

LOYOLA INSTITUTE FOR MINISTRY (LIM)

DIRECTOR: Mark S. Markuly, Ph.D.

OFFICE: 200 Stallings

ASSOCIATE PROFESSORS: Gerald M. Fagin, S.J., Barbara Fleischer, Kathleen O’Gorman

ASSISTANT PROFESSORS: Mark S. Markuly, Catherine P. Zeph

EXTRAORDINARY FACULTY:

INSTRUCTOR: Brant Pitre

ADMINISTRATIVE STAFF: Billie Salisbury Baladouni, Associate Director (Adjunct Faculty and Evaluation Services); Cecelia M. Bennett, Associate Director (Administrative Services); Reynolds R. Ekstrom, Associate Director (Program Development and Student Services); Todd McMahon, Associate Director (Instructional Technologies)

The Loyola Institute for Ministry’s (LIM) programs are designed to enable students to develop an integration of knowledge and practice through an increased awareness and analysis of their ministry contexts. These contexts include their own ministry site, the society and culture within which it is situated, the Jewish-Christian tradition, and their own personal background. The programs address adult practitioners within the actual context of their ministry. The focus of its programs is contextual learning for those already involved in ministry and in possession of the intellectual and cognitive abilities that come through undergraduate studies. The program seeks to broaden students’ information base in pastoral studies and religious education, and to provide a laboratory for their learning and practice of appropriate skills.

The mission of the institute is to prepare women and men for religious education and ministerial leadership in Catholic and other Christian communities through professional graduate education and through professional continuing education. The Master of Religious Education and the Master of Pastoral Studies degrees are offered in the institute. A number of continuing education options are also part of institute programming.

The students, faculty, and staff of the institute form a learning community and educational resource for professionals and paraprofessionals engaged in or preparing for ministry and religious education, as well as for others who want to address themselves intentionally to their ministry in the world. In fidelity to its mission, the institute seeks an integration of knowledge of the Christian tradition, a sensitivity to the dynamics of institutional structures, an appreciation for the times and culture within which one works, and a reflection on personal experience.

The mission of LIM is carried out through on-campus and a variety of distance education programs. The institute has a particular (though not exclusive) mission to areas that do not have benefit of proximate resources for professional graduate education in pastoral studies and religious education.

The institute offers a master’s degree in religious education (M.R.E.), a master’s degree in pastoral studies (M.P.S.), and a post-master’s certificate in pastoral studies both on campus and through distance education. On-campus (LIMOC) M.P.S. focus areas include small Christian community formation, pastoral care and counseling, pastoral life and administration, religion and ecology, African-American ministries, Christian spirituality for pastoral ministry, marketplace ministry, Hispanic ministry, youth ministry,

and the opportunity for an individualized program of study. The Loyola Institute for Ministry Extension (LIMEX) focus areas include small Christian community formation, pastoral life and administration, religion and ecology, marketplace ministries, and Christian spirituality for pastoral ministry. The institute also serves the continuing education needs of adults on campus and in extension by offering a certificate in religious education (C.R.E.), a certificate in pastoral studies (C.P.S.), and an advanced continuing education certificate in pastoral studies.

ADMISSION TO UNIVERSITY

The admission process includes:

1. A formal completed application.
2. A bachelor's degree from an accredited college or university, with a minimum 2.5 GPA for all degree-seeking students.
3. Submission of official transcripts from colleges or universities previously attended for all degree-seeking students.
4. A statement of educational purpose.
5. A résumé of work experience including professional and/or voluntary ministerial responsibilities.
6. Two recommendations (on forms supplied by the institute) attesting to student's capability for graduate study.
7. \$20 nonrefundable application fee.
8. For extension students, a notification of application form (supplied by Loyola) should be sent directly to the sponsoring agency.
9. For LIM Outreach students, a notification of application form (supplied by Loyola) should be sent directly to the on-campus associate director.

All materials should be sent directly to the LIM enrollment office **two months** prior to the start of the student's first course or semester. (International extension (LIMEX) students have these materials sent directly to their administrative liaison at their sponsoring agency.) This allows time for transcripts and other supporting documents to reach the LIM enrollment office and subsequently for the admissions committee to come to an admission decision. Late applications are accepted, but such applicants may only be admitted to their first LIM course as transient students.

ADMISSION TO CANDIDACY

The institute offers courses of instruction leading to the degrees of master of religious education and master of pastoral studies for properly qualified students who have been admitted to degree candidacy.

To apply for candidacy the student must file a formal petition to the institute's graduate studies committee on the basis of items listed below. (Extension program students are advanced to candidacy by the graduate studies committee when the following criteria are met.)

1. Not less than 12 credit hours nor more than 15 credit hours in the institute's graduate courses with a minimum grade point average of 3.0. For on-campus students, of these hours at least six must consist of core courses, including Introduction to Practical Theology.
2. Students must evidence responsible and competent participation in the learning process.
3. Currently registered for credit at Loyola.

Appropriate recommendations will be made by the graduate studies committee to the dean of City College as a result of their review. Degree candidates will be notified and such notification will become part of their permanent records. Students not admitted to

candidacy will be informed of their deficiency. Removal of such deficiency under the direction of the student's adviser must take place upon completion of 15 credit hours. The student must then reapply for degree candidacy.

COURSE REQUIREMENTS

The candidate must complete a total of at least 36 credit hours of graduate work including the work earned prior to his or her admission to degree candidacy. A course in which the student has earned a grade of D or F cannot be counted toward the completion of the credit hour requirement, but will be used in determining the student's grade point average.

The capstone course, Pastoral and Educational Praxis, is required of all students (except those in the pastoral care and counseling focus area) for graduation, and is taken at the end of their program. Students, in their final synthesis-praxis paper, give evidence of understanding and competence in the following areas: 1) articulation of the meaning of practical theology; 2) identification and interpretation of their ministry as an expression of practical theology; 3) evidence of critical reflection on their understanding and practice of ministry through an examination and responsiveness to the influence and interplay of multiple contexts of ministry; and 4) an ability to identify, integrate, and act on significant learnings and challenges emerging from engaging the curriculum.

Students in the pastoral care and counseling focus area participate in clinical pastoral training or experience, ordinarily arranged through a local CPT or CPE supervisor in a hospital, prison, or other pastoral counseling setting. This praxis experience is the capstone course of the pastoral care and counseling focus area. One unit of CPT is the minimum requirement. Students may complete one unit of CPE to fulfill this requirement.

ACADEMIC PROBATION

In order to remain in good standing, a student must earn at least a C in all graduate courses taken and must maintain a cumulative grade point average of 3.0 or higher in Loyola University graduate course work. A student who earns below a C in a graduate course, or whose cumulative grade point average falls below 3.0, will be placed on academic probation. Students admitted under the conditional status are admitted on academic probation and will be notified of their probationary status in their letter of admission.

A student on probation has nine hours or two semesters (whichever comes first) to remove the academic deficiency. If the deficiency is not removed in the allotted time, the student will be excluded from the program as a graduate student.

1. Upon receipt of course grade transcripts from the Office of Student Records, the associate dean of City College will notify students who have been placed on academic probation.
2. Conditionally admitted students, or students on probation who do not remove their academic deficiency in the next term, will receive a second letter notifying them that subsequent academic deficiencies will lead to exclusion from the university as a graduate student.
3. A probationary student who fails to make up his or her academic deficiency in the nine hours or two semesters will be excluded from the university as a graduate student.

CHANGE OF ACADEMIC STATUS

Students may change from graduate status in the program to continuing education status by written request. Continuing education students may apply to the LIM enrollment office for graduate status, subject to the standard graduate admissions requirements. Either change of status must occur only between courses or semesters. Students have the option of changing their status only once during their course of study.

ACADEMIC ADVISEMENT

Each on-campus student consults with an institute adviser in planning his or her full program of graduate courses. The student should meet each semester with his or her academic adviser, a full-time faculty member. Extension students are assigned an academic adviser when admitted. LIMEX instructors of record are available for consultation on academic concerns. Both may be contacted via a toll-free telephone number, e-mail, or fax. LIMEX students are required to participate in a three-session discernment process.

TRANSFER CREDIT

On-campus students are allowed to transfer up to six hours of credit for graduate course work done in theology, religion, religious education, or pastoral ministry studies from an accredited institution. Original transcripts must be presented along with a request to the Graduate Studies Committee. For transfer credit in areas other than those mentioned, it is incumbent upon students to justify a clear and systematic relevance of the work to their LIM degree program. A request must be made to the Graduate Studies Committee, along with a 3 – 5 page rationale. If the transfer is accepted, the learning from the transferred courses is to be integrated into the student's Pastoral/Educational Praxis course.

Because of the extension program's unique educational methodology and sequential curriculum format, LIMEX students are allowed to transfer up to six hours of approved graduate coursework only in lieu of LIMEX focus areas. The above process for applying for this transfer credit must be followed, with the same obligation to integrate their learning into the pastoral/educational praxis course.

CONTINUING EDUCATION UNITS (CEUs)

Persons who participate under the continuing education status are persons who have extensive ministry experience, often in diocesan, school, or parish leadership positions, and have the ability to do the graduate-level reading. Some CEU students lack the required bachelor's degree to enroll for the graduate degree, while others already have graduate credentials and do not wish to earn another graduate degree. Persons who register as CEU students will receive continuing education units as defined by the Southern Association of Colleges and Schools. CEUs are recorded on a Loyola CEU transcript and kept in the permanent records of the university.

Continuing education credit is determined by class attendance, competent participation in the learning group or on-campus course, completion of reading assignments, and other activities necessary for participation in those sessions. Three CEUs are granted for each course in the LIMEX program. On campus, one credit hour equals one CEU. LIMEX focus courses require CEU students to submit written responses to reflection questions. All CEU students who complete the extension or on-campus program receive a continuing education certificate in religious education or pastoral studies.

REQUIREMENTS FOR CONTINUING EDUCATION ADMISSION

Those who are applying to the institute for admission under the continuing education status are required to complete the institute (graduate) application, pay a nonrefundable application fee, submit a résumé and statement of educational purpose, and supply two recommendations (on forms provided by the institute) from professionals in ministry and/or education (pastor, DRE, etc.) who can attest to the applicant's involvement in ministry and ability to do graduate-level reading. This ability to engage in graduate-level reading must be evidenced in the application process.

FINANCIAL AID

Because Loyola offers substantial tuition discounts, additional university scholarships and grants are not available. Federal Student Financial Aid is only available to full-time and part-time students in New Orleans; thus, Extension students are not eligible. Other loan options are available. For information, contact the Office of Scholarships and Financial Aid at (504) 865-3231.

FOR ADDITIONAL INFORMATION, CONTACT:

Loyola University Institute for Ministry
Campus Box 67
6363 St. Charles Avenue
New Orleans, LA 70118
(800) 777-5469 (U.S. and Canada)
0800-896-344 (U.K.)
0800-895-326 (Switzerland)
Fax: (504) 865-2066
Campus Office: Stallings 200
E-mail: LIM@loyno.edu
Website: www.loyno.edu/lim

ON-CAMPUS PROGRAM (LIMOC) MASTER OF PASTORAL STUDIES (M.P.S.), MASTER OF RELIGIOUS EDUCATION (M.R.E.), AND JOINT DEGREE MASTER OF PASTORAL STUDIES (M.P.S.) AND MASTER OF SCIENCE IN COUNSELING (M.S.)

The LIM on-campus master's degree programs are designed for those laypersons, members of religious orders, and ordained persons who are currently engaged in or are preparing for pastoral or educational ministries and who seek to enhance the quality of their ministry activities through a systematic ministry education. On-campus courses focus on the development of ministers who are critically reflective about themselves, their vision, and their efforts. The LIM on-campus student identifies his or her educational goal for the program and critically reviews the theological assumptions underlying his or her ministerial action. Specific courses may be waived based on a student's prior academic experience.

DEGREE REQUIREMENTS

The requirements for both the master of religious education degree and the master of pastoral studies degree consist of 36 credit hours:

- a) The theological core courses (18 credit hours)
- b) Focus area courses and capstone course (12 credit hours)
- c) Elective courses (6 credit hours) chosen by the student.

THEOLOGICAL CORE COURSES

18 credit hours

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| LIM C703 | Introduction to Practical Theology | 3 cr. hrs. |
| LIM C711 | Jewish Roots of Christian Faith | 3 cr. hrs. |
| LIM C712 | Christian Origins: Intro to New Testament | 3 cr. hrs. |
| LIM C714 | Grace, Christ, and Spirit | 3 cr. hrs. |
| LIM C722 | Church, Sacraments, and Ministry | 3 cr. hrs. |
| LIM C704 | Spirituality, Morality, and Ethics | 3 cr. hrs. |

FOCUS AREA COURSES

12 credit hours

Master of Religious Education

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| LIM C701 | Foundations of Religious Education | 3 cr. hrs. |
| LIM C715 | Curriculum Development | 3 cr. hrs. |
| LIM C716 | Religious Education Across the Curriculum | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Master of Pastoral Studies

Christian Spirituality for Ministry

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| LIM C827 | Spirituality for Ministers | 3 cr. hrs. |
| LIM C828 | History of Christian Spirituality | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Pastoral Life and Administration

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| LIM C844 | Parish Life and Ministry | 3 cr. hrs. |
| LIM C861 | Pastoral Leadership and Organization | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Pastoral Care and Counseling

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| LIM C849 | Introduction to Pastoral Care and Counseling | 3 cr. hrs. |
| EDGR A830 | Counseling Theories | 3 cr. hrs. |
| EDGR A835 | Counseling Practice | 3 cr. hrs. |
| LIM C897 | Clinical Pastoral Training (CPT) | 3 cr. hrs. |

Marketplace Ministry

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| LIM C819 | Spirituality and the Theology of Work | 3 cr. hrs. |
| LIM C820 | Ministry in the Marketplace | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Religion and Ecology

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| LIM C813 | The Universe as Divine Manifestation | 3 cr. hrs. |
| LIM C814 | The Emergent Universe: Our Sacred Story | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Youth Ministry

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| LIM C870 | Foundations of Youth Ministry | 3 cr. hrs. |
| LIM C876 | Adolescent Spirituality and Methods of Faith Development | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Hispanic Ministry

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| LIM C833 | Hispanic Experience of Religion and Culture | 3 cr. hrs. |
| LIM C834 | Pastoral Ministry in Hispanic Communities | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

African-American Ministries

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| LIM C815 | African-American Experience in Religion and Culture | 3 cr. hrs. |
| LIM C816 | African-American Religious Experience and Black Church History | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Small Christian Community Formation

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| LIM C809 | Inner Life of Small Christian Communities | 3 cr. hrs. |
| LIM C810 | Public Life of Small Christian Communities | 3 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Individualized Program

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| | Six credits from LIM focus areas/electives in consultation with an academic adviser | 6 cr. hrs. |
| LIM C750 | Dynamics of Small Group Life | 3 cr. hrs. |
| LIM C886 | Pastoral and Educational Praxis | 3 cr. hrs. |
| Electives | Six credit hours of elective courses chosen by the student to suit his or her own needs and interests. | |

JOINT DEGREE

**Master of Pastoral Studies (M.P.S.) in Pastoral Care and Counseling
and
Master of Science (M.S.) in Counseling**

Introduction

The master of pastoral studies degree at LIM with a concentration in pastoral care and counseling provides theological and spiritual grounding for pastoral care in a variety of local church contexts and other pastoral settings. The master of science in counseling,

through the department of education at Loyola, provides in-depth education on counseling models and meets all educational requirements for state licensure as a professional counselor.

Students in this program must be admitted separately to the Department of Education, as well as the Institute for Ministry. Individually taken, these two degrees would require 84 credits of graduate work. However, the joint degree program allows for certain courses in one master's program to count as required courses or electives in the other. The total number of credits for the joint degree program is 63 credits—a reduction of 21 graduate credits.

Coursework

A complete listing of coursework required for joint degree studies can be found at www.loyola.edu/lim/oncampus/jointdegree.html.

A Rationale for the Joint Degree Program

Spiritual and religious issues often come up in counseling settings. A thorough grounding in theology and hermeneutics helps the counselor appreciate the religious tradition and spirituality of the client. Pastoral ministers often encounter personal situations, when assisting others, that require well-developed counseling skills. The M.P.S. (with a concentration in pastoral care and counseling) and the M.S. in Counseling taken together offer a breadth and depth of expertise that will enhance both counseling practice and pastoral work. Graduates of the joint degree program who subsequently become licensed as professional counselors are eligible to become certified as professional pastoral counselors by the American Association of Pastoral Counselors.

Tuition

Tuition is charged based on your program. For example, you will be charged the MPS rate for LIM courses and the graduate counseling rate for your education courses.

ON-CAMPUS SUMMER PROGRAM

In addition to year-round evening/weekend courses in the on-campus program, LIM offers an intensive six-week summer program on campus which includes weekend, one-, two-, and three-week courses that provide the student with multiple course options, along with community building, shared prayer, and social activities. A master's degree program can usually be completed in four summers, except for the pastoral care and counseling and African-American ministries focus area courses which are only offered in fall and spring semesters. These must be completed in a year-round format.

GRADUATE CERTIFICATE IN THEOLOGY AND MINISTRY

A graduate certificate in theology and ministry may be awarded to persons who have completed a total of 18 credit hours of graduate study at the Institute for Ministry. Twelve of the 18 hours must be in theological core courses; six elective credits complete the certificate. Transfer credits from other institutions are not accepted. Upon completion of 12 hours, graduate certificate students must apply for the certificate or apply for candidacy in a LIM master's degree program; the 12 credits already earned will then be applied to a candidate's work toward a master of religious education or master of pastoral studies degree. Twelve graduate credits of the graduate certificate may be applied to a master of religious education or a master of pastoral studies.

OUTREACH PROGRAM

Because of the geography and size of the greater New Orleans area, the Institute for Ministry offers the LIM Outreach format as an option for students at a variety of off-

campus locations.

Students form intentional learning communities of 6 to 15 persons and complete the theological core courses, consisting of 18 credit hours of the program, in their own location through the LIM extension program format. Students then complete their remaining 18 credit hours of focus area and elective courses on campus, drawing from the rich array of course offerings presented by Loyola faculty and visiting scholars who are known internationally for their work in theology, ministry, and religious education. The delivery format thus combines the advantages of local study and the community-building strength of the extension program with the teaching excellence of internationally-known faculty and academic enhancements offered on campus.

ON-CAMPUS AND OUTREACH TUITION

All graduate credit students on campus and in outreach courses with LIM receive a reduced tuition rate because of the Jesuit commitment to ministry education.

EXTENSION PROGRAM (LIMEX) MASTER OF PASTORAL STUDIES OR RELIGIOUS EDUCATION

In partnership with a sponsoring diocese or other religious institution, Loyola Institute for Ministry (LIM) offers its degree and certificate programs by extension. Students meet in learning groups led by a Loyola-certified facilitator under the direction of Loyola faculty for 10 of the courses. In these common courses, students engage in 10 three-hour sessions that involve discussion of printed lectures and other assigned readings, videotaped input by nationally-known scholars, and other educational interactions. Students also choose two additional courses in a focus area from a variety of available options. These courses are taken in a semi-independent study format. The program is designed to provide in-depth information and reflection on the theory and skills appropriate to ministry and religious education in a variety of settings. A complete prospectus as well as a *LIMEX Policy Manual* on the extension program can be obtained from the institute's office.

EXTENSION PROGRAM CURRICULUM

The requirements for both the master of religious education degree and the master of pastoral studies degree consist of 36 credit hours:

- the theological core course (18 credit hours)
- the context of ministry courses and the capstone course (12 credit hours)
- focus areas chosen by the student (6 credit hours).

Theological Core Courses (18 credit hours)

| | | |
|-----------|---|------------|
| LIMX G703 | Introduction to Practical Theology | 3 cr. hrs. |
| LIMX G711 | Jewish Roots of Christian Faith | 3 cr. hrs. |
| LIMX G712 | Christian Origins: Intro to New Testament | 3 cr. hrs. |
| LIMX G714 | Grace, Christ, and Spirit | 3 cr. hrs. |
| LIMX G722 | Church, Sacraments, and Ministry | 3 cr. hrs. |
| LIMX G704 | Spirituality, Morality, and Ethics | 3 cr. hrs. |

Context of Ministry Courses and Capstone Courses (12 credit hours)

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| LIMX G840 | The Sociocultural Context of Ministry and Religious Education | 3 cr. hrs. |
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| LIMX G860 | Faith Development and Spirituality | 3 cr. hrs. |
| LIMX G861 | Pastoral Leadership and Organization | 3 cr. hrs. |
| LIMX G886 | Pastoral and Educational Praxis | 3 cr. hrs. |

Focus Area Courses (6 credit hours) (The first focus course is a prerequisite to the second course of a focus area.)

Master of Religious Education

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| LIMX G701 | Foundations of Religious Education | 3 cr. hrs. |
| LIMX G715 | Curriculum Development | 3 cr. hrs. |

Master of Pastoral Studies

Christian Spirituality for Ministry (focus area):

| | | |
|-----------|-----------------------------------|------------|
| LIMX G827 | Spirituality for Ministers | 3 cr. hrs. |
| LIMX G828 | History of Christian Spirituality | 3 cr. hrs. |

Pastoral Life and Administration (focus area):

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| LIMX G844 | Parish Life and Ministry | 3 cr. hrs. |
| LIMX G845 | Contemporary Issues in Pastoral Ministry | 3 cr. hrs. |

Youth Ministry (focus area):

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|----------|---|------------|
| LIM G870 | Foundations of Youth Ministry | 3 cr. hrs. |
| LIM G876 | Adolescent Spirituality and Methods of Faith Development | 3 cr. hrs. |

Hispanic Ministry (focus area):

| | | |
|----------|--|------------|
| LIM G833 | Hispanic Experience of Religion and Culture | 3 cr. hrs. |
| LIM G834 | Pastoral Ministry in Hispanic Communities | 3 cr. hrs. |

Religion and Ecology (focus area):

| | | |
|-----------|---|------------|
| LIMX G813 | The Universe as Divine Manifestation | 3 cr. hrs. |
| LIMX G814 | The Emergent Universe: Our Sacred Story | 3 cr. hrs. |

Marketplace Ministry (focus area):

| | | |
|-----------|---------------------------------------|------------|
| LIMX G819 | Spirituality and the Theology of Work | 3 cr. hrs. |
| LIMX G820 | Ministry in the Marketplace | 3 cr. hrs. |

Small Christian Community Formation (focus area):

| | | |
|-----------|---|------------|
| LIMX G809 | The Inner Life of Small Christian Communities | 3 cr. hrs. |
| LIMX G810 | The Public Life of Small Christian Communities | 3 cr. hrs. |

LIMEX ATTENDANCE POLICY

Attendance in the extension program is compulsory. Each course meets at least 10 times to carry out a three-hour learning design provided by the institute. In the event of illness or emergency, a student who misses one or two sessions may make these sessions up and remain in the course. Under extraordinary circumstances, a third absence may be made up with documentation of the reason for the absence. Any request for a waiver of this policy must be put in writing.

LIMEX WITHDRAWAL FROM COURSES

The administrative withdrawal period ends with the fifth session of the course. Through this time, students may withdraw from a course and receive a W in the course. After the fifth session, a student may withdraw from the course and receive a WP in the course. Failure to obtain an administrative withdrawal will result in the grade of F.

LIMEX REFUND POLICY

Students who cancel or withdraw from a course are in some cases entitled to a percentage refund of their tuition. Those who cancel or withdraw must do so by completing an official cancellation/withdrawal form found in their policy manuals.

Mere cessation of attendance does not constitute official withdrawal. The date and circumstances of official withdrawal will determine the amount of tuition refund. No refunds are made when a student is suspended or dismissed for academic, disciplinary, or financial reasons. Tuition refunds are made on the following schedule:

- nonattendance at the first session, a 100 percent refund, less a \$50 administrative fee;
- nonattendance after the fifth session, a 50 percent refund;
- if a physician's certificate is attached to the cancellation/withdrawal form for nonattendance at any point in the course, a 100 percent refund.

WRITING ASSISTANCE

Assistance with writing assignments for courses in the graduate program is offered in conjunction with Loyola's Writing Across the Curriculum center. This gives LIMEX graduate students the opportunity to confer with a writing tutor on all phases of the writing process. Students may contact a tutor by calling the LIMEX office.

EXTENSION STUDENTS AND LIBRARY SERVICES

Any LIMEX student may come to Loyola University and use the catalogs, print and electronic indexes, and all other materials available for use by Loyola students. Borrowing privileges are the same for all students, and the circulation desk will issue bar codes for any LIM or LIMEX students wishing to borrow materials from Loyola's libraries. Extension students with Internet access may log on to the library's web page and link onto the library's online public access catalog. Any material not held by the University Library may be requested through interlibrary loan.

Additionally, extension students may contact the Loyola University distance education librarian and request to have mediated searches of automated databases performed for them, but in some cases they will be billed for the search, just as all other students would be so charged. Other services of the extension librarian include searching the Loyola library for books and journals. Dial-up access to the Loyola University Library Catalog Information is available to extension students if they have access to a personal computer and a modem.

The practicalities involved in obtaining books when the student needs them through the mail often make it difficult to use the campus library. It is for this reason that the Extension Program requires that a professional library be established locally for extension students which must include, but is not limited to, the books on the LIMEX bibliographies.

Sponsoring agencies also agree to provide access for students to college, public, and theological libraries in their area. These local libraries enhance student access to a great variety of additional resource materials. It is through these local libraries that extension students may best gain access to the Internet.

LIMEX TUITION AND FEES

All extension students are assessed tuition and fees on a per course basis. Tuition and fee schedules are available from the LIM office. Because of the uncertainty of the

economy and university budgetary projections, the institute reserves the right to change tuition, fees, or other charges.

Extension program students are exempt from most university fees, such as student government and university center fees. There are, however, some fees charged for returned checks and processing late papers.

Some dioceses and other sponsoring agencies charge a modest administrative fee to help defray administrative costs in the local area. Payment of this fee is not required by nor shared with the institute and in no way affects a student's academic status in the extension program. However, students are encouraged to pay such a fee to assist in the local operation of the program.

The institute does not have a monthly tuition payment plan. Tuition and fees are paid in full at registration which should occur at least five weeks prior to the first session of the course. VISA and MasterCard are accepted.

LIMEX LEARNING GROUP DISCIPLINE

A student who engages in behavior which is disruptive to the learning group environment is in violation of the LIMEX Learning Agreement and LIMEX Policy. Such conduct may cause removal from that learning group and can result in removal from the course with a grade of W. A second such disruption may result in suspension or dismissal from the university. The student has the right to appeal the decision in accord with LIMEX policy.

LOYOLA PASTORAL LIFE CENTER

The Loyola Pastoral Life Center (LPLC) is a continuing education division within the Loyola Institute for Ministry. The mission and programs of the Loyola Pastoral Life Center flow directly from the mission and work of the institute. The specific mission of the LPLC is to provide continuing education opportunities, ministry studies programs, and spiritual enrichment for women and men involved in various leadership aspects of the church's life and ministries. This is done through seminars, training programs, consultations, resourcing, and networking opportunities for emerging pastoral issues. The Loyola Pastoral Life Center plans its activities in collaboration with and response to the needs of national organizations, diocesan pastoral offices, and ministry leaders in local churches. In doing its work, the LPLC remains particularly attentive to the multicultural and ecumenical dimensions of the church in the United States, to smaller rural and Christian home mission dioceses, and to local church communities with new and emerging forms of lay pastoral leadership. Through these activities, LPLC furthers the mission of the church community to promote the reign of God and the primary purpose of LIM: to educate persons for leadership in Christian ministries.

ADVANCED-LEVEL CERTIFICATES

The Institute for Ministry offers two, advanced-level professional credentials for those who qualify for admission to these programs.

Post-Master's Certificate in Pastoral Studies

A Post-Master's Certificate in Pastoral Studies is available to those who have already earned a master's degree from LIM or an appropriate graduate-level degree from another accredited college or university. This program consists of 12 graduate credit hours of study through the completion of two LIM *focus areas*. Transfer credits from other educational institutions are not accepted.

Advanced Continuing Education Certificate in Pastoral Studies (12 credits)

Those who have already earned a master's degree from LIM, one of the continuing education certificates that the institute offers (Certificate of Pastoral Studies or Certificate of Religious Education)—or an appropriate graduate degree from another accredited college or university—may choose to seek an additional professional, continuing education-credit credential from the institute called the Advanced Continuing Education Certificate in Pastoral Studies. This program consists of 12 hours of specialized, continuing education (CEU credits) study through the completion of two LIM *focus areas*. Transfer credits from other educational institutions are not accepted.

SPECIALIZED CERTIFICATE IN PASTORAL LIFE AND ADMINISTRATION

The specialized certificate program offers specialty-level ministry education courses, readings, and integrating project work for persons currently engaged or soon to be engaged in pastoral ministry leadership roles in local Christian faith communities.

Entrance into the program requires one of the following:

1. An earned master's degree (or master's degree candidacy) in pastoral studies, religious studies, religious education, or a closely-related field of study;
2. A certificate in pastoral studies (C.P.S.) or certificate in religious education (C.R.E.) from the LIMEX program of Loyola University New Orleans;
3. A bachelor's degree plus three or more years of documented ministry leadership experience; or
4. The ability to do advanced-level readings/study, plus in-depth and documented, practical ministry leadership experience (five years or more).

This certificate program consists of six courses. Each course earns two CEUs. On-campus students who qualify may also take the courses for graduate credit. Upon successful completion of all course work, the student earns a specialized certificate in pastoral life and administration from the Loyola Pastoral Life Center (LPLC), a division of the institute that offers continuing education and enrichment courses for primarily pastoral ministers and religious educators.

Specialized Certificate Curriculum

- The Dynamic Parish Today
- Effective Leadership and Pastoral Administration
- Canon Law and Civil Law for the Pastoral Minister
- Stewardship and Financial Management in the Local Faith Community
- Presiding Skills in Parish Prayer and Worship
- Cultural Diversity and Parish Ministry

LOYOLA INSTITUTE FOR MINISTRY

GRADUATE COURSES

LIM/LIMX 701 Foundations of Religious Education

3 cr. hrs.

This course is an immersion in the tradition of religious education. It samples the array of perspectives that inform and constitute the field and helps the students locate one's own practical understanding of its meaning and mission. It relates the religious character of education to its explicit forms of practice within religious tradition.

LIM/LIMX 703 Introduction to Practical Theology

3 cr. hrs.

This course seeks to help participants develop a rhythm of disciplined reflection and action for the sake of the reign of God. The traditions of the church, culture, institutional life, and personal life are the matrices of practical theology. Interpretation theory and social analysis are key components of the conversation in which faith and daily life meet and build.

LIM/LIMX 704 Spirituality, Morality, and Ethics

3 cr. hrs.

Students study the connections between personal spirituality and Christian living as a background for exploring personal moral decision making and social ethics today. A contemporary understanding of sin and moral choice introduces a consideration of moral norms, conscience, and decision making. Careful reflection upon and discernment of the basis of one's own moral choices and decision making are major components of the course.

LIM/LIMX 711 The Jewish Roots of Christian Faith

3 cr. hrs.

This course explores the religious heritage of ancient Israel largely through reference to its sacred writing (the Old Testament). It examines the major themes of promise-fulfillment and covenant in Israel's history from the patriarchal period to the apocalyptic era, which was the context of Jesus' life and teachings. The events, metaphors, symbols, stories, and persons which become the interpretive background for New Testament authors will be highlighted.

LIM/LIMX 712 Christian Origins: Intro to New Testament

3 cr. hrs.

This course attempts to uncover "the kingdom of God" in the experience that Jesus effected during His earthly ministry. A study of Jesus' parables, healings, table fellowship with outcasts, and intimacy with "Abba" lead participants to a root understanding of Christian religious experience. The progress of faith developed in the network of Christian communities from Jesus' death/resurrection to the end of the first century in the common era will be studied.

LIM/LIMX 714 Grace, Christ, and Spirit

3 cr. hrs.

In this course, students study grace as God's universal invitation to personal and communal transcendence (fundamental theology). The course examines the work of God's Spirit (pneumatology) in the redemptive transformation of human experience (soteriology), and focuses on Jesus as the touchstone historical manifestation of God in human history (Christology). The course cites important moments in the history of Christian thought, with attention to how language, culture, and history have affected our interpretation of God's saving acts (historical theology). God-person-world meanings, with the theology of Karl Rahner as an example of a contemporary theology of grace, are explored.

LIM/LIMX 715 Curriculum Development

3 cr. hrs.

This course examines a developmental view of curriculum and helps students achieve competence in structuring learning processes that are engaging, appropriate, and effective, while understanding the practice of curriculum as the crafting of an ecology of learning.

- LIM 716 Religious Education Across the Curriculum 3 cr. hrs.**
 This course envisions a school in which religious education is set at the center of the academic curriculum. Within such a school, religious education would obviously take the traditional form of a discrete subject that is concerned with passing on to students the distinctive teachings of the Catholic faith. This explicit focus of necessity remains but a part of the whole curriculum. What is needed and taken up in the course is a more comprehensive and integrated understanding and practice of religious education in which the religious educator partners with teachers to illumine the presence and activity of God, of the sacred, that ultimately and intimately pervades every subject and discipline as well as to affirm and support these teachers' more implicit practice of religious education.
- LIM/LIMX 722 Church, Sacraments, and Ministry 3 cr. hrs.**
 This course helps students understand the experience of church through a historical purview of how community has prayed and ritualized its experience (sacraments, liturgy) of Jesus Christ and how ministry and leadership have functioned throughout its life (laity, hierarchy, structure). It examines the church's self-understandings as disclosed in this purview of the Christian community's life. Special attention is given to Vatican II and postconciliar developments in ecclesiology, especially, vis-a-vis the theology of the local church.
- LIM 744 Stewardship and Financial Management 3 cr. hrs.**
 This course offers a rationale for the integration of foundational issues in pastoral ministry with the principles of sound financial management in parish settings. Application and management of stewardship programs in ecclesial environments, measurement and reporting issues, managerial accounting, and financial data for decision making are studied.
- LIM 750 Dynamics of Small Group Life 3 cr. hrs.**
 This course addresses communications skills, developmental stages of group life, leadership styles and models, group dynamics, conflict and negotiation in educational, pastoral, and small community contexts. (This course is required for M.P.S. focus areas in small Christian community formation, pastoral life and administration, religion and ecology, African-American ministries, and in the individualized program.)
- LIM 800 Topics in Religious Education 3/1 cr. hrs.**
 This course explores specific issues and concerns in religious education. Topics may include history of faith sharing, experiential education, development of educational theory, educational programming, art of teaching, developing a community of educators, and religious education in Latin America.
- LIM 804 Models of Religious Education 3/1 cr. hrs.**
 This course is designed for those students who are already or soon to be director of religious education. Four interrelated areas will be explored: the role and responsibilities of the DRE, administrative skills, models of educating and learning, and the prophetic dimensions of educational ministry.
- LIM/LIMX 809 Inner Life of Small Christian Communities 3 cr. hrs.**
 A true Christian community is both gathered (faith's internal life) and sent (faith's public life). This course examines the internal life of small Christian communities: their leadership, communications, worship, and decision making. It includes historical and theological perspectives of the functioning of Christian communities inside their own boundaries.
- LIM/LIMX 810 Public Life of Small Christian Communities 3 cr. hrs.**
 This course explores the public life of small faith communities. The course includes historical and theological perspectives on the relationship between Christian communities and their surrounding cultures and society.

LIM 811 Old Testament Topics 3/1 cr. hrs.
This course focuses on particular books or themes from the Old Testament collection. Topics may include Pentateuch, Prophets, the historical writings or the Psalms, and themes such as creation, promise and fulfillment, or ritual patterns may be considered.

LIM 812 New Testament Topics 3/1 cr. hrs.
This course explores specific books and themes in the New Testament literature. The focus may vary from the Pauline writings to the Gospel of John, from an inquiry into the teachings of the historical Jesus to the vision of the Church in the Pauline mission.

LIM/LIMX 813 Universe as Divine Manifestation 3 cr. hrs.
This course engages students in a process of discernment, interpretation, and response to the natural world as revelatory, as a primary mediation and distinctive locus of divine presence and activity. Our exploration begins with searching out this revelation in the cosmological order through scientific insights into the structure and functioning of the universe. From this macrophase perspective, the course shifts to the more proximate witness to the divine as this finds expression in and through the planet Earth.

LIM/LIMX 814 Emergent Universe: Our Sacred Story 3 cr. hrs.
This course asks participants to immerse themselves in contemporary discoveries and understandings of the emergent universe and to reflect on its spiritual dimensions and significance. As we become familiar with this new story, this sacred story, we will also attend to the data which describes the urgency of the ecological issue with an eye to discerning its implications for the physical, psychic, and spiritual dimensions of our lives.

LIM 815 African-American Experience in Religion and Culture 3 cr. hrs.
The course provides a means by which African-American culture and religion can be better understood and appreciated each for its own sake as well as its contribution to world civilization and culture. During the course, participants examine the interplay of religion and culture in the African-American experience ranging from African antiquities through the African Diaspora to present day expressions such as theomusicology.

LIM 816 African-American Experience and Black Church History 3 cr. hrs.
This course examines the history and institutional life of Africans and African-Americans in the Diaspora, especially the Western Hemisphere. The study starts in Africa with ancient and traditional African religions, continues into Latin America, and then on to North America with Roman Catholicism, Protestantism, and their synthesis with their African antecedents. Emphasis will be placed on the development of the black church in the United States as an institution.

LIM 819 Spirituality and the Theology of Work 3 cr. hrs.
Oriented to those students who understand their ministry as primarily taking place outside of parish or other explicit ecclesial communities, this course investigates work and profession from the standpoints of vocation and community. Vocation is considered as a transformation of toil into creative work, and profession is viewed as an expression of the way one professes commitment to a particular community. Creativity, redemption, and collaboration are explored in light of workplace systems and the difference that Christians can make in the world.

LIM 820 Ministry in the Marketplace 3 cr. hrs.
This course helps students discern practical approaches to working toward mutually respectful, caring, and just communities in diverse and pluralistic work and community settings. The course will explore how images of collective life rooted in the biblical image of the reign of God can be translated into contemporary societies and community life with respect for persons of varying backgrounds and tradition.

LIM 821 Topics in Christian Theology 3/1 cr. hrs.
This course explores specific issues in Christian theology, including the broad categories of sin, reconciliation, and political theory, or such issues as the contrast in ecclesiologies between Trent and Vatican II.

LIM 825 Methods of Theological Reflection 3/1 cr. hrs.
Students explore a variety of methods for theological reflection, including theology of story; journal keeping; process theology; liberation theology; the interaction of culture, tradition, and personal experience; and case studies. In any given semester, one of these methods may become the focus of the course.

LIM/LIMX 827 Spirituality for Ministers 3 cr. hrs.
This course will discuss the theological foundation of Christian life and explore how ministry is rooted in and gives expression to the minister's relationship with God. Students will be invited to reflect on prayer, discernment, and spiritual growth in the context of finding God in the midst of ministry.

LIM/LIMX 828 History of Christian Spirituality 3 cr. hrs.
This course is an introduction to the variety of experiences and expressions of Christian spirituality from the roots of the Hebrew Scriptures to contemporary spiritual writing. The course will focus on monasticism, mysticism, and modern apostolic spirituality as a way of exploring the recurring questions and challenges that shape the human search for God.

LIM 832 Sacramental Topics 3/1 cr. hrs.
This course focuses on particular sacraments or groups of sacraments such as Reconciliation or Marriage, sacraments of initiation, or sacraments of healing. In any given semester, the focus of this course will change to address particular sacramental concerns.

LIM/LIMX 833 Hispanic Experience of Religion and Culture 3 cr. hrs.
This course presents an overview of the diversity of Hispanic cultures in the United States and introduces participants to the history and development of Hispanic/Latino/Latina theologies that have emerged in the United States context since the second half of the 20th century. Participants will gain an appreciative awareness of various cultural symbols and expressions of religious life among Hispanic communities and explore the implications of these for ministry among Hispanic peoples.

LIM/LIMX 834 Pastoral Ministry in Hispanic Communities 3 cr. hrs.
Rooted in an understanding of cultural and religious experiences of Hispanics in the United States context, this course explores various pastoral approaches that address issues particularly significant in Hispanic communities. Theological reflection on ministry is interwoven throughout the course.

LIM 835 Current Moral Issues 3/1 cr. hrs.
This course explores current moral issues in personal life, work/profession, and sociopolitical life. Students will focus on a particular moral issue such as abortion or nuclear war or on the theoretical and practical implications of contemporary moral theory in a broad category of contemporary life such as sexuality or politics.

LIM 836 Human Sexuality and Christian Faith 3/1 cr. hrs.
The course explores the significance of human sexuality, its expression in personal experience, and cultural influence.

**LIMX 840 The Sociocultural Context
 of Ministry and Religious Education 3 cr. hrs.**
This course introduces students to a broad array of disciplines and analytical skills in examining their own cultural and social contexts. The course is designed to assist students in the social sciences and in attuning themselves to sociocultural dynamics in their ministries and educational practice.

- LIM 842 Peace and Justice Ministry 3/1 cr. hrs.**
 This course explores the theoretical and practical issues involved in peace and justice ministry today. Particular issues such as the morality of nuclear war, world hunger, and human rights as well as pastoral approaches to community organizing and political participation will be studied in any given semester.
- LIM 843 Women’s Issues in Church and Culture 3/1 cr. hrs.**
 This course offers an exploration of the historical, psychological, and sociological factors which continue to influence the patriarchal tradition in the Western World. The course focuses on the perspective and experience women offer Church and society.
- LIM/LIMX 844 Parish Life and Ministry 3 cr. hrs.**
 The aim of this course is to help participants reflect on today’s experience of the parish in its many shapes and forms. Pastoral practice and canon law are used during the course as reference points for discussion of the pastoral and canonical issues raised by the student and the course content.
- LIM/LIMX 845 Contemporary Issues in Pastoral Ministry 3 cr. hrs.**
 This course examines a number of challenges and issues that pastoral leaders face today, especially within the diverse forms of ministry found in local faith communities. Participants will explore various topics related to pastoral ministry, including team ministry, transitions to lay pastoral administrators, ministry in a pluralistic church, and a spirituality of pastoral ministry. Course participants will also examine in more depth ministry to a particular population in their home community (e.g., youth ministry, family ministry, ministry to the bereaved, ministry to single young adults, etc.) and will present a needs analysis identifying the most pressing ministerial needs found among the populations they have chosen to study along with their proposed ministerial responses to those needs.
- LIM 849 Introduction to Pastoral Care and Counseling 3 cr. hrs.**
 This course is a religious and social psychological introduction to the basic stance of pastoral care and counseling. It explores how pastoral counseling is like and not like secular counseling practice and articulates the unique characteristics of forms of counseling calling themselves pastoral.
- LIM 855 Psychology and Spirituality 3/1 cr. hrs.**
 This course offers an examination of psychological theories and classical theological models of spirituality.
- LIM 856 Topics in Christian Spirituality 3/1 cr. hrs.**
 This course explores particular classical spiritualities such as St. Ignatius’ spiritual exercises or the spiritual vision of Meister Eckhart, or more generic themes such as prayer and contemporary spiritual discipline.
- LIMX 860 Faith Development and Spirituality 3 cr. hrs.**
 This course explores patterns of human development and spirituality in the faith life of adults. Students reflect upon their own faith journeys as well as the developmental paths of those to whom they minister and educate.
- LIM/LIMX 861 Pastoral Leadership and Organization 3 cr. hrs.**
 This course explores the meaning of pastoral leadership in light of the current research in organizational development and ecclesiology. Current leadership literature is surveyed in light of the mission of the church and the ecclesial vision of participants. Special emphasis is placed upon participative strategic planning processes and organizational development. Participants will analyze an organizational system for its strengths and weaknesses and propose interventions that would strengthen its organizational functioning.

