



HOLY TRINITY ORTHODOX SEMINARY
STUDENT HANDBOOK

2009-2010

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MISSION

The mission of Holy Trinity Orthodox Seminary is to serve the Russian Orthodox Church Outside Russia by preparing students for service to the Church. This is accomplished by training students in disciplines that are preparatory for the active service to the Church as clergy, monastics, choir directors and cantors, iconographers, and lay leaders.

As the only Seminary within the Russian Orthodox Church Outside Russia, the Seminary opens its doors annually to applicants not only from the US but from abroad, thereby realizing its mission to serve parishes in all corners of the world.

The Seminary emphasizes the importance of the spiritual life in theological education. Active participation in the life of the monastery, on whose premises the seminary is located, allows students to experience firsthand the spiritual depth of the Orthodox Church, thereby giving future clergy a rare opportunity of gaining a thorough foundation and experience of the Orthodox liturgical life.

Finally, the Seminary strives to preserve the high scholarly standards, doctrine, and traditions of the Russian Orthodox Church.

Adopted 07/2000

Revised 08/2009

A SHORT HISTORY OF THE MONASTERY AND THE SEMINARY

Holy Trinity Monastery was established in 1928 by Fr. Panteleimon, a Russian monk from St. Tikon's monastery in Pennsylvania. He came to America as a young man, before 1917, to earn money to send home to his poor family. Fr. Panteleimon bought the property on which Holy Trinity Monastery is found and began to construct buildings for the future monastery. During World War II a group of a dozen monks came from Europe, bringing with them printing experience and a tradition which originated in the Pochaev Lavra in the Ukraine. Archbishop Vitaly was part of that group and became the head and Abbot of Holy Trinity Monastery. In 1954 Archbishop Vitaly was replaced by Archbishop Averky, who continued to build up the life of the monastery and to spiritually cultivate the seminary and its students. After the death of Archbishop Averky in 1975, Archbishop Laurus was appointed as Abbot of Holy Trinity Monastery and Rector of Holy Trinity Orthodox Seminary.

Holy Trinity Orthodox Seminary was organized by Archbishop Vitaly in 1948 for the purpose of training young novices. Archbishop Seraphim was the first Rector of the Seminary. Through the efforts of the first Dean, Nicholas N. Alexander, the Seminary received a charter from the New York State University Board of Regents with the right to grant the degree of Bachelor of Theology. In 1952 Archimandrite Averky (from 1953 Bishop Averky) was appointed Rector of the Seminary, which he guided until the end of this life. Since 1976 Metropolitan Laurus has been the Rector.

IMPORTANT TELEPHONE NUMBERS

Monastery:	
telephone	(315) 858-0940
fax	(315) 858-0505
Seminary:	
Dean's office	
telephone and fax.....	(315) 858-0945
E-mail	info@hts.edu
Web site	hts.edu
Dean of Students	(315) 858-0450
Registrar	(315) 858-3914
Seminary dormitory	(315) 858-9978
Monastery Guesthouse.....	(315) 858-0131
Community of St. Elizabeth	(315) 858-2208
<i>Telephone Extensions used within the monastery</i>	
Archimandrite Luke	226
Seminary offices:	
Dean: Fr. Vladimir.....	230
Assistant Dean, Secretary:	
Sergey S. Kiryukhin	232
Dean of Students: Fr. Cyprian.....	233
Registrar: Fr. Theophylact	225
Seminary library	227
Monastery offices	
Fr. Victor.....	224
Fr. Roman.....	236
Fr. Lawrence	222
Packing/Mailing.....	237
Seminary dormitory	
1st floor	235

2nd floor	234
Bookstore.....	245
Printshop	
“Orthodox Life”	242
“Orthodox Russia”	243
Icon Studio.....	248
Icon mounting	247
Monastic Quarters	
3rd floor	239
4th floor	240

DAILY SCHEDULE

5:30	Wake up
5:50	Morning prayers
6:00	Liturgy
7:30	Breakfast
8:00 –12:00	Seminary lectures
12:00	Lunch
2:00 – 6:00	Monastery obediences and private study
7:00	Supper
7:30	Compline and Evening Prayers in church
8:30	Private study and rest

(The schedule for Great Lent will be announced separately.)

RULES FOR THE SEMINARIANS

1. Morning prayers, daily liturgy, meals and classes are obligatory for all students.
2. Festive liturgies, vigils and general matins are also obligatory.
3. On Saturday afternoons seminarians should check the new schedule and remember all of their assigned duties for the following week. If, for some reason, you are unable to fulfill your assigned obedience you must find a suitable replacement and let the person in charge know of the change.
4. The behavior of seminarians in class, church, trapeza and in public must be in keeping with their status.
5. Seminarians should attend all of the monastery meals. Outside these times, entry into the kitchen area is prohibited. Exceptions can only be made only for those fulfilling urgent obediences at regular meal times.
6. Seminarians are expected to treat the brotherhood, their seniors, and each other with respect.
7. Seminarians' dress should always be clean and neat. At no time are seminarians allowed to wear shorts on monastery grounds.
8. Cells must be kept clean and neat. Once a month the Dean of Students will conduct an inspection of all cells.
10. Conversations must be conducted in restrained tones. Noisy walking and conversations in the corridors will not be tolerated. From 10 pm until 6 am there must be absolute quiet in the cells as well as in the corridors.

11. Students may not leave the grounds of the Seminary and Monastery without a blessing from the Dean of Students.

12. If a Seminarian plans on leaving the Monastery for a night or longer, he must have a blessing to do so from the Dean and his spiritual father. The seminarian must inform the Dean of Students of his impending trip.

CASSOCKS

All seminarians are required to wear a cassock. New seminarians must acquire a cassock and belt, preferably before their arrival to the Seminary. All cassocks should be in the "Russian style" as worn by the Rector and members of the brotherhood. If a student is not able to obtain a cassock before his arrival at the Seminary, he should contact the Community of St. Elizabeth to order a cassock.

The Rector of the Seminary gives a blessing to each seminarian individually to wear a cassock and belt at the beginning of the academic year. The wearing of a cassock obligates the seminarian to behave in a manner befitting the clergy.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. A student who is absent from class for any reason assumes responsibility for making up the work he has missed. Absences are reflected on the student's final grade as follows.

Four unexcused absences from any one course will result in the loss of one half a letter mark, e.g., "A" becomes "A-." Seven unexcused absences will result in the loss of one full letter mark, e.g., "A" becomes "B." Students who have

difficulties with their courses, fall ill, or have other problems relating to their course of studies, should consult the Dean.

The Seminary reserves the right to require the withdrawal of any student whose academic work falls below its standards, who violates its rules and regulations, or whose continuing presence interferes with the well-being of others, or with the community as a whole.

REPORTING OF GRADES

A grade report is issued to all students at the end of each semester by the Dean's office.

Students whose progress falls below average are encouraged to consult their instructor or the Dean for guidance.

ACADEMIC INTEGRITY

The learning environment at Holy Trinity Seminary is intended to be one of trust. Students are expected to adhere to academic conduct that honors this trust and respects the integrity of the academic community. Cheating, plagiarism, or collusion, are unacceptable. Suspected violations of academic integrity will be handled by the Dean's office and, if warranted, by the Pedagogical Council and can result in penalties up to, and including, expulsion from Seminary.

TUITION AND FEES

Seminary fees are \$5,500.00 (U.S.D.) per year. This amount includes \$3,000.00 for tuition fees, which must be paid at the time of registration, and an additional \$2,500.00 for room and board. The charge for room and board, however, may be commuted by work for the Monastery

during the academic year. An additional fee of \$25.00 is levied for late registration. \$25.00 is charged for entrance examinations. Auditors are charged \$300.00 for each audited course (per academic year), not to exceed the amount of regular tuition (\$3,000.00) per year. The approximate cost for books and other supplies is \$200.00 per semester.

SCHOLARSHIPS

Scholarships are awarded by the administration on the basis of academic status of applicants and their financial situation. All scholarships are awarded directly through the Seminary. As a rule, only seminarians that have successfully completed their first year of study at the Seminary are eligible for scholarships. Students must be enrolled full-time and be in good standing.

The following scholarships are available:

1. Metropolitan Philaret Scholarship.
2. Russian Orthodox Theological Fund, Inc.
3. Ivan V. Koulaieff Educational Fund.
4. Holy Trinity Seminary Scholarship.
5. The Smerznak, Medak & Kidwell Scholarship Fund.

WITHDRAWALS AND REFUNDS

Students withdrawing from the Seminary during the semester, must notify the Office of the Dean in writing, stating the reasons for withdrawal. Refunds of tuition and fees will be made according to the following schedule. The date of filing of the notification with the Office of the Dean

will be regarded as the official date of withdrawal from the Seminary.

Withdraw notification received by Dean's Office:

First week of class	80% refund
Second week.....	60% refund
Third week	40% refund
Fourth week	20% refund

After the fourth week no refund will be given.

Classes may be dropped before October 1st, without academic penalty.

In clearly established cases of good cause necessitating a postponement of the normal academic program, a leave of absence may be granted or required by the Dean in consultation with the Rector for a period not exceeding two years.

A student returning from a leave of absence must contact the dean prior to September 15 for re-registration in the fall semester.

A student returning from a medical leave of absence must submit a signed statement from his medical practitioner certifying that he is able to resume full-time attendance at Holy Trinity Seminary.

DISCIPLINARY MEASURES

Breaches of discipline, moral lapses, insubordination to authority, or action contrary to the best interests of the community and Seminary may lead to probation in the form of a written warning from the disciplinary committee. Two unheeded warnings may result in expulsion. If the breach is serious an immediate dismissal may result.

TERMINATION

A student's relationship with the Seminary may be terminated for the following reasons:

1. Failure to maintain a satisfactory academic record.
2. Lack of aptitude or personal fitness to serve the Church.
3. Behavior, which violates generally acknowledged canons and standards of scholarship or professional practice.
4. Behavior that is disruptive to the educational process.

The Seminary reserves the right to withhold a degree from a candidate where there is compelling evidence of serious moral misconduct, or while disciplinary actions are pending.

STUDENT COMPLAINT PROCEDURES

Definition

The purpose of this procedure is to provide guidelines, which promote the effective resolution of student complaints and concerns. A complaint expresses dissatisfaction with the actions of a faculty or staff member of the Seminary, which the student believes to be unfair or inconsistent with Seminary policy or usual practices.

Exclusions

Student concerns with existing Seminary policy or practices are excluded from this complaint procedure and should be brought to the attention of the appropriate Seminary committee or administrator.

Time Limitations

A student wishing to file an official complaint should do so no later than three weeks after he became aware of the problem. The timely initiation of a complaint rests with the student.

Complaint Procedures

The student should first try to resolve the problem with the staff or faculty member with whom he disagrees. Pertinent documentation should accompany the complaint.

If the complaint is not resolved at the level of the instructor, the student should schedule an appointment with the secretary. The secretary, at his discretion, may call a meeting of the instructor and the student. If resolution of the complaint is achieved at this stage, the secretary will send a written confirmation that the complaint has been resolved to all those involved.

If there is no satisfactory resolution of the complaint in the judgment of the student or if the nature of the problem involves a personal or confidential matter, the student may proceed in the following manner.

The student may bring the complaint to the attention of the Assistant Dean. The Assistant Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for the resolution of the problem.

As a final level of appeal, the student may request a review of the complaint by the Dean, who may then refer it to the Pedagogical Council. The decision of the Pedagogical Council is final.

File Retention

The Seminary will retain documentation of all written complaints for the period of six calendar years.

WORK/STUDY PROGRAM

Seminarians who are involved in the work/study program are required to work 300 hours during the course of the academic year. This work not only helps the community and Seminary to provide for its own needs, but also provides the students with work experience that in some cases involves the learning of new skills that may be useful in supplementing their income later on. These skills include: iconography, icon mounting, printing, library science, archival methods, bee-keeping, carpentry, bookbinding, translating, assistant teaching, choir directing, and journalism.

MARRIED STUDENTS

Married students do not live in the dormitory. They must arrange accommodation for themselves. They are exempt from charges for room and board but must, on an equal basis with the other students, attend all lectures and church services and take part in general obediences. While these students are not required to attend daily services, all other rules and regulations that apply to students living on campus apply to married students.

PREROGATIVES OF SEMINARIANS

Being a theological school, Holy Trinity Orthodox Seminary is guided in its activities by canon law. In accordance with the canons and decisions of the Orthodox Church, all inhabitants of the monastery are obliged to be in obedience to the Abbot.

Students entering the theological seminary do so as novices in the monastery but with a specially modified regime. Therefore they are obliged to submit to the

seminary and monastery authorities according to the dictates of their consciences and their sense of Christian obedience. This naturally calls for humility and respect before the spiritual superiors of both the Monastery and Seminary at all times. Students must be clearly aware of these things and must consider well beforehand whether they are really inspired by an Orthodox Christian attitude, and whether it is reasonable for them to study in the Seminary under such conditions.

Life in the Seminary is based on the traditions of the Church and on the conscientious striving of each person to lead a virtuous Christian life.

THE CHURCH

The most important place for those preparing for the priesthood is the church. Therefore the Seminary program is arranged so as to give students the greatest opportunity possible to be in church. Every day in the prayer room of the student dormitory the students gather for morning prayers, followed by the Divine Liturgy in the Cathedral. The day ends with Compline and evening prayers in the Cathedral. Students are encouraged to take part in the services both on kliros and serving in the altar.

RULES FOR ALTAR SERVERS

Adapted from St. John of Shanghai and San Francisco's rules for altar servers

- 1) To serve in the sanctuary, it is necessary to take the blessing of the priest, or at an hierarchical service, the Hierarch.
- 2) One must come to church before the beginning of the service.

- 3) On entering the sanctuary, one must face the Holy Table and, on weekdays, make three full prostrations to the ground, or, on Sundays and the feasts of the Lord, three profound bows from the waist.
- 4) Those persons who are not serving are not permitted to enter the sanctuary.
- 5) Only those who have gathered to serve may enter the sanctuary.
- 6) When taking off the stikharion, it must be neatly folded or hung in its place.
- 7) In the sanctuary one should not engage in conversations, nor laugh, nor should one walk about the church, and particularly is this so during the Divine service itself.
- 8) All readers and altar-servers must be in stikharions. One must also obtain a blessing from the priest, or in an hierarchical service the Hierarch, to take off one's stikharion.
- 9) For communion of the Holy Mysteries, the servers, with the exception of the readers, take off their stikharions.
- 10) They should not touch the Holy Table nor the Table of Oblation (proskomidi).
- 11) They should not walk about in church during the reading of the Gospel, the Apostle or between the exclamations "The Grace of our Lord Jesus Christ ..." and "And the mercies of our great God and Saviour Jesus Christ be with you all."
- 12) Even before putting on the stikharion, their hands must be clean.
- 13) In the sanctuary and sacristy, nothing should be brought that is not used in the Divine services.

- 14) Before taking candles or the liturgical fans out, the server should cross himself before the icon in the High Place and bow to the Hierarch or priest, who stands before the Holy Table. On returning, they should repeat this.
- 15) One must bear in mind that the sanctuary is the most holy place, and that it is required that one stand therein with the utmost reverence; in passing the High Place one must cross oneself, and one must always follow the service with attention.

LIBRARY POLICIES

Persons entitled to use the Library

The following persons are allowed to use the Library:

- Seminarians
- Auditors
- Library staff
- Members of faculty
- Members of the brotherhood
- Other persons may be permitted to use the facilities and resources of the library subject to completion and approval of the Library Resource Application Form, which may be found at the circulation desk.

Circulating items

Patrons may borrow the follow items:

- Books which do not have a green or red label and are not stamped "Library Use Only".
- CD's, audio cassettes, videos and DVD's.

New books

New books are currently displayed in three locations: on a shelf opposite the check-out desk, on a book case, next to the circulation desk and in the open corner unit of the circulation desk. New books are usually kept for a period of two weeks and then replaced with more recent acquisitions. Patrons may check out new books on display.

Loan periods and maximum number of items that can be borrowed

	Items	Circulating	Term books	Audio/CD	VHS/DVD
Seminarians	15	1 month	term	1 week	3 days
Faculty	15	1 month	term	1 week	3 days
Members of the brotherhood	5	1 month	1 month	1 week	3 days

Renewals

Patrons are allowed up to three renewals, considering that there have not been any holds placed on the items.

Returning items

All items are to be returned in the book drop in the circulation area.

Fines

1. Books incur a fine of 5c per book per day.
2. Audio/Visual items incur a fine of 20c per item per day.

Lost books

Great care is to be taken by the patrons that books are well taken care of and are not lost. They are invaluable resources and add to our ever growing academic collection.

In the rare instance where a book is lost, if it is a replaceable item, the patron must pay the cost of the book, plus a \$20 processing fee. If it is not replaceable, then the patron will have to work out an arrangement with the Director of Library Services.

Damaged books

In the event that the patron has damaged a book through careless use, they are to pay for the cost of repair.

Borrowing privileges blocked

Patrons will not be able to borrow if they have overdue items, or overdue fines.

Placing holds

Patrons may place items on hold if they are currently being used by someone else. This feature is not currently enabled for patrons to use; therefore they need to let the circulation attendant know that they wish to have a book put on hold for them.

Items on recall

The library may recall an item loaned after a week of it being checked out.

Non circulating items

Patrons may not take out of the library the following items:

- Books which have a red or green label and books which are stamped as Library Use Only.
- Periodicals
- Reserve Items
- Reference material

The library has a large collection of rare titles dating back to prerevolutionary Russia in the area of religion, history and literature, as well as many fragile items documenting the Russian Emigre experience. Due to the value and rarity of these items, they may only be used in the library.

Theses, Pamphlets and Non-current Periodicals

Student theses and pamphlets may not be taken out of the library. Please consult the circulation attendant for access to this part of the collection as well as for access to non-current periodical issues.

Reference items

All reference material is located in the reading room area.

Archives

The archives are located on the third floor of the Seminary Building. Access to the archives is currently limited, as we are in the process of cataloging and preserving this collection. Contact Father Vladimir for further information.

Handling of old and brittle material

There are also many books and periodicals in the library's collection which due to their age and quality of paper, become easily damaged if handled carelessly. Please ensure that you handle such materials with care as they are invaluable sources many of which are irreplaceable.

Photocopying

The photocopier is located in the circulation area. Cost per page is 10c. The photocopier accepts only 10c coins.

Printing

All print jobs are sent to the Laser Printer behind the circulation desk. Cost per page is 10c.

Computer Room

There are twelve computers available for student and faculty use. Seven Macintosh and two PC's.

Internet Usage

Internet usage should be primarily for research purposes. Inappropriate use of the internet, will result in the patron having their privileges withheld for a period considered necessary by the Director of Library Services

Floppy drives

There is an external floppy drive available. It may be borrowed from the circulation desk.

Laptops

- There are two Ethernet ports in the reading room, which the patrons can use to access the internet.
- Laptops may not be used in the computer room. Anyone found using a laptop in the computer room will have their borrowing privileges blocked.

Typing in Russian

All computers have a Russian keyboard installed so that students can type their papers in Russian.

Patron conduct

- No person shall interfere with the work of another patron in the library by making undue noise, or by any other means whatsoever.

- No users of the library shall enter into areas of the library which are not public access. This includes the area behind the circulation desk and the cataloging office.

Inspection policy

Library staff have the right to inspect bags if deemed necessary.

Food and Beverage policy

No food or drinks are allowed to be brought in the library.

Reading Room

The reading and computer room are for quiet use. Talking is strictly not permitted.

HOW TO REACH THE SEMINARY

By air:

SYRACUSE AIRPORT – Taxi to Syracuse bus depot (about 10-minute ride). Bus to Utica. Bus to Mohawk. Taxi to Monastery (15-minute ride)

By train or by bus:

UTICA – Order a ticket to Richfield Springs (Adirondack Trailways), from there take a taxi to the Monastery.

By car:

THRUWAY - Exit 30 (Herkimer). Route 28 (South). Left on Robinson Road (at Denison Corners), or, especially in winter, continue on Route 28, turn left at Jordanville Road. The Seminary is about a mile past Jordanville, to the left side of Route 167.

ROUTE 20 - To Richfield Springs, then Route 167 (North) at Richfield Springs. The Seminary is about a mile past Jordanville.

By shuttle:

Departing Manhattan and Spring Valley for Jordanville on Fridays and going back on Sundays. For more details:

Phone: (315) 858-1624

Email: jordanville@mail.com

<http://shuttle.jordanville.org/>