

# NOTRE DAME SEMINARY

---

## GRADUATE SCHOOL OF THEOLOGY



### RULE OF LIFE

2022-2023

Page Intentionally Left Blank

## TABLE OF CONTENTS

|   |    |
|---|----|
| <b>Introduction</b> .....   | 1  |
| <b>Section I: Liturgy in the Seminary Community</b> .....           | 1  |
| Liturgical Celebrations .....                                       | 2  |
| The Holy Sacrifice of the Mass .....                                | 3  |
| The Liturgy of the Hours.....                                       | 3  |
| Exposition of the Most Blessed Sacrament .....                      | 4  |
| Praying the Holy Rosary .....                                       | 4  |
| <b>Section II: Community Responsibilities and Assignments</b> ..... | 4  |
| Seminarian Association.....   | 5  |
| Other House Leadership.....   | 19 |
| Buildings and Grounds Positions.....                                | 19 |
| Administration .....  | 19 |
| Community Services.....   | 20 |
| Liturgical Leadership .....   | 20 |
| Deacon Leadership.....  | 21 |
| <b>Section III: Practices Within the Seminary Community</b> .....   | 21 |
| Absence from the Community.....                                     | 21 |
| Accountability .....  | 21 |
| Alcoholic Beverages.....  | 21 |
| Athletic Facilities .....   | 22 |
| Attire.....   | 23 |
| Audio Equipment .....   | 23 |
| Auditorium .....  | 23 |
| Bookstore.....  | 23 |
| Bulletin Boards and House Communications.....                       | 23 |
| Calendar.....   | 24 |
| Community Activities .....  | 24 |
| Computers .....   | 24 |
| Controlled Substances .....   | 24 |
| Criminal Misconduct.....  | 25 |
| Culture and Recreation: Local Attractions .....                     | 25 |
| Decorum and Hygiene.....  | 26 |
| Dietary Concerns.....   | 26 |
| Diocesan and Parish Connections .....                               | 26 |
| Disciplinary Actions.....   | 27 |
| Dismissal from the Seminary .....                                   | 27 |
| Drug Use (Illegal).....   | 27 |
| Electrical Appliances.....  | 27 |
| Emergencies .....   | 27 |
| End of the Year.....  | 27 |
| External Threat to the Seminary.....                                | 28 |
| Facilities, Use of.....   | 28 |

|  |    |
|--|----|
| Faculty Office Hours .....                 | 28 |
| Financial Assistance .....                 | 28 |
| Fire .....                                 | 28 |
| Food Service .....                         | 29 |
| Fundraising .....                          | 29 |
| Guest Policy .....                         | 29 |
| Health Care .....                          | 30 |
| Honor Code .....                           | 31 |
| <i>Horarium</i> (Daily Schedule).....      | 31 |
| Housekeeping Requests.....                 | 31 |
| Illness.....                               | 31 |
| Internet.....                              | 32 |
| Keys.....                                  | 32 |
| Kitchen (Seminarian) .....                 | 32 |
| Laundry Facilities.....                    | 33 |
| Library Facilities .....                   | 33 |
| Mail Service .....                         | 33 |
| Maintenance Requests.....                  | 33 |
| Meals .....                                | 33 |
| Orientation Period .....                   | 34 |
| Permissions Regarding the Schedule.....    | 34 |
| Personal Effects.....                      | 35 |
| Pets .....                                 | 35 |
| Plagiarism.....                            | 35 |
| Power Outage and Loss of Utilities.....    | 35 |
| Presence in the Community.....             | 35 |
| Privacy and Respect .....                  | 35 |
| Public Propriety.....                      | 35 |
| Recreation.....                            | 36 |
| Residential Rooms.....                     | 36 |
| Smoking Policy .....                       | 37 |
| Social Communications.....                 | 37 |
| Stationery.....                            | 37 |
| Stewardship .....                          | 37 |
| Storage Rooms .....                        | 37 |
| Storms and Threatening Weather .....       | 37 |
| Study Time .....                           | 38 |
| Summer Employment.....                     | 38 |
| Telephones.....                            | 38 |
| Televisions and Entertainment Media .....  | 38 |
| Tours.....                                 | 39 |
| Vacations .....                            | 39 |
| Vehicles and Parking .....                 | 39 |
| Video <i>Equipment</i> in Classrooms ..... | 39 |
| Vocation Director Visits.....              | 39 |
| Work Study Program.....                    | 39 |
| Appendix: Technology and Asceticism.....   | 41 |

## **INTRODUCTION**

1. A diocesan priest is a leader within both the Christian community and the wider community. The responsibilities of pastoral ministry demand that he develop the skills necessary to lead the community in prayer and liturgy, preach the Gospel of Christ in fidelity to the Magisterium of the Church, and pastor the flock in the context of the circumstances of the present day.
2. The seminary community is not merely a residence; rather, it exists as a vibrant Christian community that includes intense human, spiritual, intellectual and pastoral formation. It is a microcosm in which its members learn the skills necessary for interpersonal relationships and community building.
3. The experience of the Seminary community plays a significant role in the personal and spiritual growth of seminarians. Each level of seminary will shape a community in a particular way. Still, at every level, the community is formative in similar ways. The give-and-take between those who share the Priesthood as a common vocation establishes the correct context for formation. Such interaction provides mutual support, promotes tolerance and fraternal correction, and gives an opportunity for the development of leadership and talent among seminarians.” (PPF 153).
4. Seminarians must, therefore, learn the joys and sorrows, the difficulties and hardships, as well as the peace and happiness of true Christian community life. Community life is an achievement dependent both on God’s grace and the consistent serious efforts of its members.
5. The priestly formation program at Notre Dame Seminary requires that each seminarian participate fully in the schedule and carry out responsibilities according to the practices of the house under the direction of the faculty.
6. Undoubtedly, conflict can arise among seminarians. This is recognized as often being due to the diversity among the seminarians by way of age, life experience, and maturity. The Gospel practice of fraternal charity, which is the highest rule of life of any seminary, is to always guide conversation and human behavior.
7. The seminary experience allows seminarians to put into practice the Evangelical Counsels (poverty, chastity, and obedience) given by the Holy Spirit in one’s conversion process. In fact, similar to the experience of the Apostles, it is the Lord who has brought the seminary community together. Thus it is recognized that seminarians did not choose each other to live as a community. Rather it is God, through his Church, that has assembled a particular grouping of seminarians.
8. Every aspect of community life is important for discernment and formation. The faculty intends to secure an environment of fraternity, charity, peace, trust, loyalty, and mutual concern in order that seminarians can truly discern their call to serve the Church as a diocesan priest.

## **SECTION I: LITURGY IN THE SEMINARY COMMUNITY**

9. The central aspect of the life of any authentic Christian community is the Sacred Liturgy. The Sacred Liturgy at Notre Dame Seminary is *the* essential element around which the schedule of daily activities revolves. In the celebration of Mass and the Liturgy of the Hours, the seminary community gives praise to God and finds its true identity.

10. Since the priest must be a leader of the Church's Liturgy, the seminarian not only participates, but also appropriately fulfills an active role within them. Liturgical formation of a seminarian directly relates to his discernment of what it means to be a public leader of worship.
11. The Rector-President has oversight in upholding the standards for celebrating all seminary community liturgies according to the norms and rites of the Church as it relates to the priestly formation program.
12. The Director of Liturgy, in collaboration with all the priests, implements the liturgical rubrics of the Church and provides instruction to the seminarians.
13. The Director of Liturgy chairs the Liturgy Committee and provides instruction on how to plan and prepare for all liturgies and liturgical seasons.
14. The faculty appoints seminarians to positions that have oversight of all liturgies, i.e. masters of ceremonies, sacristans, *etc.*, as a part of their service to the house.
15. Seminarians are assigned to carry out roles associated with the Holy Mass, i.e. readers, servers, cantors, and musicians.
16. Seminarians are assigned to carry out roles associated with all other celebrations and liturgies in the community, *i.e.* readers for the Liturgy of the Hours, servers for Holy Hours, assistance with Stations of the Cross, *etc.*

### **Liturgical Celebrations**

17. Every parish community has its own customs for the proper celebration of Mass. These often consider the architecture and layout of the sanctuary for the movement of liturgical ministers as well as the celebration of good liturgy. The seminary community too has its distinctive aspects, which are reviewed with the seminarians by the Director for Liturgy.
18. It is expected that all seminarians fully, consciously, and actively participate in the Mass by singing the hymns, responding to the acclamations, gesturing according to the prescriptions of the ritual, and remaining attentive throughout the Mass and all liturgies.
19. Striking the breast during the *Confiteor*; a bow during the appropriate time when the *Credo* is recited; kneeling, standing, and sitting during the prescribed times; a bow of the head before receiving both the Body and Blood of the Lord; kneeling after the reception of Holy Communion; bowing one's head when the "Glory to the Father" is recited; signing oneself at the beginning of the canticles used in the Liturgy of the Hours, are all examples of proper participation to be observed at Notre Dame Seminary.
20. Seminarians are to be dressed appropriately at all times when visiting the Chapel and attending any liturgical celebration.
21. The seminary community celebrates Holy Mass each day. The faculty is aware that new seminarians may not have cultivated the practice of attending daily Mass. Therefore special consideration in formation advising and spiritual direction will assist seminarians in developing a special love for the Church's primary worship.
22. Seminarians are required to be present at all liturgical celebrations, especially Holy Mass, unless he is given permission to be absent by the Vice Rector.

23. If a seminarian misses Mass, he is to report his absence at once to the Vice Rector for purposes of accountability.
24. Liturgical assignments in the community are very important to the Liturgy's integrity. Special care must be taken by the seminarian to know the schedule and to arrive in the sacristy fifteen minutes prior to the Liturgy. If, for some reason, he is unable to fulfill his assigned role, it is the responsibility of the seminarian to find a replacement.
25. When involved in any liturgical ministry or role, seminarians are expected to dress appropriately.
26. The faculty recognizes that new seminarians may not be familiar with all forms of worship (i.e. Exposition of the Blessed Sacrament) or be disciplined in habits of prayer for an extended period of time. It is important that seminarians speak with their Spiritual Director about any concerns related to worship and prayer, so that proper habits are developed according to the standards of one preparing for Holy Orders.

### **THE HOLY SACRIFICE OF THE MASS**

27. The seminary community participates in the celebration of Mass each day. The faculty is aware that new seminarians may not have cultivated the practice of attending daily Mass. Therefore special consideration in formation advising and spiritual direction will assist the seminarian in developing a special love for the Church's primary worship.
28. The liturgical *Horarium* is posted at the beginning of each academic year by the Rector-President.
29. To protect the centrality of the celebration of the daily community Mass, only one Mass will be celebrated each day.
30. **Sunday Mass is celebrated according to a time established by the Horarium. Attire is formal on such occasions and seminarians are expected to exercise liturgical ministries and roles as assigned.**
31. Mass is celebrated in Spanish and Latin each month in order to accustom the seminarians to the Sacred Liturgy celebrated in different languages. The Extraordinary Form is celebrated once a semester.
32. **On major feasts/solemnities, seminarians will dress in formal attire when indicated by the Rector-President or Vice-rector.**
33. Please consult the liturgical bulletin boards for Mass time changes and other updates regarding practices.

### **THE LITURGY OF THE HOURS**

34. The Rector-President will announce the *Horarium* at the beginning of the academic year concerning the celebration of the Liturgy of the Hours.
35. As indicated in the *Horarium*, the entire seminary community celebrates the Liturgy of the Hours at Morning and Evening Prayer. Seminarians are encouraged to pray Night Prayer with diocesan brothers or as a corridor.
36. Seminarians are encouraged to acquire the four volume set of the Liturgy of the Hours.

37. Unless otherwise warranted, either a priest or deacon presides over the celebration of the Liturgy of the Hours or an instituted acolyte or lector.

38. **Solemn Morning Prayer and Solemn Evening Prayer may be celebrated on major feasts or special observances. Dress is formal for these occasions.**

39. Please consult the liturgical bulletin boards for time changes and other updates regarding practices.

### **EXPOSITION OF THE MOST BLESSED SACRAMENT**

40. The Blessed Sacrament is exposed for Adoration each day, according to the *Horarium* provided by the Rector-President.

41. During the weekdays, Adoration takes place in the chapel from 6:00-7:20 a.m.

42. For Eucharistic Adoration on Sunday evenings, a priest or deacon normally presides; an instituted acolyte will expose and repose the Blessed Sacrament during weekdays.

43. Seminarians should bring the appropriate spiritual aids for prayer (i.e. Liturgy of the Hours, Bible, Rosary, spiritual reading, etc.) to the Holy Hour.

44. Seminarians should consult with their Spiritual Director to discuss how Eucharistic Adoration is a central element to the cultivation of a diocesan priestly spirituality.

### **PRAYING THE HOLY ROSARY**

45. An optional rosary is led by seminarians three days a week.

46. The entire community recites the Rosary weekly during the month of October and May.

47. Seminarians are to acquire a Rosary accordingly.

48. Seminarians are encouraged to pray the Rosary individually or in groups at other times to cultivate an appropriate devotion to Our Lady as well as to the salvific mysteries of Our Lord.

49. Seminarians should speak with their spiritual director about Marian devotion and the Rosary as essential elements to a good prayer life.

## **SECTION II: COMMUNITY RESPONSIBILITIES AND ASSIGNMENTS**

50. A spirit of mutual cooperation should be found at the center of any Christian community. The Scriptures remind us that Christian communities are to be of one mind and heart when all things are shared in common. Essential to Christian communion (*koinonia*) is the spirit of willing and unselfish service (*diakonia*). Each member of Notre Dame Seminary community renders this service by their attention to the performance of their assigned tasks.

51. The seminary is an organic community with each member assuming responsibility for their own place in the community while also considering the needs of others.



52. The assignment of a responsibility by the faculty to each seminarian is a practical expression of how community life is sustained. Each seminarian shall carry out his responsibilities with diligence and care. The Vice Rector will provide instruction and direction at the outset of each semester to assure that each seminarian understands his responsibilities.

53. Each seminarian is to contribute his time and talent in three areas within the life of the house; assignments may be either by semester or by the academic year in duration. These are assigned by the formation faculty through the Vice Rector, according to individual skills, talents, gifts, or needs.

54. *Assigned Tasks:* House jobs are these assigned by the formation faculty through the Vice Rector according to the seminarian's gifts/talents and the needs at hand. A complete listing of house jobs will be provided at the beginning of each academic year.

55. *Resident Tasks:* These are taken up for the good of the order and stewardship of the residences and other seminary buildings as well as the health and safety of the community. These are assigned by the Vice Rector.

56. *Special Tasks:* These arise and require the attention and assistance of the resident community, usually involving manual labor. When the call for help arises from either the seminary administration or seminarian leaders, each seminarian is to be diligent in doing his fair share of work. The Vice Rector coordinates these tasks in conjunction with the appropriate administrator or seminarian leader involved.

57. Seminarians are not expected to devote more than two or three hours a week to their assignments. Depending on the assignment, some responsibilities may consume more hours in a particular week, while other weeks require less time.

58. Each seminarian should review the status of his community assignment with his Formation Advisor on a regular basis. The seminarian can recommend to the Formation Advisor a change of venue if the responsibility becomes too demanding. If such a recommendation is mutually agreed upon, the Vice Rector will be notified.

## **SECTION III: COMMUNITY RESPONSIBILITIES AND ASSIGNMENTS**

### **SEMINARIAN ASSOCIATION**

#### **Preamble**

We, the members of the Seminarian Association of Notre Dame Seminary Graduate School of Theology, unite ourselves under this constitution with the fourfold purpose of:

1. Promoting the rights and duties of every seminarian according to the Gospel values.
2. Encouraging the active participation of each seminarian within the programs and activities offer by the Seminary.
3. Showing Christian support for one another.
4. Providing a forum for dialogue and policy formulations in all matters concerning seminarian activities. We resolve to fulfill these purposes in accordance with the guidelines set forth in the *Notre Dame Seminary Student Handbook*, as the same shall be amended from time to time.

## **Article I: Definitions and Memberships**

When used in this Constitution, the following terms shall have the meanings set forth herein:

- Seminary: Notre Dame Seminary Graduate School of Theology, New Orleans, Louisiana.
- Student: Any person enrolled in classes at the seminary.
- Seminarian: Any student who is also a participant in the seminary's program of formation as a candidate for the Roman Catholic Priesthood.
- Non-Seminarian: Any student who is not a seminarian.
- Seminarian Association: This organization, the Seminarian Association of the Seminary.
- Member: Every seminarian is a member of the Seminarian Association.
- Member in Good Standing: Any seminarian who:
  - Actively participates in Seminarian Association activities;
  - Has paid his dues each semester, and
  - Regularly attends Seminarian Association meetings.

## **Article II: Executive Board**

### Section 1.      *Description.*

The Executive Board is the governing body of the Seminarian Association.

### Section 2.      *Membership.*

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Community Social Representative and Seminary Social Representative. No Executive Board member shall hold more than one of these positions or be elected to a Class Office.

### Section 3.      *General Duties.*

The general duties of the Executive Board are as follows:

1. The Executive Board provides Christian leadership and service to the seminarian association.
2. The Executive Board promotes the rights of every student and encourages their active participation in the programs of the Seminary.
3. The Executive Board works closely with the Rector-President and the Vice Rector in programs and activities that serve the good of the entire Seminary community.
4. The Executive Board informs the seminary administration of seminarian opinions on the programs and activities of the seminary and their implementation.
5. The Executive Board initiates proposals for improvements concerning seminarian activities, and then acts on these proposals.

### Section 4.      *Executive Board Job Descriptions.*

The specific duties of the Executive Board members are as follows:

#### 1. **President**

- a. The President is to be the leader of the Seminarian Association and is to serve as its official representative.
- b. The President calls and presides at all meetings of the Executive Board, President's Council and the Seminarian Association.
- c. The President, after consultation with the Executive Board, reserves the right to call and preside at meetings of the seminary community to discuss issues of priestly formation and house policy.

- d. The President works closely with the other Executive Board members, and with their approval, annually reviews and appoints the Standing Delegates (as hereinafter defined) and any ad-hoc committees the Executive Board deems appropriate to carry out the mission of the Seminarian Association.
  - e. The President, after consultation and approval of the Executive Board, may combine, eliminate or define and appoint additional Standing Delegates so as to assist the Executive Board in carrying out the mission of the Seminarian Association.
  - f. The President, with the approval of the Executive Board, shall, as necessary, revise the duties for the various Class Officers and Standing Delegates.
  - g. In accordance with the Charter and By-Laws of the Seminary, the President serves as an ex-officio member of the Notre Dame Seminary Board of Trustees. When requested, the President reports to the Board of Trustees on the state of the seminary with the perspective of the Seminarian Association.
  - h. In all matters that would affect change in the policy of the Seminarian Association, the President shall consult the Executive Board, the President's Council and call a meeting of the Seminarian Association.
- 2. Vice-President**
- a. The Vice-President assists the President, and in the President's absence, the Vice-President assumes the leadership of the Seminarian Association.
  - b. The Vice-President oversees the responsibilities of the Standing Delegates (hereinafter defined) and reports to the President on their behalf.
  - c. The Vice-President takes on special projects when asked by the Executive Board.
  - d. The Vice-President monitors elections for the Seminarian Association Executive Board, the Class Officers and the Non-Seminarian Representative. In the event that the Vice-President is involved in the Seminarian Association Executive Board election as a candidate, the Seminarian Association President will monitor the election or he will appoint an appropriate, neutral individual to do so.
  - e. The Vice-President advises the Executive Board in all Seminarian Association procedures according to *Robert's Rules of Order, Revised*.
- 3. Secretary**
- a. The Secretary is responsible for all correspondence and announcements.
  - b. The Secretary records and posts the official minutes of all President's Council and Seminarian Association general meetings.
  - c. The Secretary acquires reports from the representative seminarian secretary of the Academic Affairs Committee, Faith Life Committee and Pastoral Committee and acts as liaison between these committees and the Seminarian Association. The Secretary sees that pertinent issues are addressed and discussed within these committee meetings and that the information is reported to the Seminarian Association.

- d. The Secretary meets with the Director of Facilities and Student Services, notes items of importance that need discussion and includes those items in his report to the members of the Seminarian Association.
  - e. The Secretary is responsible for soliciting and facilitating action upon seminarian complaints concerning housing.
  - f. The Secretary maintains the Seminarian Association calendar.
  - g. The Secretary is responsible for the creation and appropriate replacement of seminarian identification cards.
- 4. Treasurer**
- a. The Treasurer oversees payment of and keeps an accurate record of all financial obligations for the Seminarian Association.
  - b. The Treasurer establishes and oversees the Seminarian Association annual budget.
  - c. The Treasurer reports to the members of the Seminarian Association about the status of the Seminarian Association annual budget.
  - d. The Treasurer makes available, upon request, to the Director of Facilities and Student Services all the financial records in order that they may be used for the annual audit.
  - e. The Treasurer collects the Seminarian Association dues each semester.
  - f. The Treasurer serves as a member of the Finance-Maintenance Committee and serves as a liaison between that committee and the Seminarian Association.
  - g. The Treasurer is responsible for the validation of student identification cards upon payment of dues.
  - h. The Treasurer supervises the records kept for the Biblicum, Notre Dame Seminary apparel and the vending machines.
- 5. Community Social Representative**
- a. The Community Social Representative plans the social events of the entire seminary community that originate in the community and specifically serves the community's own social interests.
  - b. The Community Social Representative coordinates events such as, but not limited to, Fourth-Year Welcome Back, St. Patrick's Day Party or an Oscar Night Party. Furthermore, he oversees individual class community nights and works in close conjunction with the appropriate Standing Delegates to facilitate social activities for the Seminary community.
  - c. The Community Social Representative is responsible for seeing that after events for which he is responsible, the seminary kitchen, dining room or family room are cleaned in proper accord.

- d. The Community Social Representative serves as the chairman of the Social Committee. The Social Committee is composed of the Community Social Representative and the Class Social Representatives.
6. **Seminary Social Representative**
- a. The Seminary Social Representative plans the social events for the entire seminary community that originate from the needs of the seminary and that serve the seminary's interests, especially in relating to the public.
  - b. The Seminary Social Representative assists the Director of Facilities and Student Services in the planning and execution of social events held on behalf of the seminary.
  - c. The Seminary Social Representative is responsible for seeing that after events for which he is responsible, the seminary kitchen, dining room or family room are cleaned in proper accord.
  - d. The Seminary Social Representative coordinates events such as, but not limited to, Alumni Day, Reader/Acolyte Installation reception and Ordination receptions.

**Article III: President's Council**

**Section I.**      *Description.*

The President's Council is a consultative body for the Rector-President of the seminary and the Executive Board of the Seminarian Association.

**Section II.**      *Membership.*

The President's Council shall consist of the Rector-President of the Seminary, the six members of the Seminarian Association Executive Board and the five Class Presidents.

**Article IV: Standing Delegates**

**Section 1.**      *Description*

1. Standing Delegates are appointed annually by the President, with the approval of the Executive Board, and serve as consultants to the Executive Board of the Seminarian Association.
2. Standing Delegates serve the Seminary community by assisting with and overseeing the work of the Student Association not explicitly under the jurisdiction of the Executive Board or Class Officers.
3. Standing Delegates may work independently or as chairmen of their respective committees.

**Section 2.**      *Purpose*

The purpose of the Standing Delegates, their committees (if any) and any *ad-hoc* committees (the Executive Board may from time to time establish) shall be to assist the Executive Board in carrying out the mission of the Student Association with their given area of responsibility.

**Section 3.**      *Eligibility*

Any Seminarian Association member (1) who is a full-time seminarian, (2) who has been enrolled at the seminary for at least one semester [as of the academic year in which is term would begin], (3) who has an overall grade point average of 2.5 or better, and (4) who is a member in good standing of the Seminarian Association [see Article I] is eligible to serve as a Standing Delegate.

## **Article V: Procedures**

### Section 1. *Meetings.*

The following procedures shall be in effect for meetings of the Seminarian Association, the Executive Board and the President's Council:

#### 1. Seminarian Association Meetings

- a. A simple majority (50% + 1) of the members of the Seminarian Association shall constitute a quorum, which shall be a requirement in order to conduct Seminarian Association meetings.
- b. Seminarian Association meetings shall be held at least twice a semester.

#### 2. Executive Board Meetings

- a. A quorum shall be required in order to conduct Executive Board meetings. Four members of the Executive Board shall constitute a quorum, provided, however, that if a vacancy exists in the Executive Board, three members shall constitute a quorum.
- b. An Executive Board meeting shall be held at least once a month during the academic year. In a month in which the President's Council holds a meeting, the Executive Board may elect not to meet separately.

#### 3. President's Council Meetings

- a. A quorum shall be required in order to conduct President's Council meetings. This quorum shall consist of: (1) a quorum of the Executive Board [as defined in Article V, Section I herein above], and (2) four of the Class Presidents, provided that if one or more of the Class Presidencies is vacant or if one or more of the Class Presidents is unavailable due to a seminary program (e.g., Fourth-Year Internship), three Class Presidents shall be sufficient. In order to conduct a President's Council meeting, the president-rector of the Seminary need not be present, although he must be informed of the meeting.
- b. A President's Council meeting shall be held at least twice a semester.
- c. Special meetings of the Seminarian Association, Executive Board or President's Council may be called by the Seminarian Association President or by a petition signed by a simple majority of the members of the Seminarian Association.
- d. The members of the Seminarian Association may present a proposal in the form of a written petition. The Executive Board shall, within two weeks of the receipt of the petition that has been signed by a simple majority of the members of the Seminarian Association, consider such proposals.
- e. Unless it is a matter within the exclusive jurisdiction of the Rector-President of the seminary, the seminary administration, the Faculty Council or a matter that would require the approval of the entire Seminarian Association, a simple majority of the Executive Board is sufficient to approve such proposals and to take appropriate action thereon.
- f. A petition signed by two-thirds of the Seminarian Association shall override any Executive Board action.

### Section 2. *The Vice Rector*

The Director of Student Welfare shall be the official representative of the Faculty Council at all Seminarian Association meetings.

## **Article VI: Election Code for Executive Board Officers**

### **Section 1. Eligibility**

1. Any Seminarian Association member (1) who is a full-time seminarian, (2) who is a member of Second-Year Theology or Third-Year Theology [as of the academic year in which his term would begin], (3) who has been enrolled at the seminary for at least one year [as of the academic year in which his term would begin], (4) who has an overall grade point average of 2.5 or better and (5) who is a member in good standing of the Seminarian Association [see Article I] is eligible to serve as President.

2. Any Seminarian Association member (1) who is a full-time seminarian, (2) who has been enrolled at the seminary for at least one year [as of the academic year in which his term would begin], (3) who has an overall grade point average of 2.5 or better and (4) who is a member in good standing of the Seminarian Association [see Article I] is eligible to serve as Vice-President, Secretary, Treasurer, Community Social Representative and Seminary Social Representative.

### **Section 2. Election Procedures.**

The following procedures shall be observed in elections for members of the Executive Board:

1. Elections for President, Vice-President, Secretary, Treasurer, Community and Seminary Social Representatives are to precede the election for Class Officers.

2. Nominations for an Executive Board position are made by submitting to the Vice-President on a Seminarian Nomination Form containing five signatures of support along with the individual's signature of candidacy. This form shall be submitted on or before the date announced by the Vice-President as the date nominations will close, which shall, in any event, be at least two days before the scheduled election date.

2. Elections for President, Vice-President, Secretary, Treasurer, Community and Seminary Social Representatives shall be held by secret ballot at a Seminarian Association meeting no later than the last day of April.

3. Elections to the Executive Board are decided by a simple majority vote of the members in good standing of the Seminarian Association [see Article I]. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall be in a runoff election.

5. Any elected Executive Board member may be removed from office by a two-thirds vote of the Seminarian Association.

### **Section 3. Vacancies**

1. If the office of President of the Seminarian Association becomes vacant, the Vice-President shall succeed the President in office.

2. If any other office of the Executive Board becomes vacant during the fall semester, that position shall be filled by a special election of the constituency within two weeks of the vacancy, unless circumstances render a meeting within that time frame impossible. In such a case, a meeting must be convened as soon as possible.

3. If any other office of the Executive Board becomes vacant during the spring semester, the President with the approval of the Executive Board and the Rector-President shall appoint that position.

## **Article VII: Election Code for Class Officers**

### **Section 1.** *Eligibility.*

Any class member (1) who is a full-time seminarian, (2) who is a member in good standing of the Seminarian Association [see Article I], and (3) who is recognized by the Registrar as an official member of that class is eligible to serve as a Class Officer. No Class Officer is to hold more than one of these positions unless the size of the class so demands.

### **Section 2.** *Election Procedure.*

The following procedures shall be observed in the elections of Class Officers:

1. Elections for Fourth Year, Third Year and Second Year Class President, Academic Representative, Social Representative, Faith-Life Representative and Pastoral Representative shall be held in this order by secret ballot at a class meeting no later than the end of the second week of May. These elections are to be monitored by the Seminarian Association Vice-President.
2. Elections for the incoming First Year and Pre-Theology Class Officers shall be held by the end of the first four weeks of the new school year. These elections are to be monitored by the Seminarian Association Vice-President.
3. Class elections are to follow Executive Board elections.
4. Elections of the Class Officers are decided by a simple majority vote of the class members.
5. Any elected Class Officer may be removed from office by a two-thirds vote of the class.

### **Section 3.** *Vacancies*

If any class office becomes vacant, that position shall be filled by a special election within a week of the vacancy, unless circumstances render a meeting within that time impossible. In such a case, a meeting must be convened as soon as possible.

### **Section 4.** *Class Officer Job Descriptions.*

The specific duties of the Class Officers are as follows:

#### **Class President**

- a. Responsible to the seminary administration, to the class, to the Executive Board and to the Class Advisor for matters concerning the well-being of each member in the class as well as the morale of the class.
- b. Serves as a liaison between the class and the seminary administration, the Executive Board and the Class Advisor.
- c. Seeks the assistance of the Seminarian Association President and/or the Rector-President when issues arise within the class that needs attention.
- d. Attends and actively participates in the President's Council meetings. He is also responsible to report any pertinent information discussed at the President's Council meetings to his class.



- e. Addresses tensions existing between individual members of the class in order to ensure the well-being of the class.
- f. Facilitates a sense of class and community spirit by encouraging others to feel a part of the class and a part of the larger community. He also motivates others in the class to assume leadership positions.
- g. Personally involved within work projects concerning the class and the community, and also delegates duties to individual class members.
- h. Encourages adherence to community guidelines.
- i. Coordinates class meetings, provides agendas for the meetings, if necessary, and reminds officers to report on activities of the individual committees.

#### **Academic Representative**

- a. Responsible to the class, professors and to the Academic Dean concerning issues of academic formation.
- b. Serves as a liaison between the class and the Academic Dean concerning the academic program of the Seminary.
- c. Acts as a liaison between the class and a professor when difficulties arise concerning issues such as scheduling, class requirements, etc.
- d. Brings problems to the Academic Dean and, if appropriate, to the Academic Affairs Committee concerning academic issues relevant to the class.
- e. Serves on the Academic Affairs Committee and sees that pertinent issues are addressed and discussed. The Academic Representative is also responsible to report any pertinent information discussed at Academic Affairs Committee meetings to his class.
- f. Motivates academic interest within the class.

#### **Class Social Representative**

- a. Responsible to the class, to the community, to the Seminarian Association Community Social Representative and to the Social Committee concerning healthy spirit within the class and the larger community.
- b. Serves on the Social Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed at the Social Committee meetings to his class.
- c. Works closely with the Seminarian Association Community Social Representative in planning and executing social events for the entire seminary community.
- d. Plans and organizes class Community Night celebrations.
- e. Organizes class social as geared to foster a greater sense of class community.

#### **Devotional-Life Representative**

- a. Responsible to the class, to the community and to the Student Association Devotional Life Representative concerning issues of spiritual formation.
- b. Serves as a liaison between the class and the Director of Spiritual Formation concerning the faith-life program of the seminary.
- c. Serves on the Student Association Devotional Life Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed Committee meetings with his class.
- d. Organizes prayer services whenever his class gathers as a whole, for example, at the annual retreat.
- e. Assists the Class President in monitoring the spirit of the class and the community.
- f. Reminds the class of their responsibility for spiritual development.

**Pastoral Representative**

- a. Responsible to the class, to the community and to the Director of Pastoral Formation and Field Education concerning issues of pastoral formation.
- b. Serves as a liaison between the class and the Director of Pastoral Formation and Field Education concerning issues of the pastoral program of the seminary.
- c. Works with the Director of Pastoral Formation and Field Education to coordinate pastoral projects that the class may be undertaking.
- d. Serves on the Pastoral Formation Committee and sees that pertinent issues are addressed and discussed. He is also responsible to report any pertinent information discussed at Pastoral Formation Committee meetings to this class.
- e. Notifies the Rector-President when a classmate is ill. The Rector-President will then notify the Vice Rector, the Academic Dean and the faculty of the seminarian's illness.
- f. Helps with the care of the sick in the class by seeing to it that the classmate receives food, medication and Holy Communion.

**Article VIII: Non-Seminarian Representative**

**Section 1.**     *Office and Duties*

- a. In addition to their ability to vote in the election of Executive Board members, non-seminarians shall be specifically represented in the Seminarian Association government through a Non-Seminarian Representative who shall be elected in accordance with the terms of this Article VIII.
- b. The Non-Seminarian Representative shall serve as an advisor to the Rector-President of the Seminary, to the MA Program Advisor and to the President of the Seminarian Association on all matters relating to non-seminarians.
- c. Inasmuch as the majority of issues affecting non-seminarians are academic, the Non-Seminarian Representative shall be an *ex-officio* member of the Academic Affairs Committee of the Seminary.

Section 2.      *Eligibility*

Any non-seminarian who is a member in good standing of the Student Association [see Article I] shall be eligible to serve as the Non-Seminarian Representative.

Section 3.      *Election Procedure*

- a. Elections for the Non-Seminarian Representative shall be held by secret ballot at a meeting called for this purpose (and other purposes) by the MA Program Advisor, provided, however, that this meeting and the election of the Non-Seminarian Representative shall be held no later than four weeks from the beginning of the academic year. This election is to be monitored by the Seminarian Association Vice-President.
- b. Election of the Non-Seminarian Representative shall be decided by a simple majority vote of the non-seminarians present at the aforementioned meeting. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall be in a runoff election.
- c. Any elected Non-Seminarian Representative may be removed from office by a two-thirds vote on non-seminarians.

Section 4.      *Vacancies*

If the position of the Non-Seminarian Representative becomes vacant, that position shall be filled by a special election of the non-seminarians within a week of the vacancy, unless circumstances render a meeting within that time impossible. In such a case, a meeting must be convened as soon as possible.

**Article IX: Amendments**

This Constitution may be amended from time to time by an affirmative vote of two-thirds of the members of the Seminarian Association.

**Article X: Ratification**

This constitution shall become effective immediately after having been ratified by an affirmative vote of two-thirds of the members of the Seminarian Association. Upon its ratification, this Constitution shall replace the Constitution ratified on December 6, 1988, as that Constitution shall have been thereafter amended. This Constitution was ratified on Thursday, March 23, 2000. Language revisions were made to the Constitution in Summer 2013 to reflect the language of the formation program.

**Appendix I**

**Article I: Standing Delegates**

Section 1.      *Definition of Standing Delegates*

1. The Standing Delegates shall be annually defined, reviewed, and appointed by the President with the consent of the Executive Board.
2. The President, after consultation and approval of the Executive Board, may combine, eliminate or define and appoint Standing Delegates so as to assist the Executive Board in carrying out the mission of the Seminarian Association. In the event that new Standing Delegates are established, combined or eliminated, changes to this Appendix I, Article I, Sections 3 and 4 should be made.

3. Changes to this Appendix need *not* be ratified by the members of the Seminarian Association since the identification and job descriptions of Standing Delegates are hereinafter included solely for the purpose of adding clarity to the mission of the Seminarian Association Executive Board.

Section 2.      *Purpose*

The purpose of the Standing Delegates, their committees and any *ad-hoc* committees (that the Executive Board may from time to time establish) shall be to assist the Executive Board in carrying out the mission of the Seminarian Association within their given area of responsibility.

Section 3.      *Identification of Standing Delegates*

The Seminarian Association shall have the following Standing Delegates: Activities Coordinator, Biblicum Manager, Computer Resource Representative, Cultural Events Coordinator, Food Committee Chairman, Gym Manager, Historian, Library Representative, NDS Wear Coordinator, Social Concerns Chairman, Sports and Recreation Coordinator, Student Kitchen Manager, Web Site Manager.

Section 4.      *Job Descriptions*

The specific duties of the Standing Delegates are as follows:

**1. Activities Coordinator**

- a. Coordinates social activities for the entire seminary community that might not exclusively fall under the responsibility of the Community Social Representative. For example, these activities might include, but not be limited to, the following activities: swamp tours, Saints games, Zephyrs games, Pelican games, trips to Rock 'N' Bowl, etc.
- b. Actively seeks to collaborate with the Community Social Representative and the Cultural Events Coordinator during functions that are planned for the community, yet are not distinctly under his responsibility.
- c. The activities planned by the Activities Coordinator may, in rare cases, closely mirror those activities planned by the Cultural Events Coordinator. In such cases, the Activities Coordinator and the Cultural Events Coordinator should work together.

**2. Biblicum Manager**

- a. Oversees management and operation of the Biblicum.
- b. Oversees payment of and keeps an accurate record of all financial obligations for the Biblicum.
- c. Reports monthly to the Treasurer about the Biblicum's financial records.
- d. Makes available, upon request, to the Director of Facilities and Student Services the Biblicum's financial records in order that they may be used for the annual audit.
- e. Plans activities and special events for the entire seminary Community that are to be held in the Biblicum. For example, those might include, but are not limited to, the following events: Coffeehouses, Christmas Party, St. Patrick's Day Party, card tournaments, etc.

**3. Computer Resource Representative**

- a. Oversees maintenance and operation of the student computer equipment in the library: specifically, the internet computers and the computer lab.
- b. Responsible to the Seminary's Librarian.

#### **4. Cultural Events Coordinator**

- a. Coordinates cultural activities for the entire seminary community that might not exclusively fall under the responsibility of the Community Social Representative. For example, these activities might include, but are not limited to, events related to: the seminary's membership to the New Orleans Museum of Art, the New Orleans Philharmonic Orchestra, the New Orleans Opera, etc.
- b. Actively seeks to collaborate with the Community Social Representative and the Activities Coordinator during functions that are planned for the community, yet are not distinctly under his responsibility.
- c. The activities planned by the Cultural Events Coordinator may, in rare cases, closely mirror those activities planned by the Activities Coordinator. In such cases, the Cultural Events Coordinator and the Activities Coordinator should work together.

#### **5. Food Committee Chairman**

- a. There shall be a Food Committee. This committee shall be comprised of the Food Committee Chairman and one representative from each of the five classes.
- b. The Food Committee shall meet at least once each semester.
- c. Working closely with the Director of Facilities and Student Services, it is the purpose of the Food Committee to express student opinions in regards to food selection, preparation and services as performed by the seminary kitchen staff.
- d. The Food Committee Chairman gathers student comment cards and discusses their content solely with the Director of Facilities and Student Services.

#### **6. Gym Manager**

- a. Oversees necessary management and operation of the gym. Specifically, he sees that: the gym is kept clean, the equipment is kept in working order and that any necessary maintenance, improvements or recommendations are shared with the Director of Facilities and Student Services and the Seminarian Association President.

#### **7. Historian**

- a. Keeps an accurate account of the activities of the Student Association. For example, the Historian might, but is not obligated to, prepare a brief Appendix to the *History of Notre Dame Seminary* or prepare an annual scrapbook.
- b. Sees that photographs are taken at various events throughout the year and displays those photographs to the entire seminary community in some manner.

#### **8. Library Representative**

- a. Serves on the Seminary's Library Committee and serves as liaison between that committee and the Seminarian Association.

#### **9. NDS Wear Coordinator**

- a. Oversees the advertisement, ordering and distribution of apparel and other gift items, specific to the seminary.
- b. Annually prepares, revises and distributes the NDS Wear catalog.

- c. Periodically considers other items that might be added to the NDS Wear collection.

**10. Social Concerns Chairman**

- a. Serves as Chairman of the Social Concerns Committee and oversees its activities.
- b. Collaborates closely with the Rector-President in organizing guest speakers whose presentations are geared toward educating the seminary community on social justice issues.
- c. The Social Concerns Committee organizes other activities which may include, but are not limited to, the following events: NDS Day of Caring, blood drives, collections for Mission Sunday, etc.

**11. Sports and Recreation Coordinator**

- a. Coordinates sports and recreational activities for the entire seminary community. These activities may include, but are not limited to, the following events: racquetball tournaments, tennis tournaments, ping pong tournaments, etc.
- b. Coordinates sports and recreational activities between the entire seminary community and the community of St. Joseph's Seminary College. These activities may include, but are not limited to, the following events: Bonfire Day, softball games, soccer games, basketball games, etc.
- c. Acts as liaison between the NDS community and the Loyola Recreation Department.
- d. Makes available to the entire seminary community the intramural schedule at Loyola University for various sports such as play football, softball, etc.

**12. Seminarian Kitchen Manager**

- a. Oversees necessary management and operation of the student kitchen in the Biblicum. Specifically, he sees that: the kitchen is kept clean, the appliances are kept in working order and that any necessary improvements or recommendations are shared with the Director of Facilities and Student Services.
- b. Annually reviews and establishes, with approval from the Executive Board, rules that are to be implemented for use of the student kitchen.

**Amendment I: Division of Social Representative Responsibilities**

Section 1.     *Purpose*

The Seminarian Association hereby amends its Constitution in the manner described hereinafter for the purpose of more appropriately and effectively apportioning responsibilities formerly entirely under the purview of the Seminarian Association Executive Board position of Social Representative.

Section 2.     *Description*

The Seminarian Association hereby revises Article II, Section 4, Number 5 (“Social Representative”) dividing into two positions (“Community Social Representative” and “Seminary Social Representative”) as it now appears above.

Section 3.     *Further Emendations*

In light of the above amendment, revisions are hereupon necessary in the following portions of this Constitution: Article II, Section 2; Article III, Section 2; Article VI, Section 1, Subsection 2; Article VI, Section 2, Subsection 1; Article VI, Section 2, Subsection 3; Article VII, Section 4, Subsection 3, Paragraph 1; Article VII, Section 4, Subsection 3, Paragraph 3; Appendix I, Article I, Section 4, Subsection 1, Paragraph 1; Appendix I, Section 4, Subsection 1, Paragraph 2; Appendix I, Article I, Section 4, Subsection 4, Paragraph 2. These emendations reflect the particular division of labor between the Seminary and Community Service Representatives.

### Section 3.      *Adoptions*

This amendment is hereby adopted by an affirmative vote of two-thirds of the members of the Seminarian Association on March 20, 2001. As the position of Social Representative was occupied vacant upon adoption of this amendment, these positions will be filled by special elections as per provision of the Constitution [Article VII, Section 3, Subsection 2] on the first meeting of the Student Association on September 14, 2000.

## **OTHER LEADERSHIP POSITIONS**

### ***Buildings and Grounds***

59.      *Custodians:* Seminarians may be asked to assist with the care of the building, including the cleaning and good order of stairwells, corridors, computer room, laundry facilities, common and television rooms.

60.      *Fire and Safety:* Seminarians may be asked to assist the Vice Rector in assuring adequate security within the buildings, as well as proper preparation for and prevention of emergencies, fires, storms, and other potential threats. They assist the Director of Facilities in assuring that the building is kept secure and that all safety policies and procedures are observed. They assist with the organization of safety drills and to alert the Director of Facilities of any damaged or faulty safety measures.

61.      *Carpentry and Maintenance:* Seminarians with particular professional skills or interest in woodworking or other trades, as well as care of the grounds and other maintenance needs may be asked to assist with projects and the campus grounds. They assist the Maintenance and Housekeeping departments with special projects and work that needs to be done. Those assigned to this house job will meet all the legalities considering the use of tools, cleaning products, etc. These seminarians report to the Director of Facilities.

62.      *Supplies:* Seminarians will be sure that cleaning and sanitary supplies are available and kept in stock for the house and for each corridor, especially for restrooms and shower facilities. They are to make sure that consumable items are kept in stock on each corridor. These items include, but are not limited: to cleaning supplies, mops and buckets, dusting supplies, toilet paper and paper towels, and all else necessary for the life of the house. The seminarians report to the Director of Facilities.

### ***Administration***

63.      *Administrative Offices:* Seminarians may be assigned to various administrative offices to assist with mailings, packaging, and other related projects.

64.      *Communications:* Seminarians may be asked to assist the communications office in producing materials associated with the priestly formation program.

65.      Under the supervision of the Communications Director, seminarians will assist in writing articles for the seminary newsletter occurring throughout the year, collecting information and assisting with editing.

66. Those assigned also assist in the production of articles and announcements that appear in the diocesan newspapers.

67. *Development/Advancement Office:* Seminarians may be asked to assist the Development Director with mailings, publicity, alumni relations, donor appreciation, and special projects.

68. *Photographers:* Seminarians assist the Communications Director by taking photographs at all seminary events for use on the webpage, newsletter, and other communications venues.

69. *Rector-President's Office:* Seminarians may be asked to assist the Rector-President's Office with mailings, packaging, etc.

70. *Special Events:* Seminarians may be asked to assist with coordinating special events hosted by the seminary.

71. *Webpage Coordinators:* These seminarians assist the communications directors with weekly updates involving community activities, coordinating seminarians to deliver weekly podcasts, and keeping information current.

72. *Hospitality and Guests:* Seminarians may be asked to assist with welcoming guests and preparing guest rooms.

73. They assure that all guests are welcomed and that their legitimate needs are satisfied according to any guest policies. They are to assure that guest rooms are clean, beds are made, fresh towels are available, soiled linens and towels are sent to housekeeping, and that they are accompanied for prayer, meals and any other gestures of hospitality that might be offered.

74. They assist the regular housekeeping and maintenance staff when large groups of guests are expected and following the departure of guests.

75. They ensure that no one remains in the seminary overnight without the explicit permission of the Vice Rector or Rector-President.

### ***Community Services***

76. *Infirmarians:* Seminarians may be asked to assist seminarians who are sick. Infirmarians are entrusted with access to over-the-counter medications and ensuring that meals and other care are afforded to those who are ill. When alerted by the Vice Rector, they are to check on the sick throughout the day, be sure that meals and Holy Communion are made available, assist them with any needs they can reasonably fulfill, and to alert the Vice Rector of any changes in condition they observe.

### ***Liturgical Leadership***

77. *Master of Ceremonies:* The Director of Liturgy may appoint seminarians to serve the community as Masters of Ceremonies for special liturgies

78. The Master of Ceremonies serves at all special liturgies or at the request of the Principal Celebrant.

79. The Masters of Ceremonies assist seminarians in learning how to execute liturgical ministries and roles.

80. The Masters of Ceremonies assist the sacristans in completing their responsibilities by offering supervision or instruction



81. *Sacristans*: Seminarians may be appointed to care for the chapel, sacred vessels and vestments, and all of the appointments necessary for the proper celebration of the sacred liturgies. They are supervised by the Director of Liturgy.

82. *Musicians*: Seminarians may be asked to assist with the music program for the seminary community.

83. The Director of Sacred Music, a faculty position, oversees all aspects of liturgical music. The musicians are to ensure that liturgical music is provided appropriately for community liturgies.

84. The musicians are to ensure that the seminary community is prepared for liturgical participation by periodically scheduled music practices.

85. Cantors, who are competent to lead liturgical music, are scheduled for Masses accordingly.

86. The musicians assist the Director of Sacred Music in maintaining the seminary music collection and suggesting music that might be ordered for community use.

#### ***Deacon Leadership***

87. The fourth year deacons, seasoned in seminary formation, provide to the rest of the seminary community a diaconal witness of generous service. Their example by way of word and deed is to reflect their clerical state and their commitment to final preparation for priestly ordination.

88. Prior to the return of the newly ordained deacons in October, the Rector-President will petition the Archbishop of New Orleans for canonical faculties, which he will review with the deacons prior to exercising any ministry in New Orleans.

### **SECTION III: PRACTICES WITHIN THE SEMINARY COMMUNITY**

**Absence from the Community**: See **Permissions**

#### **Accountability**

89. In order to foster sound and responsible relationships, as well as good practice for pastoral leadership, each seminarian is expected to be accountable for his whereabouts and activities to those with whom he lives and works, especially to those entrusted with his formation.

90. Apart from the usual activities, seminarians should report to the Vice Rector regarding any absences, changes, illness, permissions, or other situations affecting his full participation in Seminary life. (See **Permissions**).

**Alcoholic Beverages**: See **Controlled Substances**

#### **Athletic Facilities**

91. The athletic facilities of Notre Dame Seminary are all under the supervision of the Director of Facilities.

92. Proper attire and equipment for each sport or activity is to be worn as warranted.

93. The *Weight Room* is on the ground level. Those using free weights, especially that equipment requiring a spotter, are never to use this equipment without another person present. Equipment is to be cleaned after each use and left as found.

94. The *Cardio-Vascular Machines* are also located in the gym. Equipment is to be cleaned after each use and left as found.

95. The tennis court, basketball court and volleyball court are all available for use by seminarians and faculty members. Notre Dame Seminary is not liable for any injury.

96. The use of the *Swimming Pool* is primarily for the seminarians and faculty of Notre Dame Seminary. The facility provides an important option for the fulfillment of the human formation pillar and is primarily for physical and therapeutic purposes; all other social activities are secondary and yield to the primary purpose. The Rector-President may at times restrict the use of the pool for a variety of reasons. All guidelines must be strictly observed.

- a) Individuals should use the pool accompanied by another person. All who use the pool do so at their own risk. Notre Dame Seminary is not liable for any injury.
- b) The swimming pool area and the dressing rooms are to be maintained by those using the facility. If it is discovered that individuals or groups are not respecting the areas, the privilege of their use will be suspended.
- c) Proper clothing and swimming attire is to be used throughout the duration of one's use of the pool. An individual or group should not use any clothing that is not proper for the use of the swimming pool. All swimming attire (swimsuit, tee shirts, shoes) is to be clean and appropriately cared for. Dirty or soiled clothing is not to be worn or used in the swimming pool.
- d) Individuals and groups are to observe appropriate personal hygiene before use of the swimming pool.
- e) Food and beverages are prohibited in the swimming pool area.
- f) Diving into the swimming pool is prohibited.
- g) All running, horseplay, and inappropriate behavior both in the pool and in the swimming pool area are prohibited.
- h) All flotation devices and other social equipment are to be properly stored following their use in the pool.
- i) Any and all abnormal or unsafe conditions are to be reported immediately to the Director of Facilities.

### Attire

97. Each seminarian's attire is to be appropriate to his station and to the occasion and should always be clean and neat. The Rector-President will announce attire requirements when there is a special event.

98. NDS Formal Dress requires seminarians who have been admitted to Candidacy to wear clerical attire including a suit jacket or suit and tie. All other seminarians are required to wear a suit/tie.

99. NDS classroom dress requires seminarians to wear a collared shirt (tucked in unless it is a guayabera), slacks, socks, and dress shoes (dress sandals may be worn as part of a religious habit). Those who have received Candidacy may also wear clerical attire, although this is not required.

100. Attire for all public prayer in the Chapel is formal or classroom attire, unless otherwise directed by the Rector-President. Attire for all private prayer in the evenings or weekends provides exception; however, one must always consider the Presence of the Blessed Sacrament and one's choice of attire.

For Saturday Mass, NDS Classroom dress is not required. T-shirts may be worn, but must be appropriate. Long pants must be worn, which means slacks or jeans (no sweatpants, jogging pants, etc.). Closed toe shoes must be worn (no sandals, flip-flops, chacos, slippers, toe-shoes).

101. Attire for Sunday Mass is always NDS Formal Attire unless indicated otherwise. It will be announced when NDS Formal Attire is expected on certain solemnities and feasts.

102. Community events requiring NDS Formal Attire will be announced and/or posted.

103. NDS classroom dress is expected for class attendance, pastoral assignments, and meals (exception after corridor evening prayer). Seminarians may dress casually after dinner and on weekends after scheduled events and obligations have been completed.

104. NDS classroom dress is the norm for Days of Recollection, workshops, etc.

105. The Rector-President or Vice Rector will announce any changes to attire. The Vice Rector will enforce the standards of personal appearance.

### **Audio Equipment**

106. The use of audio equipment in individual seminarian rooms is a matter of personal choice, provided that the sound is not heard outside the room to the point of disturbance. It is strongly urged that seminarians use earphones with audio equipment to minimize any disturbance.

### **Auditorium**

107. The Archbishop Schulte Auditorium is located in Saint Joseph Hall. It can be used for seminarian theatrical performances, musical programs, and other events. Please confirm with the Business Manager the availability of the auditorium.

### **Bookstore**

108. The Catholic Bookstore is located next door to Notre Dame Seminary (3003 South Carrollton Avenue) and is the official bookstore for Notre Dame Seminary. The staff of the bookstore handle all ordering of textbooks and billing of dioceses/religious communities.

109. The Registrar acts as the seminary's liaison with the bookstore. Seminarians can seek assistance from the Registrar regarding any questions or concerns regarding books.

### **Bulletin Boards and House Communications**

110. No information is to be posted by a seminarian without the permission of a faculty member. In areas where information can be posted on the board without permission, seminarians must initial all communication. Unidentified postings will be removed.

111. All seminarians are responsible for reading the bulletin boards as well as checking e-mail for notices. Taking personal accountability to know information related to the schedules that govern the activity of the community is presumed.

### **Calendar**

112. The Rector-President publishes a calendar of events at the beginning of each academic year. This calendar is distributed to seminarians and should be retained for use throughout the year. Periodic additions or changes are made to this calendar and these are published in weekly bulletins and posted on bulletin boards.

113. The Rector-President's weekly update also contains clarifications in the schedule for the upcoming week.

114. Each seminarian should also maintain their own personal calendar to track class schedules, formation and spiritual direction meetings, apostolic works commitments, and to record information significant to meeting the demands of the formation program.

### **Community Activities**

115. Because the seminary schedule of activities is rather full, time is set aside each week for those activities immediately related to building a sense of fraternity. Seminarians are therefore encouraged to remain on campus when community events are scheduled.

116. The scheduling of community activities is the responsibility of the Seminarian Association, in collaboration with the faculty and seminary community. The activities scheduled are to be directed toward interpersonal development. They may be educational, developmental, or recreational.

### **Computers (see also: Internet)**

117. A computer lab is provided for the exclusive use of the seminarians. The computers are Internet accessible. The lab is overseen by the Director of Library Services.

118. Seminarians will be given an e-mail address by the Archdiocese of New Orleans' IT Office.

119. All seminarians must read and sign the Computer/Internet Policy, which describes the proper use of the computers.

120. Seminarians may utilize their own computer and printer.

121. The computers located in the lab are to be used for purposes related to the formation program; they are not for recreational or other inappropriate activity.

### **Controlled Substances**

122. *Alcoholic Beverages:* Within our society as a whole, alcoholic beverages have become both commonplace and, unfortunately, a problem for many individuals. Learning to deal appropriately and discreetly with alcohol is an important part of the life of the seminarian. The proper and discreet use of alcoholic beverages is expected.

123. The use of alcoholic beverages at community functions is at the discretion of the Rector-President. This usage will be limited to special occasions and normally within the context of the event itself. In all cases, the seminary will adhere to the laws of the State of Louisiana. In every instance when alcoholic beverages are available at community events, non-alcoholic refreshments will also be available.

124. One of the goals of a priestly formation program is to encourage mature, responsible attitudes toward the moderate use or non-use of alcoholic beverages. Any abuse of alcohol by a seminarian will be dealt with on an individual basis.

125. Fraternal concern for a seminarian who abuses alcohol should prompt fellow seminarians to express this concern to the abuser and the Rector-President or other faculty member.

126. Beer will be served in the Biblicum on a limited basis and only during scheduled times, as the Vice Rector deems appropriate. Hard liquor will not be served in the pub.

127. *Drug Use (Illegal)*: If a seminarian learns that a brother is currently using illegal drugs or has become addicted to prescription drugs, then he should inform formation personnel and seek appropriate medical assistance. If civil laws have been violated, law enforcement officials will be informed.

128. *Firearms, weapons, & explosives (including fireworks)* of any kind are strictly prohibited on the campus of Notre Dame Seminary.

129. Exceptions for the possession of certain hunting instruments for hunting season may be sought from the Rector-President. Requests should be brought to the Vice Rector for initial review.

130. *Tobacco Use*: Notre Dame Seminary recognizing the deleterious effects of tobacco use on fostering the good health necessary in undertaking the demands of priestly ministry, strongly discourages its use by seminarians.

131. Notre Dame Seminary is located within the City of New Orleans, Orleans Parish, State of Louisiana: therefore, all the city, parish, and state regulations regarding the matter of smoking must be observed. It is required that some reasonable, posted, and observed policy regarding smoking be provided.

132. Smoking [of any tobacco] is prohibited in any building on the campus. However, because Notre Dame Seminary is a residence as well as a school, smoking of tobacco is permitted outside at the following designated places: the lower level of the Shaw Hall Marian Courtyard outside the Biblicum, the tables in the pool area, the front left balcony of Shaw Hall, the top level of the walkway between Shaw Hall and St. Joseph Hall, and the roof balcony of St. Joseph Hall. Smoking tobacco on the terrace outside the cafeteria is reserved for social occasions after school hours.

133. The Director of Facilities will review each year the location of designated places and will distribute this information at orientation each year.

134. Notre Dame Seminary requires those who smoke tobacco in the designated areas to properly dispose of all tobacco waste and to keep the areas clean and tidy.

135. Open flames, the use of candles, or other fire hazards are not permitted in individual seminarian rooms.

### **Criminal Misconduct**

136. Criminal activity of any kind will not be tolerated and must be reported to the civil authorities.

137. Sexual misconduct, especially that involving minors, is totally incompatible with a priestly vocation and formation, and must be reported to law enforcement officials. Such conduct includes sexual activity with a minor and the accessing of child pornography. Anyone who is a victim of molestation by a leader, employee, or volunteer working in the Church is obligated to report such conduct. The manner in which such a report is made must be in conformity with the laws of the State of Louisiana.

#### **Culture and Recreation: Local Attractions**

138. The greater New Orleans metropolitan area offers many varied opportunities for intellectual and cultural enrichment, as well as for entertainment, shopping, sports and recreation. Seminarians may take advantage of these offerings for personal growth and relaxation. Prudence should be employed regarding how much time is spent off campus, especially with regard to the number of times spent eating at restaurants, giving priority to his work of priestly formation in the seminary. Seminarians are readily encouraged to participate in the recreational, social and intellectual activities on campus.

#### **Decorum and Hygiene**

139. A seminarian is preparing for a position of leadership within the Christian community. Even during the preparatory stages, a seminarian must embrace certain obligations that accompany and be a visible witness to the pursuit of a priestly vocation.

140. It is expected that each seminarian exhibit an appreciation of this necessary element of formation in his behavior. This applies to behavior both within and outside of the seminary.

141. This standard requires that a seminarian's use of language, manner of speaking and acting, and dress reflects that of a person who is committing his life to an ecclesial vocation. This implies avoiding the use of blasphemous or vulgar speech, obscene gestures, or jokes and stories that are crude and offensive.

142. All seminarians are expected to practice good grooming habits including daily bathing and dental care, control body odors, maintain sanitary bathroom habits, and regular laundering of clothing and bedding.

143. All seminarians are normally expected to maintain a clean-shaven appearance, according to the custom of the Latin Rite. For those who already have a beard and/or mustache, facial hair must be presentable and well-groomed at all times. Seminarians are not to go unshaven or begin to grow a beard or mustache during the academic year.

144. All seminarians are expected to maintain appropriate grooming of their hair. Short, neatly combed hair is strongly recommended.

145. Inappropriate and/or immodest dress, decorative jewelry, body piercings, tattoos, and other physical alterations are not appropriate to the life and witness of one aspiring to Holy Orders.

146. Decorum also implies that conduct within the seminary community be appropriate to the occasion. Consideration for and charity toward those who live within the residences should prompt a seminarian to respect the privacy of others.

147. Behavior should always be appropriate and the noise level should be such as to allow everyone the proper use of their own room for study, prayer, rest, and reflection.

### **Dietary Concerns**

148. Those who have particular health concerns and dietary requirements should make this known to the Director of Facilities. Every effort will be made to accommodate individual needs.

### **Diocesan and Parish Connections**

149. **The diocese of each seminarian is essential to the growth of any priestly vocation and the normative experience in which Catholics celebrate their faith. The priestly formation program considers the importance of diocesan life and, therefore, encourages seminarians to find ways to remain connected to the experience of the diocese.**

150. Seminarians may be excused from the schedule to attend a diocesan celebration. The usual practice is that the Vocation Director requests permission from the Rector or Vice Rector.

151. Seminarians are encouraged to be involved in the life and liturgy of their home parishes, insofar as the normal seminary schedule permits during the usual breaks, and certainly over the summer.

### **Disciplinary Actions**

152. All situations warranting disciplinary action should be reported to the Vice Rector or Rector-President.

153. Specific disciplinary actions and procedures are found in the *Formation Handbook*.

### **Dismissal from the Seminary**

154. Actions warranting dismissal from the Seminary program will be handled according to the procedures found in the *Formation Handbook*.

### **Drug Use (Illegal): See Controlled Substances**

### **Electrical Appliances**

155. Any appliance that produces heat (e.g., hot plates, coffee makers with hot plates, toasters, toaster ovens, non-electric space heaters, etc.) is a fire hazard and is prohibited in a seminarian's room.

156. Items such as exterior antennae or other external implements may not be installed. Permission for small refrigerators or other larger appliances may be sought from the Director of Facilities.

157. Every allowable appliance must be plugged directly into a power strip or into the wall itself. Absolutely prohibited are the use of extension cords and the practice of plugging one power strip into another. Surge protectors are supplied for students' rooms as well as other offices and seminarian use areas. If additional surge protectors are needed, contact the Director of Facilities. "Daisy chaining" of surge protectors together is strictly prohibited.

### **Emergencies: All Life-threatening or Serious Cases: DIAL 9-1-1**

158. *Medical Emergencies:* For **life-threatening emergencies** (e.g. severe injury, heart attack, etc.) **dial 911** for professional emergency medical personnel. Then, contact the Vice Rector or Rector-President.

159. For less urgent cases, contact the Vice Rector or another faculty member for immediate assistance.

### **End of the Year**

160. Prior to departing for the summer, all seminarians have the following obligations: pay all outstanding bills; return library books; return items to the seminarian kitchen, and remove all personal items from the Chapel.

161. Returning seminarians may retain their room keys. Those departing permanently are to return room keys to the Director of Facilities.

162. Returning seminarians should remove any items of value from their rooms over the summer months. Storage of such items in one's room or in storage areas (clearly marked) during this time is done at the seminarian's risk. Notre Dame Seminary takes no responsibility for the security of these items.

163. Need for maintenance or repair of anything in a seminarian's room is to be brought to the attention of the Director of Facilities. Discarded items are to be taken to the dumpster.

164. Vocation Directors will be notified if a room is left in disrepair or in poor shape.

### **External Threat to the Seminary**

165. For dangerous situations involving terrorists, bombs, or other grave threats, proceed to the pre-established safety/evacuation areas and follow the instructions given by the Seminary and Civil authorities.

166. If there is a dangerous or criminal event on the property of the seminary, immediately contact the police and notify a faculty member.

### **Facilities, Use of**

167. The rules for use of the facilities apply to all; seminarians are to be especially careful to lock all building doors and make sure that lights are turned off following the use of a room.

168. Various offices and departments make use of the facilities of the seminary throughout the year. Use of the facilities in this way is an example of the common endeavors of the entire community, as well as evidence of good stewardship of property.

169. Seminarians are reminded that the use of seminary facilities including class rooms, auditorium, athletic facilities, and other public areas should consider the needs of all seminarians.

170. The use of the chapel, conference rooms, classrooms, and the auditorium by outside groups is strictly regulated. Requests for permission may be made to the Vice Rector.

171. Outside guests of seminarians may be received in the family life room or dining room. Non-seminarians are prohibited from going onto the residential floors. Family members are permitted when a seminarian has notified neighboring seminarians in order that residents are prepared.

172. Minors are never permitted on the residential floors unless accompanied by a parent (or the minor is a sibling to the seminarian). Communication with the other seminarians is required.

173. Non-seminarians are prohibited from using the restrooms and showers on the residential floors. Priest and seminarian guests who have been authorized as an official guest are permitted to use the restrooms and showers.

### **Faculty Office Hours**

174. Faculty members will post office hours at the beginning of each semester in their syllabi. Seminarians are also welcome to arrange to meet with instructors by appointment.

### **Financial Assistance**



175. Seminarians in financial need should speak with the Vice Rector or Rector-President directly.

### **Fire**

176. Open flames, the use of candles, or other fire hazards are not permitted in individual seminarian rooms.

177. In the event of a controllable fire, fire extinguishers are provided at various locations throughout the seminary buildings. A more serious fire should activate the installed fire detection system and it, in turn, should inform the fire department. Water should never be used on electrical fires. A faculty member should be notified immediately in cases of emergency.

178. Should the fire alarm sound in any building, proceed immediately to the place designated for assembly outside that building. The Vice Rector will review at the beginning of each year the exact location seminarians are to report as well as the location and proper operation of fire equipment.

179. If the fire alarm sounds, evacuation of the buildings is *required* for all. As seminarians depart their room, all lights and electrical items are to be turned off and doors are to be closed to prevent drafts. Once outside of the building, seminarians are to stay out of the way of firefighters.

180. Regular tests are conducted on the mechanical system by which fires are detected within the buildings. Periodic fire drills may also be conducted at the discretion of the Rector-President and the Director of Facilities. Fire drills are meant to protect the lives of all. The sound of the drill is the same as that of an actual alarm. During the drill, all are to proceed to areas designated for gathering.

### **Food Service**

181. Benedict's Catering provides the food service for the seminary community, and strives to provide meals that are nutritious and balanced. Should a seminarian have a special dietary need, this request should be made known during the application process. The supervisor of the food service department will then be notified of the request.

182. Because the seminary is a public community, the rules of the Louisiana Health Department must be followed. Seminarians are to wash their hands before going through the buffet line using the liquid soap located at the sink in the dining room.

183. The main kitchen is restricted for food preparation for the entire seminary community and its activities. As a result, seminarians are not to enter the kitchen area unless authorized. The kitchen may never be used for personal use without the permission of the Rector-President.

184. Utensils, dishes, and other food preparation and dining items are not to be removed from the main kitchen and dining room for private use.

### **Fundraising**

185. Periodically, Notre Dame Seminary sponsors various fundraising events for the support of the operational needs of the seminary. Seminarians should plan ahead to do their part in promoting the welfare of their *Alma Mater*.

### **Guest Policy**

186. Hospitality is an essential element of any Christian community. "May all guests be received as Christ" (*Rule of St. Benedict*) is a manner of living for those who take discipleship seriously. Traditionally, Notre Dame Seminary has been a place of hospitality especially for seminarians and priests.

187. It is important, however, that guests be received in a way that respects the legitimate rights of the seminarians, faculty, and residents. It is also important that sufficient notice is given so that a proper welcome is offered and sufficient food is available.

188. Notre Dame Seminary welcomes all guests in a spirit of Christian hospitality. Because of the demand for space, and the variety and diverse types of the guests that visit our seminary, a guest policy to guide this practice is essential. The guest policy of Notre Dame Seminary is administered by the Director of Facilities.

189. All guests must be personally sponsored by a member of the Notre Dame Seminary community and resident hosts must be on campus for the duration of the visit of their guest(s). The host will be responsible ultimately to arrange for guests to stay with the seminary receptionist, to acquire the room key, to welcome the guests, and to review with the guest the location of the major aspects of the campus.

190. Other guests of the residents or of the faculty, staff and students who are visiting may stay at the seminary; these are asked to make a reasonable donation. The guestrooms are not to be used for those who are in town for business or for attendance at events in the New Orleans area, but only for those whose purpose is to visit the seminary or members of the seminary community. There may be exceptions to this guideline, but those exemptions need to be personally approved by the Rector-President.

191. Guests are housed in Shaw Hall and Saint Joseph Hall. It is preferable that guest seminarians and priests to be housed in Shaw Hall and all other guests be housed in Saint Joseph Hall.

192. The meals served at Notre Dame Seminary are provided by a sub-contracted firm. This company is a completely separate commercial entity from the seminary. A donation from guests is encouraged except for Bishops, Vocation Directors, trustees, alumni, family members, and visiting seminarians.

193. Upon the arrival of the guest, the host is responsible for them at all times. The guest packet will provide information about the campus, key to the building and room, time and location of Mass and public prayer, meal times, and a welcome letter from the Rector-President.

194. It is advisable that seminarians check the guest room in advance to be sure it is clean, linens are provided, and everything is in working condition. Guests should be welcomed into a friendly environment.

195. While visitors are welcome to tour the public areas of the seminary, the resident areas are to be strictly guarded for privacy. If the guest is a seminarian or a priest, please exercise prudence in what spaces they are to visit. Official guests of Notre Dame Seminary (i.e. Bishops, Vocation Directors, and prospective seminarians) are welcome to visit the Bib. Outside visitors and others who are not official guests of the seminary may not be brought to the Bib or other private residential areas.

196. For purposes of propriety, non-family guests are never permitted in a seminarian room, unless they are a priest or seminarian.

197. For overnight guests, please review all protocols, especially emergency procedures.

### **Health Care**

198. Seminarians are required to ensure that all medical records are complete and accurate, and that they possess some form of health insurance.

199. Seminarians are required to provide their insurance information to the Rector-President's Office. This information is maintained securely in the Rector-President's Office for use in case of emergency. Should coverage change during the course of a seminarian's time at the seminary, it is the responsibility of the seminarian to inform the Rector-President's Office of the changes, so that the file is kept updated and current. All medical and or health expenses not covered by a seminarian's health insurance plan will be billed to his diocese or religious community.

200. The seminary community is also served by seminarian infirmarians who can assist seminarians when they are ill, bring food when needed, and communicate information to the nurse. The Vice Rector is responsible for monitoring the infirmarians and seminarians who are ill.

201. Scheduling of medical, dental, eye, and any other appointments may not be scheduled during the required times of prayer or class, unless some emergency warrants and it is approved by the Vice Rector prior to making the appointment. Elective surgeries are not to be scheduled during time in formation without prior approval of the Rector-President in consultation with the seminarian's vocation director.

### **Honor Code**

202. It is expected that each seminarian take the moral teaching of Jesus most seriously with regard to his ethical behavior. Dishonesty, cheating, lying, plagiarism, theft, and other ethical violations are inconsistent with Christian values and may result in disciplinary action.

203. Serious violations of the Honor Code should first be addressed to the violator, encouraging him to self-report; should this fail, it should be brought to the Vice Rector.

### **Horarium (Daily Schedule)**

204. A schedule is published and posted each week. It is expected that each seminarian be familiar with scheduled community activities.

205. The Rector-President will also post an update regarding weekly activities. Seminarians should read this weekly report carefully.

206. Unless noted as optional, seminarians are expected to be present for all scheduled community activities.

207. It is expected that all seminarians are on campus by 11:00 pm each weekday evening and by midnight on Friday and Saturday evenings. Typically seminarians would not be off campus in the evenings on school nights unless activity is related to their formation (i.e. apostolic works, visiting guests, etc).

208. Fridays through Sundays, seminarians may be off campus for recreation when there are no obligatory scheduled events or liturgies. All seminarians are expected to be on campus by midnight.

209. It is expected that a man in priestly formation would never frequent any establishment that is inconsistent with his state of life and the high regard to virtue and morality expected by the Church.

210. Quiet hours in the corridors begin every evening at 10:00 pm. No seminarian should be in another seminarian's room after 11:00 pm and before 7:00 am unless permission was granted by the Vice Rector.

### **Housekeeping Requests**

211. Seminarians are expected to maintain the cleanliness and neatness of their own rooms. Supplies are provided in appropriately marked cupboards on each floor of the residence areas.

212. Should a seminarian need additional materials, the Director of Facilities will provide a request form.

### **Illness**

213. All illnesses are to be reported immediately to the Vice Rector and Rector-President.

214. If a seminarian needs to miss class, he is to email his professor before class regarding his absence as well as copy his formation advisor on the email.

### **Internet**

215. The internet and server systems are administered by the Archdiocese of New Orleans. All seminarians will be given an email address.

216. Notre Dame Seminary reserves the right to monitor all of its own computers and internet usage of those computers connected to the Notre Dame Seminary System.

217. The seminary's systems may not be used to transmit, retrieve, or store any type of communication, message, image or material that is:

- Discriminatory or harassing
- Derogatory or inflammatory regarding an individual's race, age, disability, religion, national origin, or physical attributes
- Obscene, X-rated, and pornographic
- Abusive, profane or offensive language

218. The seminary's system may not be used for any purpose that is illegal or immoral, or that is an offense against any of the seminary's policies, or contrary to the seminary's interests.

219. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and/or dismissal from the seminary. Additionally, the seminary may advise the appropriate law enforcement authorities of any illegal activities involving its system.

220. The Archdiocese of New Orleans is able to monitor all wireless activity when a seminarian uses the archdiocesan server. The Rector-President is notified by the archdiocesan office if any inappropriate material was accessed as indicated above.

221. All seminarians will be asked to sign a Computer/Internet Policy Acknowledgement Form indicating their understanding of the policy.

### **Keys**

222. Each seminarian is given a room key at the beginning of the academic year. These keys are to be returned when a seminarian graduates or if he departs from the formation program.

223. All in the community are responsible for dealing with hospitality and security. Under no circumstances are any keys to be given to any outside party without the permission of the Rector-President.

224. Lost keys are to be reported immediately to the Director of Facilities.

### **Kitchen (Seminarian)**

225. The main kitchen is intended for food preparation for all community and other activities. It is not to be used for personal cooking or other uses without the expressed permission of the Rector-President.

226. Under no circumstances are any utensils or food preparation items to be removed from main kitchen for private use.

227. The seminarian kitchen located on the ground level of Shaw Hall which is available for seminarians to cook meals. The seminarian kitchen supervisor establishes rules and directives for the use of kitchen under the direction of the Seminarian Association.

### **Laundry Facilities**

228. Each residence building is equipped with washers and dryers intended for use by seminarians.

229. Improperly functioning or broken machines should be reported to the Director of Facilities.

230. The machines located in the restrooms in Shaw Hall require high efficiency soap. Seminarians may store their soap in the bathrooms by placing their name on the detergent.

231. Seminarians are responsible for keeping the wash machine area clean.

### **Library Facilities**

232. The library at Notre Dame Seminary is reputedly one of the best in the country. It is to be used generously, but responsibly.

233. Care for the library furniture, books, and periodicals is the responsibility of all those who use the library.

234. Each person is responsible for borrowed books. If a book is lost or destroyed, the borrower is responsible for replacement.

235. The Director of Library Services will provide an orientation at the beginning of the academic year for new seminarians.

236. The library does operate under a schedule, since outside patrons are permitted to use it. The Director will announce library hours.

### **Mail Service**

237. Mail delivery occurs each day in the seminarian mail room. The seminary receptionist receives and sorts the mail.

238. Outgoing mail may be placed in the seminarian mailroom. The business office does not sell stamps – seminarians are responsible for their own mail.

### **Maintenance Requests**

239. An ample maintenance staff is provided to care for the buildings and grounds of the seminary. Should a seminarian have a request for supplies or equipment, that request should be made on the forms provided by the Director of Facilities.

### **Meals**

240. Meals in any community are not merely times for obtaining food but also are opportunities for fraternity and discussion. Meals are occasions when members deepen their knowledge of one another and share plans or report on events of the day.

241. For this reason, seminarians are expected to be present for weekday meals, Sunday brunch, Sunday evening dinner, and meals on formal occasions, and other meals as their personal schedule permits.

242. Attendance at dinner Monday through Thursday is not required but strongly encouraged. Seminarians are learning to cultivate the gift of simplicity and fraternity. Forming a regular habit of taking meals at restaurants does not reflect the virtue of simplicity.

243. Seminarians are expected to plan ahead so that excess food is not prepared or wasted. For this reason the kitchen must be notified 24 hours prior to one's absence particularly of large groups of seminarians are going to be excused from meals.

244. Self-Service meals are provided on Saturday evenings.

### **Orientation Period**

245. At the beginning of each academic year, a special orientation program is conducted for those who are new to Notre Dame Seminary. The orientation period is conducted by the faculty with seminarian volunteers returning from the previous year.

246. The schedule consists of presentations regarding the elements of the seminary formation program and the expectations seminarians are to meet.

247. In addition to the orientation for those new to the seminary, all of the faculty and seminarians are involved in a community orientation. This community orientation serves to introduce all of the members of the seminary community to one another and to orient the community to a focus for the year.

### **Permissions Regarding the Schedule**

#### *Holidays/Vacations:*

248. The Rector-President will present to the seminary community the annual calendar. The calendar will indicate when seminarians are free to be off campus **overnight, particularly free weekends and holidays.**

249. **The usual vacation times include the following: the civic holidays of Labor Day, Martin Luther King Day, Lundi Gras, and Mardi Gras; Mid-Term Breaks at Thanksgiving, Easter, and other scheduled days; the longer Christmas and summer breaks.**

250. **Seminarians may be permitted to remain on campus during any of the breaks. However, food service is not always in operation, and various utilities may not be available due to maintenance schedules. Seminarians are to make arrangements with the Vice Rector if they desire to remain on campus **during any of the breaks, whether for the entire break or even only for a few days.****

#### *Permissions Regarding the Schedule*

251. *Absence Overnight:* Overnight absence from the seminary is not permitted (except for scheduled vacation time or free time) without the permission of the Rector-President.

252. *Absence from Required Events:* Seminarians are expected to be present for all required liturgies, classes, and house events. Permission to be absent from scheduled activities should be sought only for a serious reason; it may be obtained from the Vice Rector.

253. *Absence without Permission:* If a seminarian misses a scheduled event, he is to inform the Vice Rector of this absence as soon as possible and explain in detail the reason(s) for the absence.

254. *Absence from Non-Required Events or during Free Time:* A seminarian may be absent from the seminary when he is not required to be present for a scheduled community function. Seminarians should leave their cell phone on so they can be contacted in case of emergency.

255. Before engaging in pastoral service or other activities beyond that assigned by the seminary, the seminarian must obtain permission from the Director of Pastoral Formation and Field Education, but only after discussing this venture with his Spiritual Director and Formation Advisor. Favorable consideration will be contingent upon the nature of the pastoral service sought and the seminarian's demonstrated ability to meet the other obligations of his formation.

### **Mendicancy Policy**

Seminarians may not solicit funds or goods without permission from their vocation director of religious superior and the Rector. It is solely the responsibility of the seminarian(s) to acquire permission for soliciting funds or goods.

### **Personal Effects**

256. It is highly recommended that personal effects of the seminarian be covered by insurance (through parents' homeowner's insurance or renter's insurance). *Notre Dame is not liable for damage to his personal effects (e.g. through fire, natural disaster, theft).* Seminarians may not leave any personal possessions at Notre Dame Seminary after their departure or withdrawal without the permission of the Rector-President.

257. Any items left after the seminarian's departure, including all unclaimed items remaining in the storage rooms will be donated to charity. Secure storage spaces are provided to seminarians by Notre Dame Seminary for personal effects that are clearly marked with his name. Directions from the Director of Facilities for the annual cleanup of storage areas must be followed.

### **Pets**

258. Because of the nature of the seminary community, the possibility of residents with various allergies, and the amount of time that seminarians are away from the seminary campus, seminarians are not permitted to keep personal pets on the seminary property. Plants are permitted.

### **Plagiarism**

259. As is clear in the course catalog, plagiarism in any form is illegal and may be grounds for dismissal from the seminary.

### **Power Outages and Loss of Utilities**

260. Should there be a loss of electrical power, water, or other utilities, instructions will be given by the Rector-President, Vice Rector, or Director of Facilities.

### **Presence in the Community**

261. Each seminarian's active presence within the community is essential for his integral formation for the priesthood and for the edification of his brothers. According to the daily and weekly *Horarium*, all seminarians attend the common celebration of the Liturgy of the Hours and Mass, their academic classes, meals, and all other events as listed in the institutional calendar and officially communicated by the Rector-President and Vice Rector.

### **Privacy and Respect**

262. The atmosphere at Notre Dame Seminary should reflect and promote its identity as a community of fraternity, prayer and study. At no time is a seminarian to engage in activities that disturb his confreres, nor may he be hypersensitive to the noises of everyday life. Seminarians may gather during quiet hours in the Bib, seminarian kitchen, family life room, dining room, *etc.* always considerate of those who may be

trying to pray, study, or sleep, and the ease with which sound travels through the building especially the stairwells.

263. Seminarians have a right to their privacy considering the room assigned to him. No seminarian is ever to enter another seminarian's room unless permission has been granted by the seminarian.

### **Public Propriety**

264. A seminarian is a man preparing for a life of public service to the Church. He will be a leader within the Christian community and be respected in the civic community. It is extremely important that a seminarian's reputation enable him to assume those leadership functions.

265. Certain behavior or activity is viewed by the Christian community and/or the civic community as scandalous. While the area of scandal is complex and not always easy to determine concretely, it is an area of real concern to those in priestly formation.

266. While this complexity and difficulty is acknowledged, it must also be understood clearly that at times formation faculty may have to take appropriate action should the danger of scandal jeopardize the credibility of the program and the individuals within it.

267. If a seminarian judges the conduct of another seminarian as imprudent, he should share those concerns with the seminarian in question. Serious violations are to be brought to the attention of the Vice Rector or Rector-President; violations of an egregious, dangerous, or grave nature are to be reported immediately to the Rector-President.

268. Information that can benefit the formation of an individual or the community must not be withheld from the faculty for purposes of "protecting" another seminarian. The Church and her faithful deserve to have a highly qualified formation program that is not compromised by activity inconsistent with the Gospel, Church teaching, and decent Christian behavior.

### **Recreation**

269. Notre Dame Seminary maintains an Olympic-size outdoor pool that is professionally cleaned and operated. Outdoor changing rooms are available.

270. The facility also includes two tennis courts and a volleyball/basketball court.

271. The facility provides a gym with exercise equipment and weight lifting equipment.

272. The seminarian recreation room (Bib) has two televisions, billiards, and table tennis.

273. Seminarians also have access to Loyola University's recreational facility.

### **Residential Rooms**

274. Each seminarian is given a private room for his residence. The room contains the following items: bed, mattress, wardrobe or cupboard, dresser, desk, desk chair, sink, medicine cabinet, mirror, and waste basket.

275. Seminarians are encouraged not to bring major items of personal furniture. However they may bring items to personalize their living space. Seminarians are not permitted to place nails in the walls or affix other adhesive materials that leave permanent imprints. Adhesive material that does not leave marks can be used for wall hangings.



276. For safety reasons, any open flame materials (e.g. candles, oil lamps, etc.) are not permitted in seminarian rooms as well as televisions. Seminarians should consult with the Director of Facilities if there are any questions about what is permitted in the rooms.

277. The care of this room is the responsibility of the individual seminarian. Responsible stewardship also demands the room be clean and neat. The seminary reserves the right to inspect seminarian rooms should sufficient reason require it.

278. Seminarians are permitted to lock their rooms at their own discretion. They are reminded that during vacations or when they are away from the seminary, their rooms should be locked. The seminary cannot be held liable for lost or stolen personal property retained in a seminarian's room.

279. Once a seminarian is assigned to a room, he will remain in that room until graduation. Only under special circumstances can a seminarian ask for a new room. The reason for this policy is keep the costs of preparing freshly painted rooms for new seminarians at a reasonable level.

280. The seminarian handles with care the basic furnishings in common areas and in his own room (bed, desk, dresser, lamp). Nothing may be affixed to doors that damage the wood or harms the finish, or cannot be easily removed.

281. Each seminarian is responsible for damage to seminary property due to negligence, carelessness, unauthorized alteration or removal.

**Smoking Policy:** See **Controlled Substances**

**Social Communication**

282. Seminarians may not submit articles for publication or represent Notre Dame Seminary in public *fora* without the express permission of the Rector-President. Business transactions, whether conducted personally or by mail, may not involve or be made in the name of Notre Dame Seminary, except by those agencies authorized to conduct such transactions.

283. The use of social communications (i.e. Facebook) should always represent the status of the seminarian and his relationship to the diocese and Notre Dame Seminary. He would never post any opinion that contradicts the thinking of his diocesan bishop and/or the practices of Notre Dame Seminary.

284. Seminarians should not post anything on their websites or blogs that contradict the positions of the Church and the positions of their superiors.

**Stationery**

285. The official stationery of the seminary, that which bears the seminary crest, and seminary address, is only to be utilized for seminary business by faculty and administrators.

**Stewardship**

286. While Notre Dame Seminary employs a sufficient staff to maintain the good order and cleanliness of the grounds and buildings, there are certain common areas of the residences that are the responsibility of the seminary community during the academic year.

287. Seminarians should take personal accountability to ensure that all common and public spaces are clean and presentable. The housekeeping staff should be notified if additional cleaning is required.

288. Seminarians are responsible for maintaining their own quarters, insuring that other seminarians can be welcomed in a clean, hospitable environment. Cleaning supplies are located on each floor for use by the seminarians.

289. The Vice Rector may schedule certain “cleaning days” (e.g. Saturday mornings) when the entire community is asked to clean various areas.

### **Storage Rooms**

290. Each floor has a designated storage room for use by the seminarians who live on that hall and supervised by the Director of Facilities. It is to be kept clean and in good order at all times. Large items that block access to shelving (e.g. bicycles, exercise equipment, etc.) are to be kept elsewhere. Perishable, flammable or toxic items are not allowed in the storage rooms.

### **Storms & Threatening Weather**

291. For hurricanes and other dangerous weather situations, precede to the pre-established safety/evacuation areas and follow the instructions given by the seminary and civil authorities.

### **Study Time**

292. One of the principal purposes of a seminary priestly formation program is to provide seminarians with an environment conducive to personal study. At the same time, it is recognized that individuals study best at various times and in different environments.

293. In order that residence halls are conducive for personal study, seminarians should respect this space and be sensitive to noise, talking levels, etc.

294. Seminarians are free to study where they wish, e.g. personal rooms, common rooms, library, etc., or pursue other activities on campus as they wish. However, if they are on the residence floors, an atmosphere of quiet must prevail. There should be no playing of audio equipment which can be heard in other rooms, nor should loud talking from one room be heard elsewhere. If seminarians are studying together, use of the common rooms is recommended. However, if they wish to gather in one person’s room, they are reminded that the atmosphere of the residence floors should be conducive to study.

### **Summer Employment**

295. A limited number of summer employment positions are available to seminarians at Notre Dame Seminary. The work includes general maintenance as well as assistance with general cleaning and clerical work.

296. Seminarians wishing to be considered for summer employment positions should make that fact known to the Rector-President before March 15<sup>th</sup> of each year.

### **Telephones**

297. The seminary office phone number is (504) 866-7426. This phone is answered during the normal business day by the secretarial staff of the seminary. In the evening and on weekends, messages can be left on voice mail. At the beginning of each academic year, seminarians will be given a phone list which includes all the phone numbers of the faculty. This information should be shared with family members in case of emergency.

298. In light of the progression of technology and the availability of cellular phones, seminarian rooms no longer have telephones. Seminarians who do not have cell phones can use other phones made available for use by seminarians.

299. Given the rapid communication that takes place with the use of cell phones and texting, seminarians should adopt a mature and proper etiquette. For example, seminarians should not be texting while eating in the dining room or walking down the hallway texting while not respecting the presence of other community members. A seminarian should excuse himself from the table to answer his cell phone or to send a text message.

### **Televisions and Entertainment Media**

300. Televisions are provided in the recreation and television rooms. These televisions are equipped with cable to ensure proper reception.

301. Because of the nature of the academic program and to ensure an atmosphere conducive to study, rest, and reflection, seminarians are not permitted to have televisions in their private rooms.

302. All material or shows viewed on the television should be appropriate for men who are virtuous and preparing for lives of ordained ministry.

303. The televisions are also equipped with digital videodisc (DVD) machines for use by the seminary community. All material viewed on the machines should be appropriate and decent. The guidelines provided by the United States Conference of Catholic Bishops on movies and other programs can serve as tool in determining the appropriateness for the viewing of material.

### **Tours**

304. As an historic landmark and an important part of the history of the Church in the United States, tours are an important part of Notre Dame Seminary's outreach.

305. Group tours can be arranged with the permission of the Rector-President. Individual tours for family or friends may be allowed for small groups by obtaining the permission of the Rector-President.

306. Residential areas are off-limits to all tours, except on days when seminarians are moving in or moving out of the seminary, and for exceptional circumstances in which the Rector-President has given permission.

**Vacations:** See **Permissions**

### **Vehicles and Parking**

307. Public transportation is readily available at the front entrance of the seminary to downtown New Orleans and [hence] other points in the metropolitan area. Seminarians do not need, nor are they required to have, privately owned vehicles on the seminary campus.

308. Seminarians are permitted to have privately owned vehicles on the seminary campus, with the stipulation that use of the vehicle in no way jeopardizes the integrity of the formation program or the discernment process of the individual.

309. Seminarians are responsible to ensure their vehicle is in compliance with laws from the State of Louisiana.

310. Seminarians who intend to have privately owned vehicles on campus must complete the required vehicle registration form by the beginning of the academic year with the Rector-President's Office, providing proof of a valid driver's license and insurance.

311. The right to operate a privately owned vehicle on campus may be withdrawn from a seminarian who is on probation or for any other reason judged serious enough by the Rector-President.

### **Video Equipment in Classrooms**

312. Video equipment is located in most of the classrooms (television, DVD, overhead projectors) that can be used by seminarians as related to their formation.

### **Vocation Director Visits**

313. Visits by vocation directors on behalf of diocesan bishops/religious superiors are scheduled through the Rector-President's office. Seminarians are responsible for hospitality and confirming room reservations.

### **Work-Study Program**

314. On campus jobs are available to seminarians who need financial assistance. The Director of Facilities oversees the work-study program.

315. Positions include assistance with housekeeping, maintenance, dishwashers, librarian, etc.

316. Seminarians are asked to not work more than ten hours a week in order that seminarians are primarily using their time for priestly formation.

317. Seminarians are not permitted to have any off-campus employment during the academic year.

## **APPENDIX**

### **Technology and Asceticism in the NDS Seminarian Rule of Life**

#### **I. Place of Technology in Priestly Formation**

- a. Technology refers to all the diverse tools that human beings have created to serve as skillful servants of human labor and leisure. More specifically here, technology refers to the wide range of information technologies and media that seminarians, formators, and faculty utilize in service to priestly formation.
- b. All forms of technology are to be placed at the service of the seminarian's holistic development as a virtuous, well-rounded, and healthy Christian gentleman seeking holiness, as well as in service to his vocation to become an exemplary communicator in the Church.
- c. Technology is to be placed in the service of learning, communication, and leisure in a manner that integrates these with the human, spiritual, intellectual, and pastoral dimensions of priestly formation.

#### **II. Virtuous Habits of Personal Discipline**

- a. Virtue, which is a habitual disposition to do good, must define a seminarian's use of technology. Freedom from inner compulsions, along with the disciplined management of one's use of technologies, is a premier sign that virtue defines the seminarian's relationship to technology. "Know thyself" – self-knowledge and full disclosure of all struggles and temptations to one's spiritual director is a key to success.
- b. Prudence "disposes practical reason to discern our true good in every circumstance and to choose the right means of achieving it" (CCC 1806). Seminarians should exercise prudence in using technology, especially in regard to when, how much, how, with whom, and for what purpose. They should be aware of temptations, occasions of sin and

weaknesses associated with technology use, and be radically transparent with internal and external forum formators.

- c. Justice “consists in the constant and firm will to give their due to God and neighbor” (CCC1807). The seminarian’s use of technology should be governed by the moral law, manifesting self-mastery, and serving as a witness to others of how technologies can be used uprightly. The seminarian should carefully avoid wasting time or evading duties, aware that their formation is a debt of justice owed to the People of God who financially and spiritually support his formation, and who deserve a priest who is well-equipped for the work of ministry.
- d. Fortitude “ensures firmness in difficulties and constancy in the pursuit of the good” (CCC 1808). The seminarian should exercise courage in facing his own limits, fears, and the arduous labor required to place technology at the service of his formation and future ministry. We live in a world dominated by technology, and the seminarian must be ready and willing to fully engage that world with the mind and heart of Christ. He should make the words of St. John Paul II his own: "Do not be afraid of new technologies! These rank ‘among the marvelous things’ which God has placed at our disposal to discover..."
- e. Temperance “moderates the attraction of pleasures and provides balance in the use of created goods” (CCC 1809). The seminarian should moderate his use of technology for purposes of pleasure and leisure. There should be particular care taken to carefully limit time spent on mobile media apps, video games, or social media. Time is precious in formation, and every minute should be well spent. In addition, the seminarian is to exercise extreme caution in avoiding internet pornography or other inappropriate content that will create occasions of sin.
- f. Faith: The seminarian should cultivate a lively awareness of the Presence of God always, so that all that he does will be done before the Face of God.

### **III. Responsible Use of Social Communications**

- a. Seminarians utilizing social networking sites, either for ministerial or personal use, must be vigilant in representing themselves as ministers of the Catholic Church in all interactions that can be viewed publicly. Anything that could cause scandal to the seminary or diocese should be avoided, such as mention of inappropriate use of alcohol, advocacy of inappropriate music/movies, inappropriate language, inappropriate dress, or the expression of opinions that are contrary to the teachings of the Catholic Church.
- b. Good judgment should always be used with text based communication tools. It is recommended that seminarians should maintain separate e-mail accounts for seminary matters and personal communications. The same boundaries observed in oral/personal communication should be adhered to when communicating via e-mail/text messages. E-mail, text messages, and instant messages can potentially be logged, archived, and forwarded to other parties. Avoid engaging in any communications that could be misconstrued or misinterpreted.
- c. Care should be taken to maintain professionalism and appropriate boundaries in all communication. Do not overstep appropriate boundaries in relationships. Avoid any communication which might be construed as having sexual overtones. Do not reply to any such e-mail received from others; make and keep a copy of any such inappropriate communication and notify the Rector if necessary. Write as though others will read what

is written. Messages may easily be shared or forwarded. There is no such thing as a private e-mail/instant message. Ask yourself, “If my bishop asked to see this communication, would I be embarrassed by what I have written?” If the answer is “yes,” do not send the message. Finally, e-mail can be misinterpreted. Always double check messages to see if someone reading it might read something into it that is not intended or if your message might be misinterpreted. If you think an e-mail might somehow be misunderstood, do not send it. Do not send messages in haste or when emotions are involved.

#### **IV. Cultivating the Habits of Digital Evangelizers**

- a. “Using new communication technologies, priests can introduce people to the life of the Church and help our contemporaries to discover the face of Christ. They will best achieve this aim if they learn, from the time of their formation, how to use these technologies in a competent and appropriate way, shaped by sound theological insights and reflecting a strong priestly spirituality grounded in constant dialogue with the Lord. Yet priests present in the world of digital communications should be less notable for their media savvy than for their priestly heart, their closeness to Christ. This will not only enliven their pastoral outreach, but also will give a ‘soul’ to the fabric of communications that makes up the ‘Web’” (Pope Benedict XVI, 44<sup>th</sup> World Day of Communications).
- b. Seminarians should begin to think of themselves as evangelizers of digital culture and as future leaders who will inspire others to take up this mission. In their online presence they should be exemplars of mercy and charitable dialogue, avoiding calumny, detraction, and gossip. As public men they should be consistent witnesses to the life of priestly simplicity, modesty, chastity, obedience, honesty, integrity, and respect for Christ and his Church.
- c. Seminarians should learn as much as they are able about digital culture and develop a comfort with its language, media and shifting currents to be better prepared to engage its inhabitants.