



THE IONA SCHOOL FOR MINISTRY

FACULTY HANDBOOK

2022-2023

The **Episcopal Diocese** *of Texas*

A MESSAGE FROM THE DEANS



The Iona School for Ministry began as a vision of Bishop Don Wimberly in 2004 to prepare deacons and bi-vocational priests for ministry in the Episcopal Church. In 2019, the school was expanded to include a lay track for those who also seek preparation as leaders in various lay

ministries. Our students are bi-vocational and non-stipendiary after graduation and ordination. Most have full time secular employment while they are students and will maintain that employment after ordination.

We cover all seven canonical areas of expected proficiency. Our students are in class one weekend a month and therefore we ask the academic core curriculum instructors to create study guides and questions that will direct the students' attention to the most important points in their studies.

Our basic request of each instructor is to find ways to actively engage the students in the class session to increase the likelihood of retaining what they hear and see. True knowledge of facts is tested through application and engagement.

Instructors for ministry practicum classes in liturgy, music, practical ministry, and spirituality are not required to provide study guides or pre-reading assignments since no advance preparation by students is expected for these courses. However, this is being re-evaluated. Class objectives are required, and short bibliographies for students' future reference are desirable.

We are excited and look forward to working with you, the dedicated faculty of the Iona School. We are grateful to you for being part of it.

Yours in Christ,

A handwritten signature in black ink that reads "Andrew G. Benko" with a small cross symbol at the end.

The Rev. Dr. Andrew Benko
Dean of Formation

A handwritten signature in black ink that reads "Francene Young" with a small cross symbol at the end.

The Rev. Francene Young
Dean of Administration

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Iona School instructors join the faculty by invitation only. An invitation to teach at the Iona School is based on the degree of expertise in the specific subject a person is invited to teach. Our instructors actively live their baptismal vows and model Christian leadership by maintaining the highest personal standards of character and conduct.

The Iona School is fortunate to have highly qualified ordained and lay persons serving on the faculty. Some are active and retired faculty from the Seminary of the Southwest. Others are leaders in their community and professionals in their respective fields. There are no rankings, tenure, or contracts involved with the Iona School for Ministry.

Academic Year

The Iona School meets one weekend a month for 10 months beginning in September and going through June. The academic year is divided into two semesters. The first semester is September-January; the second semester is February-June. The monthly dates change from year to year and are scheduled

around holidays and major diocesan events. Contact the Iona Admin if you have any questions about future dates.

Session Dates

Fall 2022 Semester

September 9-11

October 7-9

November 4-6

December 2-4

January 13-15, 2023

Spring 2023 Semester

February 17-19

March 17-19

April 14-16

May 12-14

June 9-11

Weekend Schedule

The schedule for each monthly session of Iona is the same except for Graduation Sunday in June. Instructors are asked to make every effort to begin and end classes on time. If you are scheduled to teach the Sunday in June, the adjusted schedule will be emailed to you.

Friday

3:00pm	Check-in
5:00pm	Evening Prayer
6:00pm	Dinner
7:00pm	Instruction
9:10pm	Compline

Saturday (cont.)

1:00pm	Instruction
5:00pm	Evening Prayer
6:00pm	Dinner
7:00pm	Instruction
9:10pm	Compline

Saturday

7:30am	Morning Prayer
8:00am	Breakfast
9:00am	Instruction
Noon	Lunch

Sunday

8:00am	Breakfast
9:00am	Eucharist
10:30am	Instruction

Instructor Expectations

The primary responsibility of each instructor is to ensure the class is a productive, engaging, challenging, and meaningful experience for the students that contributes to their formation for ministry.

All instructors will:

- submit course objectives and description by the required deadline as indicated by the Iona Administrator
- be prepared to teach as scheduled

- provide the school office with a copy of any handouts before or after session weekend
- provide the school office with your most current contact information
- meet with classes as scheduled

In addition, instructors of the Core Academic Curriculum will:

- submit a study guide at least a month prior to the session date designated by the School Administrator.
- create an exam or evaluation to be administered the day of class or another scheduled date
- send an electronic copy of exam or evaluation to the School Administrator.
- email graded exams/evaluations by the scheduled deadline on page 13 of this handbook.

Weekend Expectations

The School Administrator will reserve a hotel room for both evenings during Iona session. If you do not need a room for both nights (or at all), please contact the Iona Administrator. Once arrived, instructors are asked to check into Camp Allen's Conference Center front desk for room key, nametag, and internet code. Deans also request instructors contact one (or both) Deans via text or call after arrival so they can help welcome and direct instructors to next steps. Check-out is at 11am on the morning instructors will be leaving.

Attendance

If circumstances arise that keep you from fulfilling your teaching obligation, a call and/or email to one of the Deans and to the School Administrator should be made as soon as possible. Instructors are responsible for identifying their own replacement, however, all substitute instructors must be approved by the Deans prior to their engagement.

Cancellations

In the case of severe weather conditions or other emergencies that would result in the cancellation of an Iona School session, every attempt is made to contact faculty and students via the phone numbers and email addresses provided to the Iona School office. If there is severe weather where you are, do not assume school will close. *Please call the Iona School Administrator or one*

of the Deans if you have ANY questions about school closure. Do not contact Camp Allen.

Logistics

The School Administrator serves as liaison between Camp Allen, the school, and faculty, coordinating the logistics for each weekend. Prior to a scheduled teaching date, an email is sent from the School Administrator with two purposes - a reminder and a request. It is extremely important that you respond in a timely manner to this correspondence.

Reminder

The email confirms the topic, day, date, and class that you are scheduled to teach and serves as a tickler for you to submit class objectives, description, and handouts.

Request

The email will ask which nights you wish to stay at Camp Allen and what equipment you would like to have available in your classroom.

If you do not receive any anticipated emails prior to your class, please reach out to the School Administrator directly. See page 11 for contact information.

Administration Communication Flow

The School Administrator will send out the following reminders regarding class date and time, handouts, and accommodations. If you do not receive monthly emails prior to session, please reach out to the School Administrator for help.

2 Months Out

(Academic Instructors) Reminder of Study Guides and Course Objectives due 1 month prior to session.

1 Month Out

(Academic and Ministry Instructors) Reminder of upcoming session and handouts deadline, any COVID related schedule changes and accommodations (in-person vs. virtual).

2 Weeks Out

(Academic and Ministry Instructors) Session/handouts reminder

1 Week Out

Class details and student contact and any additional information needed for session (e.g. class Zoom link if needed)

1 Week Post Session

A reminder to submit Instructor Payment Voucher and for Academic Instructors to submit grades at specified deadline.

Campus

Camp Allen, located in the piney woods near Navasota, Texas, has served as the main campus for the Iona School from the beginning. Classrooms are in the Conference Center, and lodging is in one of the hotels, onsite. Find Camp and Conference Center maps located on the [Iona Instructor page online](#).

Instructors are welcome to take advantage of the hiking trails, swimming pool, sauna, and other amenities as time allows.

Accommodations and Room Keys

Iona School instructors stay in comfortable, air-conditioned hotel rooms at the Conference Center. All faculty accommodations are single room and paid for by the Iona School. Reservations are made through the Iona School office in advance of scheduled sessions. Check in with the Conference Center's front desk to receive your room key, nametag and your internet passcode for the weekend.

Room keys must be returned to Camp Allen's front desk before departure. Failure to turn in keys results in a \$25.00 replacement fee charged to the person occupying the room.

Classrooms

All Iona School classes are held in comfortable meeting rooms at the Camp Allen Conference Center. Some classes use All Saints Chapel for practical instruction. Most classrooms are set up in a classic U formation using oblong tables. Instructors will have the opportunity to request a different configuration prior to the class.

Equipment

All classrooms are furnished with a wall mounted TV with HDMI input, flip chart setup and whiteboards. CD & DVD players are available upon request. It is preferred that you bring your own laptop, but laptops can be rented at the Conference Center front

desk if needed. Prior to your instruction date you will have an opportunity to request any additional equipment you may need. If you own a laptop that is not compatible with HDMI, please bring additional adapter cables with you.

Handouts and Resources

Instructors are welcome to distribute whatever handouts and resources they feel will enhance the subject being taught. You may bring the handouts with you. Duplicating costs will be reimbursed through the instructor voucher. Upload digital copies of your receipts to your instructor voucher or email your receipts to the School Administrator after submitting your payment request.

It is the instructor's responsibility to print copies of all handouts to bring them to class.

Note: Camp Allen is not equipped to do heavy copying. Do not bring a master with you and expect to have copies made onsite.

Note: Instructors of Ministry and Practicum classes do not typically require pre-reading or assignments prior to class. Please consult with the Dean of Formation before making an assignment.

Notetaking

The Iona School allows students to use laptops, tablets, and other electronic devices for taking notes in the classroom. The use of an audio or video recording device requires the permission of the instructor.

Cell Phones

During instruction time, cell phones should be set on silent or turned off. Persons trying to contact you (for non-emergency reasons) during instruction time should be told that your availability is limited, to leave a message if you do not answer, and you will return the call as soon as possible.

Please inform family and friends that they should call the Camp Allen front desk, 936-825-7175 if an emergency arises and request a message be delivered to you as soon as possible.

Worship and Prayer

Each weekend session provides opportunity for Morning Prayer,

Noonday Prayer, Evening Prayer, Compline, and Eucharist. Students officiate and preach at Morning Prayer and Evening Prayer and are responsible for planning the Sunday Eucharist in consultation with the assigned Celebrant. Instructors are welcome to attend any worship service. Academic instructors, please end your Saturday morning session with Noon Day Prayer (BCP p. 103 or p.138) prior to lunch. Evening instructors, compline is held in the chapel at 9:10pm. Please complete your class by 9:00PM to allow students to attend.

Dress Code

Camp Allen is a casual environment. Faculty and students are permitted to dress comfortably. Shorts and sandals are allowed. Classrooms tend to be on the cool side; dressing in layers is suggested. Apparel embroidered with the Iona School logo can be special ordered through the School Administrator.

Meals and Food and Beverage Policy

Faculty are welcomed and encouraged to share meals with the students. Meals include Friday dinner, Saturday breakfast, lunch and dinner, and Sunday breakfast and lunch. Faculty with dietary restrictions should let the School Administrator know in advance.

Faculty must abide by Camp Allen's Food and Beverage Policy. Bringing outside food or drink into the Conference Center is a health code violation. Small, wrapped candies such as mints or chocolates are acceptable in meeting rooms. Guests may bring food or drink to keep in their hotel rooms. Camp Allen has coffee, tea, juice, and milk available 24 hours. Soda is available for purchase via machine.

Family and Pets Policy

Though Camp Allen is a family-friendly facility, the instruction time at Iona School should be given as much respect as teaching at any other institution of higher learning. Instructor's time and attention should be focused on the Iona School students. Spouses, children, friends, and pets are not to accompany you during an Iona weekend.

Should circumstances dictate that a spouse or other family member(s) accompany an instructor to an Iona School weekend, please call one of the Deans and the School Administrator in

advance of the session is requested. The School Administrator will add the person(s) to the official rooming list for the school for the session. While the Iona School will cover the instructor's hotel charges, the instructor will be responsible for all charges incurred by the additional person(s). Additional charges are paid directly to Camp Allen upon check-in.

Payment Vouchers

Stipend payments, mileage, and expense reimbursements, such as copying, are processed through the Iona School office following each session. A link to the Payment Voucher is distributed to each instructor after the scheduled session which must be completed and submitted before payment can be issued. You can also find this voucher on the Iona School website in the navigation labeled under "Academics." It is the instructor's responsibility to ensure that the voucher is received by the school office.

Round trip mileage is reimbursed at the current IRS rate and is submitted via the same voucher.

Evaluations

To continue to provide the best instructors and offer the most pertinent and timely subjects and faculty development, the students are required to provide assessments of their instructors and course content.

Immediately following the close of each academic year, the Iona School staff reviews the evaluations. Faculty may request a copy of their student assessments through the School Administrator.

Email

Email is the primary means of communication used by the Iona School staff, faculty, and students. It is imperative that The school office has a current email address on file for you.

Emails from the Iona School office will usually have "Iona School" in the subject line, followed by the topic being addressed. To ensure that all pertinent communication is received, please set your spam filters to accept this subject. The email addresses for

the School Administrator and Deans should be included in any approved recipients list.

Student Roster

A roster listing all the current students is distributed at Orientation. The information provided is taken from the Student Information Forms submitted by each student. In the event of changes to your personal information, please contact the School Administrator immediately.

STAFF ROSTER

The Rt. Rev. Kathryn Ryan
Executive for Ministry
512-478-0580 W
kryan@epicenter.org

Laura McAlister
Administrator & Registrar
(512) 609-1864 W
lmalister@epicenter.org

The Rev. Dr. Andrew Benko
Dean for Formation
318-415-8131 C
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The Rev. Francene Young
Dean for Administration
713-459-5750 C
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The Rev. Carol Petty
School Chaplain
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The Rev. Tamara Clothier
Deacon Fieldwork Supervisor
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The Rev. Bob Flick
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The Rev. Dave Scheider
Priest Fieldwork Supervisor
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The Rev. Mary Robbins
Lay Fieldwork Supervisor
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School Office

Austin Diocesan Center
510 Rathervue Place, Austin, TX 78705

Hours: Monday-Friday, 9:00am - 5:00pm.
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www.ionaschool.com

Camp Allen

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ACADEMIC INSTRUCTOR INFORMATION

Study Guide

The very nature of the call to the bivocational Priesthood, the Diaconate, or Lay leadership includes people who already have full-time jobs, family obligations, and other responsibilities requiring their time in addition to the huge demands of study.

Because time is a valuable commodity for both the student and the instructor, instructors for the Core Academic Curriculum are required to provide study guides for their class(es). The guides are distributed to students a month in advance. An email reminder is sent to each instructor requesting the study guide and giving the date it is due.

Exams and Study Time

Instructors are asked to email a digital copy of exams to the School Administrator prior to your scheduled instruction session for filing. It is the instructor's responsibility to make copies and bring handouts and exams to class.

Exams can either be given the same day of class or taken home with a submission deadline of one-week post session. Whether an on-site or take-home exam is given, the time it takes a student to complete it should be limited to one hour. Take-home exams should not include any research beyond the assignment and in-class instruction. The purpose of not giving the exam in class should be to allow the students time to digest the materials and answer the exam questions thoughtfully. For an in-class exam, students are given one hour prior to exam to study and prepare for the exam.

Please reach out to the School Administrator for contact information for students.

Grading

After the Iona session, Academic instructors will receive an email from the School Administrator with instructions on how to submit grades through an online form. Because it is important that the graded exams be returned in a timely manner, grades must be submitted two weeks after the class session to the Iona Administrator. If you are unable to meet that deadline, contact the

Deans. It is the instructor’s responsibility to send graded exams back to the students for individual feedback. If there are general remarks around the class or individual students you would like to share with the Deans, please do so in the online grading form or contact the Deans directly via email or phone.

Grading Structure

The Iona School uses the grading structure below for its Core Academic Curriculum although it is not necessary to assign a numerical grade.

- A+ (Honors)
- A (High Pass)
- B (Pass)
- C (Needs Improvement)
- D (Unsatisfactory)
- F (Fail)
- I (Incomplete)

A Pass/Fail grade will be given when a student must take a makeup exam because of an absence. If the exam is not submitted by the following month’s session or at a time approved by the Deans, it will be registered as a Fail. Course grades are based on students’ demonstration of competency on the course objectives, through exams, exercises, and/or class participation. An Incomplete will be given to a student who does not take an exam.

Study Guide Dates

<u>Study Guide Due</u>		<u>Class Date</u>		<u>Grades Due</u>	
Aug	8	Sept	10	Sept	24
Sept	9	Oct	8	Oct	22
Oct	7	Nov	5	Nov	19
Nov	4	Dec	3	Dec	17
Dec	2	Jan	14	Jan	28
Jan	13	Feb	18	Feb	03/04
Feb	15	Mar	18	Mar	04/01
Mar	17	Apr	15	Apr	29
Apr	14	May	13	May	27
May	12	Jun	10	Jun	24