Trinity College
Faculty of Divinity
STUDENT HANDBOOK
2018-2019

"Met' agona Stephanos"

After the struggle, the crown.
We would appreciate your help in keeping the information in this handbook up-to-date.

Please advise us of any errors, omissions and suggestions.

Thank you.

visit our Website: www.trinity.utoronto.ca/Divinity
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Map of Trinity College
Map of the Larkin Building
1. ACADEMIC INFORMATION

Graduate Degree Students
   Master of Arts (M.A.)
   Master of Theology (Th.M.)
   Doctor of Philosophy (Ph.D.)
   Doctor of Ministry (D.Min.)

The Graduate Degree programs are administered through the Graduate Centre for Theological Studies (GCTS) of the Toronto School of Theology in cooperation with the member colleges. Trinity's Director of Graduate Studies is Abraham (Ivan) Khan.

Basic Degree Students (B.D.)
   Master of Divinity (M.Div.) - 30 credits
   Master of Theological Studies (M.T.S.) - 20 credits

Students enrolled in conjoint degree programs are also eligible to receive the following qualifications:

   Diploma in Theology
   Diploma in Ministry
   Diploma in Ministry for Church Musicians
   Diploma in Orthodox and Eastern Christian Studies

Advisors
Basic Degree students are assigned an academic advisor for the duration of their program. Students are cautioned that, while advisors are available to give advice, the ultimate responsibility for ensuring all program requirements have been met rests with the student. The advisor for the Master of Divinity is the Dean, Chris Brittain. The advisor for the Master of Theological Studies is Professor Donald Wiebe.

SDF (Standing Deferred) Policy
Basic degree students at Trinity College are expected to complete all TST courses by the end of the term in which they were registered (with the exception of internship papers, and papers in Principles and Practice of Liturgy). Where there is good cause, and with the permission of the instructor, students may request an extension (SDF) beyond the last day of classes.

To receive an SDF (Standing Deferred) the student must:

   a) obtain the petition form *TST Basic Degree Request for Extension of Course Work Completion* from the Divinity Office or go to [https://www.trinity.utoronto.ca/divinity/div-students/student_forms.html](https://www.trinity.utoronto.ca/divinity/div-students/student_forms.html);
   b) take above-mentioned form to course professor for approval; if approved, obtain professor’s signature and deadline date for completion of course work;
   c) submit the petition form to the Dean as appropriate by the next-to-last class meeting of the course. The petition is then brought before the Committee of the Teaching Staff for its consideration. SDFs convert automatically to INCs on November 1st each year.

Students are asked to take special note of section c), which states that students are to “submit the (SDF) petition form to the Dean as appropriate by the next-to-last class meeting of the course.” After the penultimate week of classes, SDF request forms for Trinity courses will no longer be available to students. Grades will be based on work completed.
Please Note:
All SDFs have to be completed by the last day of the following term. For courses taken in the spring term, SDFs have to be completed by August 31. (As per Committee of the Teaching Staff, June 5, 2002.)

Theological Field Education
The Master of Divinity includes a Supervised Field Education component in each of the three years of study. The three phases are: (I) Pre-Internship including the Theological Field Education Seminar, (II) Internship, and (III) Project. They must be undertaken in sequence. In each phase the student will construct a learning covenant with a supervisor appointed by the Director of Theological Field Education. Supervisors will normally be approved only if they have served a minimum of five years in professional ministry capacity and a minimum of two years in the setting for which the field education phase is being proposed. None of the phases is to be undertaken in the student's home parish or at Trinity College. In the pre-Internship and Internship phases, students may not receive remuneration for their work. At the conclusion of each phase the supervisor and the student will conduct a formal evaluation of the learning experience.

1) The pre-Internship phase comprises participation in the Theological Field Education Seminar and a minimum of 120 hours of ministry involvement. The type of ministry varies with the student's learning needs and interest and is arranged through the Faculty's Director of Field Education. The purpose of this phase is orientation and exploration. It could take the form of participating in the ministry of a congregation whose style of ministry is quite different from the student's home parish church. Involvement in non-parochial ministry is also possible. The appropriate set of forms (proposal, covenant, evaluations, Readiness for Ministry, code of ethics) is available from the Divinity Office and on the Trinity College web site.

2) The Internship phase is a full-time ministry placement normally undertaken in the fourth term of study (13 weeks, January to April). Preparation for the Internship includes specified courses in the M.Div. syllabus as well as the pre-Internship field placement. The Internship is planned and arranged with the Director of Field Education and in consultation with the student's Bishop. The process is as follows: In the spring prior to the Internship period, the student speaks with the Director of Field Education about areas of interest and what ministry context is attractive. The purpose of this consultation is to come to an agreement about how the field education staff and the student will work together to arrange an Internship placement. Internship arrangements presented without such consultation will not be accepted.

The second step is for the student to consult with the appropriate official in his or her diocese about the expectations and requirements of the Bishop.

In October of the student's third term, the final arrangements are made for the Internship placement. These arrangements are finalized by the Director of Field Education in consultation with the student's Bishop. Finally, it is essential that students be available for a daylong orientation conference, normally the last Saturday of November, and a two-day residential debriefing conference in mid-April.

The role of supervisor in the Internship is crucial for practice-based learning. It is essential that potential supervisors be committed to attending two seminars: one in the late fall for orientation, one during the Internship period. Supervisors are also encouraged to participate in Trinity's on-going supervisor training of three sessions per school year.

A broad variety of placements are possible in parishes, outreach and mission projects, hospital and prison ministry, etc. Combinations of ministry contexts, e.g. parish and hospital, are encouraged. Those heading for ordination are strongly advised to choose a parish placement, unless their bishop advises otherwise.
In considering a parish Internship, a small urban or rural context offers excellent learning opportunities. In rural communities, housing and a car can often be found for a student's use. A full description of the Internship phase is found in the Internship Handbook available from the Divinity Office and on the Trinity College website. The appropriate set of forms (as above) is available from the Divinity Office and on the Trinity College website.

3) The Project phase is meant to allow students to concentrate in a particular area of ministry such as Christian education, community/social ministry, preaching, ministry to the bereaved, counselling, evangelism, etc. The reasons for concentration in any area may be enrichment or remedial. Unlike phases 1 and 2 of Theological Field Education, it is permissible to receive some remuneration in this third Project phase. Forms dedicated to contracting and evaluating the Project are available from the Divinity office. The appropriate set of forms (as above) is available from the Divinity Office.

Clinical Pastoral Education/Pastoral Counselling Education
A Clinical Pastoral Education (CPE) unit or a Pastoral Counselling Education (PCE) is not a required part of the M.Div. program but is recommended. A CPE unit is best undertaken as a 12-week full-time placement in the April-June period. However, extended units are available during the academic year. PCE is available only in extended units. A CPE/PCE unit undertaken in a programme approved or accredited by the Canadian Association for Spiritual Care (CASC/ACSS) receives 2 course credits.

Theological Field Education in the Faculty of Divinity concludes with an extended interview with the Director.

Preparation for Chaplaincy (and other Special Ministries)
Students may take on additional placements, over and above the three required, in order to complement work done in supervised pastoral education, or to provide an alternative when such clinical placements are not available. A special team of faith-based chaplains are available to provide a pool of supervisors. Students in such placements may apply for additional credits and may accept remuneration.

Bishop's Letters
Policy for reporting on M. Div. Students to Diocesan Bishops or Other Ecclesiastical Authorities

* M.Div. students should submit Field Education Internship, and CPE/PCE evaluations directly to their Bishops or other church authorities. Note that these evaluations are complete only when both the supervisors and the students report are submitted.

* M.Div. students who require an evaluative report from the Faculty of Divinity for their diocesan bishop, candidates committee, or other church authority, may request such a report in writing to the Dean, giving at least one month's notice. It is up to the student to ascertain when such reports are required by the church and to give timely notice to the Faculty.

Normally, the report will be drafted in the following way:

1. When s/he receives a request for a report, the Dean will meet with the student to discuss his or her progress in the degree programme, and to make suggestions concerning the report's content, reviewing Student Self-Assessment of Degree Outcomes completed by the student.
2. The Dean will write a first draft of the report.
3. The report will be read and discussed at a regular meeting of the Teaching Staff. If necessary, other TST professors or field educators will be asked for input.
4. The Dean will revise the report (if necessary) based on comments from the teaching staff (and other appropriate college personnel).
5. The final draft of the letter will be signed by the Dean.
6. The student will be asked to meet with the Dean in order to read the final draft of the report. Upon reading the report, the student has two options: a) s/he may sign the report (with or without comments), thereby indicating that the report may be sent immediately to the appropriate authority; b) s/he may choose not to sign the report, in which case the report will be kept on file but not released until the student consents in writing.

7. Subsequent reports may consist simply of brief updates on the original report concerning the student's recent progress through the degree programme (e.g. internship, recent marks or prizes, etc.).

Liturgical Formation At Trinity College

Among the goals of Trinity College is to assist in the formation of people who will be able to preside or assist at the liturgy of the church knowledgeably and with dignity. We intend that our graduates be able to draw continuing nourishment from the liturgy and be able to lead others into its spiritual resources.

Liturgical formation at Trinity consists of three parts: regular worship in chapel, classroom sessions, and practica in singing, reading, leading the prayers of the people, preaching and eucharistic presiding at eucharist. Each component is vital for a well-founded preparation in the areas of liturgics and homiletics.

Our daily lives at Trinity exist within the parentheses of prayer. Each morning and evening the community comes together to worship God. Each day we are nurtured for our work and play through corporate worship. Each day we unite our voices with those of Christians around the world in prayer and praise.

The responsibility for the weekly planning of the liturgy belongs to the Liturgy Teams. Working with the Rev’d Andrea Budgey, and the Director of Music, Dr. John Tuttle, each team meets a week in advance to assign the various liturgical ministries among its members and to do the necessary liturgical planning. Those who are intending ordination in the Anglican Church are required to be a member of a chapel team at least once each term they are at the College.

The teams work collegially throughout the week for which they are responsible. They exercise a variety of liturgical ministries as they read, preach, lead the prayers of the people, act as acolyte and thurifer, officiate at the Offices, distribute communion, assist at the Eucharist, and take the role of Liturgical Coordinator (LC). In the week following their turn on team, members reflect on their experience and evaluate what went well and what might be done differently in the future.

Training for the various liturgical ministries is a part of preparation for the week. The Dean and other staff members are resources for training during the team's term of duty. Team members are expected to help and support one another through the week. The Liturgical Coordinator (LC) leads a rehearsal for those exercising a number of duties at the principal Community Eucharist on Tuesdays. Attendance at both rehearsals and the week's liturgies is an integral part of the team's responsibilities.

Liturgy Teams have become an important part of our community life. Because they rely on collegiality for their effectiveness, it is imperative that team members participate as fully as possible in all the liturgies during their week. (This may mean making arrangements for some of your other responsibilities during the week you are on team and on the preceding Wednesday for planning, and for the evaluation meeting.) Working together and respecting the gifts each of us has been given has a significant effect on building up our common life of prayer.

The classroom is the setting for another dimension of liturgical formation at Trinity. Throughout the M.Div. program students are enrolled in courses related to liturgy. In 2018-19, second and third year students continue on in the course Principles and Practice of Liturgy. Not only does this course presuppose students are being formed in their team work, it is also designed to provide a basic introduction to homiletics, church music and liturgy. New first year students are to enrol instead in TXJ2401HF – The History, Theology, and practice of Anglican Liturgy (and not in Principles and Practices of Liturgy). A second course in liturgy will be introduced in 2019-20 to complement this course.
Practica provide the occasion for students to have "hands on" experience of what they have learned. Students will
preach in the Chapel as well as in Parish settings. In the final semester, occasion will be provided for each student to
work on presiding at the Eucharist.

At first reading this may seem rather intimidating. It isn't. Remember that you bring your gifts to all of us. Share them
and others will share theirs with you. The liturgy is our common work. There are lots of people to help you with things
that may be new to you. Relax! Sing a new song to our God!

Course Catalogue
The Toronto School of Theology Course Catalogue is available at https://www.tst.edu/academic/course/listings
and listed under their respective departments (Biblical, Historical, Pastoral, Theological), and in print from the Divinity Office.
Complete the course code. Check the DONE box only after a grade has been assigned to that course. Note any substitutions in the space provided and obtain the initial of the professor. Courses listed in bold in the chart below are the **required courses** for the M.Div. Program. All others are electives, including those recommended courses that are listed here. Students may substitute other courses for required courses with the permission of the Committee of the Teaching Staff.

In addition to the courses listed below in the Pastoral Department and the Field Education components, students must ensure that they have at least four courses in each of the remaining three departments, Biblical, Historical, and Theological. Cross-listed courses may be considered only once. With the permission of the Faculty, courses offered in the Orthodox and Eastern Christian Studies program may be substituted for the equivalent required courses.

Students planning advanced degree study should include an ancient language in their programme and note the further requirements of the department under consideration. The Master of Divinity degree with honours is especially recommended for such students.

Normally 15 credits must be completed before the Internship semester.

<table>
<thead>
<tr>
<th>Done</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Approved Alternative</th>
<th>Advisor's Comments</th>
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<tbody>
<tr>
<td></td>
<td>__B1501H</td>
<td>Introduction to the New Testament</td>
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<td></td>
<td><strong>B100_H</strong></td>
<td>Introduction to the Old Testament</td>
<td>Elective</td>
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<tr>
<td></td>
<td>_<em>H1001H</em></td>
<td>TRH2061HS The Birth of Theology or History of Christianity (to AD 843) or other elective in the Historical Department</td>
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<tr>
<td></td>
<td>TRJ2631H</td>
<td>Anglican History and Theology or other elective in the Historical Department</td>
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<tr>
<td></td>
<td>TRP3120H</td>
<td>Book of Common Prayer or other elective in the Historical Department</td>
<td>Elective</td>
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<td></td>
<td>TRP1620H</td>
<td>Maintenance and Mission</td>
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<td></td>
<td>TRP2202H</td>
<td>Spiritual Formation in the Anglican Tradition</td>
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<td></td>
<td>__P_3__H</td>
<td>A course in Preaching or another elective course</td>
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<td>TRP2721H</td>
<td>Diakonia of Congregational Administration or another elective course</td>
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<td></td>
<td>TRP2641Y or TXJ2401H</td>
<td>Principles and Practice of Liturgy* or The History, Theology, and Practice of Anglican Liturgy*</td>
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<td></td>
<td>TRP2665H</td>
<td>Life and Death in the Wilderness</td>
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<td>TRP3523H</td>
<td>Foundations in the Psychology of Counselling</td>
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<td></td>
<td>TRT1101H</td>
<td>Systematic Theology</td>
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<td></td>
<td>TRT1711H</td>
<td>Philosophy of Religion or other elective in the Theological Department</td>
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<td></td>
<td>TRT2942H</td>
<td>Ethics and Society</td>
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<td></td>
<td>TRT3566H</td>
<td>Studies in Anglican Theology (may be counted instead as a History course) or TRP3120 Book of Common Prayer</td>
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<tr>
<td></td>
<td>TRD3010Y</td>
<td>Field Education and Internship Components</td>
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<td>TRD3020H</td>
<td>Theological Field Education consists of three phases: the pre-internship phase, the internship (TRD3010Y Parish Ministry - TRD3020H Christian Education - TRD3030H Theology of Ministry), and the post-internship phase.</td>
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<td>TRD3030H</td>
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<td>__P35__Y</td>
<td>Clinical Pastoral Education/Pastoral Counselling Education or two other electives in any Department</td>
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H - one credit  Y - two credits  * This course is taught in the evening.
MASTER OF THEOLOGICAL STUDIES (M.T.S.)

Academic Requirements (2018 Rubric)  

Of the twenty course credits required for the programme, five will be required: introductions to Bible (Old Testament, New Testament), history, pastoral theology and systematic theology, and each must be supplemented by two further courses in each of the four departmental fields. All students must enrol in a one-credit course of independent studies in their final term in which they will engage in a summative reflective exercise resulting in a substantive report or major paper; those considering the possibility of further graduate work in theology are advised to write a thesis (2 credit). The remaining five or six courses are electives, permitting students to concentrate their studies in areas of particular interest. The table below represents course requirements, but the order is optional. It is, however, recommended that introductory courses be taken first! Complete the course code. Check the DONE box only after a grade has been assigned to that course. Note any substitutions in the space provided and the professor must initial. Programme changes must be approved by the Committee of the Teaching Staff. There is no residency requirement for the M.T.S.

Students planning advanced degree study should include an ancient language in their programme and note the further requirements of the department under consideration.

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<tr>
<th>DONE</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>APPROVED ALTERNATIVE</th>
<th>ADVISOR'S COMMENTS</th>
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<tbody>
<tr>
<td>Y</td>
<td>__B1007H</td>
<td>Introduction to the Old Testament or TRH2459H Orthodox OT Interpretation</td>
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<td>E</td>
<td>__B1501H</td>
<td>Introduction to the New Testament or TRT2110H Orthodox NT Interpretation</td>
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<tr>
<td>A</td>
<td>__H1001H</td>
<td>TRH2061HS The Birth of Theology or History of Christianity (to AD 843) or other elective in the Historical Department OR TRH2421H Eastern Churches to 451</td>
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<td>R</td>
<td>__P1___H</td>
<td>An introductory course on Pastoral Theology or TRH2453H Byzantine Liturgies and Office</td>
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<td>TRT1101H</td>
<td>Systematic Theology or TRT2405H Christian Thought to 451</td>
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<td>Bible elective</td>
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<td>Y</td>
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<td>Reading and Research (Independent Study)</td>
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<td>E</td>
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<td>Reading and Research /Open elective</td>
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<td>History elective</td>
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<td>R</td>
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<td>Pastoral elective</td>
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<td>Theology elective</td>
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2. FINANCIAL INFORMATION

Bursaries
Through the generosity of benefactors, the College has available funds which may be awarded to students in good standing who give satisfactory evidence that without such assistance they would have difficulty completing their course of study. Application forms are available in the Divinity Office and should be returned by the posted deadlines. Normally the Bursary Committee meets in May, September, and December. Outside funding is limited, but when opportunities are available they are posted on the Divinity notice boards. For applications and further information, check at the Divinity Office.

Trinity College Faculty of Divinity BASIC DEGREE BURSARY POLICY

The bursary programme is intended to assist basic degree students who, without financial assistance otherwise might have difficulty completing their programmes. The intent of this policy is to ensure that each student's individual situation is considered in a manner that is equitable to all applicants. Awards decisions are made by a Bursary Committee composed of the Dean of Divinity, the Controller/Bursar, one member of the teaching staff, one alumna/us and the Divinity Registrar.

The total amount of assistance available is determined by the income generated annually by trust funds and gifts designated for the purpose.

Eligibility

1. Students must apply for bursary support by the published deadlines (generally on or about September 15, December 10 [for internship and emergency applications] and May 15). Except in very special emergency situations late applications will not be considered. No student will be considered except by application.

2. Awards are based on financial need. Applicants are expected to disclose fully all household resources and expenses.

3. Students are expected to have realistic financial plans to cover the period of their programmes and to have explored other reasonable sources of funding (family and spousal contributions, church and other granting agencies, scholarships, government assistance including loans, childcare and special needs bursaries, etc.) before completing the application for bursary assistance.

4. The bursary committee will consider reasonable expenses related to a student's programme including tuition, books, required programme expenses, and a basic level of family or personal living expenses. The committee reserves the right to demand proof of emergency expenses.

5. The Bursary committee requests students who are eligible to apply to OSAP or equivalent options. The committee however, recognizes that students may have already accumulated significant debt in achieving first degrees or if entering ministry as a second career may have already set aside significant funds for retirement or family life. Students are not expected to enter into unsustainable levels of indebtedness or to liquidate fixed assets (e.g. real estate and RRSPs). However, students must appreciate that continuing in or returning to university may necessitate a change in lifestyle for themselves and their families. The bursary committee will not consider reasonable need to include costs beyond basic or emergency expenses. Neither will it make awards to pay previous debt or to increase retirement assets during the programme.
6. The committee will not discriminate against an applicant because of family status. However, applicants must disclose their entire financial situation including their family's and/or partner's resources and expenses.

7. While bursaries are need-based and not academic awards, they are intended to support students through the normal length of a programme. Bursary support will be limited to three years of full-time study unless exceptional circumstances warrant further assistance. Part-time students may be considered. Students must have an overall 60% average to continue to be eligible for bursary assistance. Special and non-degree students will be considered only in exceptional circumstances.

8. International students may be considered for bursary assistance. However, like domestic students, international students and their families are expected to have reasonable financial plans to pay for the costs of a university education. Expenses will be considered in the same manner as domestic students (i.e. limited travel allowance). Awards to foreign students will not be larger than the maximum awards made to domestic students.

9. Several bursary funds give preference to students who meet certain conditions (e.g. ordination stream, year of programme, diocese etc.). There are enough unrestricted funds available that a student should not be excluded from assistance for not meeting conditions of the restricted funds.

Application

1. Applications are available online at [http://www.trinity.utoronto.ca/divinity/div-students/student_forms.html](http://www.trinity.utoronto.ca/divinity/div-students/student_forms.html)

2. The budget should encompass the financial year commencing May 1 and ending April 30 the following year. The budget should extend personal savings over the length of the programme, i.e., do not budget in such a way that savings will be consumed in one year.

3. Awards will be based on financial need, and therefore may not be one of the award amounts listed above. The "Award Limit" is the amount available for the summer session and the winter session combined, and this limit will not be exceeded except in extraordinary circumstances.

Terms of the Award

1. Students who are awarded a Fellowship in the College, or any other major award, will have the amount of the award included as income in their bursary application. Changes in income must be reported to the Bursary Committee.

2. The award will be deposited to the student's account and will be applied first against outstanding tuition fees, library fees, and/or College loans. Any excess will be available to the student under the conditions of their notification letter.

Repayment of Awards

Full or partial repayment of award will be requested if the student transfers to another college, or changes course load. Repayment may also be requested if a student subsequently receives a major award.
Emergency Assistance

Financial assistance is available to students who find themselves in emergency situations such as the need for urgent dental care. Assistance may be provided either in the form of a short-term loan or as supplement to the normal bursary award. The Bursary Committee will determine eligibility for such assistance. Limited funds are available.

Trinity College Faculty of Divinity ADVANCED (GRADUATE) DEGREE BURSARY POLICY

*It is each student’s responsibility to meet the financial commitments associated with their study at Trinity College. The intention of bursaries is to assist students who have been refused other avenues of funding but nevertheless require financial assistance to continue their studies.*

Eligibility

1. There is no restriction based on citizenship or status in Canada.

2. Students beyond the second year of a master's programme or beyond the sixth year of a doctoral programme are not eligible. (Year calculation will include any years spent earning credit towards the desired degree. Official leaves of absence are excluded.)

3. Applicants must have at least a B+ average grade from a three or four year bachelor's degree programme from an approved university. Current Graduate Degree students must also have at least a B+ average for the last two years of graduate work.

4. Graduate Degree students must consult with the Graduate Degree Director to determine whether the College will require them to prepare an application to SSHRC or OGS. Such applications will only be required, if in the opinion of the Graduate Degree Director, there is a reasonable chance for success. Applicants asked to apply to SSHRC or OGS will be required to attach proof of rejection to their application. This includes master's students applying for a doctoral programme. Entering students should be encouraged to apply for this award as well, although this will not be a requirement. Visa students are exempted from this requirement.

5. The Bursary committee requests students who are eligible to apply to OSAP or equivalent options. The committee however, recognizes that students may have already accumulated significant debt in achieving first degrees or if entering ministry as a second career may have already set aside significant funds for retirement or family life. Students are not expected to enter into unsustainable levels of indebtedness or to liquidate fixed assets (e.g. real estate and RRSPs). However, students must appreciate that continuing in or returning to university may necessitate a change in lifestyle for themselves and their families. The bursary committee will not consider reasonable need to include costs beyond basic or emergency expenses. Neither will it make awards to pay previous debt or to increase retirement assets during the programme.

6. Applicants must demonstrate financial need within a reasonable budget.
Application

1. Applications are available from the Divinity Office.

2. The budget should encompass the financial year commencing May 1 and ending April 30 the following year. The budget should extend personal savings over the length of the programme, i.e., do not budget in such a way that savings will be consumed in one year.

3. Awards will be based on financial need within the award limit given to each programme. The award limit is the amount available for the summer session and winter session combined, and this limit will not be exceeded except in extraordinary circumstances.

4. Applications will be considered in May and September and should be submitted by the published deadlines (generally May 15 & September 15).

Terms of the Award

1. Students who are awarded a fellowship in the College, or any other major award, will have the amount of the award included as income in their bursary application. Changes in income must be reported to the Bursary Committee.

2. The award will be deposited to the student's account and will be applied first against outstanding tuition fees, library fees, and/or College loans. Any excess will be available to the student under the conditions of their notification letter.

Repayment of Awards

Full or partial repayment of award will be requested if attendance is less than thirteen weeks in any term, if the student transfers to another college, or is reclassified to part-time student status. Repayment may also be requested if a student subsequently receives a major award.

Emergency Assistance

Financial assistance is available to students who find themselves in emergency situations such as the need for urgent dental care. Assistance may be provided either in the form of a short term loan or as supplement to the normal bursary award. The Bursary Committee will determine eligibility for such assistance. Limited funds are available.

Fellowships (Graduate Degree Students only)

Criteria on which awards are based include academic merit, year in program (with preference given to students engaged in course work) and contribution to the community. Fellows are expected to participate in College activities as Divinity representatives. Applicants should forward a letter stating qualifications to the Dean of Divinity by May 1 each year.

Our five Divinity Fellowships are:

1. The Archbishop H.H. Clark Fellow
2. The John Strachan Fellow
3. The Hannah Cairns Fellow
4. The Sidney Childs Fellow
5. The Howard Buchner Fellow
3. LIFE AT DIVINITY/TRINITY

The Divinity Class
All students enrolled in the Faculty of Divinity, whether at the Basic Degree level or the Graduate Degree level, form the "Divinity Class". The Divinity Class meets regularly, elects its own officers, and exercises the functions of student government. The chief student officers are the "Co-Heads of Divinity," who by virtue of that office share in the government of Trinity College and the Faculty of Divinity on many levels. Divinity Class representatives serve on Divinity and College committees as noted in Governing Committees (page 26).

University Of Toronto Student Cards (T-Cards)
Your permanent University of Toronto T-Card is a photo ID smart card which provides identification for academic purposes, student activities and services, facility access and a Library Card. The T-Card also provides users the option to carry cash value in the computer chip, allowing the card to be used to purchase photocopies, computer printing, laundry services, and vending services at select locations on the University of Toronto campuses. Your photo and signature will be captured and the T-Card printed with your photograph and signature. After the T-Card is produced, your photo and signature will be deleted from the database within 24 hours. The T-Card is an important, non-transferable document. Data associated with the T-Card is governed by the Freedom of Information and the Privacy Protection Act. The St. George T-Card Office is located in the Koffler Student Centre at 214 College St.

Trinity Email
University of Toronto students, including Trinity College students, are required to obtain and monitor UTORmail accounts. Obtain your UTORmail account at https://webmail.utoronto.ca/. U of T Policies on the use of information and communication technology apply. Any existing Trinity email account remains active so long as you do not leave your account dormant for longer than 12 consecutive months. Such accounts are accessible from any online computer on the web (such as from one of the libraries or from your own residence room).

Wireless Network
The University of Toronto Campus Wireless Network (UTORcwn) provides three SSID’s in your list of available wi-fi networks: "UTORwin", "UofT" and "eduroam". The "UTORwin" and "UofT" networks require a UTORid for access. UTORid's are provided in advance during enrollment application procedures, however new UTORid's are only activated when you receive your T-Card and activation key at the T-Card office at the Koffler Student Centre.

Community Worship
Worship and the development of regular habits of prayer are integral parts of the preparation for ministry. Divinity students are expected to participate in Chapel life and be regular in their attendance at Chapel services, which are scheduled as follows:

- Sunday 4:00 p.m. Eucharist
  (1st & 3rd Sundays contemporary language; 2nd & 4th Sundays traditional language)
- Monday 5:30 p.m Eucharist *
- Tuesday 8:15 a.m. Matins / Morning Prayer *
  5:30 p.m. Community Eucharist *
  6:30 p.m. Taizé Prayer
- Wednesday 1:00 p.m. Eucharist *
  5:30 p.m. Choral Evensong
- Thursday 8:15 a.m. Eucharist *
  5:30 p.m. Evensong / Evening Prayer *
- Friday 8.15 a.m. Eucharist

* Asterisk designates services that are the responsibility of the Divinity Liturgy Teams.
Matins and Evensong are BCP order before reading week and BAS order after reading week for first term. In second term, the BAS is used for the first part of term, and BCP for Lent.

**Food Services** (see "Where's Where" for locations)

**The Buttery**
Food is available in the Buttery Monday -Thursday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 3:00 p.m.

**Strachan Hall and Melinda Seaman Hall**
For current hours of operations and menus at Strachan Hall and Melinda Seaman Hall, please visit the Dining at Trinity page of the website: [https://www.trinity.utoronto.ca/visit/food-services/dining_at_trinity.html](https://www.trinity.utoronto.ca/visit/food-services/dining_at_trinity.html).

**Purchasing Meals**
There is such a thing as a free lunch! Or, if you prefer, a free dinner or breakfast. The College gives full-time non-resident basic degree students fifteen free meals; part-time students receive ten free meals – available at the College dining halls. Your free meals will be automatically accessible using your T-card as soon as your fees are paid in August. Simply have your T-card swiped at the entrance to the dining halls. You may also purchase individual meals at the dining halls and multiple meal plans at the Bursar’s Office.

For students in residence, please see [https://www.trinity.utoronto.ca/prospective/residence-dining/residencefees20182019.html](https://www.trinity.utoronto.ca/prospective/residence-dining/residencefees20182019.html) for meal plan details.

Non-resident students who are not on the meal plan may bring their own lunch into Strachan Hall during lunch hours. Just leave your T-card with the attendant at the door. There is a regular group of Divinity students who gather at a table in the hall, and would always welcome company.

**Graham Library**
The John W. Graham Library serves Trinity and Wycliffe Colleges. It provides collections and services to support Basic and Graduate Degree studies in theology, especially courses taught in the two Colleges, and to maintain research strength in particular subjects as part of the Toronto School of Theology library co-ordination program. The collection is strongest in Anglican church history, theology and liturgics; Biblical studies; philosophy; and religious studies.

Special collections relevant to the Divinity program include the Strachan Collection, given by the founder of the College, Bishop John Strachan, the S.P.C.K. Collection, given in 1828 as the basic theological collection of the University of King's College, which later became the University of Toronto; and Wycliffe College's Book of Common Prayer Collection.

The Library is located in the East House of the Munk Centre at Devonshire Place and Hoskin Avenue, across the lane from the Trinity College Chapel. Hours during the term can be found on the website: [http://www.trinity.utoronto.ca/library_archives/About_GrahamLibrary/library_hours.html](http://www.trinity.utoronto.ca/library_archives/About_GrahamLibrary/library_hours.html)

Library fines must be paid prior to registration and graduation and are payable by credit cards, Interac, cash or cheque at the Library circulation desk during business hours. Debit or credit cards will be accepted only if the fine payment is at least $5.
Lockers
A locker can be rented for $30.00 per academic year (September to April) with a valid T-Card, starting the first week of class. It is on a first come, first serve basis. The lockers can be found:

- **Women:**
  West end, basement, Larkin Building
  Main floor washroom, St. Hilda's College, Main Floor

- **Men:**
  East end, basement, Larkin Building

The College lock assigned to you MUST be kept on the locker at all times. Should you replace the College lock with your own lock, it will be removed. Your locker must be cleaned out by April 30. If you wish to renew your rental agreement, please come to the Dean of Students' Office before April 30, 2019 to pay for 2018-19 at a renewal rate of $25.00.

After April 30, 2019 the College will remove all items in the locker. To claim belongings that have been removed, please bring photo ID and a $25.00 handling fee to the Dean of Students office during business hours. Two weeks after the end of term, any unclaimed belongings will be discarded or donated to charity.

Trinity College disclaims all responsibility for loss or damage to any belongings left in lockers or removed for the above reasons.

Mail
Please collect mail from the Porter's Lodges "res" or "non-res" slots. *Please check regularly.*

Part-time Student Survival Guide
Many of our students are part-time. If you are one of them, there are two rules for survival: (1) **PYP:** Plan Your Program (i.e. how you intend to meet the College requirements) right away and confirm your plan with your advisor. (2) **MYK:** Make Yourself Known. Introduce yourself, hang around the DCR (see "Where's Where?"), participate in Chapel and Wednesday afternoon activities. Attend part-time student meetings.

Gowns
Academic gowns are to be worn for weekday dinners at Strachan Hall. Resident students may buy one online at [https://www.trinity.utoronto.ca//student-services/other-services/gowns.html](https://www.trinity.utoronto.ca//student-services/other-services/gowns.html) at a cost of $125.00 each. Non-resident students may find it convenient to own one as well.

Chapel Choir
Those interested in singing at the Wednesday Choral Evensong should contact the Director of Music, Dr. John Tuttle, Room 23, Angels' Roost. Phone 416-978-3611. Email: j.tuttle@utoronto.ca

Prizes and Scholarships
Prizes and scholarships are awarded annually without application. See also “Fellowships”.

Smoking Policy
There is no smoking in any Trinity College building. Smokers who step outside are asked to stand back from the immediate area of the entrance as a courtesy to non-smokers.

Health Insurance
All students are responsible for obtaining their own health insurance for the period of their study at Trinity College. *Canadian students* are covered by their own provincial/territorial health plans, but students from outside Ontario should
consult the appropriate authority for information on possible limitations. Foreign students must purchase mandatory coverage for themselves and their dependants through the University Health Insurance Plan (UHIP). Information is available from the Divinity Office, or from the website: https://www.studentlife.utoronto.ca/cie/uhip

All full-time students, while enrolled in Basic Degree or Graduate Degree programs, are automatically members of the University of Toronto Students' Union (formerly the Students' Administrative Council) and are automatically enrolled in the Health and Dental Insurance Plan of the UTSU and automatically receive medical and dental insurance coverage. The plan covers each eligible student for a full 12 month period beginning September 1 and ending August 31 of each year. For further information, please refer to the UTSU Website. Students who are already covered by such insurance may request a refund. Check the UTSU website to determine the last date to make such request. To opt-out, you must submit an application at the beginning of the first session of the year that you are enrolled (e.g., if you are enrolled in September, you must opt out during the fall opt-out period. To opt-out, you must submit an application at the beginning of the first session of the year that you are enrolled (i.e., if you are enrolled in September, you must opt out during the fall opt-out period. http://utsu.ca/health/

Part-time students should make private arrangements for an additional extended health plan to help cover the cost of prescription drugs, dental work, and other benefits.

Student/Staff Directories
Address, telephone, and email directories are generated by the Divinity Office and are available to all staff and students. Please specify what contact information you would like published in the directory at the beginning of the fall term.

Please ensure your mailing and contact information is kept current on ACORN and that your U of T e-mail address is also on ACORN.

Wednesday Events
TST tries to keep Wednesday afternoons free of classes in order that each College may arrange for community events. Many interesting forums, meetings, and social events are scheduled during this time. Students are encouraged to attend.

Writing Centres
Writing Centres (sometimes called Writing Labs or Writing Clinics) provide free individual and group instruction in the many different kinds of writing done by University of Toronto students. You can work individually with a trained instructor to develop your ability to plan, organize, write, and revise academic papers in any subject. (See our file on how to learn at a writing centre.)

To make an appointment at the Trinity Writing Centre, please call 416-978-3530 directly and indicate that you are a Divinity student (Divinity students are not able to use the online booking system).

Divinity Common Room
The Divinity Common Room, located near the Chapel, is the setting for much of the community life of the Faculty of Divinity. Students are welcome to use the room for study or group meetings, as well as to relax between classes. There is a mini fridge and a microwave available. To obtain a key for the Divinity Common Room, please see the Divinity Office. One half of the room may be booked for Divinity or other events.
Divinity/Trinity Merchandise
A variety of Divinity merchandise can be found at the University of Toronto Book Store at 214 College St.

Preparing for Convocation

- Application to Graduate
  Students who intend to graduate in May will have to complete the Application to Graduate form before November 9, 2018. It is the responsibility of the student to ensure that all of the requirements of their program of study are completed.

- The Ceremony
  Convocation takes place in Strachan Hall at 7:30 p.m. in May of each year (usually the second Tuesday of May). Graduands will gather in the front hall by the Porter's Lodge at 7:00 p.m. with an academic gown and (optional) hood.

- Hoods
  Graduands who wish to rent or purchase a hood for the Convocation ceremonies are advised to contact DSR Harcourts Ltd, 360 Adelaide Street West, Suite 300, Toronto ON M5V 1R7, 416-977-4408. This company has supplied robes and hoods for Trinity College and knows the College's standards for design. Please note: if you choose to supply your own hood, you will carry the hood on your arm until the awarding of the degree, after which you may wear it. For those who do not bring a hood, the Registrar will have one on hand with which to confer the degree, but it will be removed immediately for use with the next student.

- Gowns
  Academic gowns must be worn. You may purchase your own or borrow one in the Boardroom on the night. You do not need to reserve one in advance, as there will be an ample supply on hand. DMin, ThD and PhD students, however, should contact Divinity Registrar to borrow a gown.

- Photographs
  The Divinity office will advise graduands in due course for fall photo day arrangements.

- Invitations
  Invitations will be distributed at the beginning of April. We estimate that we will be able to supply each graduand with eight invitations, which may be used to invite friends and family to Convocation ceremonies.
4. WHO’S WHO

Graduate Degree Director
Prof. Abrahim Khan is the Director of Graduate Studies and serves as the advisor to all Graduate Degree students in Divinity. A.D. notices may be found on the bulletin board outside his office (Larkin 313).

Basic Degree Director
The Director of Basic Degree studies serves as the advisor to basic degree students. The Dean advises MDiv student, Professor Don Wiebe advises MTS students.

Building Director
Tim Connelly is the Director Facility Services. He is responsible for maintenance, physical plant, security and porters. Requests for repairs may be submitted by completing the Service Request form, available from the Porter's Lodges, and returning it to the Porter on duty or placing it directly in the Engineers' mailbox. Security issues may also be addressed to him.

Bursar
Jason MacIntyre holds the College purse strings, and oversees all college property.

Chancellor
The Chancellor holds office for a term of four years, renewable, and the position is an honorary one. In 2007, the Honourable Bill Graham was appointed the position. He is the 12th Chancellor of Trinity College.

Chaplain
The Chaplain, the Rev'd Andrea Budgey, who is primarily concerned with undergraduate students and University of Toronto students, is available to all members of the College (undergrads, Divinity students, staff) for pastoral issues and for matters relating to the administration of the Chapel, other than the Divinity services. The Chaplain's office is located in the Trinity Building, room 21. The telephone number is 416-978-3288, and email address is chaplain@trinity.utoronto.ca.

Chapel Liturgy
Andrea Budgey will advise you about the involvement of teams in the planning of liturgy each week, and about the responsibilities of the team coordinator. Teams will meet each week to plan the liturgy for the following week. Students are expected to attend the meetings of the planning group to which they have been assigned. A schedule of meetings will be announced.

Dean of Divinity
The Rev. Prof. Christopher Brittain is the Dean of the Faculty of Divinity and is responsible for all matters pertaining to the Faculty.

Faculty of Divinity Administrator
Sydney Yeung will assist you with registration, schedules and any other administrative questions you might have. She occupies the Divinity Office in 315/316 of the Larkin Building.

Dean of Students
Kristen Moore is responsible for the general well being of all the Students of the College. Her office is located at St. Hilda’s College.
Director of Music  
Dr. John Tuttle directs the Chapel Choir and will teach sessions in Church Music and Hymnology. He is also Organist and Choir Master of St. Thomas’s Church, and University Organist at the University of Toronto. His office is located in the Angels' Roost, Room 23.

Divinity Junior Fellows  
Graduate Degree students at Trinity, selected annually, are awarded the five Junior Fellowships. They provide a Divine presence in the College! The following students were awarded Jr. Fellowships for 2018-2019: Matthew Bowman (H.H. Clark Junior Fellowship); Jimmy Chan (Howard Buchner Junior Fellowship); David Danner (Sidney Childs Junior Fellowship); Giacomo SanFilippo (Hannah Cairns Junior Fellowship); and Robert Walker (John Strachan Junior Fellowship).

Field Education and Internship Director  
Dr. Walter Deller is the Field Ed. and Internship Director. Please feel free to make an appointment or stop by his office, Larkin 324.

Co-Heads of Divinity  
The Head of Divinity is the elected student representatives of the Divinity Students to the Divinity Faculty and the College as a whole for each academic year. Elections are held each year in November for the following year. For year 2018-2019 the Co-Heads are Jenni Feheley (jenni.king@mail.utoronto.ca) and Randy Williams (randy.williams@mail.utoronto.ca).

Library Staff  
John Papadopoulos is the College Librarian, responsible for all matters related to the Library, but especially for collection development; she welcomes your advice on anything that might enhance the Library's role in your academic life. Tom Power, Theological Specialist Librarian, and Courtney Lundrigan, Instructional and Reader Services Librarian, are available at the Reference Desk and by appointment to help you with library research, including the use of electronic databases, the www, and other online resources. Librarians will also schedule orientation tours and specialized seminars from time to time or offer them on request. Library technicians and student assistants provide assistance at the Circulation Desk.

Provost  
Professor Mayo Moran was appointed to her position as the fifteenth Provost of Trinity College on July 1, 2014.

Registrar  
Nelson De Melo is Trinity College Registrar. Go to the Registrar's Office about OSAP, and requests for official transcripts.

Teaching Assistants  
Trinity’s teaching assistants have office space in room 335 in the Larkin building.

Verger  
Clifford Caunter is the College Verger. He can be reached by email at: caunter@trinity.utoronto.ca.
5. WHERE’S WHERE

Angels’ Roost
The name given to the rooms closest to heaven at Trinity - take the stairs across the hall from the Divinity Common Room. The choir loft can be found there as well.

Archives
The archives are located in the basement of Owen House at the far northwest corner of the main Trinity building, and open five days a week. An appointment in advance is strongly recommended. Please call 416-978-2019. The Archives acquires the corporate records of the College and records of historical importance to the College from individuals connected with the College and from student organizations, as well as copies of College publications, such as *Trinity University Review* and *Trinity*. Most of the records are open to researchers, within the usual restrictions on personal privacy. The Archives’ resources, which include photographs, audiotapes and materials in other media, are extensive and varied. You are invited to visit and learn how to make use of them for essays, theses, or other personal research. See [http://www.trinity.utoronto.ca/library_archives/archives/archives_about.html](http://www.trinity.utoronto.ca/library_archives/archives/archives_about.html) for more information.

The Buttery
The Buttery is the cafeteria area on the first floor of the Larkin Building. It's the place where many Divinity students congregate. You can usually find fellow students in the Buttery most times of the day. They are easy to spot as they are usually laughing louder than everyone else.

The Chapel
The Chapel was built in 1955. Prior to that, Seeley Hall was used as the Chapel. The Chapel is located at the west end of the main hall on the first floor. Outside of corporate liturgical worship, it is also open at most times for prayer and meditation.

Office of Development and Alumni Affairs
This office is responsible for planning events for the College’s 14,000 alumni, organizing the Divinity Associates conference, publishing the alumni magazine, and fundraising. There, you can purchase Trinity memorabilia, find out what special alumni events are being planned, or make a gift to the College. The office is located on the third floor of Larkin. For information, call 416-978-2651 or visit [http://www.trinity.utoronto.ca/Alumni](http://www.trinity.utoronto.ca/Alumni).

Office of the Dean of Students
Students interested in residence in either Trinity or St. Hilda's should report to the Assistant to the Dean of Students, St. Hilda's, 44 Devonshire Place. They can be reached at 416-978-3612 or via [deanofstudents@trinity.utoronto.ca](mailto:deanofstudents@trinity.utoronto.ca)

Divinity Common Room
The Divinity Common Room is located on the main floor of Trinity, just down the hall from the Chapel. Keys can be obtained for a deposit of $10.00 or they can be temporarily signed out from the Trinity Porter's lodge. Visit the Divinity Office to get your own key.

Larkin Building
The Larkin Building is located directly south of Varsity Stadium, at 15 Devonshire Place. Built in 1961, it is named after Gerald Larkin, a Trinity benefactor. The basement houses the men’s and women's locker rooms. The Buttery (cafeteria) is on the first floor, classrooms are on the second and third floors and professors’ offices are on the third floor. The Divinity Office is in the northwest corner on the third floor. The adjoining George Ignatieff Theatre is used for lectures, plays and recitals. ([See the Trinity College Map.](#))
**Porter's Lodge**
The Trinity College Porter's Lodge is located inside the main entrance (off Hoskin Avenue). Residents of Trinity sign in here at the beginning of term. This is also where they pick up mail and messages. The non-resident mailboxes are also located here. The Porter's Lodge is also a good place to get information about the College.

**Registrar's Office**
The registrar's office is located at the east end of the main hall of Trinity. This is where students may request copies of their transcripts for a fee. Government student loan information is available here as well.

**St. Hilda's College**
Is the residence located at 44 Devonshire Place, just across the street from the Larkin Building. It was first established as a separate college for women in 1888. Although it ceased to offer instruction in 1894, it continues to offer residence facilities. Cartwright Hall, a university classroom, is also located here, along with the Stedman Library and the Adams Room, which are reading rooms for residents.

**Seeley Hall**
Seeley Hall, located above the Porter's Lodge in Trinity College, is named after Reginald Seeley, the Provost of Trinity from 1945-1957. Although Seeley Hall is ringed with portraits of College worthies, Provost Seeley's is not among them. His picture hangs in Strachan Hall. Before 1955, the Hall served as the College Chapel; now it is used for lectures, receptions, meetings, exams, book sales, and hanging portraits.

**Strachan Hall**
Strachan Hall is the dining hall at Trinity College, also used for social events and Divinity Convocation. It is located up the steps from the Divinity Common Room. It is named after Bishop John Strachan, the young Scottish schoolteacher who switched jobs, became a bishop and founded the University of Trinity College in 1852. Strachan built his university on Queen Street West. There Trinity remained until the mid-1920s when it moved north to its present site on the St. George campus at the University of Toronto.
6. UNIVERSITY OF TORONTO SERVICES

Basic Degree students pay University of Toronto incidental fees and are entitled to make use of University facilities and services. Services supported by student service fees are indicated by an asterisk (*).

Aboriginal Student Services and Programs *
First Nations House, founded in 1992, houses the Office of Aboriginal Student Services and the Native Student Association. FNH provides culturally appropriate services to the Aboriginal students at the University of Toronto. First Nations House provides a home for Aboriginal people on campus, a place for Toronto’s Native community to interface with the university and a place where the university community can learn about and interact with the Native community. Contact First Nations House at: Borden Building North, 563 Spadina Ave., 3rd floor, Toronto, ON M5S 2J7 or at 416-978-8227. Additional information is available at http://www.studentlife.utoronto.ca/fnh

Academic Success Centre *
The Academic Success Centre is dedicated to making sure you achieve your highest possible learning potential. Please contact them at 416-978-7970, or visit their website for more information http://www.studentlife.utoronto.ca/asc.

Athletic Facilities *

University of Toronto Athletic Centre * (55 Harbord Street) and its Varsity Centre (299 Bloor Street West) is the largest and most comprehensive of the University’s recreational and athletic facilities. https://kpe.utoronto.ca/facility/athletic-centre

The North Wing of Hart House * is dedicated to recreational athletics. http://harthouse.ca/fitness/


Bookstores
Within the Toronto area there is a vast number of bookstores, some of the more convenient ones being:

- Indigo: 55 Bloor Street West, 416-925-3536
- University of Toronto Bookstore: 214 College Street, 416-978-7900
- Victoria University Bookstore: 91 Charles Street West, 416-585-4574

Career Centre *
Get up-to-date information on Career Centre programs and services, including, career development resources, workshops & seminars, upcoming events, student newsletters and more. Search current work opportunities and the Career Resource Library catalogue online. To access these services, you will need to verify yourself as a registered Career Centre user or a currently enrolled student at the University of Toronto. The Career Centre is located at 214 College Street. Contact the Career Centre at 416-978-8000, or on the Web at: http://www.studentlife.utoronto.ca/cc

Centre for International Experience *
The CIE offers a variety of services to international students to assist them in their adaptation to Canada and the academic environment. Students can meet here and participate in activities, especially of an international or multicultural nature. It is located at Cumberland House at 33 St. George Street. Contact 416-978-2564 or access their website at http://www.studentlife.utoronto.ca/cie/ for more information.
Downtown Legal Services
Free legal consultation is available to full-time U of T students through Downtown Legal Services, a community legal clinic operated by the Faculty of Law. Services are provided by U of T law students, supervised by lawyers. The clinic handles criminal cases, tenants’ rights, consumers’ rights, employment cases, social assistance appeals, academic appeals and offences. Appointments are required, and can be made by calling (416) 978-6447. More information is available on their website at http://downtownlegalservices.ca/

Hart House *
This limestone building is a campus jewel, and only a short stroll across Hoskin Avenue from Trinity. Classical concerts in the Great Hall, jazz in the Quad and common rooms, parliamentary debates, evenings with poets and writers, a browsing library and well-stocked magazine racks close to comfortable chairs, the Justina M. Barnicke Art Gallery, sports facilities, good food in the Arbor Room and a licensed buffet in the Gallery Club. A good place to relax and refresh. See their website for further information: www.harthouse.ca

Health and Wellness Centre *
The Health and Wellness Centre offers a wide range of medical services to U of T students who are covered by UHIP, Ontario Health, or other provincial plan coverage, and their partners. For more information, please visit their website: http://www.studentlife.utoronto.ca/hwc or call 416-978-8030.

Housing Service *
University of Toronto Student Housing is located at the Koffler Centre, 214 College Street, Room 203. Student Housing can be helpful locating suitable housing, in residence or in town. Contact 416-978-8045 or access their website: http://www.studentlife.utoronto.ca/hs for more information.

Library Facilities
TST students have access to a multitude of libraries with excellent collections in theology: the John W. Graham Library, plus St. Michael's, Regis, Emmanuel, and Knox College and the University of Toronto libraries. As soon as possible, you should learn about this system and the outstanding resources it offers (just ask at the Graham Library reference desk for an introduction or sign up for one of Trinity's library orientation sessions, designed to save time and prevent frustration). (The St. George Campus map shows all library locations.)

The Office of the Ombudsperson
The Office of the Ombudsperson offers advice and assistance with complaints unresolved through other regular University channels. This office can help by providing neutral confidential advice, identifying and explaining relevant university policies and procedures, expediting "red tape" tangles, helping to analyse the problem and define options, offering recommendations to the appropriate offices where means exist for the resolution of the complaint, and investigating and/or reconciling disputes. A list of offices, units or departments can be found at http://ombudsperson.utoronto.ca/index.html. Phone: (416) 946-3485; e-mail: ombuds.person@utoronto.ca

Sexual Violence Prevention and Support Centre
Established in 2017, the SVPS office works with students, staff, and faculty to understand U of T’s Policy on Sexual Violence and Sexual Harassment, and facilitates access to support, services and accommodations for whose have experienced sexual violence. https://www.thesvpcentre.utoronto.ca/. You can find the Anglican Diocese of Toronto Sexual Misconduct Policy at http://www.toronto.anglican.ca/parishadministration/sexual-misconduct-policy/

Toronto School of Theology
Founded in 1970, the Toronto School of Theology is a federation of seven theological schools in Toronto. In 1979 the TST and its member schools entered into a Memorandum of Agreement with the University of Toronto, making possible the joint granting of Basic and Graduate Degrees in Theology by the University and the member schools of the TST. Its offices are located across the Park at 47 Queen's Park Crescent East. Basic degree students won't need to
go there much. There is a common room available for Graduate Degree students. The contact number is 416-978-4039 and the website address is: www.tst.edu.

Transportation
Toronto Transit Commission maps are available free at subway entrances and information is available by telephone at 416-393-4636 or at http://www.ttc.ca/. GO Train Schedules and fare information is available by telephone at 416-869-3200 or at www.gotransit.com
7. GOVERNING COMMITTEES

THE COUNCIL OF THE FACULTY OF DIVINITY

(The Council of the Faculty of Divinity is a Committee of the Senate of Trinity College.)

Membership
The Council shall consist of the following persons:
- The Dean of Divinity;
- All full-time members and part-time members of the academic staff of the Faculty of Divinity;
- One teaching assistant, elected by the teaching assistants in the Faculty of Divinity;
- A Fellow who is not a member of the academic staff of the Faculty of Divinity, appointed by the Senate;
- The College Librarian;
- The Registrar;
- The Student Head of Divinity;
- Three students registered in the Faculty of Divinity, elected pursuant to the Regulations, at least two of such students being registered in a basic degree programme;
- Two persons elected by the Divinity Associates;
- One person appointed by the House of Bishops of the Ecclesiastical Province of Ontario.

Meetings
The Council shall meet not less than twice each term. At its first meeting after July 1 each year the Council shall choose from its members a Chair and shall appoint a secretary, who may be someone other than a member of the Council.

Duties and Powers
The Council shall be responsible to the Senate for the academic affairs of the Faculty of Divinity and without limiting the generality of the foregoing shall have the power and duty:

- To determine general requirements of students for admission, curriculum, and degree requirements;
- To receive reports from the Dean of Divinity on the admissions of individual students and the award of scholarships, bursaries and prizes;
- To provide regular reports to the Senate on the current business and concerns of the Faculty of Divinity.

TRINITY COLLEGE FACULTY OF DIVINITY COUNCIL SUBCOMMITTEES

EXECUTIVE COMMITTEE

Terms of Reference:
- Provides agenda planning for and coordinates the work of the Council
- Provides advice to Council on matters of policy and procedure

Membership: four members
- Chair of Council
- Vice-chair
- Dean of Divinity
- Head of Divinity
- Chair: Chair of the Faculty of Divinity Council
COMMITTEE OF THE TEACHING STAFF:
Terms of Reference:
Implements the collective academic affairs of the Faculty of Divinity under the leadership of the Dean of Divinity:

a. concerning students:
   - recommends the admission of students to the Basic and Graduate Degree programmes
   - monitors student progress in the Basic Degree programme and makes determinations about the fulfillment of requirements
   - recommends students for Basic degrees
   - recommends the award of scholarships and academic prizes
   - at the request of a student, writes a collective report to ecclesial authorities

b. concerning the teaching staff:
   - gives advice to the Dean about the exercise of the academic responsibilities of the members of the teaching staff, including teaching methods, teaching assignments, advising students

Membership: varies
The Dean of Divinity
The Registrar or designate
All full-time and part-time members of the academic staff of the Faculty of Divinity in the professorial ranks, and lecturers.
Chair: Dean of Divinity

PROGRAMME AND CURRICULUM COMMITTEE:
Terms of Reference:
- Advises the Council on Policy and Planning with respect to the Faculty's academic programmes, including the Faculty's Field Education and Internship Programme.
- Makes recommendations to the Council on curriculum development
- Monitors faculty advising programme, liturgical and spiritual formation of students and reports on the same to Council
- Monitors diocesan requirements of M. Div. students and reports to Council
- Advises Council regarding policy for scholarships, prizes, and bursaries
- Proposes policy on admission standards

Membership: eight members
The Dean of Divinity
Representative of the Ecclesiastical Province
Librarian
1 Alumnus/a
2 Members of the Teaching Staff
2 Students
Chair: The Dean of Divinity

RECRUITMENT AND ADMISSIONS COMMITTEE:
Terms of Reference:
- Develops plans for the recruitment of a diverse student body
- Advises the Council on promotional publications, including the presentation of the Faculty in the dioceses and parishes of this ecclesiastical province and beyond
- Monitors the emergence of the diverse needs for theological education in the community
- Advises the Council on admissions policy
Membership: seven members
The Dean of Divinity
2 Members of the Divinity Teaching Staff
2 Students
1 Alumnus/a who is a member of the Council
The Registrar or designate
Chair: Alumnus/a

BURSARY COMMITTEE:
Terms of Reference:
  o Advises the Provost on the award of all bursaries

Membership: six members
The Dean of Divinity
Controller/Bursar
Associate Registrar or designate
Administrative Assistant to the Dean or designate (non-voting secretary)
1 Member of the Teaching Staff
1 Alumnus/a
Chair: The Dean of Divinity

COMMUNITY LIFE COMMITTEE:
Terms of Reference:
  o Advises the Council on matters relating to the well-being and activities of students in the Faculty
  o Advises the Council on proposals for greater interaction between students and staff, the Faculty and its alumni/ae, the Faculty of Divinity and the Faculty of Arts, the Trinity and Wycliffe communities, and the Trinity and TST communities
  o Advises Council regarding the Chapel as a focus of community life
  o Monitors resources available to students, including common rooms, computer services, writing labs, personal and financial counselling, divinity student access to U of T services
  o Advises Council on improvements on such services

Membership: eight members
Head of Divinity
Chaplain (ex officio)
Registrar (ex officio)
2 students
2 Teaching Staff Members
1 Alumnus/a
Chair: Head of Divinity
TRINITY COLLEGE
1. Porter's Lodge (Inquiry)
2. Provost's Office
3. Registrar's Office
4. Provost's Lodge
5. Burn's Office
6. College entrance to Chapel
7. Divinity Common Room
8. Junior Common Room
9. Strachan Hall
10. Senior Common Room
11. Private Dining Room
12. Stair to Owen House
13. Combination Room
14. Staff Room
15. Stair UP to:
   - Seeley Hall
   - Board Room
   - Macklem House
16. Stair DOWN to:
   - Women's Washroom
   - Sodexo Office (Food Service)
17. Stair UP to:
   - Angels' Roost
   - Offices 21, 23, 26, 25, & 36
   - Classrooms 22 & 24
   - Organ Loft
   Stair DOWN to:
   - Reservations Office
   - Photocopy Room
   - Archives
   - Men's Washroom
18. Divinity Office - Room 316
19. Development & Alumni Affairs

ST. HILDA'S COLLEGE
20. Dean of Students
21. Cartwright Hall
24. Adams Room
25. Steedman Library
26. Rugby Room
27. Melinda Seaman Dining Hall
Map of Larkin Building, Trinity College

The following describes the layout of the main floor of the Larkin Building:

- **George Ignatieff Theatre (GIT)**
- **The Buttery/Larkin Building/George Ignatieff Theatre**
  - Common Area
  - Administrative Offices
  - Miscellaneous
  - (Downstairs) Women's washrooms & lockers
    - (Upstairs) Administrative offices & classrooms
  - (Downstairs) Men's washrooms & lockers
    - (Upstairs) Administrative offices & classrooms

To St. Hilda's → To Trinity ➔