

# MONTREAL SCHOOL OF THEOLOGY

## Form of Government

1. The Montreal School of Theology consists of an ecumenical consortium of theological colleges working in collaboration with the Faculty of Religious Studies of McGill University for the purpose of training men and women for ordained and lay ministry and other forms of Christian service. The School offers a Master of Divinity (MDiv) degree, which consists of a Bachelor of Theology (BTh) degree offered by McGill University and a year-long practicum or equivalent which is administered by the consortium and its member colleges. The School is accredited by the Association of Theological Schools for the granting of the MDiv degree.

2. Definitions

- Consortium:** the collective body of the theological colleges which participate in the Montreal School of Theology
- School:** the collective body of theological colleges and faculties of theology or religious studies which compose the Montreal School of Theology
- Board:** the Joint Board of the Theological Colleges affiliated with McGill University as incorporated by An Act to incorporate "The Joint Board of the Theological Colleges affiliated with McGill University" (1914) 4 Geo V Chapter 160, and which is the governing board of the Montreal School of Theology
- College:** a theological college, which may be either denominational, non-denominational or ecumenical in its foundation, which participates in the Consortium and the School
- Faculty:** a faculty of religious studies or theology or an equivalent faculty, school or department of an accredited university which participates in the School
- Principal:** the academic director, by whatever title, of a College
- Director of (Pastoral) Studies:** the faculty member, by whatever title, of a College who supervises students during their studies in the practicum year
- BTh Committee:** a committee of the Faculty of Religious Studies of McGill University which administers and governs the Bachelor of Theology degree

Master of Divinity: a professional degree accredited by the Association of Theological Schools, commonly accepted as a requirement for ordination

In-Ministry Year: a practicum year of supervised study with time divided between the classroom and a field placement

3. Constituting Documents

Charter: An Act to incorporate "The Joint Board of the Theological Colleges affiliated with McGill University" (1914) 4 Geo V Chapter 160, which incorporates the Board and invests it with certain powers

Memorandum of Agreement: An agreement between the Board and the Member Colleges which establishes the Consortium

4. College Membership

- a) The Board may accept a theological college into membership of the Consortium and School, upon application by the said college's governing body, by the vote of a majority of two-thirds of the members of the Board present and voting at a duly convened meeting of the Board. Any such College shall agree to become a signatory to the Memorandum of Agreement, to be governed by the Form of Government and all applicable agreements and by-laws, and to meet all financial obligations determined by the Board.
- b) If a member College refuses unreasonably to participate in meetings of the Board or its subsidiary committees or to meet its financial obligations to the School, the Board may, notwithstanding the absence of representation of the non-participating member College, declare that the College's membership is suspended by a majority of two-thirds of the members of the Board present and voting. A College whose membership is suspended may not send representation to the meetings of the Board or its subsidiary committees during the period of suspension. During the period of suspension it shall be the duty of the Executive Committee to seek reconciliation, to determine whether the College wishes to resume normal relations with the Board, the School and Consortium, or to withdraw from the School. The College may be restored to normal membership, and the suspension terminated, by a majority of two-thirds of the members of the Board present and voting. On the advice of the Executive Committee that the suspended College wishes to terminate its membership in the School, the Board may terminate the College's membership in the School as provided in section (c).
- c) The governing body of a College may request termination of its membership in the School, which the Board may accept by the vote of a simple majority of

members present and voting. No College which withdraws from membership in the School shall have any claim to a share in the property of the Board, nor any interest therein.

5. Faculty Membership

- a) The Board may accept a Faculty into membership of the School, upon application by the governing body of the Faculty's University, by the vote of a majority of two-thirds of the members of the Board present and voting at a duly convened meeting of the Board. Any such Faculty shall agree to be governed by the Form of Government and all applicable agreements and by-laws with respect to its participation in the School.
- b) If a member Faculty refuses unreasonably to participate in meetings of the Board or its subsidiary committees or to meet its financial obligations to the School, the Board may, notwithstanding the absence of representation of the non-participating member Faculty, declare that the Faculty's membership is suspended by a majority of two-thirds of the members of the Board present and voting. A Faculty whose membership is suspended may not send representation to the meetings of the Board or its subsidiary committees during the period of suspension. During the period of suspension it shall be the duty of the Executive Committee to seek reconciliation, to determine whether the Faculty wishes to resume normal relations with the Board, the School and Consortium, or to withdraw from the School. The Faculty may be restored to normal membership, and the suspension terminated, by a majority of two-thirds of the members of the Board present and voting. On the advice of the Executive Committee that the suspended Faculty wishes to terminate its membership in the School, the Board may terminate the Faculty's membership in the School as provided in section (c).
- c) The governing body of a Faculty may request termination of its membership in the School, which the Board may accept by the vote of a simple majority of members present and voting. No Faculty which withdraws from membership in the School shall have any claim to a share in the property of the Board, nor any interest therein.

6. The Joint Board of the Theological Colleges Affiliated with McGill University

- a) The Board shall be governed in a manner which is consistent with its Charter.
- b) Composition of the Board  
The Board shall consist of:
  - i) the Principals of the Member Colleges, ex-officio, with the full right to vote and to hold office;
  - ii) three representatives from each of the Member Colleges, appointed

- iii) by the governing bodies of their Colleges for a three-year term;  
one student appointed by the student body of each Member College for a one-year term;
- iv) the dean or equivalent officer of each of the Member Faculties, ex-officio, with the right to vote, but not the right to hold office, unless he or she is one of the members appointed by a Member College in section (ii) above;
- v) the Chair of the BTh Committee or his or her delegate, ex-officio, with the right to vote, but not the right to hold office.

c) Executive

- 1) The Executive of the Board shall consist of:
  - i) the Chair, who shall be elected for a three-year unrenewable term, and who shall be a lay person;
  - ii) the Vice-Chair, who shall be elected for a three-year unrenewable term;
  - iii) the Honorary Secretary, who shall be elected for a three-year unrenewable term;
  - iv) the Honorary Treasurer, who shall be elected for a three-year term, and who may be re-elected upon completion of the term;
  - v) the Director of the Montreal School of Theology;
  - vi) two other members of the Board elected for a three-year term, and who may be re-elected upon completion of the term.
- 2) The Chair, Vice-Chair and Honorary Secretary shall each be representative of a different College, and representation shall pass from College to College by rotation.
- 3) The Chair shall preside at meetings of the Executive and of the Board and perform such other duties as may be provided in the Charter or the Form of Government, or determined by the Board.
- 4) The Vice-Chair shall fulfil the duties of the Chair in the absence of the Chair, and perform such other duties as may be provided in the Form of Government or determined by the Board.
- 5) The Honorary Secretary shall supervise the drafting of the minutes of meetings of the Executive and of the Board.
- 6) The Honorary Treasurer shall supervise the financial management of the School including, but not limited to, preparation of a budget, ensuring timely reporting of the financial position of the School to the Executive and the Board, and the submission of any financial reports which may be required by law.
- 7) The Executive shall meet when convened by the Chair.
- 8) A quorum of the Executive shall consist of three members, not including the Director.

- d) Meetings of the Board
- 1) The Board shall normally meet four times per year.
  - 2) An extraordinary meeting of the Board may be convened by the Chair or, in the absence or unwillingness to act of the Chair, by the Vice Chair, in consultation with the Executive, provided that the Chair, or in the absence or unwillingness to act of the Chair, by the Vice Chair, must convene an extraordinary meeting of the Board when required to do so by petition of at least six members of the Board including at least one from each of the Member Colleges. Notice of an extraordinary meeting shall state the purpose of the meeting and shall be transmitted by postal or electronic means to every member of the Board not less than one week before the meeting, and no business other than that specified in the notice of meeting may be conducted at the said extraordinary meeting.
  - 3) A quorum of the Board shall consist of eight members, including at least one representative, either ex-officio or elected, from each Member College whose membership is not under suspension, and at least one member from each Member Faculty whose membership is not under suspension.
- e) Powers of the Board
- 1) The Board shall exercise its powers with due regard to the autonomy of the Member Colleges, and to the denominational principles, objectives and concerns of the Colleges.
  - 2) In addition to the powers granted to the Board in its Charter, the Board shall have power over:
    - i) the requirements of the Master of Divinity and the Diploma in Ministry programmes;
    - ii) oversight of the In-Ministry Year programme, including appointment of instructors;
    - iii) admission of students to the Master of Divinity and the Diploma in Ministry programmes and awarding of degrees and diplomas;
    - iv) administration of the appeal process for the In-Ministry Year programme;
    - v) appointment of the Director of the Montreal School of Theology;
    - vi) hiring of administrative staff for the Montreal School of Theology;
    - vii) adoption, amendment and repeal of by-laws for its governance.
- f) Director of the Montreal School of Theology
- The Board shall appoint a Director of the Montreal School of Theology from among the Principals and Directors of (Pastoral) Studies of the Colleges for a two-year term beginning and ending on the 15<sup>th</sup> of May in the years in question.

7. Academic Committee of the Montreal School of Theology

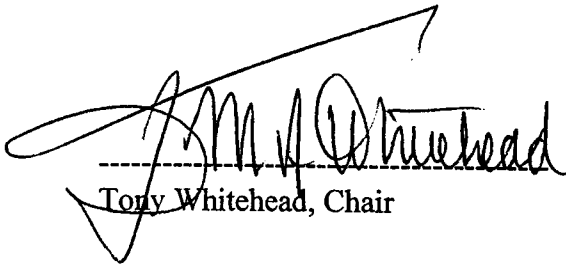
- a) The Academic Committee shall comprise the Principals and Directors of (Pastoral) Studies of the Member Colleges and the Dean of the Faculty of Religious Studies of McGill University or his or her delegate.
- b) The Chair of the Academic Committee shall be the Director of the Montreal School of Theology.
- c) The Academic Committee shall have the power to:
  - i) advise the Board on admission to the Master of Divinity programme and the In-Ministry Year programme;
  - ii) plan the curriculum of the In-Ministry Year and propose curriculum changes to the Board;
  - iii) make recommendations to the Board with respect to the granting of Master of Divinity degrees and Diploma in Ministry diplomas to candidates;
  - iv) fulfil any tasks or duties assigned to it by the Board.
- d) The Academic Committee shall normally meet monthly during the academic year, when convened by the Director as Chair.
- e) A quorum of the Academic Committee shall consist of one member of each of the Member Colleges whose membership is not under suspension, and the Dean of the Faculty of Religious Studies of McGill University or his or her delegate, the Faculty of Religious Studies not being under suspension.

8. Amending Formula

- a) The Executive may recommend amendments to this Form of Government, or bylaws to the Board.
- b) The Board may amend this Form of Government by vote of a two-thirds majority, following notice of not less than 30 days.
- c) The Board may adopt, amend or repeal any bylaw by vote of a simple majority, following notice of not less than 30 days.

9. Dissolution

- a) The Board may dissolve the School, the Consortium and itself at an extraordinary meeting duly convened for that purpose, by the vote of a two-thirds majority of its members, provided that no such meeting shall be convened without prior approval of the governing bodies of all of the Member Colleges.
- b) In the event of a dissolution all remaining assets shall be divided equally among the Member Colleges that are qualified donees, or given to a qualified donee as described in subsection 149.1(1) of the Income Tax Act.



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Tony Whitehead, Chair

September 24, 2008



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Michael Pettem, Honorary Secretary

## Bylaw

### 1. Consultation process on College Appointments

When a Member College is considering the appointment of a staff person whose teaching responsibilities will be exercised in whole or in part within the co-operative programme with the School, the following procedure shall be followed:

- a) The job description shall be discussed with representatives of the other Colleges before the position is advertised.
- b) The Search Committee shall include one representative of each of the other Colleges as a consultant without vote.
- c) In addition to interviews with the Search Committee, every candidate for the position shall be interviewed by one or more representatives of each of the other Colleges, who shall report to the Search Committee on the results of their interviews.
- d) Before an appointment is made, due note shall be taken of the current teaching needs in the co-operative programme.
- e) While the College concerned will give serious weight to all the considerations described above, it is recognized that each College is autonomous and has the right to appoint staff as it sees fit.



**Joint Board of the Theological Colleges  
affiliated with McGill University**

**FORM OF GOVERNMENT**

**A. The Joint Board:**

**1. Legal Background:**

The Joint Board of the Theological Colleges affiliated with McGill University has been functioning since 1912. It acquired legal status through an Act of the Provincial Legislature, assented to on February 19, 1914.

**2. Composition of the Board:**

The Board shall be composed of:

- (a) The Academic Heads of the co-operating Colleges (whether entitled Principal, or not), ex-officio, with full right to vote and hold office.
- (b) Nine persons, three from each of the participating colleges, appointed by the governing bodies of their respective colleges for a three-year term.
- (c) Three students appointed annually, one from the student body of each of the said Colleges.
- (d) The Dean of the McGill Faculty of Religious studies. If not one of the members appointed by one of the colleges in one of the preceding categories, the Dean shall be an associate member, with the right to participate, but without the right to vote or to hold office.

**3. Objects and Powers of the Board:**

The objects and powers of the Board shall be those laid down in its charter.

**4. Officers and Terms of office:**

The Board shall elect, for terms of two years, a Chair, Vice-Chair, an Honorary Secretary, an Honorary Treasurer. These persons, together with two other members of the Board so designated, shall form its Executive Committee. The Chair, Vice-Chair, and Honorary Secretary shall each be representative of a different College and representation shall pass from College to College by rotation. Only the Honorary Treasurer is eligible for re-appointment upon completion of the two-year term.

### 5. Administrative Officer:

There shall be an Administrative Officer for the In-Ministry Year programme, with responsibility for day-to-day administration. The position of Administrative Officer shall be filled by one of the Principals of the participating colleges, on a rotating basis. The term of appointment shall be for two years, the change-over date being the 1st of May of the year in question. The Administrative Officer shall be ex-officio a member of the Executive Committee, but without right to vote.

### 6. Frequency of Meetings:

The Board shall meet at least twice a year.

7. The quorum for a Meeting of The Joint Board shall be eight (8) members. The quorum of the Executive Committee shall be three (3) members, not counting the Administrative Officer.

### 8. Standing Committees:

There shall be an Academic Council, with regulatory powers, that shall have general oversight of the Master of Divinity programme and, in particular, the In-Ministry Year.

There shall be a Comité de Coordination de l'Institut de Théologie de Montréal to supervise a French language programme in the participating colleges.

## B. Academic Council

### 1. Composition of the Academic Council:

The Academic Council shall be composed of the following eighteen persons:

- (a) The Principals of each of the three participating Colleges.
- (b) The Director of Studies, or Director of Pastoral Studies, depending on the nomenclature used, of each of the three Colleges.
- (c) The Dean of The Faculty of Religious Studies of McGill University.
- (d) The Chair of the B.Th. Committee and two members of The Faculty of Religious Studies, in addition to the Dean of the said Faculty.

## RECOMMENDATIONS

The Faculty of Religious Studies continues to offer, as it has done in the past, B.Th., graduate, and (through the Faculty of Arts) B.A. programmes that are both of high quality and cost effective. The B.Th. and B.A. programmes support each other and the Joint Board has over the years participated fully in broadening the scope of the Faculty of Divinity and transforming it into the present Faculty of Religious Studies. The collaboration between McGill University and the Joint Board in creating and sustaining the Faculty of Religious Studies provides an example of a long-term association that has remained flexible and continued to serve the interests of both parties, while accommodating in an efficient and effective manner to changing economic, social, and academic conditions. To ensure the continuation of this mutually beneficial relationship, the Committee respectfully recommends that McGill University and the Joint Board adopt the following resolutions:

1. The parties acknowledge that the Bachelor of Theology (B.Th.) Programme, as a programme of the Faculty of Religious Studies, has served the parties well and should be continued.
2. The parties agree to work together to enhance the B.Th. Programme so that: (a) it can continue to reflect changes in contemporary theological education in a pluralistic society; (b) it can continue to provide and enhance theological education in the global context for the three Theological Colleges; and (c) options can be developed within the B.Th. Programme to support the ministerial education of other religious communities, as well as cooperative programmes with other McGill disciplines, such as pastoral care in health services, education, law, and social work.
3. In recognition of the need that the academic content of the B.Th. Programme may have to be modified from time to time, the University, as represented by the Faculty of Religious Studies, and the Joint Board will jointly examine the academic content of the B.Th. Programme when appropriate and propose any changes to the programme for the McGill Senate's approval. Should this procedure result in a disagreement between the two parties, the dispute resolution procedure outlined under section 8b will be applied.
4. The parties recognize the resource-allocation implications of the B.Th. Programme and accept the allocation of resources to the Faculty of Religious Studies based on enrolment, government funding, and the university's priorities, subject also to recognition that courses in Old Testament, New Testament, Church History, and Theology are essential to maintain the B.Th. Programme and that this requires the appointment of a least one full-time staff member in each of these fields, normally at the Assistant Professor level or above, in the Faculty of Religious Studies. Operationally, this means that, with the exception of the Henry Birks Chair of Comparative

Religion, the McConnell Chair of Philosophy of Religion, and any other endowed chairs, any positions that become available through expansion, resignation, or retirement will be used to ensure that at least one person is assigned to each of these four fields before any other appointments are made. Such persons' teaching will be directed as in the past towards the full range of students in the Faculty of Religious Studies, not just to students in the B.Th. Programme. Persons teaching these subjects must be acceptable to the Joint Board and the current special mechanisms for the appointment of these positions, as outlined in the Appendix to the Agreement of 1948, will continue. The Birks and McConnell Chairs are recognized as relating to the general mission of the Faculty of Religious Studies.

5. The University acknowledges the endowment contributions of the Joint Board, and commits to use those incomes for the teaching of Old Testament, New Testament, Church History, and Theology.

6. The University acknowledges the donation of the Birks Building by the Joint Board and commits to use the building for the teaching of the B.Th. Programme and the teaching of Religious Studies.

7. It is acknowledged that the current B.A. programmes in Religious Studies being offered by the Faculty of Arts are functioning well and attract great interest among students and a substantial number of enrolments. These programmes contribute significantly to increasing the variety of humanistic offerings in the Faculty of Arts.

It is also acknowledged that the increasingly important role played by religion in political and social life makes the understanding of religion from the perspective of the social sciences and humanities of increasing interest and importance. It therefore seems highly likely that in the future growing attention will be paid to the study of religion by disciplines such as anthropology, economics, history, political science, and sociology. The Faculty of Arts at McGill already has considerable expertise in the study of religion from the perspective of the social sciences and humanities which complements the main thrust of offerings in the Faculty of Religious Studies.

It is also recognized that growing interest in religion from both humanistic and social science perspectives makes closer collaboration between the Faculty of Religious Studies and the Faculty of Arts essential from an administrative, pedagogical, and intellectual point of view. To avoid duplication in hiring and teaching, close collaboration between the two faculties will become ever more important. While there are various ways to ensure such cooperation, from an administrative point of view the most effective way to promote and institutionalize it would be for the Faculty of Religious Studies to become a School of Religious Studies within the Faculty of Arts.

- (e) One Field Supervisor from the In-Ministry Year from each college.
- (f) One student from each college from the In-Ministry Year, appointed by his or her respective College, and one student from the Bachelor of Theology programme of The Faculty of Religious Studies.
- (g) One representative from the part-time instructors in the In-Ministry Year.

The College Principal carrying out the function of Administrative Officer shall be the Chair of the Academic Council.

## **2. Powers of the Academic Council:**

The Academic Council shall have regulatory powers over the curriculum of the In-Ministry Year and Teaching personnel. In matters of programme content, the assessment of new proposal shall be carried out by the Programme Co-ordinating Committee of the Council. In principle, the Academic Council must not exercise its regulatory powers in such a way that any one of the three participating colleges can find itself forced to accept anything which runs counter to its basic theological principles or to its fundamental denominational objectives and concerns.

## **3. Quorum:**

The quorum must be not less than 50% of the total membership of the Council. Each of the three colleges and the Faculty of Religious Studies must be represented in the quorum by at least two (2) persons.

## **4. Functioning of the Academic Council:**

The Council shall formally approve the curriculum and instructional staff, recommend the awarding of degrees and deal with any other matters that may properly be brought before it.

For a proposal to be accepted, it must have the approval of a majority of the representatives present from each college and from the Faculty.

## **C. Comité de Co-ordination:**

The Comité de Co-ordination de l'Institute de Théologie de Montreal, shall be composed of two representatives from each college, one of whom shall be the Principal, two representatives from the Faculty of Religious Studies, one of whom shall be the Dean, and one student from the Institut.

D. Consultation process on College Appointments:

When a college is considering the full-time appointment of a staff person whose teaching responsibilities would be exercised in whole or in part within the cooperative program with the other Colleges, the following procedure shall be followed:

- (a) The job description shall be discussed with representatives of the other Colleges before the position is advertised.
- (b) The Search Committee shall include one representative of each of the other Colleges as a consultant without vote.
- (c) In addition to interviews with the Search Committee, every candidate for the position shall be interviewed by one or more representatives of each of the other Colleges, and these persons shall make a report to the Search Committee on the results of their interviews.
- (d) Before an appointment is made, due note shall be taken of the current teaching needs in the cooperative programme.
- (e) While the College concerned will give serious weight to all the considerations described above, it is recognized that each College is autonomous and has the right to appoint staff as it seems fit.

Date: March 9, 1989

N.B. This text supersedes that of the document entitled "Form of Government" and dated January 28, 1981. Further details will be found in the Memorandum of Agreement dated May 21, 1987.

## **Appendix I**

For the consultation process on College Appointments to the staff of The Joint Board of Theological Colleges see the agreement College Appointments dated October 1979.