timely manner, and participating in community life to the fullest extent. If you must be absent from class, consider whether the reason for the absence would satisfy a scholarship provider.

Students who wish to apply for internal scholarships from diocesan sources must write to or speak with both the Academic Dean and the Canon to the Ordinary with the circumstances of their request by a predetermined deadline. These scholarships are available for students who have financial need and who do not receive scholarship monies from their parish or sponsoring congregation.

For information on how to contribute to the CCFL's scholarship trust, please email the CCFL at ccfl@diosef.org.

Tuition and Fees

In general, courses that last ten (10) weeks or more cost \$250 per term. This is especially true for courses that are offered online. This fee may be paid up front, or it may be made in installments.

If a student withdraws from a class after the fourth class meeting and has not paid all of his or her tuition, that tuition must still be paid in full. Future registration will not be possible until all past debts have been paid.

The refund policy is as follows:

- 100% full refund if you withdraw before the 2nd class meeting;
- 75% refund if you withdraw before the 3rd class meeting;
- 50% refund if you withdraw before the 4th class meeting.

For short courses or workshops, a one-time registration fee of \$150 is payable on the first teaching weekend of the workshop and is non-refundable. This fee covers the meals and snacks on Friday evenings and Saturdays of teaching weekends. Tuition is payable in full on the first teaching weekend.

Late Work and Incomplete Policy

1. As a general policy, late work is not accepted in CCFL classes. Late work is defined as any required written or oral assignment that is not completed by the listed due date (as defined by the syllabus). On rare occasions this policy may be amended to deal with specific medical issues, a death in the family, or an acute personal crisis. The standard policy is that unless a formal extension has been granted for the class, any work turned in more than 3 days late will be graded down one grade level. The faculty instructor shall be the final arbiter of specific late penalties for course work and may choose to impose earlier penalties. Work more than 6 days late will be graded down to an Incomplete.

2. If the work to be submitted is to be turned in after the end of the term deadline for a class, a formal extension must be requested from the Academic Dean (with the written permission of the faculty instructor). Students must fill out a “Request for a Grade of Incomplete” form, which includes a signature from the faculty instructor and must be submitted to the Academic Dean before the last day of classes of the term for which the incomplete is being requested. The faculty instructor will turn in a grade of “I,” which will be recorded (and remain) on your transcript. A letter grade for the completed work will be recorded on your transcript if your work is completed by the agreed upon time. The extension will only be granted for one term during one’s academic career unless there is a long-term medical condition, and then only after a private advising session with the Academic Dean.

 - * **All work for incomplete courses of the Fall term must be submitted for a grade by the last business day before the first day of classes of the following Spring term.**

 - * **All work for incomplete courses of the Spring term must be submitted for a grade by the last business day before the first day of classes of the following Summer term.**

 - * **All incomplete work should be submitted to the Academic Dean, who will record the date of submission. The Dean will then forward the work to the faculty instructor.**

3. If an additional extension is required to finish an Incomplete beyond the agreed upon time, the student will need the permission of both the Academic Dean and the faculty instructor. Such extensions are normally granted only due to extreme hardship, such as serious illness or other untimely emergency. In no case will an extension be granted to an extension.

4. Incomplete grades and extensions are granted only by prior application; they are not granted retroactively. A student who does not arrange with the faculty instructor for an incomplete by the end of the current term may expect the instructor to submit a grade which reflects only the work turned in by the end of term, with the missing work counted as “zero.”
5. If the student who has requested and been granted an incomplete does not turn in the outstanding work by the time agreed upon (and has not requested and been granted an extension), the professor will submit a grade of “F” (“Fail”) for the course; this will be the grade recorded on the student’s transcript and figured into the student's total grade point average.

The course will need to be repeated for academic credit and while the new grade will replace the old grade for the overall GPA, the previous F will remain on the transcript.

If a student has received diocesan or parochial scholarship assistance in paying for the course that resulted in a grade of "F," scholarship assistance from these sources may not be used to pay for repeating that course.

6. At the discretion of the Academic Dean, students with a pattern of receiving incomplete grades may not be allowed to register for new courses until the coursework for all Incompletes has been submitted.

Absences

Students should make every effort to attend all classes. In the case of illness or family emergency, the student should contact the faculty instructor in advance to receive an excused absence. Under no circumstances may more than two (2) excused absences be permitted for a class. More than two (2) unexcused absences may result in the termination of the student’s registration without refund of monies paid for the course.

A Word About Diaconal Formation

Neither matriculation in any of the concentrations of the CCFL curriculum nor the simple act of taking a course through the CCFL program will automatically guarantee admittance to the canonical ordination process. Changes in canonical status are determined on an individual basis for each student at the discretion of the Bishop, the Canon to the Ordinary, the Commission on Ministry, the Standing Committee, and in consultation with the Director of the CCFL. Students who wish to pursue ordination to the diaconate, or who feel a calling to ordained ministry in general, are expected to follow the processes established by the Commission on Ministry and affirmed by the Executive Board. Similarly, canonical aspirants may not be admitted to postulancy until they have satisfied

the necessary canonical requirements, and the same holds true for postulants to ordination. Ordinands must satisfy their own set of requirements before ordination as determined by the Commission on Ministry. Further information about this process may be obtained from the Bishop's Office.

Electronic Matters

You are expected to be considerate in the use of electronic equipment. Cell phones should be silenced during class and worship. If you are joining an online class via Zoom, make sure you are in a room with little to no distractions, and mute your microphone on your computer or laptop until it is time to speak. Please do not join Zoom meetings via your cell phone, especially if you are driving, in transit, at the airport, or in an environment that would cause other students to become distracted. The management of all personal instructional technology is the responsibility of the student; the CCFL is not able to assist you with your laptop, printer, or other personal computing needs.

With the express permission of the faculty instructor, students may make audio recordings of lectures; however, no instructor is required to give such permission. No student may sell or distribute copies of the recordings without the permission of the instructor. Students may not transcribe lectures for distribution without the permission of the faculty instructor, and such transcriptions may not be distributed beyond the members of the class. No student may cause any lecture to be posted on a page of the internet or in any other medium of wider distribution without the written permission of the Director of the CCFL.

Faculty, Staff, and Student Demeanor

Faculty, staff, and students are held to the highest standards of personal and professional conduct, formed by our Baptismal Covenant and our Anglican tradition. Showing respect to one another in our collective enterprise of theological education and formation for ministry is a strong value of the CCFL. Members of the community are to refrain from any conduct that would hurt, deride, or belittle another person. The expression of differing opinions, which is always a hallmark of good education, must be accomplished with great sensitivity in matters of faith.

The Director of the CCFL, in consultation with the faculty, is required by Canon law to write a letter of recommendation for students who are making application for Candidacy and ordination to the diaconate (Title III, Canon 8, Sec. 2.d.5, Sec. 6.d.3, and Sec. 7.b.4). Some dioceses also ask the Academic Dean to provide a letter at postulancy as well. These letters reflect not only on the student's academic progress, but also on the student's general process of formation. Matters of individual conduct, participation in community life, and maturity in the academic enterprise will be addressed in these canonical letters.

It is the responsibility of each student to read all emails and instructions from the CCFL (including emails from the administration and the faculty) very carefully. Information that

is missed due to student negligence is the responsibility of the student, not the responsibility of the CCFL or its faculty instructors. For questions related to your class and its requirements, please email your faculty instructor directly.

Worship and Community Life

Worship is the center of our common life, and students are expected to attend all worship that is a part of the schedule of the CCFL. Postulants and candidates for Holy Orders are expected to take a full part in the CCFL's liturgical life.

The liturgical life of the Center for Christian Formation and Leadership will be ordered according to *The Book of Common Prayer* and other authorized rites of the Episcopal Church. It is important for students enrolled in the CCFL to experience *The Book of Common Prayer* through worship, and to familiarize themselves with the liturgies and traditions expressed through this important cornerstone of our life together as Episcopalians.

On in-person teaching weekends, the timetable will be centered on the Daily Office and the Eucharist. The community also gathers on Saturdays for lunch and during breaks in the designated hospitality room for food and conversation. Many students find that strong and lasting friendships and collegial relationships are formed by participation in these moments of our common life.

It is these two elements—worship and common meals—which set theological education apart from many other educational experiences. The educational experience of the CCFL is much more than just coming to class and earning credits. It embraces a commitment to seeking and serving Christ in all persons at all moments of our life together.

If the worship and fellowship schedule must be postponed (due to COVID or other circumstances), the CCFL will make every effort to return to the usual worship schedule as soon as possible. Communications about teaching weekends and CCFL gatherings will be made on the CCFL website and via email.

CCFL Offices and Communication

The offices of CCFL are located in Fort Lauderdale, Florida, and are open for in-person visits by appointment. During the academic year, they are staffed from 9:00 a.m. to 4:30 p.m.. To reach the CCFL:

By phone: 305-373-0881, ext 160
or toll-free at 800-268-9993, ext 160

Via our website: www.dioschool.org

By email: CCFL@diosef.org

South Florida Regional Weather Cancellation Policy

Please monitor the CCFL's website or your local weather channel for the most up-to-date information on additional closings, re-openings and event cancellations. New information is updated and posted on the website as frequently as warranted. Information may also be distributed via email, text messages and social media outlets.

In general, the CCFL follows local school closing protocols in the event of dangerous weather. That means that if Miami-Dade County Schools and Broward County Schools are closed in anticipation of a hurricane or tropical storm, the CCFL will also be closed. All students, faculty and staff should review their personal hurricane/storm plans and ensure preparedness; you can find additional resources via the NOAA website here: <https://www.noaa.gov/hurricane-prep>.

In the event of a local emergency, such as a tropical storm, hurricane, or other dangerous weather event, you will receive an email from the CCFL with the heading, "CCFL Update: Local Weather Emergency." Information about your class will follow in this email. In the event that your class meeting must be canceled, every effort will be made to reschedule the class in consultation with your instructor. Students of the CCFL are not expected to attend class sessions when local weather conditions are dangerous. As a general rule, if your local public school system has canceled classes for the day due to adverse weather conditions, the CCFL may cancel your class meeting. Please monitor local weather forecasts and announcements, and please make your safety and the safety of your household your first priority.

Finally, please update your Personal Emergency Contact Information. To register your information, please send an email to ccfl@diocesf.org.