



Memorandum of Understanding Concerning utilization of Saint Wolbodo Seminary for initial and continued educational needs

This Memorandum of Understanding (MOU) is between the Board of Trustees of Saint Wolbodo Seminary and _____, known in this MOU as the sponsoring institution. The MOU outlines the responsibilities and expectations of both institutions in the training, initial and ongoing education of personnel enrolled at Saint Wolbodo.

This MOU is comprised of 6 sections:

- A. Responsibilities of the Seminary;
- B. Responsibilities of the Sponsoring Institution.
- C. Seminary Statement of Diversity;
- D. Seminary Statement on Accreditation;
- E. Seminary Statement on Transferability of Credits earned at Saint Wolbodo;
- F. Selection of Default Concentration School
- G. Appointment of liaison from sponsoring institution.

Section A: Responsibilities of the Seminary:

- 1) Saint Wolbodo will offer an approved core curriculum at the bachelors and masters level in accordance with accepted standards, designed to educate seminarians in the history, theory, and practical needs of being a Catholic Priest;
- 2) Saint Wolbodo will continually evaluate its instructors, materials, courses and delivery systems to assure we are maintaining a quality standard of education;
- 3) Saint Wolbodo will maintain complete and accurate records of students performance, and make access to these records to the designated officials from the sponsoring institution;
- 4) Saint Wolbodo will issue all grades and progress reports to the seminarian and the sponsoring institution at the same time;
- 5) Saint Wolbodo will make pastoral, spiritual and academic counselors available to students as requested.
- 6) Saint Wolbodo will give priority admission to seminarians from the sponsoring institution, granting them admission over unsponsored seminarians.

Section B: Responsibilities of the Sponsoring Institution:

- 1) The sponsoring institution agrees that no seminarian will be sponsored to attend Saint Wolbodo unless they first have passed a routine background check;
- 2) The sponsoring institution agrees to provide spiritual direction and ongoing formation discernment to their seminarian for the duration of their enrollment;
- 3) The sponsoring institution agrees to utilize Saint Wolbodo as it's primary training institution, and will send all their seminarians to this seminary for education;
- 4) The sponsoring institution will appoint a member of their clergy to act as a liaison, representing the institution to the seminary as needed.

Section C: Seminary Statement on Diversity

Saint Wolbodo Seminary enjoys working in a team-based environment and values the benefits of a diversified workplace.

Women and people of color are encouraged to apply.

Saint Wolbodo's is an equal employment and educational opportunity ministry and does not discriminate based on age, citizenship, color, creed, physical or mental disability (including HIV status), ethnicity, family responsibilities, gender identity and expression, marital status, matriculation, national origin, physical appearance, race, political affiliation, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, matriculation, granting of course credit, degrees, training and other terms, conditions and privileges of employment, participation and educational offering and opportunities.

By executing this MOU, the sponsoring institution acknowledges the Statement on Diversity.

Section D: Seminary Statement on Accreditation

Currently, Saint Wolbodo's Seminary does not hold accreditation from any US Department of Education approved regional or national accrediting organization.

The educational process utilized at Saint Wolbodo's is unique, and designed to meet the needs of the student body, which makes our accreditation needs equally unique. At this time, the Board of Trustees is considering which accrediting body we will approach to apply for accreditation.

By executing this MOU, the sponsoring institution acknowledges the Statement on Accreditation.

Section E: Seminary Statement on Transferability of Credits earned at Saint Wolbodo

Decisions concerning the acceptance of Saint Wolbodo's credits by any institution are made at the sole discretion of the receiving institution. Saint Wolbodo's makes no representation whatsoever concerning the transferability of any credits to any institution. It is unlikely that any credits earned at Saint Wolbodo's will be transferable to or accepted by any institution.

Students considering continuing their education at, or transferring to, any institution must not assume that credits earned at Saint Wolbodo's will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by the other institution. Students must contact the registrar of the receiving institution to determine what Saint Wolbodo's credits, if any, that institution will accept.

By executing this MOU, the sponsoring institution acknowledges the Statement on Transferability of Credits.

Section F: Selection of default concentration school

In addition to courses that are required for a degree, the seminary offers concentrations in several concentrations. The courses in each of these schools are electives, and each degree program requires a certain number of electives to be completed. Please select which concentration your seminarians should be enrolled: (*a minimum of one school must be selected.*)

- Progressive Catholic Studies
- Old Catholic Studies
- Anglican Studies
- Orthodox Studies

Section G: Designation of liaison

The liaison(s) listed below will be the primary contact(s) for instructors, deans, and seminary administration should the need arise. If the person(s) listed below should be granted access to the records, please indicate so by checking the appropriate box. Otherwise, record access will be restricted only to the ordinary of the sponsoring institution.

Primary Liaison: _____

Phone#: _____ Email address: _____

- Grant the Primary Liaison access to seminarian records.

Secondary Liaison: _____

Phone#: _____ Email address: _____

- Grant the Secondary Liaison access to seminarian records.

This Memorandum of Understanding is executed on the _____ day of _____, in the year of our Lord _____, and is in force until written notice from either party.

For Saint Wolbodo Seminary

For

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