DEGREES IN DIACONAL MINISTRY

- **Bachelor of Theological Studies in Diaconal Ministry**
- **Master of Theological Studies in Diaconal Ministry**

Application for Admission

ST. STEPHEN'S COLLEGE, UNIVERSITY OF ALBERTA CAMPUS 8810 112 STREET, EDMONTON, AB CANADA T6G 2J6
PHONE: 780-439-7311, 1-800-661-4956 FAX: 780-433-8875, EMAIL: st.stephens@ualberta.ca
www.ualberta.ca/st-stephens

BACHELOR OF THEOLOGICAL STUDIES IN DIACONAL MINISTRY ADMISSION REQUIREMENTS

1. Diploma in Diaconal Ministries from Centre for Christian Studies or current enrollment in that program
2. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies
3. Commitment to one's lay profession or employment (paid or volunteer) as a ministry
4. Willingness to engage in a program that is grounded in the Christian faith but is also broadly ecumenical and multifaith
5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior diploma or degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: CCS students must apply to the program no later than after they have taken three open studies courses at St. Stephen's College. CCS graduates must apply within 5 years of completing the CCS Diploma in Diaconal Ministries; applications will be assessed on the basis of previous academic work, including the CCS Diploma and any additional academic courses and professional training.

PROGRAM REQUIREMENTS   90 Credits

Students must complete all requirements within seven years. Extensions are considered in exceptional circumstances [see Program Extension policy].

ACADEMIC WORK COMPLETED AS PART OF CCS DIPLOMA:

12 Theme Learning Circles, Diaconal Praxis Years, Global Perspectives Experience, 3 Integrating Circles
8 courses: Intro Christian Scriptures, Christian Scriptures: Theme/Focus, Intro Hebrew Scriptures, Hebrew Scriptures: Theme/Focus, Intro Theology, Theology: Theme/Focus, Church History, Intro Ethics.
(Six of these courses [18 credits] must be taken at St. Stephen's College)
CCS Diploma requirements prior to 2017 were different, but considered equivalent to the above requirements for the purposes of the BTS in Diaconal Ministry degree.

POST CCS WORK:

Integrative Theology Paper (6 credits): 40-60 pages, at the undergraduate level. A project of guided research founded upon personal reflection and integration designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theological and personal meaning within a ministry setting.

MASTER OF THEOLOGICAL STUDIES IN DIACONAL MINISTRY ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. Diploma in Diaconal Ministries from CCS, or current enrollment in that program
3. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies
4. Commitment to one's lay profession or employment (paid or volunteer) as a ministry
5. Willingness to engage in a program that is grounded in the Christian faith but is also broadly ecumenical and multifaith
6. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar

Application deadline: CCS students must apply to the program no later than after they have taken three open studies courses at St. Stephen's College. CCS graduates must apply within 5 years of completing the CCS Diploma in Diaconal Ministries; applications will be assessed on the basis of previous academic work, including the CCS Diploma and any additional academic courses and professional training.

PROGRAM REQUIREMENTS   45 Credits

Students must complete all requirements within seven years. Extensions are considered in exceptional circumstances [see Program Extension policy].

ACADEMIC WORK COMPLETED AS PART OF CCS DIPLOMA:

12 Theme Learning Circles, Diaconal Praxis Years, Global Perspectives Experience, 3 Integrating Circles
8 courses: Intro Christian Scriptures, Christian Scriptures: Theme/Focus, Intro Hebrew Scriptures, Hebrew Scriptures: Theme/Focus, Intro Theology, Theology: Theme/Focus, Church History, Intro Ethics. **(Six of these courses [18 credits] must be taken at St. Stephen's College)**
CCS Diploma requirements prior to 2017 were different but considered equivalent to the above requirements for the purposes of the MTS in Diaconal Ministry degree.

POST CCS WORK:

Integrative Theology Paper (6 credits): 40-60 pages, at the graduate level. A project of guided research founded upon personal reflection and integration designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theological and personal meaning within a ministry setting.

APPLICATION FOR ADMISSION
BTS or MTS IN DIACONAL MINISTRY

APPLICATION PROCEDURE

All documents submitted in support of this application become the property of St. Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential. All materials must be received in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Registrar's Office: 1-800-661-4956, 780-439-7311 or at st.stephens@ualberta.ca. Prospective students should submit the following documentation:

1. The attached application form.
2. The non-refundable application fee.
3. Official CCS transcript (mailed directly to the College). If no CCS coursework has been completed at time of application to SSC, proof of CCS enrollment to be emailed from CCS to SSC at st.stephens@ualberta.ca.
4. Official transcript of Baccalaureate Degree (mailed directly to the College) if applying to MTS.
5. Curriculum vitae in summary form. This document should include:
   - Professional experience: Position, place, and duration
   - Post-secondary education: Degrees, diplomas and certificates held, with institutions and dates
   - Other experience, education or training related to proposed program
6. Two letters of reference sent directly to College (using Reference Form which is part of the application).
   (a) one letter should be from a member of the leadership team in the applicant's volunteer or professional setting
   (b) include one academic referee if within 3 years of graduating, or if still enrolled at CCS
   Referees are to indicate the length and nature of their relationship to the applicant, and comment on the following points, as possible:
   - Character, personality, and capacity for personal growth and development
   - Academic ability
   - Capacity for work in an educational model that emphasizes reflection on experience and personal growth as well as knowledge and skill development
   - Emotional stability
   - Leadership and vocational qualities
   - General readiness for pursuing their goals by means of the proposed course of study

Application Deadline: Applications are submitted to the Registrar's Office at any time; it is recommended that applicants apply within 5 years of completing CCS Diploma. Students will be part of the following intake July 1, with first Program Fee payment due July 31.

EQUIVALENCIES PROCEDURE

An application to the MTS from persons who do not possess a Baccalaureate Degree will be considered if the applicant possesses satisfactory alternate educational experience. In such cases, the Dean will require evidence of readiness to proceed. The Dean's decision whether or not to accept an application is final.

Prospective applications for whom special consideration is required should submit all supporting documentation (see Admission Requirements), together with any additional assessments, transcripts, and certificates earned in lieu of a related Baccalaureate Degree. A non-refundable equivalency fee of $225 must be included. The Dean's Office will review all documentation, and where it is deemed further exploration is warranted, may assign additional requirements to test eligibility. If equivalency is granted, the applicant will be invited to pay the non-refundable regular application fee.

ST. STEPHEN'S COLLEGE and CENTRE FOR CHRISTIAN STUDIES
BTS in Diaconal Ministry / MTS in Diaconal Ministry
Application Form

INDICATE WHICH DEGREE YOU ARE APPLYING FOR:

	BTS in Diaconal Ministry
	MTS in Diaconal Ministry

GENERAL INFORMATION (please print)

Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your degree parchment upon graduation.

Full Legal Name			
	Surname	*First*	*Initial*
Previous Legal Name (if any)			
	Surname	*First*	*Initial*
Address			
	Street	*City/Province/Postal Code*	
Email			
Phone			
	Home	*Business*	
Birth Date			
Gender	Female	Male	Other/prefer not to disclose
Religious Affiliation (for statistical use only)			
How did you hear about the Program?			

What are some Church-related activities you have been involved in during the past five years?

List your community involvements during the past 5-10 years.

When you dream about what you would like to do on completion of your theological studies, what is your dream about? Please describe it.

Describe briefly a major concern or issue that you believe faces the responsible person of faith today.

APPLICATION MATERIALS CHECKLIST:

☐ Application Fee
☐ Official Transcripts requested directly from the granting institution(s) [CCS, and Bachelor's degree if applicable]
☐ *curriculum vitae* (resume)

LETTERS OF REFERENCE

Name of Referee	Occupation

Letters of Reference are emailed directly to St. Stephen's College, using the form appended to this application.

MTS APPLICATION FOR EQUIVALENCY:

MTS Applicants who do not possess a Baccalaureate Degree must apply for equivalency: Send completed application form and all documents referred to under Application Procedure and Equivalencies Procedure to the College and pay the non-refundable **$225 equivalency fee**. If equivalency is granted, applicants will be required to pay the normal application fee ($200 Canadian applicants; $400 International applicants).

REGULAR BTS or MTS APPLICATION:

Send completed application form and all documents referred to under Application Procedure to the College and pay the non-refundable application fee ($200 Canadian applicants; $400 non-Canadian applicants).

HOW TO PAY THE APPLICATION FEE?

Payment methods available:
https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/tuition-fees-and-payment.html

SEND SIGNED APPLICATION AND DOCUMENTS TO:

St. Stephen's College
University of Alberta Campus
Diaconal Program Admissions
8810 112 Street
Edmonton, Alberta T6G 2J6
or EMAIL to: st.stephens@ualberta.ca

• *I certify that the information in this application is true and complete in all respects and that I have withheld no information.* • *I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/academic-calendar.html* • *I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College.* • *I agree, if admitted to St. Stephen's College, to comply with the College regulations as stated in the St. Stephen's College Academic Calendar.*	
Signature	Date

ST. STEPHEN'S COLLEGE

Edmonton, Alberta

REFERENCE FORM – BTS or MTS in Diaconal Ministry Program

APPLICANT NAME	

The College would appreciate a confidential statement from you concerning the person named above who has applied for admission to one of the degree programs of this School of Theology. **Referees may attach a letter of reference to this form, or write comments below.** Please indicate the length and nature of your relationship to the applicant, and comment especially on the following points, as possible:

(1) Character, personality, and capacity for personal growth and development
(2) Academic ability
(3) Capacity for work in an educational model that emphasizes reflection on experience and personal growth as well as knowledge and skill development
(4) Emotional stability
(5) Leadership and vocational qualities
(6) General readiness for pursuing their goals by means of the proposed course of study

Letters of recommendation for admission can be released on request to the subject of the letter. They are considered valid for one year only.

SEND DIRECTLY TO:	REFERENCE PROVIDED BY	
Department of Theology St. Stephen's College University of Alberta Campus 8810 112 Street Edmonton, Alberta T6G 2J6 Or Email: st.stephens@ualberta.ca Do NOT return Reference to Applicant	Signature	
	Name	
	Position/Title	
	Address	
	Phone	