

STUDENT HANDBOOK
for
**The Robert E. Webber
Institute for Worship Studies**



January 2013

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INTRODUCTION

➤ **A Message from the President**

Our founder, Bob Webber posited, "Worship is the key to the renewal of the church."

The Robert E. Webber Institute for Worship Studies is the only school in North America dedicated to graduate education in worship. Our mission is to form leaders in worship renewal. Pastors, music ministers, worship leaders and teachers from over 40 denominations have enrolled in our degree granting programs that are academically sound and highly applicable. Each course is based on the conviction that authentic worship is rooted in the biblical narrative, draws from the rich treasures of Christian history, and is committed to glorifying God in the postmodern context. IWS combines the best of distance education with on-campus classes through which we focus on building an intentional learning community. The result is an applicable and stimulating graduate education.

The church in the beginning of the twenty-first century has demonstrated a significant need for servant leaders who are willing to be used by the Lord as catalysts for worship renewal in their local congregations, schools and communities. Essential to these emerging leaders is the understanding that renewal happens most effectively in the framework of ongoing community formation. IWS has been uniquely established to develop such leaders and to help them connect their studies and their on-campus experiences to their own places of ministry. Our alumni, students and faculty are truly impacting the church through invigorated worship practices and education rooted in solid Biblical, theological and historical reflection.

At IWS, we feel that it is our responsibility to facilitate the creation of an academic community which enables our students to acquire a practical, applicable education of the highest quality. Consequently, we seek to serve the students, faculty, and staff by engendering a strong communal ethos. This process of community development is energized and reinforced through worshiping, studying, eating, fellowshiping, and ministering together during our on-campus sessions. During the year interaction is maintained via the website message boards, e-mails, and even phone calls and regional fellowship groups. Through the employment of an overall philosophy of servant leadership, we want to help make the student's educational experience as satisfying and pleasant as possible so that the maximum benefit may be received through study, practicums, and fellowship between students and faculty. Our priority is to provide our students with the communal context in which they may have an enriching, stimulating, practical and impacting academic experience.

➤ **Mission Statement**

The Institute for Worship Studies forms servant leaders in Christian worship renewal and education through graduate academic praxis, grounded in biblical, historical, theological, cultural and missiological reflection in community.

➤ **Vision Statement**

The vision of the Institute for Worship Studies is situated in the Divine Narrative. It seeks to serve God's action in history to express his lordship over all creation through worship. Accordingly, it aspires to be an institution that:

1. Focus. Emphasizes God's story of creation, incarnation and recreation through which God brings the entire cosmos under the reign of Christ.
2. Theology. Draws on the classical interpretation of Scripture, affirmed by the Apostles' Creed, the Nicene Creed, and the Council of Chalcedon, together with the affirmation of an evangelical grounding and ecumenical outreach.
3. Culture. Offers an ongoing critical appraisal of Christian worship, with an open mind and heart to an authentic faith and practice in the twenty-first century, speaking to the culture but not being molded by it.
4. Ethos. Remains a small, self-sacrificing, simple school of students involved in an intense spiritual interaction with each other, unencumbered by building ownership, big budgets and a large full-time staff.
5. Influence. Seeks to "teach those who teach," continuing to raise up leaders around the world whose ministries are grounded in intentional theological reflection.
6. Technology. Pursues its vision through an educational methodology that combines an on-campus experience of spiritual community, distance learning components and up-to-date technology.

➤ **Statement of Faith**

The Institute for Worship Studies, its administration and its faculty confess the historic Christian faith. We affirm the centrality of Jesus Christ and the authority of Scripture in all matters of faith and practice. Thus, we confess with the whole church the summary of faith handed down throughout history and affirmed by all Christians everywhere in the Apostles' Creed.

➤ **Accreditation Status**

The Robert E. Webber Institute for Worship Studies (IWS) is accredited by the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T.G. Lee Blvd Suite 130, Orlando, Florida 32822, (407) 207-0808 – <http://www.abhe.org>.

➤ **Nature of this Handbook**

This Student Handbook is a guide to matters impacting on student life at IWS; it is not a contract or the offer of a contract. Therefore, IWS reserves the right to make any changes to the handbook, including changes to policies, without prior notice. The most recent information may be found on the IWS website.

STUDENT LIFE

➤ **Community**

Believing that “the triune God is in the business of creating community,” Dean of the Chapel Darrel A. Harris has pledged “to do everything I can to lead us to offer ‘elbow room’ to the Holy Spirit for the creation of community.” Because IWS shares this value of community, it strongly promotes community involvement for all of its constituencies. This is best exemplified during the one-week on-campus intensives, when students, faculty and administrators study together, worship together, eat together, fellowship extensively and experience community based on honest and open relationships. In addition, they interact on the IWS message boards and through emails. In fact, the on-campus experience is intentionally quasi-monastic to create a strong sense of community among all the participants.

To enrich these relationships, participants include men and women, young and not so young, and the broad diversity of ethnic groups represented in the institute.

- Community Meals. All meals during our intensive weeks are eaten together in the dining hall (refectory) on campus for the purpose of building a strong sense of community.

Eating together is one of the most important things we do to establish and express community. Eating is one of the contexts for establishing relationships and transforming casual relationships into deep lifelong commitments.

There is no stratification in our seating arrangement for eating. Sometimes a student will eat with a particular faculty member, but mostly students and faculty members sit down at the nearest table to talk and to get better acquainted with persons from different classes.

Great conversations develop around the tables: conversations about faith, ministry in the academy and ministry in the church. Sometimes discouraged hearts are lifted; other times a word of wisdom and direction is heard. But most of all, deep bonds are established and wounds are healed as people talk through ministry issues and learn from each other. Ministries are empowered. Lifelong relationships are made. Fellowship and even fun are experienced by all.

➤ **Daily Schedule**

7:30	Breakfast
8:30	Morning worship
9:00	Morning class sessions
12:15	Lunch
1:15	Afternoon class sessions

4:15	Free time
5:30	Supper/dinner
6:30	Practicum or lecture with discussion
7:45	Fellowship/social time

Each on campus school session begins with an orientation for new students and a presidential address. Each session also has an opening convocation. This is a worship service and includes a celebration of the Lord's Table. A reception follows the opening convocation in the refectory (Benedict Hall).

- Sundays. There are no scheduled IWS Sunday morning worship services. A suggested list of other area churches can be found on Moodle. Students are encouraged to attend a church in a tradition different from their own.
- Sundays in June only.
 - Commencement rehearsal
 - Choir rehearsal
 - Commencement

➤ **Location**

Orange Park is a rapidly growing suburb of Jacksonville, FL. It is situated on the west bank of the St. John's River in the historic First Coast region of Northeast Florida. Its location in the Jacksonville metropolitan area and its proximity to area lakes, beaches, world-class golf courses and other outdoor attractions make this community a popular locale for both residents and visitors. Nearby historic attractions include St. Augustine (the nation's oldest city), Ft. Caroline National Monument (settled by the French Huguenots in 1564), Kingsley Plantation (Ft. George Island, built in 1792) and the Golden Isles of Georgia (Cumberland Island, Jekyll Island, and St. Simons Island).

➤ **Facilities**

- The campus is housed primarily on the serene campus of Grace Episcopal Church of Orange Park. The church is located on Kingsley Avenue just east of US 17 (two miles south of I-295), one block west of the picturesque St. John's River. Grace's serene campus is reminiscent of "old Florida," canopied by centuries-old live oak trees draped with Spanish moss.
- Classrooms. Classes are convened in various classrooms around the Grace campus and at the Presbyterian and Methodist churches whose properties are adjacent to Grace.
- Worship space. Morning chapel services, evening worship practica, opening convocations, graduations, presidential addresses, and other activities as needed are held in the main church building.
- Housing. Students and faculty have two primary options for housing while on campus. 1) They may choose to stay at hotels at which IWS has

reserved blocks of rooms (some at reduced rates), or 2) in the homes of church members who have offered to host students.

An email describing hotel options will be sent to all new and returning students prior to the on-campus sessions and will be posted on Moodle. Students are not limited to those options; they may choose a different hotel if they so wish. Students are responsible for making their own reservations and paying their hotel bills. Some students elect to share a hotel room with another student and thereby reduce their hotel costs.

For those who choose to stay with a family, members of area churches have offered to host students in their homes. A limited number of home-stays will be available during each session on a first come, first served basis. Students wanting to take advantage of this opportunity should email the Director of Housing at housing@iws.edu or call the office phone number for applications. Arrangements should be requested no later than one month prior to the start of the on-campus session. Home stays will be free of charge, however transportation to and from campus must be provided by the student.

- Dining. Grace church's fellowship hall serves as the dining hall and activity hub. Karen Lewis, the food service director, together with her family and others, provide homemade meals. There are a number of grocery stores, shops, malls and restaurants nearby, some within walking distance of the campus.
- Bookstore. At the on-campus bookstore most of the books written by the IWS faculty are available as well as a limited selection of other titles. Some books are priced at 20% off the retail price. Also available is an assortment of IWS products such as shirts, hats, coffee cups, etc.
- Internet. Wireless internet service is available at some locations on campus. There is no charge.
- Parking is addressed in the Welcome Packet that is distributed upon arriving on campus.
- Security. IWS has a comprehensive liability insurance policy to protect all personnel in the event of harm or loss while on campus. Without the presence of any security personnel, students should use common sense, wisdom and discernment in regards to personal safety, especially at night. Any suspicious activity that is observed should be reported immediately to an IWS staff member.

➤ **Transportation**

Students are responsible to provide their own transportation to and from campus. Those who need rides from the airport can post a ride request on the message board (at iws.edu), giving arrival time and flight information. Emailing classmates is also a viable option. There is an IWS van which makes runs to the airport to transport faculty on the day before the sessions commence, as well as

on the last day of the sessions. Students may make arrangements to ride in this van if space permits

➤ **Other Information**

- Student ID. All students are issued an IWS student ID which may be presented in establishments which offer student discounts on products and services.
- Dress Code. There is no dress code for the on-campus weeks. Florida is hot and humid in June and cool (sometimes even cold) in January, so students should dress accordingly. All of our buildings are well air-conditioned in the summer and heated in the winter.

STUDENT FORMATION

➤ **Spiritual Values and Spiritual Formation**

While the Institute for Worship Studies is an academic program rather than a church, it is founded upon and guided by deeply held spiritual values. In pursuit of these the Institute has, since its inception, started each class-day with a morning chapel worship service and has included a chaplain on its staff.

Morning chapel is based on the traditional threefold monastic model, in that it consists of the components of sung praises, ministry of the word and corporate prayers. The service is liturgical, in that it has a “dependable” structure, including brief memorized verbal exchanges and prayers. It is evangelical, by virtue of the daily proclamation of the Gospel via the public reading of the scripture, the Chaplain’s morning devotional talk and the concluding community acclamation, “Christ has died; Christ is risen; Christ will come again.” And the service is ecumenical, in that it seeks to be non-exclusionary by welcoming and honoring the various denominational traditions of students, faculty and staff. Finally, and perhaps most importantly, the form and content of the service seeks to be both intentionally Trinitarian and Christocentric.

When used, the quaint historical architecture of the nineteenth-century chapel at Grace Church enhances our quest to unite our hearts and voices in praise of Father, Son and Holy Spirit with those of the saints of every age who have gone before us.

ADMINISTRATIVE SERVICES

➤ **President**

The President is responsible for overseeing the day to day operation of IWS including, but not limited to, supervising the offices of Director of Enrollment Management, Director of Distance Learning Technology/Webmaster, Comptroller, Director of Development, Director of Information Technology,

Director of Student Services and Alumni Director. He/she is responsible for the implementation and/or facilitation of all policies and procedures in these areas as directed by the governing Board of IWS. In addition, he/she serves as the liaison between IWS and the host church and local community.

➤ **Academic Dean**

The Academic Dean is the Dean of the Faculty and Chief Academic Officer. He/she provides leadership in all aspects of academic programs, policies and procedures; the academic budget; and all other academically related functions and services. He/she oversees all academically related personnel, including the library staff, and reports to the President.

➤ **Dean of the Chapel**

The Dean of the Chapel, or Chaplain, serves as a pastor in the “virtual community” of the IWS, with primary responsibilities for planning and leading each day’s morning chapel worship service, giving the morning devotional talk, being an available “pastoral presence” on campus while IWS is in session and being available as a pastoral resource to the community (via e-mail, telephone etc.) during the interims between sessions. The Chaplain offers the community a confidential place to go with pastoral concerns, be they professional, moral, marital, or emotional. The Chaplain serves as a prayer-partner and a networking resource if counseling or other support is appropriate, along with accountability through personal follow-up. He/she reports to the President.

➤ **Director of Enrollment Management**

The Director of Enrollment Management oversees areas related to both the office of Admissions and the office of the Registrar.

○ Admission Services

The Director of Enrollment Management assists in recruitment and is responsible for the application and admission of new students. He/she takes the lead in processing application forms and is a voting member of the Admissions Committee.

○ Standards and Procedures for Admission

The Entrance Requirements for MWS are set forth on page 34 of the Academic Catalog and Entrance Requirements for DWS are set forth on page 30. Admission procedures are presented on the same pages. These requirements and procedures are also presented on the IWS website (www.iws.edu).

○ Registrar

The Director of Enrollment Management generates and services reliable academic records for all students and alumni/ae, in keeping with standards set by ABHE and other regulatory bodies. In addition, he/she assists in evaluating academic credentials for admissions; registers students each term; generates class lists; helps implement

academic policies and procedures, in concert with the faculty; keeps students informed of their academic progress or lack thereof; issues academic transcripts; and helps to ensure that the academic information in the Academic Catalog is current and accurate. The Director of Enrollment Management is the person to contact for information about these matters. He/she may be contacted in person during the on-campus sessions and at registrar@iws.edu during the rest of the year.

➤ **Director of Distance Learning Technology/Webmaster**

The Director of Distance Learning Technology is the person to contact in regard to issues pertaining to the IWS website, IWS Moodle message board, databases (including changes of address, e-mail or other contact information, and access to matriculation status) and matters related to improving the use of technology in distance education. The email address is webmaster@iws.edu.

➤ **Director of Information Technology**

The Director of Information Technology is in charge of all matters related to on-campus technology, including hardware, software and internet access.

➤ **Financial Services**

Bills are issued by the Controller and all payments should be sent to the Controller by the due date. IWS accepts cash, checks, MasterCard and Visa.

The controller may be contacted at controller@iws.edu. **OTHER STUDENT SERVICES**

➤ **Registrar's Services and Procedures**

○ Policy Concerning the Confidentiality of Student Educational Records

Because IWS regards student educational records as highly confidential, it is committed to follow The Family Educational Rights and Privacy Act (FERPA), Revised Edition, 1995.

○ Retention of Records

Third party letters of recommendation received for admission purposes are not considered formal student records. Consequently, they are destroyed after they have served their purpose.

The Registrar maintains the student's other application materials and permanent academic records during and following a student's active status at IWS. Other materials, such as requests for extensions or records of disciplinary action, are destroyed after graduation.

➤ **Student Advising and Mentoring**

- Advising Guidelines. There is no formal, structured student advising offered at IWS. Faculty members and administrators, however, are generally readily available to students for advising during on-campus class sessions and by electronic means between sessions, especially as related to courses, the thesis project, pastoral concerns and career related decisions.

To facilitate the process, students should schedule meetings or electronic exchanges in advance, when possible. If either student or faculty member cannot keep the appointment, he/she should notify the other party with as much lead time as possible. Processing issues with fellow students also holds great potential, because most students are already in some form of ministry.

- Mentoring Guidelines. Mentoring is an important but informal aspect of the student-faculty, student-student and student-alumni relationships. It is accomplished during each on-campus session through face-to-face interaction in the classroom, between classes, at meals and other gatherings, and between sessions through distance interaction on the message boards, through e-mail and by phone. To facilitate the process, students should schedule meetings or electronic exchanges in advance, when possible. If either student or faculty member cannot keep the appointment, he/she should notify the other party with as much lead time as possible.

➤ **Review and Assessment.**

Measures and procedures to be used for the evaluation of students beyond what occurs in individual courses are still being developed. However, at present the faculty review and discuss those students about whom there is concern for some reason or have received a course grade lower than a B (3.0). All students who have completed DWS 703 are reviewed by the faculty and must be approved before entering the thesis process. Designated faculty members closely monitor the thesis process. Further, the faculty has adopted procedures for monitoring all students' progress in their programs by utilizing a student portfolio and may in the future conduct occasional surveys of students and recent graduates, involving on-site supervisors in the evaluation process, and surveying student employers for indications of improved student performance during and following their programs.

➤ **Alumni Association**

The IWS Alumni Association exists to celebrate and maintain the unique community established among the students and faculty while on campus in Orange Park. Its aim is to encourage, edify and inspire the alumni. Several key resources work to that end: 1) *Anamnesis*, the IWS Alumni Newsletter is published quarterly to keep the IWS community informed and connected through information on fellow graduates, faculty members and IWS activities; 2) the alumni Web site facilitates communication and ongoing renewal with tools that include directory information, worship resources, and audio files from the most recent sessions; 3) annual post-graduate courses are offered in a seminar setting taught by respected scholars; and 4) regional alumni gatherings are being established across the United States and beyond where graduates and friends meet for mutual growth and encouragement.

FINANCIAL INFORMATION

➤ Tuition Rates and Fees

To make its programs affordable to all eligible applicants, IWS seeks to keep tuition and fees as low as possible. Tuition currently for DWS courses is \$345 per credit hour and \$320 per credit hour for MWS. The total cost of the doctorate tuition, including practicum courses, is currently \$13,570. The total cost of the master's tuition is currently \$11,102.

○ Other fees and expenses include:

▪ Application fee	\$50.00
▪ Audit fee	½ the cost of full tuition
▪ Late payments	50.00
▪ Extension fee	100.00 for one month only
▪ Incomplete fee	200.00 for one semester only
▪ Thesis continuation fee	300.00 per semester beyond the one-year limit
▪ Meals	208.00 per term
▪ Orientation fee	150.00 for first term only
▪ Graduation fee (DWS)	325.00
▪ Graduation fee (MWS)	225.00
▪ Transcript	5.00 each
▪ Campus usage fee	130.00 per term

➤ Payment of Accounts

Tuition and related fees are due 30 days from the invoice due date. For more information please refer to the website. All international students must pay fees in U.S. dollars. All payments for tuition, meals, extension fees, incomplete fees, continuation fees, and graduation fees should be sent to:

The Institute for Worship Studies
Attn: Controller
151 Kingsley Ave.
Orange Park, FL 32073

Payments may also be made online for a 3% service charge. *Students who owe money from the previous course will not be permitted to register or attend classes for the next course until their account is paid in full.*

➤ Refunds

Reimbursement for courses dropped is as follows:

- Before the course session begins – 100% of the total cost,
- During the week of the course at any time – 50% of the total cost,
- There is no term tuition refund after the on-campus session.

➤ Scholarships

- A discount of \$300 per course is given to enrolled missionaries.

- If you would like to establish a scholarship in your name, in the name of some other person, or if you know of someone who would like to establish a scholarship, please contact the President.

➤ **Meals**

Meal payments are due 30 days from the invoice date. Since our meal service director prepares for a set number of people each day, partial meal payments are not allowed. However, in special cases (such as early departing flights) and with adequate advanced notice, arrangements may be made for a meal to be carried out. Payments may also be made online for a 3% service charge.

➤ **Late Payments**

Students are urged to view the financial obligations of their education from the perspective of responsible Christian stewardship. Therefore, a plan for the payment of these obligations is strongly advised. That plan should evidence a careful balance of faith and financial responsibility and not unfairly burden the Institute or individual members of its community.

ACADEMIC INFORMATION

IWS offers two degree programs, the Doctor of Worship Studies (DWS) and the Master of Worship Studies (MWS). Both deal specifically with worship and “reflect on worship through the disciplines of Scripture, history, theology, communication theory and cultural analysis.” Further details may be found below and in the Institute’s Catalog, which is available on the IWS website (www.iws.edu/academics/catalog).

➤ **Educational Philosophy**

Every attempt has been made to align our educational goals with our mission statement. These goals reflect the commitment of IWS to an organic understanding of a story-formed approach to the Christian faith. We are committed not only to the unity of all knowledge of God’s story in history but also to all ministry as applied theology. We do not sever ministry from God’s story, but situate it in God’s story through reflection in the biblical, historical, theological, cultural and missiological disciplines. We seek therefore to form all ministry by the Divine Narrative, not the cultural narrative.

➤ **Program Outcomes for the DWS and MWS Programs**

Because both IWS programs are specifically graduate studies in worship, the institutional program outcomes are in many ways similar, though naturally DWS students are expected to do more work and achieve the outcomes with a higher level of competence. These goals are encapsulated in the following Program Outcomes for the MWS and DWS degree programs.

○ **MWS Program**

a. **Biblical foundation of Christian worship**

- The student will demonstrate understanding of and the ability to articulate the story of the Triune God as expressed in the Christian Scriptures.
 - The student will demonstrate understanding of and the ability to articulate key areas of tension and conflict between the story of the Triune God and other prevalent and influential meta-narratives.
 - The student will demonstrate the ability to evaluate worship practice in light of the story of the Triune God.
 - The student will demonstrate the ability to plan and lead worship rooted in and declaring the story of the Triune God.
- b. Historical development of Christian worship**
- The student will demonstrate understanding of and the ability to articulate major trajectories in the practice of Christian worship through culture and time.
 - The student will demonstrate the ability to critique historical expressions of Christian worship in light of the story of the Triune God.
 - The student will demonstrate the ability to locate and critically assess his or her own worship tradition within the broader history of Christian worship.
- c. Theological reflection on Christian worship**
- The student will demonstrate understanding of and the ability to articulate the theological consensus of the Church regarding Christian worship, and major challenges to this consensus.
 - The student will demonstrate the ability to articulate and assess the theological assumptions undergirding the practice of Christian worship, including within his or her own tradition.
- d. Cultural reflection on Christian worship**
- The student will demonstrate understanding of and the ability to articulate prevalent historical and contemporary cultural expressions of Christian worship.
 - The student will demonstrate the ability to critique cultural expressions of Christian worship in light of the story of the Triune God.
 - The student will exhibit the skills to plan and lead worship that is biblically, historically and theologically rooted in the story of the Triune God and sensitive to culture.
- e. Missiological reflection on Christian worship**
- The student will demonstrate understanding of and the ability to articulate the centrality of God's mission (*missio Dei*) in the story of the Triune God.
 - The student will demonstrate the ability to evaluate and critique missional expressions of Christian worship in light of the story of the Triune God.
- f. Methodological skills for studies in Christian worship**

- The student will demonstrate the ability to communicate effectively in writing and speech concepts related to Christian worship.
 - The student will demonstrate the ability to understand and communicate scholarly materials related to Christian worship.
 - The student will demonstrate the ability to cite and use effectively primary sources, including Scripture, related to Christian worship.
 - The student will demonstrate the ability to cite and use effectively secondary sources related to Christian worship.
- g. Ministerial skills in Christian worship**
- The student will demonstrate the ability to implement concepts related to Christian worship in a particular setting.
 - The student will demonstrate the ability to work effectively under supervision in planning and practicing worship.
 - The student will demonstrate the ability to articulate key concepts related to Christian worship to persons in their local ministry setting.
- **DWS Program**
- a. Biblical foundation of Christian worship**
- The student will demonstrate knowledge of and the ability to reflect on the biblical story of creation, incarnation and re-creation as the initiative of the Triune God.
 - The student will demonstrate and articulate how worship and spirituality are situated in the story of God and invite participation into the life of God.
 - The student will demonstrate the ability to plan and lead worship that “does God’s story” and results in personal and congregational embodiment of that story as witness to God’s rule of all creation.
- b. Historical development of Christian worship**
- The student will critically evaluate historical expressions of worship by the story of God.
 - The student will articulate knowledge of worship within the paradigms of the ancient, medieval, reformation, modern and post-modern history.
 - The student will articulate knowledge of the interaction of worship and culture within each paradigm of history.
 - The student will demonstrate the skills and articulate the knowledge required to critically evaluate and to correct worship content that departs from the foundation of worship in the biblical story.
- c. Theological reflection on Christian worship**

- The student will demonstrate understanding of theology as a “reflective discipline” of God’s continuing community, the church, and be able to discern between the consensus of the universal church and the particulars of the Catholic, Orthodox, and Protestant traditions.
 - The student will articulate the knowledge, demonstrate the skills and model the spiritual discipline required to translate the theological consensus of the church into a worship that is indigenous to the local church one serves.
- d. Cultural reflection on Christian worship**
- The student will demonstrate the ability to distinguish between content, structure and style and recognize the influence of culture on the style of worship and spirituality.
 - The student will develop and demonstrate the skills, knowledge and spiritual discipline needed to plan and lead worship that is rooted in the biblical, historical and theological disciplines, yet sensitive to a style that engages heart, mind, and body.
- e. Missiological reflection on Christian worship**
- The student will articulate knowledge of the view that the mission of worship and spirituality is to embody God’s truth about the world, its history, and the meaning and destiny of humanity.
 - The student will demonstrate the ability to correct superficial views of mission, especially those that deny the unity of spirit and matter, the soul and the body into Gnostic life-denying forms of worship and spirituality.
 - The student will articulate the missiological nature of baptism, Eucharist, the Christian year, and the arts for Christian formation.
- f. Methodological skills for studies in Christian worship**
- The student will articulate the knowledge and demonstrate the skills required to apply the action-research methodology in the practice of worship ministry.
 - The student will articulate the knowledge, demonstrate the skills and model the spiritual development needed to produce a variety of materials that contribute to worship renewal in the church.
- g. Ministerial skills in Christian worship**
- The student will demonstrate the skills, knowledge and spiritual sensitivity needed to identify, analyze and correct problems of worship within faith communities.
 - The student will improve his or her skills of worship leading through a deeper understanding of worship and broader knowledge of the church’s worship traditions.

➤ **Graduation Requirements**

To be recommended for an IWS degree the candidate must:

1. Have completed all required courses with no less than a B (3.0) cumulative GPA (effective with June 2006 entering class).

2. Have paid all financial obligations to IWS in full.
3. Returned all materials to the IWS Library.
4. Give evidence of satisfactory formation in Christian maturity and skills in worship ministries (based on the criteria in the Program Outcomes).
5. Have satisfactorily completed all other degree program requirements.

➤ **Academic Policies and Procedures**

○ Faculty Responsibilities

Faculty members will treat students with the utmost of respect at all times. This includes meeting all scheduled classes on time, especially the first and last sessions of a module.

In addition, faculty members will:

- furnish each student with an adequate syllabus (including the required reading list) by November 1 for the January term and April 15 for the June term,
- come to each class prepared to conduct it at a graduate level,
- be accessible to students for reasonable amounts of time for consultation,
- return graded exams, papers and projects to students as soon as they are graded, and
- submit course grades to the Registrar in a timely fashion.

○ Student Responsibilities

Students, in turn, will treat faculty members with the utmost of respect at all times. This includes:

- being on time for all class sessions,
- being present for all class sessions (see “Class Attendance” below).
- completing reading assignments and submitting all written assignments and tests by the deadlines given in the syllabi, and
- submitting all written assignments and tests in legible, usually typed, form.

○ Update of Personal Profile

All IWS students are responsible for updating personal profile information on the web site on a semi-annual basis, or when there is a change in contact information (e.g., addresses, phone numbers, e-mail addresses, etc.). To update your information go to the “Students & Faculty/Directories /Students” page, choose your name, and click on the update button.

○ Transfer of Credit

Due to the unique nature of the IWS curricula, there will be no transfer of credits into IWS for application toward any of the MWS or DWS courses.

○ Textbooks

The Institute for Worship Studies has a limited but growing bookstore on campus. Books and recordings can be purchased at a discount of 20%. Please note: the bookstore does not handle mail orders and does not carry

textbooks. Students can purchase most textbooks through online vendors (such as amazon.com) or local bookstores.

The Complete Library of Christian Worship (7 vols.) by Robert Webber is a fundamental textbook used in most of the courses. All students are strongly encouraged, but not required, to purchase this entire set. These books are not available at the IWS bookstore but can be obtained online.

- Class Attendance
Students are required to attend the on-campus segment of each course. In the case of rare and extenuating circumstances, a student can miss no more than one day of the on-campus session and then only at the discretion of the professor.
- Writing Style
The approved standard for writing style at IWS is Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition, Chicago: University of Chicago Press, 2007.
- Use of English
Although we do not require an English language test for admission, all students are evaluated during their first class and those who are not able to communicate in English at an acceptable level for graduate studies are required to use an IWS approved mentor and/or proofreader. In some instances, these students may also be asked to move to the extended (5-year) schedule for the duration of their time at IWS.
- Withdrawal from Courses
Students who drop a course will receive either a WP (Withdrawal/Passing) or a WF (Withdrawal/Failing).
- Extensions and Incomplete Course Work
Our work at IWS is based on collegiality; therefore, meeting deadlines is a matter of Christian community ethics. The promptness with which academic work is submitted is not only an educational requirement but also a matter of spiritual discipline befitting any person in ministry. All students are responsible for meeting the assignment deadlines outlined in the syllabi and/or IWS Academic Calendar. A student who, for good cause, cannot complete the work of the course by the end of the semester may be granted an extension at the discretion of the course professor. The extension must be requested prior to the course's final assignment due date. Extension forms are available on the IWS website and should be filled out and sent to the registrar with the fee payment. The payment of an extension fee of \$100 is required. A normal extension would be one month; but this is at the professor's discretion. If the extension deadline is not met, the student automatically will receive an "Incomplete."

"Incomplete" work must be completed by the end of the following semester, or the student will receive a grade of "F." Students must

complete their current course assignments before they are allowed to take the next course in the program. An incomplete fee of \$200 is required (\$100 if the extension fee has already been paid). A failing grade may be eliminated or avoided by retaking the course and achieving a passing grade.

○ Grading System

The faculty-approved grading scale for course work at the Institute for Worship Studies, in accordance with professional graduate standards, is:

A and A- = excellent, superior

B+ = very good

B = good, average, satisfactory

B- = below acceptable standards for graduate work

C+ = improvement expected for continuation in the program

C, C- = deficient work in degree program

D and F = very deficient

Any student receiving a grade of C+ or lower in any doctoral course is considered to be on academic probation. The student must improve to a grade of B or higher in the next course taken, at which point the designation of academic probation is removed.

Any doctoral student receiving a grade of C+ or lower for two or more doctoral courses will be awarded the Advanced Graduate Certificate in Worship Studies (AGCWS) upon the completion of all four courses (each with a grade of C or higher) and will not be eligible to enter the thesis course (DWS 801).

Any student who receives two or more final course grades of C+ or lower may proceed to the thesis course (DWS 801) only by repeating these courses for academic credit and must achieve a grade of B or higher in these repeated courses. Any doctoral student who, for personal or academic reasons, chooses not to complete the thesis is eligible for the Advanced Graduate Certificate in Worship Studies (AGCWS), assuming that the four core doctoral courses have been satisfactorily complete.

Master's students who receive a cumulative grade point average below B- will not be eligible for the master's degree. Instead, they will be awarded a Graduate Certificate in Worship Studies (GCWS). Any master's student who, for personal or academic reasons, chooses not to complete the project/internship is eligible for the GCWS, assuming that the four core master's courses have been satisfactorily completed.

Intra-Program and End-of-Program Assessments

Doctoral students will be evaluated after the completion of the DWS 703 course to determine whether they may matriculate into the DWS thesis course.

To determine whether graduands satisfy the graduation requirement about giving “evidence of satisfactory growth in Christian maturity and skills in worship ministries” their full academic record will be reviewed and they may be required to complete an inventory.

- Leave of Absence
Students are permitted a leave of absence up to one year for extenuating circumstances, if they submit a written request met by faculty approval.
- Thesis Continuation
One year is allotted for DWS thesis completion, with up to two additional years allowed for a continuation. No more than three years are allowed for the entire thesis process, and no more than two years are allowed to complete the thesis after the proposal is approved. Permission for thesis continuation must be obtained from the thesis supervisor and the thesis director. Continuation forms are available on the website.

Students who extend their thesis completion beyond the allotted time of one year must pay a continuation fee of \$300 per semester. Continuation fees are due 30 from the invoice due date.

- Total Matriculation Time
The total matriculation time allowed for the entire DWS program is seven years (with up to two, six-month leaves of absence, if granted) and four years for the MWS program (with up to two, six-month leaves of absence, if granted).
- Certificate Holders Finishing a Degree
Within nine (9) years of taking the thesis course, certificate holders can finish a degree by turning in the certificate, reapplying for the thesis process (within three (3) years of receiving the certificate), retaking the thesis course and completing the thesis.
- Technological Resources Available
The cornerstone of the technological resources for IWS is its website located at www.iws.edu. The site’s homepage is a general welcome to the Institute and its work. It contains a brief review of the programs, pictures of various scenes from Institute life, a menu with links to the major subdivisions of the website, and a handful of critical hyperlinks.

Links to critical documents, e.g., the Catalog and a comprehensive bibliography, are provided. Some of these links connect to documents which can be submitted online, e.g., the admission form.

In addition, there are pages that detail course rhythms and daily schedules when in residence. There are links to the school’s Academic Catalog and a comprehensive bibliography on scholarly worship texts, maintained by Dr. Mark Torgerson as the Institute’s bibliographer. There are also pages which provide summarized information on different aspects of the curriculum such as the rotation of courses, universal course guidelines, late work policies and forms, and thesis-related guides.

The Institute has upgraded each of the distance learning portions of the courses to the Moodle course management system. Moodle.org is an open source system used by many leading regionally accredited colleges and universities. Each course will have its own interactive message facility, resource download system, grade tracking capabilities, and more. With the Moodle system, IWS has a comparable, if not superior program, to most schools providing online education.

➤ **Library and Other Learning Resources**

With its students dispersed around the globe and on campus only during the class sessions, it is impractical to locate substantial learning resources on campus. Nevertheless, since quality education is contingent upon student access to learning resources, IWS is deeply committed to facilitate this process. To that end, it:

- has acquired a basic on-campus library;
- has hired a part-time Library Director and an assistant (Library Specialist);
- urges faculty members to provide ample course bibliographies, identifying the most useful sources (either in hardcopy or on the internet);
- expects faculty members to provide in person and online reference services related to their courses;
- has a Professor of Bibliography to supplement faculty efforts;
- has established a library consortium with Gordon Conwell Theological Seminary, Jacksonville, and library use agreements with Northern Baptist Theological Seminary, Lombard, IL and the University of North Florida in Jacksonville, FL, allowing full access and privileges of those libraries for students residing in the U.S. and currently enrolled (Copies of the agreements and the borrowing procedures may be secured from the IWS office);
- is exploring the possibility of additional arrangements with regional libraries for both borrowing privileges and reference services via telephone and email;
- has secured access to the ATLA Religion Database, an online resource with over 1 million theological journals, essays and book reviews: and
- assists students in gaining access to other libraries, for example, by issuing student ID cards.

STANDARDS OF CONDUCT

➤ **General**

Disciples of Jesus Christ covenant themselves to pursue Christlikeness. Although this ideal cannot be fully achieved in this life, we nevertheless pursue it to the best of our abilities. Effectiveness in Christian leadership especially requires clear commitment to this goal. In this calling, knowledge of the faith and gifts for ministry must be accompanied by ethical character.

Determining what is right Christian conduct is challenging at times, and our conclusions may vary somewhat from time to time and from one context to another. But, most centrally, IWS uses Scripture as its standard, as understood through the church's discernment of the Holy Spirit's working, past and present. Based on this standard and approach, it is committed to the following standards of conduct.

➤ **Academic Honesty**

○ Plagiarism

Sadly, even Christian writers at times succumb to plagiarism. Most basically, plagiarism is defined as presenting “the ideas and works of another as one’s own” (The Merriam-Webster Dictionary). Words or phrases taken from another source are considered a direct quote and must be enclosed in quotation marks and footnoted. Ideas and their expression are, by copyright law, the intellectual property of the original author or speaker. Therefore, sources of distinctive ideas, facts, paraphrases or opinions must also be acknowledged in a footnote or endnote.

Therefore, when in doubt, err on the safe side by documenting sources. For appropriate forms of footnoting see Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition, Chicago: University of Chicago Press, 2007.

Plagiarism has serious academic, ethical and legal consequences. Intentional or unintentional failure to use appropriate documentation in research papers, examinations, oral presentations, or other academic work will result in academic penalty.

If a case of plagiarism comes to a faculty person's attention, the faculty person will consult with the student concerned. If it is determined the student has violated the plagiarism policy, the faculty person will inform the Academic Dean who will take appropriate action in consultation with the faculty person involved. The assignment plagiarized will fail, unless the faculty person concerned cites mitigating circumstances. Regardless, the faculty person is required to bring the case of plagiarism to the attention of the Academic Dean who will enter the incident in the student's official record. The Academic Dean may choose additional consequences including failing the course affected or even expulsion from the Institute.

In a good faith effort to inform our students on the plagiarism issue, and to avoid the potential of plagiarism or any other form of academic dishonesty, IWS requires that all students complete a Plagiarism Tutorial prior to their first course and submit a signed copy of a Statement of Academic Integrity during Student Orientation. Complete the Plagiarism Tutorial at

<http://library.acadiau.ca/tutorials/plagiarism>. Choose “Dylan (Arts)” as the path for your tutorial.

➤ **Policy on Ethical Conduct and Human Sexuality**

Commitment to Christ involves commitment to Christlike living and therefore is imperative for all Christians. Rightly or wrongly, Christian leaders are expected to exemplify a higher standard. Therefore, diligent attention to this facet of spiritual formation is required of every member of the IWS community, as we prepare for more effective servant leadership. Among the standards to be followed are Scripture; theological, historical, ethical, cultural and missiological reflection upon Scripture; and the IWS Mission Statement, goals and policies. Conduct that is not compatible with these guides may be subject to correction/discipline (see below).

➤ **Correction/Discipline, Mediation, and Grievance Procedures**

- Correction/discipline, as used here, are responses to vexations of individual students; mediation and grievance procedures are activated for interpersonal conflicts.
- Correction/Discipline. A student who encounters serious academic or related difficulties or engages in unacceptable conduct may be required to take some corrective measures. The student may be required to: 1) consult with a faculty adviser, the Academic Dean or Dean of the Chapel until the matter is satisfactorily resolved; 2) consult with an outside counselor; 3) go onto academic probation; 4) commit to some corrective disciplines; 5) switch to a certificate program; 6) take a leave of absence; or 7) follow through with whatever the faculty recommends, if the matter is referred to the full faculty. These directives will be communicated to the student both orally and in writing. A recommendation for dismissal from the Institute must be approved by the full faculty. When the above recommendations or requirements are put in writing, at least one copy will go to the student and one to the student’s file.
 - Mediation. Mediation is intended as a preventive process. If conflict arises, it is the first level of response, with the expectation of preventing further escalation. As much as possible, it is conducted in an atmosphere of Christian caring, integrity and respect. In a Christian context, conflicts between individuals or groups should be resolved, if possible, by the persons or groups concerned. That is the expectation at IWS. But, if these efforts fail, the Academic Dean and Dean of the Chapel will appoint a neutral, *ad hoc* mediation committee, consisting of two students and two faculty members or administrators. They will meet with the aggrieved parties, individually and/or collectively, clarify the issues, and attempt to achieve reconciliation, based on Christian principles of fairness and justice. Records of all meetings will be kept confidential.
 - Grievance. The grievance process is to handle disputes not otherwise

resolved by mediation. Individuals or parties who feel that their grievances were not satisfactorily resolved by mediation may request that the grievance process be initiated. This is essentially an appeals process that provides the opportunity for a second hearing. To that end, an *ad hoc* Grievance Committee of two students and two faculty members or administrators, who were not involved in the mediation process, is appointed. These persons may be appointed by the Academic Dean and Dean of the Chapel, or, if the appointment process is contested, the students and faculty or administrators may be selected by their peers. This committee will meet with the aggrieved parties, individually and/or collectively, clarify the issues, consider appropriate measures and attempt to achieve a satisfactory resolution. A decision made by this group is final. Records of all meetings will be kept confidential.

NOTICE OF NONDISCRIMINATION POLICY

The Institute for Worship Studies admits male or female students of any race, color, Christian denomination, age, disability, or national and ethnic origin to all rights, privileges and activities accorded or made available. IWS does not discriminate on the basis of race, color, denomination, sex, age, disability, or national and ethnic origin in its administrative policies, educational policies, admission policies and other educational programs.