



Church Divinity School
of the Pacific

Community Handbook 2018-2019

All material herein is supplementary and subject to the Academic Handbook and the Constitution By-laws of the Board of Trustees.

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Welcome

Welcome to CDSP! We are so glad God has called you to be with us this year. I'm here to help you make the most of your time here. We created this Community Handbook to serve as a general overview and a collection of helpful tips and reminders about navigating life here as a CDSP student.

This Handbook should not be confused with the Academic Handbook, which outlines policies and procedures relating to academic life at CDSP. Questions about your academic program and academic policies are best handled by your academic adviser.

I have an Open Door policy as Dean of Students, and I encourage you to contact my office at any time with any questions or concerns you may encounter. My contact information can be found below. Should any questions or concerns arise for you as you read through this Handbook, please contact me directly.

The Rev. Andrew Hybl
CDSP Dean of Students
Parsons Hall 208
ahybl@cdsp.edu
510-204-0715 (office)
510-517-3514 (cell)

The Weekly Round (Worship and Community Meals)

Full-time residential students are required to attend the community celebrations of Eucharist on Tuesday morning and Thursday evening, and all residential students, full-time and part-time, are required to determine a weekly pattern of active participation in CDSF's common prayer in order to contribute to the prayer life of the community and to sustain their own spiritual lives. The shape of this pattern will emerge out of conversations between the student and the advisor and additional conversations that take place in the formation groups.

In determining a weekly pattern of participation in worship, students must discuss with their faculty advisor regular conflicts with scheduled worship and specific instances of absence from Tuesday morning or Thursday evening community services. Students enrolled in field education may miss some portion or all of the Tuesday morning community celebration of Eucharist every other week in order to attend staff meetings at their placement. Students may determine with their advisor that a GTU class is essential to their program and so be absent from some portion or all of the weekly community celebration of Eucharist on Tuesday or Thursday for one semester.

All who participate in liturgical leadership roles are expected to honor their assignments and only rarely trade out of them. Once the deadline for using Ministry Scheduler to block out unavailable dates has past, the person assigned is responsible for arranging for another to fill the role and for informing the Dean of Chapel about the reason for the change.

* = Students are required to attend

Monday

- Morning Prayer: 8:30 a.m., Chapel
- Evening Prayer: 5:30 p.m., Chapel

Tuesday

- Holy Eucharist*: 8:30 a.m., Chapel.
 - Lunch*: 12:30 p.m., Denniston Refectory (\$8 for non-students, credit card only)
- Evening Prayer: 5:30 p.m., Chapel

Wednesday

- Morning Prayer: 8:30 a.m., Chapel
- Evening Prayer (Evensong): 5:30 p.m., Chapel

Thursday

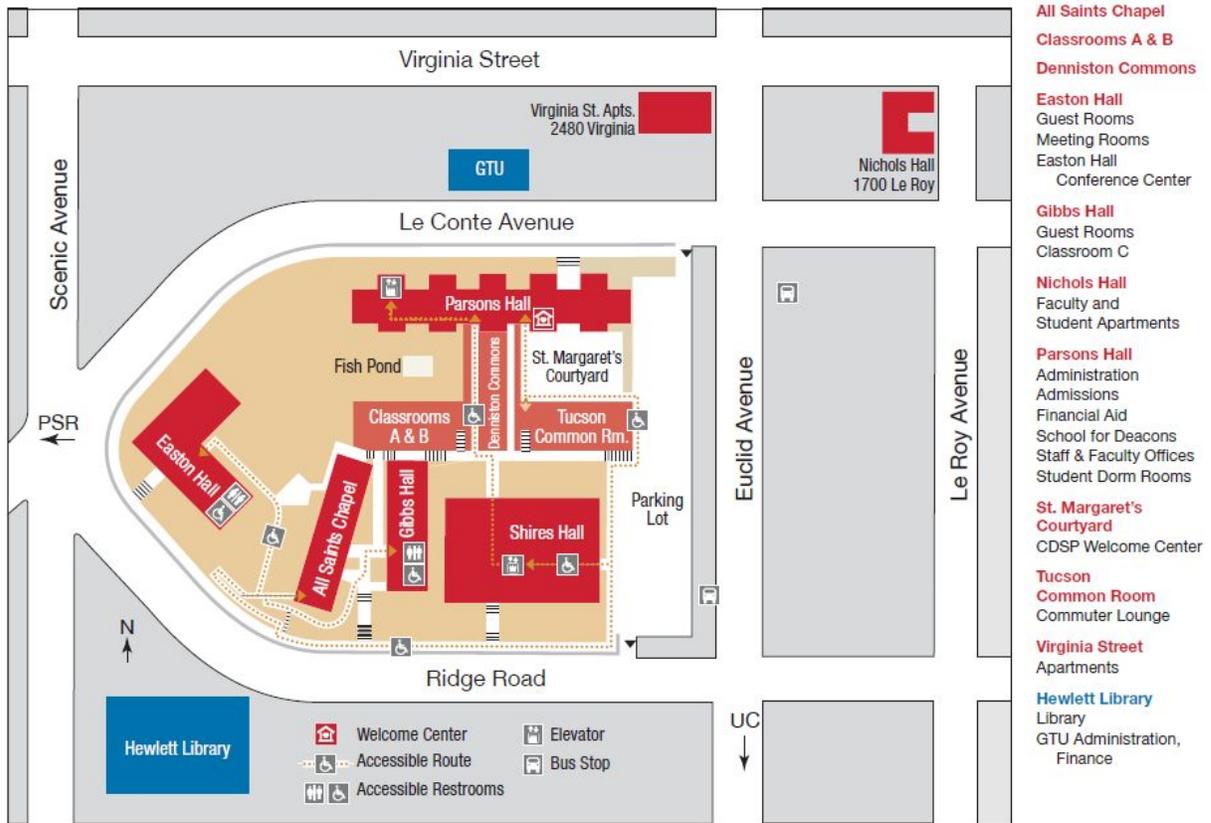
- Morning Prayer: 8:30 a.m., Chapel
 - Schola (choir practice for the evening service)
- Holy Eucharist*: 5:45 p.m., Chapel
- Community Night*: 7 p.m., Denniston Refectory (\$10 for non-students, credit card only)
 - Staff Meeting: After dinner/presentations, seminarians meet up at LaVal's pizzeria for CDSP's oldest tradition, talking over beverages.

Friday

- No scheduled services

Finding Your Way Around

Our boat-shaped campus is arranged around two courtyards. At the top of the hill/the bow of the ship is Easton Hall, at the bottom of the hill is our main parking lot.



Handicapped Access

From the parking lot you have access to St. Margaret's courtyard, which in turn gives you access to (clockwise from the parking lot): the Commuter Lounge (east end of Tucson Common Room, the Tucson classroom (west end of Tucson Common Room), Denniston Commons dining room with Classrooms A and B beyond, and the first floor of Parsons Hall which houses the facilities office and the mailboxes.

To access the Parsons elevator, you can get an access key for the elevator in Parsons Residence Hall from the Welcome Center on the ground floor of Parsons Hall). The key deposit is refundable when the keys are returned.

Door Codes/Building Access

CDSP buildings are accessible with door codes that are changed periodically for security reasons. We'll give you your class door codes during orientation; please keep them private to you and your family members.

Coffee, Cheap Eats, Copies, etc. Close By

Head through the parking lot to Euclid, then turn right to walk downhill half a block. You'll find coffee shops, LaVal's where we have Staff Meeting each Thursday night, a bunch of other restaurants, frozen yogurt, a copy center, quick haircuts, ATMs. At the two corner stores you'll pay outrageous prices for a bottle of wine, ice cream, etc., but at least they're close by.

On-campus Parking

Parking is a challenge in Berkeley, especially near the Cal campus. Assigned parking spaces in our main gate-secured on-campus lot are available for a monthly fee to CDSP and GTU students living in CDSP housing. Contact CDSP Welcome Center (510-204-0702) to ask about a parking pass.

Communications

Wi-fi

The CDSP student Wi-Fi network password is: theschool

Church Directory App

An email will be sent to the student body to list your (and your family's) contact information on the CDSP Student, Faculty and Staff Directory for 2018-2019. The easiest way to access the CDSP Student, Faculty and Staff Directory for 2018-2019 year is by downloading the app on your phone, either in your App store or www.instantchurchdirectory.com/app.

The app asks that the user get started by requesting a password using the email address listed in the directory. The password is sent to that email address, and the person is then able to log in.

Alternatively, you can also download a PDF of the Directory in the Dean of Students Resource Center Folder on Moodle.

Email Accounts

Your student email address is the first initial (of your legal name) and your last name, followed by @ses.cdsp.edu. This is your official school email address. We will use it to contact you directly and to send out important general announcements. We expect you to check this account regularly.

Of course, you can set up the account to forward all incoming email to any email address that you check often.

Faculty and staff email addresses are the first initial of their name followed by their last name and @cdsp.edu.

For issues with student email accounts, contact Alissa Fencsik, afencsik@cdsp.edu

Blue Sheet Weekly Community Newsletter

So-called because it used to be printed on blue paper. It's now emailed each Monday morning in the fall and spring semesters. It includes announcements about worship leadership, guest preachers and senior sermons, scholarships and grants, special events, etc. If you have something to include, send your info (print-ready) to bluesheet@cdsp.edu by Thursday at 5:00pm.

Student Mail

During orientation, we'll tell you which mailbox the Welcome Center has assigned to you. The mailboxes are located on the north end of St. Margaret's Courtyard on the wall. Please check your mailbox regularly for printed communications distributed to the student body and for personal communications from the Registrar's or other offices, such as student worker checks. Some

professors may return graded papers and assignments through your mailbox. If you receive a package that will not fit in your mailbox an email will be sent to you from the Welcome Center with instructions to pick up your package.

Your CDSP address is:

Student name
Mailbox XX
Church Divinity School of the Pacific
2450 LeConte Ave.
Berkeley, CA 94709-1211

To send campus mail to another student: Please bring the item to the Welcome Center during office hours, Monday-Friday, 8am-4:30pm.

CDSP Website

The CDSP website, www.cdsp.edu, gives you access to up-to-date information of importance to and about our community. In particular, note the “current students” and “news and events” sections.

Moodle

Moodle, moodle.gtu.edu, is the website that hosts sites for each course. CDSP and GTU faculty members will post syllabi, assignments, and other communications on the course site. The course site is also where students will hand in the majority of their academic assignments. Some professors use Moodle extensively to facilitate discussions outside of the classroom or distribute readings. Residential and Low-Residential students also have Moodle sites where important information, links, and communications from the Dean of Students are stored.

SONIS

SONIS is the current student information system. Please refer to the Academic Handbook for details about course registration, etc.

Academic Handbook

The Academic Handbook will help you understand the requirements for your course of study. Edited by the Dean of Academic Affairs and the Registrar and approved by the faculty and Trustees, this handbook is published annually by the Registrar’s Office. The Academic Handbook is available on our website under Academics > Forms and Resources or from the Registrar’s Office.

Chapel Customary

The Chapel Customary explains the customs, and details of our common worship in the Chapel. It is a great help in understanding the customs and practices of liturgical leadership at CDSP. Copies are also available in the Sacristy, on Moodle, or on the website under Academics > Worship. Please check with the Dean of the Chapel or sacristans if you have any questions.

Directory of Spiritual Directors, Therapists, & Retreat Centers

Spiritual directors and therapists listed have written their own descriptions of themselves and their practices. While the Dean of Students does not personally know each person listed, those that are listed have been referred to the school. In the directory is a helpful introduction to spiritual direction and an articulation of the differences between spiritual direction, therapy, and pastoral counseling. Please meet with the Dean of Students to discuss the Directory and who might be a good fit.

Social Media

CDSP can be found around the Internet on Twitter (@cdsptweet), Facebook (facebook.com/cdspfans, facebook.com/allsaintsCDSP), Instagram (@cdspstudent), and YouTube

(cdspcommunications). See the Dean of Students for access if you'd like to contribute to any CDSP social media feeds.

There's a closed CDSP Students & Partners Facebook group for current students to post anything they want to share, such as:

- Need a sub at chapel
- Borrowing a book
- Babysitting/pet care needs
- Social events (game night, fire circles at Nichols apartments, potlucks), etc.

At least one member of your class will be made an admin of this group to add your class's members and their spouses/partners/family – with their permission, of course. Each class also has their own closed Facebook group.

Commuting Students

Designated space: The Commuter Lounge just off St. Margaret's Courtyard is equipped with 5 computers and a printer, lockers, a kitchen (which commuters are responsible for keeping clean) and a study area/gathering room. Please see the Welcome Center for the door code.

Computers are primarily for commuter student use, but may be made available to other students upon request.

Lockers: To reserve a locker for the year, please visit the Welcome Center. At the end of the school year, all locks will be removed and the contents disposed of.

Community Groups and Organizations

Society of the Celtic Cross

This student-funded and student-run Society serves as the missionary "hands" of the Church Divinity School of the Pacific.

Fundraising: Celtic Cross rents parking spaces in the main CDSP parking lot during Cal football games. Students are needed to hold "Park here" signs, collect money, and valet park/direct parking at each game. This is important work; we raise about \$20,000 each fall this way. Volunteer!

Offerings: The offerings collected at our Tuesday morning and Thursday evening Eucharist goes to the Celtic Cross Society. Please be generous.

Grant making: Every spring, seminarians may submit grant proposals to the Society. Celtic Cross awards up to \$2,000 per project to charitable organizations around the world. Details are available on the CDSP website.

CDSP Spouse/Partners Group

This group seeks to provide emotional support and comic relief to the family members of CDSP students, both those who live on campus and those at a distance. Spouses, partners and family members who live on campus or the Bay area are invited to meet whenever a gathering is held, usually monthly. If you are interested in participating in this group, occasionally or regularly, you can join the CDSP Students & Partners Facebook group to see when events are scheduled.

To participate, send a personal email address to the Dean of Students, ahybl@cdsp.edu, requesting inclusion in the Spouse/Partner group.

Episcopal Relief and Development

Episcopal Relief and Development (ERD) at CDSP is part of the seminary network of ERD, which is the Episcopal church's compassionate response to human suffering in the world. Each class elects one or more representatives at their incoming class retreat. The national organization of Episcopal Relief and Development invites one or two representatives from each seminary to attend their annual Seminary Network Conference each fall. CDSP general sends one student representative to the conference each year.

Some ERD activities have included:

- An annual experimental liturgy on the Thursday closest to Episcopal Relief and Development Sunday
- Fundraisers: Lenten Soup Suppers, Alternative Christmas Gifts, and Game Nights
- Encouraging disaster preparedness within the CDSP community
- Inviting speakers for Thursday Night Forums
- Raising awareness of ERD's work within the CDSP community

Worship

CDSP uses Rite I, Rite II, Enriching Our Worship and occasionally liturgies from elsewhere in the Anglican Communion. Additionally, we have multilingual services, joint services with the Pacific Lutheran Theological Seminary, and other worship opportunities throughout the year. The Chapel Customary, available on our website, explains the details of our common worship in the Chapel.

Sacristans

Serving as a Sacristan is an official student worker position under the supervision of the Dean of Chapel. Sacristans are not paid for their time during worship services. Responsibilities of sacristans include maintaining vestments, ensuring are available and prepared books/dishes/bread/wine available for services, and more in consultation with Dean of Chapel. Anyone interested in serving as a Sacristan should contact the Dean of Chapel.

Worship Rota

The rota is the schedule of assignments for all services. It's managed through the Online Ministry Scheduler by the Dean of Chapel and the Sacristans. Your availability and preferences for serving in liturgical roles can be managed through the Scheduler. More details can be found in the Chapel Customary, please direct your questions to the Dean of Chapel.

If you cannot fulfill an assignment in the event of a sudden illness or other emergency, you are responsible for making sure the role is filled. Information pertaining to a trade is outlined in the Chapel Customary.

CDSP Community Life

CDSP Campus Smoking Policy

CDSP is a non-smoking campus. If you see someone smoking on campus, please remind them.

Community Nights

Community Night is a time when the entire CDSP community – commuting and residential students, families, faculty, staff, alumni, visitors – gathers. Every Thursday night when school is in session, Community Eucharist is at 5:45pm in the Chapel with dinner following in Denniston Commons at 7:00pm.

Community forums are sometimes scheduled after dinner throughout the year. Forums include programs or visiting speakers of interest to the whole community. These last for about an hour.

Staff Meeting

One of CDSP's longest-running traditions, Staff Meeting is a meet-up at LaVal's after Thursday night dinner. Students, spouses and partners, faculty and staff, and visitors are welcome.

CDSP Meal Program

CDSP's partial meal program fosters an even deeper sense of community and hospitality. Lunch is served at 12:30 on Tuesdays and dinner at 7:00 p.m. on Thursdays in Denniston Refectory. Food is served buffet style with vegetarian, dairy free, vegan, and gluten-free options.

Fees for meals: Student meals are included in their semester fees. For children there is no cost. Guests/spouses/partners are welcome to community night meals at \$10.00 per person for dinner, \$8.00 per person for Tuesday lunch, payable by credit card only.

PSR Cafeteria

Meals are available Monday through Saturday at the Pacific School of Religion cafeteria, across Ridge/La Conte road from Easton Hall. Prices and times are posted on the PSR website at psr.edu/student-life/student-policies/dining.

Gym Memberships

As a student of CDSP and the GTU you are welcome to join the Cal Rec Club (CRC) and Berkeley YMCA. The CRC Membership Office is located at 2301 Bancroft Way. For more information and office hours, visit the UC Berkeley Recsports site (recsports.berkeley.edu/) or call (510) 642-7796. Students can apply for a student rate Berkeley YMCA with no contract or signing fee. Contact the YMCA for more information.

Student Employment Opportunities

CDSP offers varied on-campus employment for students from working in the admissions office to landscaping. Preference is given to those who qualify for Federal Work-Study. Available student worker positions and application procedures can be found on the CDSP website under Admissions > Financial Aid > Student Employment.

Maximum hours: When class is in session, a student may not work more than 20 hours per week; during Intersession and summer, a student may work up to 40 hours per week. Normally, however, student employees work 6-10 hours a week during the semester.

Hourly rate: Compensation is \$15 per hour minimum.

Use of School Property

In addition to use by seminary groups and individuals, it is the policy of CDSP to extend the use of its facilities to those groups and organizations whose purposes are generally compatible with those of CDSP.

Because we extend the hospitality of our campus to other individuals, groups, and organizations, CDSP community members are encouraged to reserve space needed for in-house events and activities. To reserve rooms and/or meeting space in Easton Hall, contact eastonhall@cdsp.edu.

To request use of the following spaces, send an email to the Welcome Center recep@cdsp.edu.

- Tucson Classroom
- Gibbs Classroom
- Denniston Commons
- All Saints Chapel
- St. Margaret's Courtyard

Anyone who wants to invite a group or organization of which they are a member to meet at CDSP should write an email explaining the who/what/why/when/where to the Welcome Center at recep@cdsp.edu. At their discretion, as appropriate, the matter may be referred to the Dean of Students or to the President and Dean, for advice or decision.

Pets on Campus

No pet of any kind is allowed in Parsons Residence Hall, our offices, classrooms, chapel, and common areas. Working Service Assistance Animals are the exception.

Problems of Community Living

We expect the school to be a self-governing community. Most difficulties are resolved with the assistance of the Ombudsperson and Dean of Students. The Ombudsperson is a resource in cases of dispute between students and faculty or staff.

In cases of a severe nature, or which require institutional discretion, the Dean of Students should be notified immediately. The student shall have the right of appeal to the Board of Trustees through the Board's Community Life Committee. This appeal procedure applies to matters of community life but not to academic or curricular situations, which are under faculty jurisdiction.

Faculty/Student Committees

To assist in the normal operations of the life of this School, the Administration has established committees composed of students, faculty, and staff for planning purposes and certain administrative roles in selected areas. Normally, the joint committees are:

Admissions Committee

The President and Dean appoint all members. A faculty member chairs the committee. The Director of Admissions, and the Dean of Students and another faculty member comprise the committee. This committee oversees and supports the admissions activities of the School. Students assist the admissions process by hosting prospective students and providing feedback for the committee via a report form.

Housing Committee

The Housing Committee is chaired by the Dean of Students and composed of students and staff, including the Director of Housing, the Director of Administration and the Building Stewards from each CDSP housing unit. The Committee meets regularly to hear suggestions and concerns about housing and in the spring semester to assist with housing applications and distribution.

Scholarship Committee

This committee establishes policies and procedures for application for student financial aid, processes applications, and makes awards from CDSP scholarship funds. It is chaired by the Director of Recruitment and Admissions. Members include a faculty appointee, the Dean of Students, the Admissions and Hospitality Coordinator and the Director of Financial Aid.

Worship Committee

A faculty member serves as the chair of this committee. It receives suggestions from members of the community through Worship Representatives chosen by each class. The President and Dean, according to the By-laws and the Board of Trustees, bears final responsibility for all worship and

policy in the CDSP chapel. Those serving on the Worship Committee are outlined in the Worship Committee Charter. If you have questions, please direct them to the Dean of Chapel.

Student Ombudsperson to the Board of Trustees

By action of the Board of Trustees, the student body has the right to nominate one full-time graduating student member to the Board of Trustees to serve a one-year term. This Ombudsperson is nominated and elected in the spring semester each year.

The Community Leadership Team

All students, faculty, staff, and student partners and spouses are considered members of the CDSP community.

Purpose

The purposes of the Community Leadership Team are:

1. To bring together representatives of the CDSP community;
2. To provide structures and activities for the expression of the community's shared life;
3. To serve as a forum for consideration of matters affecting the community and take necessary action and/or make appropriate recommendations.

The CLT "shall review, study, and recommend policies to the administration and trustees, regarding, but not limited to, spiritual development, chapel and devotional activities, community life and activities, CDSP housing and dining, financial aid, and community morale."

The CLT provides the opportunity for every member of the community to share an equal voice in the consideration of concerns and issues, and its effectiveness depends on the participation of its members.

Members of the Community Leadership Team

Members of the Community Team are the President and Dean, (ex officio) elected representatives from each class (see below), the Ombudsperson, Celtic Cross Missioner, a spouse/partner representative, an At Large member representing commuter students, and other elected officers needed for carrying out the purposes of the Community Charter. The Dean of Students is the staff advisor for the CLT.

CLT - Community

The Community Leadership Team will self-organize in a way that meets members' schedules and particular needs. This would include date, time and frequency of meetings, choosing both a President and a Secretary. The Dean of Students is responsible for the preparation of the CLT's s

annual budget, financial statements for meetings and maintenance of accurate, permanent financial records.

Establishing New Groups

When a group or project desires recognition from CDSP, it shall petition the Community Leadership Team, which may forward a recommendation to the President and Dean through the Dean of Students.

Vacancies

A vacancy in an elected office shall be filled by a special election, unless there are 90 days or fewer remaining before the next regular election, in which case the vacancy may be filled by appointment of the Executive Committee.

Meetings

The Community Leadership Team shall determine frequency and times of meetings as well as rules of order.

Annual Elections

Date of Election: The annual election of the Leadership Team with the exception of the Entering Class President shall be completed by the end of April. The Entering Class President and other Officers are elected during the Orientation week.

Eligibility for Office: Any member of the CDSP community may be eligible to hold any elected or appointed office except: 1) The office of Ombudsperson, who must be a third-year student carrying at least nine semester hours, and 2) class representatives, who must be members of their respective classes.

Nominations: The process and timing of elections shall be determined by the Community Leadership Team according to their sense of the needs and capacity of the community. Ballots will be distributed via an electronic form through CDSP email addresses with election results tabulated and announced by the end of April.

Class Representatives

President serves a one-year term, represents the Class at monthly CLT meetings and in other capacities as needed by the CLT and/or the School.

Worship Committee Representative serves a one-year term, attends the monthly Worship Committee meetings, and serves as liaison for her or his class.

Episcopal Relief & Development Representatives serve a one-year term. The Representatives' focus is to raise awareness within the seminary community about ERD. ERD Representatives have

the opportunity to attend national ERD conferences (depending on School funding) to represent the seminary.

Celtic Cross Representative serves a one-year term, attends Celtic Cross Society meetings, and serves as liaison for her or his Class.

Spouse/Partner representatives: Generally, the spouses and partners of members of each CDSP student class have the right to choose one representative to communicate with the Dean of Students and participate, as able, in CLT meetings.

CLT Finances

Supervision, distribution, and accounting of CLT finances is the responsibility of the Dean of Students.

- Funds for the Community Leadership Team shall consist of student activities fees. These fees are established by the Administration and the amount is available for budgeting by the end of April.
- The fee shall be assessed along with tuition for the fall and spring semesters.

The budget shall be created by the Leadership Team and submitted to the community for comment by the end of September.

Amendments to the Charter

Amendments to this Charter may be made by the Community Leadership Team and shall be submitted to the Board of Trustees for approval.

In-Class Policies

Seminary Policy on the Use of Computers in Class

Computers may be used for note-taking during ordinary class sessions. Computers may not be used during in-class examinations.

Seminary Policy on Children in Class

Children are not normally permitted in class. We understand that emergency situations arise; in those cases, get permission from the instructor to bring your child with you.

Seminary Policy on Pets in Class

Animals other than working Service/Assistance Animals are not allowed in classes.

Seminary Policy on Spouses and Partners Auditing Classes

Spouses and partners of current students, faculty, and staff may audit one CDSP course per semester free of charge. First, get permission from the instructor, then complete the request form on the CDSP website under Academics > Forms and Resources > Community Audit Form.

Living in CDSP Housing

Two types of housing are offered to students at CDSP: Single dormitory-style rooms and one- to four-bedroom apartments. Parsons Hall on the CDSP campus offers single rooms with basic furniture in a dormitory-style building, with shared bathrooms, coin laundry and kitchenette facilities. Rooms at Parsons for the academic year are available for CDSP students. Unfurnished apartments with one- to four-bedrooms are available in Nichols Hall, a CDSP-owned apartment building, one block from the CDSP campus at 1700 Le Roy Avenue. Check the CDSP website for fees and other information: www.cdsp.edu/housing-and-meal-plan

Pets are allowed in the Nichols and Virginia apartments for an additional fee per semester.

Rent

Rent for apartments is due the first of each month. Make checks payable to CDSP, write your room or apartment number on the check, and take it to the Welcome Center.

Rent for Parsons dorm rooms is \$2,420.00 per semester. It will appear as a line item in your semester invoice.

Parking

Spaces are available to rent for \$350 per semester in the CDSP parking lot. See the Welcome Center, ground floor of Parsons. Street parking can be a challenge, and unless you have a Berkeley Area F parking sticker, you can only park in a street space for 2 hours between the hours of 9am and 6pm.

Your Building Stewards

The building steward for each CDSP residence building is a paid work-study position for a student resident. The building stewards serve for one academic year, subject to the approval of the President and Dean. The building steward has a master key, helps students at times of moving in and moving out, and is your resource for questions about and problems with the facilities and community issues like noise, use of common spaces, etc.

Parsons Hall 2018-2019 building steward: Annie Jones, Room 303 - cell (641) 330-2681

Nichols Apartments 2018-2019 building steward: Grace Flint, Apt. 9, cell (917) 291-2393

CDSP students living in CDSP housing meet as a group at least once each semester with their building steward and the Dean of Students to discuss concerns of residents, schedule resident shared chores and plan social events.

Maintenance issues

All maintenance requests should be sent to: maintenance@cdsp.edu.

Guests

Guests are welcome to attend chapel services and stay for meals (\$8 Tuesday lunch, \$10 Thursday dinner, payable by credit card only).

Easton Hall is our “hotel.” Book rooms at eastonhall.cdsp.edu/accommodations/easton-hall.

Guests staying at Easton will be given access to a temporary door code and access to the main parking lot when they arrive. Contact the Welcome Center if you have questions.

Easton has a kitchen and comfortable common areas; check with the Welcome Center to find out if any groups have booked the common space before planning a meal or gathering there with any guest(s) staying at Easton.

In Case of Emergency

Your emergency contact(s) (helpful to include in church app)

Based on information supplied in your application, the Dean of Students keeps a record of the phone number and email address of people to contact in case you are hurt or missing. Should those contacts change, please email changes to the Dean of Students, ahybl@cdsp.edu. Make sure to keep your contact information updated on the CDSP Student, Faculty, and Staff Directory App.

Remain calm.

Reach out to others who may need assistance. Remember you can find contact information for other students, faculty, and staff on the Directory app. The CDSP parking lot will serve as the gathering place to take roll and accountability during an emergency.

Earthquake

- Take cover beneath a heavy item of furniture, away from windows and falling objects.
- Do not use the elevator or stairs; when motion stops, use stairs with caution if they are not badly damaged.
- Do not use electricity if a gas leak is suspected.
- Limit phone calls to emergencies such as fire and severe injury (see below).
- Tune battery-powered radio to 1610 AM for information.

Fire

- Activate alarm manually if not automatically activated.
- Use extinguishers for small fires if you are trained.
- Contain the fire by closing doors and windows if possible.
- Stay low to the ground to limit smoke inhalation.
- Evacuate the building.
- Do not use elevators.
- Meet in a designated location (CDSP Parking Lot)
- Always contact the fire department, no matter how small the fire.

Calling 911

If the emergency threatens human life or property, do not hang up. Allow the operator to end the call.

Non-Emergency Numbers

- Berkeley Police, non-emergency: 510/644-6743
- Berkeley Fire, non-emergency: 510/644-6723
- Suicide Prevention/Crisis Intervention: 510/849-2212
- Poison Control: 800/523-2222

Further details: <http://gtu.edu/sites/default/files/docs/gtu-old/Emergency%20Procedures.pdf>

Earthquake Preparedness

CDSP has several action plans depending on the crisis. Know your plan for your home, car, work and class. In case of a major earthquake, CDSP has a disaster resource container in the back parking lot. There are 12 people with red keys to it who can activate the disaster action plan. They are:

- President and Dean: Mark Richardson
- Dean of Students: Andrew Hybl
- Registrar: Mary McChesney-Young
- Operations Manager: Melville Hayes-Martin
- Superintendent of Grounds: Steve Sibbitt
- Easton Hall: Bob Kramich
- Chief Operations Officer: John Dwyer
- Reception Asst. for Emergency Shed: Stephen Baronian
- Parsons Steward: Annie Jones
- Nichols Steward: Grace Flint

While these names may change, the roles will remain the same for the disaster plan. Please know that one of these people will initiate the action plan and their job is then to find other people, including you!

Sign up for Nixle Emergency Alert System

Register for emergency alerts via Nixle for free through nixle.com or by texting your zip code (94709) to 888777. Nixle will then notify you of police, fire, earthquake, and safety alerts by text.

Appendix A: Alcohol, Drugs, and Smoking Policies

The Drug-Free Schools And Communities Act Amendments Of 1989 (Public Law 101-226) requires all schools receiving federal funding of any kind (i.e. CWSP, Perkins Loans) to notify all students of the following on an annual basis:

1. The Graduate Theological Union and its member schools require that their campuses be drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CDSP is prohibited. Abuse of alcohol on the CDSP campus is also not allowed. Violation of this policy will be considered cause for dismissal from a student's program of study.
2. CDSP is required to impose sanctions, up to and including dismissal from all programs of study, on any students engaged in the abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CDSP school premises. In addition, any student involved in such illegal activity is subject to legal sanctions under local, State and Federal law.
3. The health risks associated with the use of illicit drugs and the abuse of alcohol are many. Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician.
4. Several drug and alcohol counseling, treatment, and rehabilitation programs are available to you. Should you or someone you know need help in dealing with a drug or alcohol dependency, you may call 510-869-8850 for help. The initial consultation is free and includes an assessment of the problem and the recommendation of a treatment plan. In addition, you may call 510-839-8900 for referral to an Alcoholics Anonymous program near you or 510-444-4673 for referral to a local Narcotics Anonymous program.

Chemical Intervention Policy

Since one of the chief characteristics of chemical addiction is denial, individuals who are chemically dependent are not capable of seeing their alcohol/drug problem and the damage it is causing, nor can they work it out alone. Once the illness is recognized, it is essential that there be a strong and compassionate confrontation regarding the reality of the person's situation. Poor job or academic performance or inappropriate behavior is the point at which to intervene.

An informal approach may be a personal pastoral intervention, to express concern and urge self-referral. This is the responsibility of anyone who cares, such as peers, family, supervisors, faculty, etc. Strict confidentiality must be preserved.

A formal approach will be a pastoral intervention coordinated by the President and Dean and carried out under the supervision of a competent and trained professional. The fact of the

intervention and whatever results from it will be kept confidential by the seminary. At present, medical insurance policies offered to students, faculty, and staff contain provisions for hospitalization and treatment for chemical dependency. Refusal of treatment (such as in-patient or out-patient care, Alcoholics Anonymous, counseling, etc.) is not a cause for severance from the seminary. In all cases severance discussions will be based on performance.

A student's seeking or accepting treatment for alcohol/drug dependency is viewed as a positive factor. Suspected alcohol/drug dependency may not be raised during a student's evaluation. Inappropriate behavior or poor performance may be a factor, but confrontation about suspected alcohol/drug dependency should take place outside the evaluation process. If, however, the student refuses treatment, it may be necessary to arrange an intervention involving persons from the student's canonical diocese if he or she is seeking Holy Orders.

The policy on alcohol/drug dependency in relation to students:

If treatment is accepted, the student will be permitted to withdraw from classes for a length of time reasonably indicated by competent medical authority. Guidelines for tuition refunds are spelled out in the CDSP catalogues. A student who has accepted treatment will be permitted to continue their academic program following necessary time off for treatment. A student who has accepted and is in treatment will be permitted to continue residence in seminary housing for a reasonable period of time, even if temporary withdrawal from classes is necessary.

Any student seeking Holy Orders who accepts treatment for alcohol/drug dependency is encouraged to discuss this matter further with their bishop. It is, however, the student's responsibility and choice to inform their bishop.

Addiction Awareness

CDSP policies are in accord with the accepted policies of The Episcopal Church. The Dean of Students is the pastoral resource for persons with concerns for themselves and others regarding substance abuse and providing educational resources to the CDSP community on substance abuse. Many 12-Step programs are available throughout Berkeley. Check these websites:

<http://www.uhs.berkeley.edu/parents/12step.shtml>

<http://www.uhs.berkeley.edu/students/counseling/PDF/SupportGroupMeetings.pdf>

<http://eastbayaa.org/meetings>

Episcopal Church Policy on Alcohol use, General Convention 2015

The following norms developed by General Convention 2015 are the standard of practice at CDSP regarding alcohol:

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. Some dioceses and congregations may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.
4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, or priest-in-charge must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of their execution of their responsibilities. If hard liquor is served, a certified server is required.
5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. “wine and cheese reception,” “cocktail party,” and “beer and wine tasting.”
9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusively normative activity.
10. Food must be served when alcohol is present.
11. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.

12. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.
13. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.
14. We encourage clergy to acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine.

Appendix B: Equal Opportunity Employment/Non-Discrimination Policy

CDSP is committed to the principles upon which equal opportunity employment laws are based. We are a community where all persons are entitled to equal employment opportunity, and we do not discriminate against employees or applicants because of race, color, religious affiliation (except where relevant to one's job description), age, gender, gender identity, marital status, sexual orientation, medical condition, familial status, ancestry, veteran status, national origin, political affiliation (CA Gov. Code Sec. 12920), and military service (USERRA). CDSP offers reasonable accommodations for disabled employees.

Appendix C: Homelessness

CDSP is committed to an atmosphere of welcoming and being welcomed by all people at CDSP, through the seminary's educational, administrative and community endeavors.

Fundamental to any community are standards of behavior which guide the community's response to routine as well as unforeseen circumstances. The guidelines below are an attempt at agreement on such norms, to express the mind of the CDSP community with regard to offering hospitality to those who seek refuge on or near our campus.

Shelter: No unauthorized persons are allowed to sleep on the grounds or in the buildings of CDSP. Buildings are to be open only to persons authorized to use such space (Parsons residents, Gibbs and Easton Hall guests, etc.). Individuals seeking shelter may be referred to nearby shelters, as well as daytime facilities, which offer meals, clothing, showers, drug and alcohol treatment, mental health and other services.

Food: CDSP meals are provided for guests of the school as well as CDSP students, faculty, and their guests. Guests are welcome when they have been invited by members of the CDSP community or when they purchase a meal. Those inviting guests are individually responsible for their guests' behavior in following community standards at all times while using the facility. Those wishing to

minister to the needs of persons living on the streets are encouraged to utilize public spaces for this work, such as restaurants in the Euclid Avenue area, or public shelters devoted to this ministry.

Appendix D: Seminary Policy on Missing Students

Purpose: The purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Church Divinity School of the Pacific who is believed to be missing. This policy is required under the Higher Education Re-authorization Act of 2008.

Policy: School officials should be notified that a member of the CDSP community is or is suspected of being missing. School officials, once notified, should notify the school's safety officer and the local law enforcement agency.

General Provisions: Any member of the CDSP community, including employees and students, who is concerned that a member of the school community is missing should contact the Dean of Students office (510-204-0716) as soon as it is determined that the individual is missing as defined below.

Definition: A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

Emergency Contacts : Students may identify an individual to be contacted if he or she is determined to be missing. If a student is determined to be missing, in accordance with this policy, the school will contact the individual not later than 24 hours after the time the student is determined to be missing. Students who wish to identify an emergency contact should submit this information to the Registrar or the Dean of Students. Only officials of the school shall have access to this information and shall use it for official purposes only.

Notification to School Officials: A member of the CDSP community who suspects a school community member is missing should immediately notify the Dean of Students as soon as possible.

School Investigation: Upon notification that a member of the school community may be missing, the Dean of Students shall conduct an investigation to determine facts regarding the report. If the investigator determines that the student may in fact be missing, the investigator will notify the City of Berkeley Police Department. The City of Berkeley Police Department will make the determination that the student is missing.

Notification to Emergency Contacts: If a local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the school will attempt to contact the emergency contact in accordance with the student's designation.

Appendix E: Sexual Harassment

Church Divinity School of the Pacific is committed to creating and maintaining a community in which students, faculty and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation, including sexual. Specifically, every member of the CDSP community should be aware that Church Divinity School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by CDSP policy.

To this end, all students are required to complete an online training course on preventing sexual harassment. All students will receive an email with a link to complete this training by October 1, 2018. The Dean of Students Office will receive a notification when you have completed the training.

Definition: Sexual harassment is an activity or behavior, which consists of the exploitation of power or a power imbalance in an inappropriate sexual manner. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in CDSP activities;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive CDSP environment.

Examples of sexual harassment include, but are not limited to the following:

- Verbal Harassment - epithets or derogatory comments.
- Physical Harassment - assault, impeding or blocking movement, or any physical interference with normal work or movement.
- Visual Forms of Harassment - derogatory posters, notices, bulletins, cartoons, or drawings.
- Sexual Favors - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which is conditioned upon an employment benefit or student status, that unreasonably interferes with an individual's work performance or creates an offensive work environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

If the alleged perpetrator of the sexual harassment is a member of the faculty or staff, or a student of another GTU member school, the GTU itself, or one of its affiliates, then the CDSP representative who receives the complaint should notify the Dean, President, or Director of the alleged perpetrator's school or affiliate. The investigation and resolution of the complaint will be conducted by and according to the policies of the alleged perpetrator's institution. A copy of that institution's procedures should be made available to the complainant as soon as possible. The Dean of CDSP should maintain close communication with those conducting the investigation from the alleged perpetrator's institution and ensure that the CDSP complainant is treated justly. If the complainant is a member of the CDSP community, the resources listed below will be made available to him/her.

Procedures:

Resources for Counseling and Consultation. The immediate priority in the case of alleged sexual harassment is to provide a safe, informal and confidential atmosphere for the alleged victim to talk with person(s) about the incident, to check out feelings, talk through the incident, and otherwise do a "reality check" on the incident. CDSP will have on file a list of resources, independent from the school that may be used in this manner. The Dean of Students' Office shall compile and update this list on a regular basis. All faculty advisors will be made aware of this list on an annual basis for referral purposes. The Dean of Students will publicize the availability of these resource people to the CDSP community. Recognizing that an individual may experience a time of delayed reaction between the alleged occurrence of sexual harassment and the reporting of the incident, the aforementioned resource list will also be available to persons seeking advice regarding past incidents. Additionally, should any such person decide to file a complaint of sexual harassment, an investigation would proceed in the manner described below.

CDSP Investigation of Complaints. A formal investigation into any allegation of harassment will begin upon notification of CDSP of the alleged incident(s).

If the complainant is a student or staff member, notification should be made to the Dean of Students.

If the complainant is a faculty member, notification should be made to the Dean of Academic Affairs.

If the complainant is a staff member, notification should be made to the Director of Operations and Personnel Management.

If the complaint arises in the context of Field Education, notification should be made to the Director of Field Education.

If, in any situation, the allegations of harassment are against or involve the individual to be notified,

the complainant may notify any other individual listed or the President and Dean to commence an investigation.

When a CDSP student is involved in an incident of alleged harassment, a student (such as the Ombudsperson) shall be appointed to the investigative committee. The President and Dean will also take necessary actions to defuse the situation, separate the parties, or maintain the status quo, as deemed appropriate under the circumstances. The complainant and the respondent, who will be advised by the President and Dean of the pending investigation, shall agree upon all members of the investigative committee. Either complainant or respondent may petition the President and Dean that a member of the investigative committee not serve in this particular situation if there is a question about the member's ability to be impartial. Further, either or both complainant and respondent may be permitted to have an advocate come with them to the meeting(s) of the committee. Every effort shall be made to maintain the confidentiality of the parties involved. However, disclosure of the specific allegations and individuals may be necessary to conduct a complete investigation. It is against CDSP policy for anyone to retaliate against a complainant who pursues a complaint or any witness or participant in an investigation.

The committee shall review the incident as a whole and consider the totality of the circumstances, including the context in which the alleged incident(s) occurred. Following a reasonable investigative period, the committee shall report its findings and recommendations to the President and Dean.

Corrective Action. The committee recommendations may include, but are not limited to the following:

- A verbal and/or written statement admonishing the alleged offender.
- A request that the alleged offender apologize personally to the complainant.
- A recommendation of therapy for either or both the alleged offender and/or complainant.
- Other action which may include request for resignation if employment is involved, suspension or dismissal where enrollment is involved, withdrawal of Field Education Certification where Field Education is involved, or other appropriate actions determined by the President and Dean.
- Other action may also include notification of appropriate ecclesiastical authorities, as deemed necessary.
- The complainant may also choose to pursue litigation in the civil courts.

Prior to making any decision or taking action, the President and Dean may seek additional counsel from persons of his/her choice, including, but not limited to, the Chair of the Board of Trustees. The President and Dean may also take other action, as he/she deems appropriate. The decision and action of the President and Dean is final.

In the event that the President and Dean is alleged to be involved in a case of sexual harassment, the following procedures will be followed: The Dean of Academic Affairs, the Dean of Students, or the Director of Operations and Personnel Management shall form the investigative committee. The Chair of the Board of Trustees shall be notified of the allegations. The Chair may appoint a member of the Board of Trustees to serve on the committee. The committee will conduct a timely investigation and report their findings to the Chair of the Board. The final review process shall be, in this instance, by the Chair of the Board of Trustees and other persons named by the Chair. The decision and action reached by the Chair of the Board of Trustees is final.

Appendix F: Sexual Assault and Rape

CDSP will not tolerate sexual misconduct in any form, including acquaintance or date rape. The school will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape and sexual assault. CDSP prohibits rape and sexual assault.

Rape is defined to include all acts of sexual intercourse involving penetration imposed under the following circumstances:

- Where the complaining party is incapable, because of a mental, developmental, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act; or
- Where such an act is accomplished against a person's consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another; or
- Where the complaining party is prevented from resisting or giving consent as a result of intoxication, or is unconscious at the time of the act, and this fact is known to the person committing the act.

Acquaintance rape is sexual intercourse undertaken by a friend or acquaintance without the consent of the student.

Sexual assault is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling, or touching of a person's genitals, buttocks, or breasts.

Consent is defined as positive cooperation in act or attitude pursuant to an exercise of free will. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. It is a defense to the allegation of non-consent that a defendant held a reasonable and good faith belief that the complainant was consenting. A current or previous dating relationship is not sufficient to constitute consent. The determination regarding the presence or absence of consent should be based on the totality of circumstances, including the context in which the alleged incident occurred. The fact that an individual was under the influence of drugs and/or

alcohol at the time may be considered in determining whether that person had consented to the act in question. Students should understand that consent may not be inferred from silence or passivity alone.

Prevention of Sexual Assault and Rape

To reduce the risk of sexual assault and rape, students and other community members are encouraged to:

- Inform themselves about crime prevention techniques, such as those offered by the City of Berkeley Police Department (www.ci.berkeley.ca.us/police/default.html);
- Make use of the public safety resources, such as the night escort service, provided by the University of California at Berkeley (510-642-WALK from 6pm to 2am)
- Know that those enrolled in the Health Insurance Program for Students (HIPS) have access to services directly from their physician.

Responding to Sexual Assault and Rape

Since Church Divinity School of the Pacific does not maintain a police force, all violations of the law involving sexual assault or rape should be reported immediately to the City of Berkeley Police Department and may also be referred to the City of Berkeley District Attorney for prosecution.

Incidents of sexual assault and rape should also be reported to the Dean of Students, to the Academic Dean, or any other senior administrator of Church Divinity School of the Pacific. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. CDSP officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information so that the incident can be included in CDSP crime statistics.

If an incident is reported to a CDSP official, the official shall inform the student of her or his right to inform the Berkeley Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident, upon the student's request. Finally, the student shall be informed of counseling, mental health and other services:

- University of California at Berkeley Health Services, 2222 Bancroft Way, Berkeley 510/642-2000;
- California Counseling Institute, 1562 Oakview Avenue, Kensington CA 94707 415/379-4591;
- Bay Area Women Against Rape, 470 27th Street, Oakland 510/845-7273;

- Highland Hospital, Highland Sexual Assault Response Team, 1411 E. 31st Street, Oakland 510/437-4800 (main), 510/437-8500 (appointments);
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6683.

Victims of sexual assault and rape may request that CDSP change academic and living situations. CDSP will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

If a student is determined to have committed sexual assault, rape, acquaintance rape, or other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs and expulsion from the community may be imposed by CDSP.

If formal charges are not pressed, and the complainant wishes CDSP to investigate, the procedures detailed in the Seminary Policy on Sexual Harassment shall be followed.

Appendix G: Students with Disabilities Policy

Accommodations for Students With Documented Disabilities

Ramps and elevators provide handicapped access to most CDSP facilities, including the chapel, classrooms, faculty and administrative offices. An access key for the elevator in Parsons Residence Hall may be obtained from the Director of Housing & Reception.

Church Divinity School of the Pacific participates in a consortium-wide "Students with Disabilities" policy which benefits from a collaborative arrangement with the University of California at Berkeley. The policy strives for consistent and equitable student access to educational opportunities throughout the consortium. In particular, it addresses a differently abled student's ability to fulfill degree and certificate course and program requirements. The policy covers GTU library use, student advising, GTU classroom activities and requirements, program exams, and capstone experiences such as theses and dissertations. It does not address extracurricular events sponsored by GTU member institutions, student housing, and administrative activities (e.g. registration, access to facilities, etc.).

The GTU Dean of Students serves as the Disabilities Resource Officer (DRO) for the consortium. The DRO serves as a consortium-wide resource to develop expertise, provide information and consultation, and answer questions. The DRO works with Students with Disabilities Program staff at UCB who verifies accommodation eligibility and recommends accommodation options. While eligibility verification and recommendations for academic accommodations are centralized, implementation of accommodations reflects individual institutional resources and cultures. In order to initiate the process, the student should be in touch with CDSP's Dean of Students. Forms and

process guidelines are available on the GTU website at <http://www.gtu.edu/admissions/life-at-gtu/students-with-disabilities>.

For more information on Academic Accommodation, consult the Academic Handbook.

Appendix H: Whistleblower Policy and Reporting Tool

Church Divinity School of the Pacific is an organization with strong values of responsibility and integrity. Our Code of Business Conduct and Ethics contains general guidelines for conducting business with the highest standards of ethics.

Church Divinity School of the Pacific is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where students prefer to file an anonymous report, please submit your reports via <https://secure.ethicspoint.com/domain/media/en/gui/41158/index.html>

Hospitality and Diversity At CDSP

The Board of Trustees of Church Divinity School of the Pacific declares the commitment and intention of this seminary to welcome diverse people throughout the seminary's educational, administrative, and community endeavors. To fulfill this commitment, the Board urges this entire community to advocate and implement:

- Intentional recognition of and sensitivity to the diversity of people at CDSP
- Recruitment of an increasingly diverse student body, faculty, staff and board
- An increased atmosphere of welcoming and being welcomed by all people at CDSP
- Preparation for lay and ordained ministry in an evermore diverse and multicultural world
- Ongoing accountability of this seminary in addressing issues related to hospitality, diversity and multi-culturalism, including race, color, ethnic origin, gender and gender identity, national origin, marital status, sexual orientation, disability, or age.