

POLICY 3.6.6 Formation, Care and Remuneration of Seminarians

The Archdiocese of Grouard-McLennan takes seriously its responsibility to foster vocations to the priesthood and religious and consecrated life. It is equally interested in the formation of men to the order of presbyters to serve the people of God and needs of the local Church. Therefore, the following policy is written in order to facilitate a consistent, fair and equitable set of norms and principles to be followed in the formation and education of candidates to the order of deacon and presbyter.

Pre-admission

Canon 241 §1 The diocesan Bishop is to admit to the major seminary only those whose human, moral, spiritual and intellectual gifts, as well as physical and psychological health and right intention, show that they are capable of dedicating themselves permanently to the sacred ministries.

§2 Before they are accepted, they must submit documentation of their baptism and confirmation, and whatever else is required by the provisions of the Charter of Priestly Formation.

§3 If there is question of admitting those who have been dismissed from another seminary or religious institute, there is also required the testimony of the respective superior, especially concerning the reason for their dismissal or departure.

In consultation with the archdiocesan Vocations Director, the Archbishop of Grouard-McLennan considers applications for admission to St. Joseph Seminary by men who meet the canonical requirements. These men may be citizens or permanent residents of Canada or they may be citizens of a country other than Canada. They must also meet the requirements for acceptance into a course of studies at the bachelor level, with a major in philosophy, at a recognized post-secondary institute in the city of Edmonton, so that they may live at the seminary.

The Archdiocese has written this policy in order to clarify for it and for its seminarians each party's responsibilities. Aware of the financial costs of post-secondary education, the Archdiocese will do its utmost in assisting seminary applicants with government grants, bursaries or other means of financing.

I. APPLICATION AND REGISTRATION

A. An applicant must provide the following documents to the Vocation Director:

- A handwritten letter expressing his desire to pursue a priestly vocation.
- A copy of transcripts of his secondary and any post-secondary education.
- A copy of his baptism and confirmation certificate (if from outside the Archdiocese), or equivalent. The baptism certificate should be issued within six months of the application date.
- A letter of reference from his local pastor or seminary rector or religious superior.

B. It is the responsibility of the Vocation Director to:

- Provide all necessary forms and documents to the applicant to ensure the requirements for joining St. Joseph Seminary are met.

- Ensure that all the required forms and documents are completed and submitted by the applicant to the institute of studies for the bachelor's or master's program.

II. FINANCIAL RESPONSIBILITIES

(From this point onward, the applicant will be named seminarian)

Seminarians who are Canadian citizens or permanent residents

A. The Archdiocese's Responsibility

- 1) The Archdiocese will pay the Room & Board of its seminarians.
- 2) The Archdiocese will, following the ordination of a candidate to the order of presbyter, pay the accrued student loan.
- 3) The Archdiocese will further assist its seminarian on a contractual agreement if the need arises.

B. The Seminarian's Responsibility

- 1) The seminarian is to provide the Archdiocese with an annual personal financial statement.
- 2) The seminarian is to provide a budget for the year (a student year begins the first of September and ends the thirty-first of August).
- 3) The seminarian is to apply for grants or/and bursaries (assisted by the Finance Administrator of ArchGM). (It is important that an accurate record of the income and expense be kept on file for future reimbursement.)
- 4) The seminarian is to pay his tuition fees, books and student fees.
- 5) He is responsible for vehicle and travel expenses.
- 6) He is responsible for vacation expenses.
- 7) He is responsible for Blue Cross or other medical coverage.

C. Propaedeutic year

The Archdiocese will assume responsibility for all costs of living in the seminary during the propaedeutic year and will provide a seminarian with a nominal monthly payment to assist with personal needs.

D. Pastoral internship and transitional diaconate years

In the year before his diaconate ordination, the seminarian will usually intern in a parish, residing with the parish priest. During that year, the Archdiocese will pay him a monthly allowance to contribute to the related living and travel expenses (see Policy 3.5.3 Part C).

The seminarian will receive a monthly allowance during the seminarian's final year at seminary, following his diaconate ordination.

E. Will or Letter of Expectation

It would be wise for a seminarian to have a written will or at least a Letter of Expectation (copy to be kept at the Chancery office) in case of an unexpected serious illness or death while in formation.

Seminarians who are citizens of a country other than Canada

A. The Archdiocese's Responsibility

- 1) The Archdiocese will assist in the application for study permit (or other required immigration status) and all renewals, including paying related fees.
- 2) The Archdiocese will actively assist the seminarian to obtain the necessary government-issued identity cards and health insurance coverage upon arrival in the Archdiocese.
- 3) The Archdiocese will pay the Room & Board of its international seminarians.
- 4) The Archdiocese will pay all expenses related to studies at the approved post-secondary institution.
- 5) The Archdiocese will pay travel expenses for one trip to the hometown of seminarians during summer break from studies during the course of studies.
- 6) The Archdiocese will provide a nominal monthly payment to the seminarian to assist with personal needs.
- 7) Upon approval of an application (see B.2) below), the Archdiocese will make all necessary arrangements for the purchase, registration and insurance of a passenger vehicle for use by a seminarian or seminarians.

B. The Seminarian's Responsibility

- 1) The seminarian will provide the Archdiocese with an annual statement (by July 31 of each year), listing his income (including the monthly payment from the archdiocese, monetary gifts from all sources, and any other income received) and expenses of the preceding school year (late August to late June).
- 2) The seminarian will make an application to the Archdiocese for use of a passenger vehicle at least three months before the vehicle is required to perform ministry assigned by the seminary formation team or for the pastoral internship year, whichever comes first.
- 3) The seminarian will ensure that his immigration status is always current and will alert the Archdiocese if there are problems. He will provide the Archdiocese with a copy of his passport (updating as necessary), his Study Permit (updating as necessary), his entry visa (updating as necessary), and his driver's license (updating as necessary).

C. Propaedeutic year

The Archdiocese will assume responsibility for all costs of living in the seminary during the propaedeutic year and will provide a seminarian with a nominal monthly payment to assist with personal needs.

D. Pastoral internship year and year in transitional diaconate

In the year before his diaconate ordination, the seminarian will usually intern in a parish, residing with the parish priest. During that year, the Archdiocese will make him a monthly allowance to contribute to the related living and travel expenses (see Policy 3.5.3 Part C).

The seminarian will receive a monthly allowance during the seminarian's final year at seminary, following his diaconate ordination.

E. Will or Letter of Expectation

It would be wise for a seminarian to have a written will or at least a Letter of Expectation (copy to be kept at the Chancery office) in case of an unexpected serious illness or death while in formation.

III. SUMMER EMPLOYMENT, RETREAT AND HOLIDAYS FOR ALL SEMINARIANS

A. Employment

Seminarians in master's studies will be expected to work for the Archdiocese during the summer break in studies, unless an application to work elsewhere has been approved by the Archbishop before May 31.

Seminarians in bachelor's studies who choose not to pursue employment elsewhere may make an application to the Finance Administrator for employment in the Archdiocese during the summer break. The seminarian will complete and submit Form 3.6.6.a no later than April 30 each year.

All seminarians employed by the Archdiocese during the summer break will be expected to work under the direction of the Youth Ministry Coordinator, preparing and/or leading the youth summer camp, Camp St. Martin.

The Archdiocese will provide, as needed, additional summer employment in pastoral ministry, office work, and maintenance or construction projects.

Appropriate remuneration will be paid to each employed seminarian. If a seminarian is required to use his own vehicle for work purposes, he will be reimbursed according to the diocesan policy for vehicle expenses (see Policy 3.5.4).

B. Summer Retreat Canon 246§5

At the beginning of the academic year, St. Joseph's Seminary in Edmonton offers a week long retreat for its residents. In the event that a diocesan candidate misses this in-house retreat or is enrolled at another institution of formation where an annual retreat would not be available, the Archdiocese will arrange for a candidate to do a week long retreat at some time during the summer.

C. Summer Holidays

A seminarian is allowed vacation time and is entitled to two weeks of the summer break for that purpose. Holiday expenditures are the sole responsibility of the seminarian. Seminarians will provide the Finance Administrator of the Archdiocese with a notice of expected dates for vacation and retreat time by April 30 of each year, using Form 3.6.6.b.

“The seminary years are a time of journeying, of exploration, but above all of discovering Christ. It is only when a young man has had a personal experience of Christ that he can truly understand the Lord’s will and consequently his own vocation.”

Benedict XVI
WYD 2005

The Vocation Director of the Archdiocese of Grouard-McLennan will review this policy with the Seminarian before the Archbishop makes a final decision about accepting the seminarian’s application. The Vocation Director and the Seminarian will sign and date a memo using the attached template, indicating that the policy has been reviewed and the Seminarian accepts his responsibilities as outlined in this policy, and the Vocation Director will submit the signed form to the Archbishop.

Accepted by the College of Consultors on 11 May 2011
Amended by the College of Consultors on 11 March 2015
Amended by the College of Consultors on 23 January 2018

To: Most Rev. Gerard Pettipas, C.Ss.R., Archbishop of Grouard-McLennan

From: _____
Vocations Director, Archdiocese of Grouard-McLennan

Your Grace,

In my role as Vocations Director of the Archdiocese of Grouard-McLennan (the Archdiocese), I have reviewed Policy 3.6.6 (the Policy) with _____,
(Print name of seminary applicant here)

(the Seminarian) an applicant to the seminary for the Archdiocese. By his signature below, the Seminarian acknowledges that he has reviewed the Policy with me and that he accepts the responsibilities defined and listed in the Policy.

Seminarian's signature

Date

Sincerely,

Vocations Director's signature

Date

Job Application – Seminarians

Personal Information			
Name		SIN	
Address (during summer break)		Phone # (during summer break)	
Email			
Available for employment		Preferred dates	
Start date	End date	Start date	End date
Experience/Preferences			
	Office work, for example:		
	Outdoor work, for example:		
	Technical work, for example:		
	Pastoral ministry, for example:		

Signature

Date

Please submit this form to the attention of the Finance Administrator no later than April 30 of this year.

Notice of Vacation and Retreat Dates – Seminarians

Name	
Year of studies (completed)	
Summer break dates	
Proposed summer vacation dates	
Retreat dates before resuming studies	
Additional Information	

Signature_____
Date

Please submit this form to the attention of the Finance Administrator before May 31 of each year of seminary formation.