ST JOHN’S COLLEGE
ASSEMBLY MINUTES

For the meeting of Tuesday September 19, 2006


1. Opening Prayer
P. Lampman opened the meeting with prayer and then the new fellow and student reps introduced themselves to Assembly members.

2. Approval of the Agenda
MOTION: That the agenda be approved as amended.
G. Baldwin/B. Payne
CARRIED

3. Approval of the Minutes from the Meeting of May 17, 2006 (attachment 1 to the agenda)
Add: On attachment 4, in the first item "Student Representatives on Assembly; change the last rep from vacancy to Laurie Anne Vermette.
MOTION: That the minutes be approved as circulated.
S. Alward/P. Penner
CARRIED

4. Business Arising from the Minutes
a) Response to the Theology Diploma Review – Information only (attachment 2 to the agenda)
J. Stafford gave a brief overview of the report that was circulated with the agenda. No action was required.

b) Membership on Committees of Assembly (attachment 3 to the agenda;
MOTION: That the nominations for Committees of Assembly be approved.
G. Baldwin on behalf of Assembly Executive
CARRIED

5. New Business
a) 2006 Student Reps on Assembly – Information only (attachment 4 to the agenda)
The list of student reps on Assembly was circulated as information. No action was required.

b) Residence Appeal Board Membership – Information only (attachment 4 to the agenda)
The attachment circulated with the agenda noted that I. Froese and B. Cantelo have been appointed to sit on Residence Appeal Board.

c) 2006 Theology Graduates
i) MOTION: That Mr. Donald McKenzie, Ms. Linda Stokes, and Mr. Ralph Taupe having completed the examinations and having gained the necessary standing as prescribed, be recommended to Council to receive the Diploma in Applied Theology.
J. Stafford on behalf of Theology Faculty Council
CARRIED

ii) MOTION: That the Rev. Simon Blaikie and the Rev. Rodney Sprange, having completed the examinations and having gained the necessary standing as prescribed, be recommended to Council to receive the Advanced Certificate in Priestly Ministry.
J. Stafford on behalf of Theology Faculty Council
CARRIED
d) Dean of Studies Position *(attachment 4 to the agenda)*

According to the Statutes of St John’s College, the Dean of Studies shall be appointed by Assembly. Normally Assembly Executive brings forward a nomination and then allows for additional nominations to be made at the Assembly meeting. Assembly made the following motion and since there was no other nominations form the floor, nominations were closed and C. Trott was appointed Dean of Studies.

**MOTION 1:** That Chris Trott be nominated as the Dean of Studies from January 1 2007 to June 30 2009.  
W. Norton on behalf of Assembly Executive  
See motion 2 & 3  
**MOTION 2:** That nominations close.  
G. Baldwin/ B. Payne  
**CARRIED**

**MOTION 3:** That the substantive motion “That Christ Trott be appointed as the Dean of Studies from January 1, 2007 to June 30 2009” be approved.  
G. Baldwin/B. Payne  
**CARRIED**

e) Campaign Presentation by Barbara Payne

B. Payne gave a presentation regarding the College’s fundraising campaign. B. Payne pointed out the savings college Fellows make each year if they take advantage of the free coffee and low-priced lunches available to Fellows in the faculty lounge. She asked Fellows to keep those savings in mind when they receive the annual fundraising letter to Fellows shortly. Below are the copies of the overheads that she used in her presentation:

<table>
<thead>
<tr>
<th>LUNCH BARGAINS</th>
<th>TIM'S</th>
<th>DAILY BREAD</th>
<th>SJC LOUNGE</th>
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<tr>
<td>Per day</td>
<td>$6.22</td>
<td>$6.08</td>
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<td>Per week (4 x wk)</td>
<td>$18.65</td>
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<td>$123.57</td>
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<table>
<thead>
<tr>
<th>THE BIGGEST BANG FOR YOUR COFFEE BUCKS!</th>
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</thead>
<tbody>
<tr>
<td>TIM'S</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>1/Day</td>
</tr>
<tr>
<td>5/Week</td>
</tr>
<tr>
<td>Per month</td>
</tr>
<tr>
<td>1 YEAR (52 weeks)</td>
</tr>
</tbody>
</table>

6. Reports from College Committees

a) Scholarship Committee *(attachment 5 to the agenda)*

i) Alfred H. Shephard Bursary Award Update – information only

In the attachment to the agenda, it was reported as information only that one of the students selected to receive the Alfred H. Shephard Bursary, Prateep Nayak, declined his award of $1350 after receiving a major award from another source. The award was accepted by the first alternate, S. M. Munjurul Khan.

ii) Sibyl Inkster Centennial Award Term Revisions

The Scholarship Committee sent revisions to the terms of the Sibyl Inkster Centennial Award, to Assembly for approval.

**MOTION:** That the Sibyl Inkster Centennial Award Term Revisions be approved.  
G. Baldwin on behalf of the Scholarship Committee  
**CARRIED**

iii) Award Recipient Report – information only

The Scholarship Committee sent its report of award recipients and alternates out with the agenda as information.
7. Reports from College Officers
   a) Warden (attachment 6 to the agenda)
      In addition to the report that was circulated with agenda, the warden asked that the following addendum be reported on her behalf.

      Again this year, I am a member of the United Way Campaign Cabinet. This year my role is a co-chair, with Mr. Jeff Zabudsky, of the Universities and Colleges Division. Parenthetically, the Chair of this year’s cabinet is Mr. Nick Logan, an SJC grad.

      On September 12th, St John’s College hosted a leadership breakfast for the division. I want to express my gratitude to our staff and our pride in their efforts. I would particularly like to acknowledge our Food Services Manager, Ian Park, who obtained donations from our suppliers to cover the cost of this event.

   b) Dean of Studies
      The Opening-of-Term BBQ and reception for Fellows and staff were held on September 13. Many attended.

      Bill Hoskins, on behalf of the Social Committee has organized a Prairie Supper for Friday September 29, in the Cross Common Room, for College Fellows and staff and their guests. You have previously received an invitation to this evening, which we hope will become an annual College function in first term. A sign-up sheet is available in the General Office. I hope to see you all there.

   c) Dean of Theology
      Classes began the last weekend in August. There are a total of 8 students in the program plus 8 visiting students. We are down one student this year, but we have two more visiting students this year. The number of visiting students will probably increase for the winter term. We are currently making improvements to the ministry placement component of the diploma program. Pending final approval, we expect three graduates from the Diploma and 2 from the Advanced Certificate.

   d) Bursar
      I. Froese submitted the following written report for minutes:
      "Summer Conferences"
      The summer conference season has concluded and was once again a very busy four months. We had a large group of International students, National Volleyball players, regular students, and other miscellaneous groups. We managed to meet our budget targets, which is an encouraging position to be in entering the fall.

      "Lecture Theatre 118 Upgrades"
      The renovation to the lecture theatre in room 118 has been completed and is obviously a great improvement. The renovations was a full replacement of carpet, seating, tabling, lighting, and audio visual capabilities. It was a long time coming and we are pleased with the results.

      "Robert B. Schultz Lecture Theatre Update"
      The detailed design drawings for the Robert B. Schultz Lecture Theatre are still being prepared, and are roughly 60% complete. The architects estimate it will take approximately two more months to prepare, and are confident the costs will fall within the parameters set out by College Council.
      The College recently installed a cash machine just outside the Daily Bread Café. Because we only accept cash in the café, our customers seem quite pleased by this added convenience. An early analysis of its usage indicates that it is being well used.

      "Office Receptionist"
      Diana DeFoort is the new College receptionist. Diana used to work in the University Parking office, and has replaced Carla White who returned to school this fall.

   e) Chaplain & Dean of Residence
      P. Lampman submitted the following written reports for the minutes:
Saint John’s Residence
We have 100 residents, with 96 single rooms, two single apartments and a two bedroom apartment.

One of the students in an apartment has opted for the meal plan. We are at capacity, but we have two students who are with us for one term only.

We have a large number of international students (34). This number includes 16 Intensive English Program students. This year we have 44 returning students, an increase from last year (37).

Training for the Residence Leadership Team has improved. The Residence Dons, the International Student Representative and the Co-Presidents of the Residence Students’ Association were all given Non-Violent Crisis Intervention training. The Residence Dons joined with the Residence Associates from U of M Housing and Student Life for five days of training. Seminar topics included Non-Violent Crisis Intervention, Respectful Environment, University Fire and Emergency procedures, Dealing with Sexual Assault, Suicide Awareness and Prevention, and Helping Students in Distress. This was followed by our annual retreat to a cabin on Breezy Point. This is the third year that we have an International Student Representative on the Dons’ Team. This student’s job is to help integrate the international students into residence and community life. The international students are meeting at least once per month with the ISR.

Community spirit is very high and is developing well. We have joined with Housing and Student Life in a number of residence events through the Spirit Cup competition. The Fall Banquet and House Meeting attendance were excellent. Based on the number of students who have signed up, interest in sports and intramural events is the highest since I came to St John’s.

We have a very good group of students this year, and we have had one discipline problem. This was a smoking incident and the behaviour has been corrected.

Chapel Worship and Activities
Sunday 4 pm Holy Communion (Holy Eucharist)
7 pm Choral Evensong (1st Sun. each month with “All the King’s Men”)
Monday 9 am Morning Prayer, 12 p.m. Mid-Day Prayer
Tuesday 9 am Morning Prayer, 12 p.m. Mid-Day Prayer; 9:40 PM Compline
Wednesday 9 am Morning Prayer, 12 p.m. Holy Communion (Eucharist)
4 p.m. Study Group
Thursday 9 am Morning Prayer, 12 p.m. Mid-Day Prayer

The Rev. Dr. John Stafford is Honorary Assistant for the Chapel Community, and the Rev. Dr. Iain Luke continues to assist in Chaplaincy. Michael Cutler is our Chapel Music Group Director again. Our Chapel music group “Holy Smokey!” has two new members, one is a voice major, doing her Masters. Prof. Charles Horton is the Music Director of All the King’s Men and Mark McLeIlan is the Cantor.

In May we had a Memorial Service for Lawrence Ritchey. Over the summer, there were five weddings in the Chapel: Steven Giardino and Sarah Bell, Chris Ferris and Hai Feng Chen, Struan Sinclair and Victoria Newell, Michael Lea and Maria Stapleton, and Brian Uhrich and Heather Lawrence.

f) Development Office
D. McLean submitted the following written report for the minutes:

We have received almost $2.0 million donated and pledged for the construction of the Robert B. Schultz Lecture Theatre. A new two page brochure about the capital campaign has just been produced and is included in the latest In Lumine as well as in our annual fall mailing. Approximately 2,500 letters have been mailed to our database. This is the first time that parts of the In Lumine have been in full colour.
The Phone Centre is just starting up and will be making calls as a follow-up to this mailing. Calling will start in early October.

There will be a celebration of the launch of Jack Bumsted’s new book on the College history St John’s College: The Origin of Higher Education in Western Canada. We have received orders for 11 books in two weeks. The celebration will take place in the Cross Common Room on Wednesday November 1, which is also the 140th Anniversary of the founding of St John’s.

We have two estate gifts that we know of: we will receive approximately $64,000 from the Michael Ewanchuk estate, likely before the end of the calendar year; and we will likely receive a gift over $100,000 from the Merv Conlin estate, not before 2007. Both of these gifts are to go to the awards that each set up.

g) Librarian
Nil

h) Registrar
JumpStart
Jumpstart was held August 31 and September 1. There were 18 participants which is lower than in previous years but we think it is because there was a high number of returning res students which didn’t leave a lot of residence rooms open for new students who would normally come to jumpstart. Also the first year international students attend a orientation that takes place the same days as Jumpstart.
Advanced Registration for SJC members
In the early summer, we were given permission from the University to register SJC members in courses held in SJC and any corresponding labs held outside the college one week in advance of regular registration. Since we didn’t have a lot of lead time to advertise this benefit, we only had 17 students take advantage of the early enrolment with two of them taking their full program in the college (plus corresponding labs outside the college). It is our hope that next year we will have more students taking advantage of advanced registration as we will have more time to advertise this benefit of membership.
Convocation
Convocations is on Sunday November 5th. The invitations have been mailed out already. Please mark this date on your calendar and send in your reply card to Erin in the General Office ASAP.

8. Any Other Business
   a) Report from the Senior Stick
      Nil

9. Adjournment
   MOTION: That the meeting be adjourned.
   G. Baldwin/I. Froese
   CARRIED

Official Copy of the minutes is signed by the chair and secretary and kept in the Registrar’s office.

Chair  Secretary  Date

5/5
Date: October 12, 2006
To: Erin Palmar, Registrar
Cc: George Baldwin, Dean of Studies
From: Lesley Cowan, Awards Clerk
Re: Report to Assembly from Oct 11 scholarship committee meeting

On September 6, I sent you draft revisions to the terms of the *Sibyl Inkster Centennial Medal*. After those revisions were approved by Assembly, I realized I had mistakenly attached the wrong draft.

Please submit the attached (correct!) draft for Assembly’s approval.

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**THE SIBYL INKSTER CENTENNIAL MEDAL**
(also known as the Sibyl Inkster Centennial Award)
*Draft Revisions, approved by Scholarship Cteee Aug 29/06*

**Background:**
- established with funds from the Sibyl Inkster Estate, July 23, 1975
- this award was possibly once known as the College Centennial Gold Medal.
- Sibyl Inkster was a College graduate (1898) and Honorary Fellow.

**Amount to be awarded annually:** 4-of-$499 Normally one award as per college policy.

**Date of First Award:** 1966 (“Medal”)

**Criteria:** For academic excellence in the graduating year of the General Arts program.

**Deadline Date:** n/a

**Process for Selecting Recipient:** In May, the Registrar will review the records of members graduating from the General Arts program and select the student with the highest sessional grade point average.

In September or October, the Awards Clerk will present to the Scholarship Committee a list of St John’s College members who graduated or are scheduled to graduate from the General Arts program in that calendar year. (Members who declare an October graduation date after the Awards Clerk has prepared the list of candidates in September, will not be considered.)

The Awards Clerk will calculate a grade point average for each student based on the final 30 credit hours completed. If the student completed fewer than 30 credit hours in his or her final session, the best grades from the previous session will be included to bring the total credit hours to 30.

Course load will be considered.

The Scholarship Committee acts in Assembly’s name with respect to final selection of recipients of individual scholarships, bursaries, awards, and prizes, and reports its actions at the following meeting of Assembly.

**Method of Payment:** The Awards Clerk will have the recipient’s name and the year engraved on the medal to be presented at Convocation. The cheque and medal will be presented at College Convocation.

**Donor Notification:** N/A

**Highlighting** = text to be added

**Strikethrough** = text to be deleted
## Budget Summary @ August 31, 2006

<table>
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<tr>
<th>EXPENDITURES</th>
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<th>2005-06 Year to Date</th>
<th>2006-07 Year to Date</th>
<th>2006-07 Budget</th>
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<td>Conferences &amp; Summer Res.</td>
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<td>Residence</td>
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<td><strong>TOTAL EXPEND. (Ex. Theol.)</strong></td>
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### SOURCES

**Previous Year Trust Revenue**

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<td>College Operations</td>
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<td>Academic Programmes</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Total Current Sources:</strong></td>
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<td><strong>TOTAL SOURCES</strong></td>
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<td><strong>TOTAL SOURCES (ex. Theol.)</strong></td>
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<tr>
<td>&quot; (ex. Theol.&amp;Cap.C.)</td>
<td><strong>1,713,537</strong></td>
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</tbody>
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| CUR. OP. SURPLUS | 5,709 | 264,103 | 296,690 | -5,007 |
| CUR. OPERATING (ex. Theol.) | 1,074 | 274,055 | 335,430 | -5,007 |
| CUR.OPER. (ex.Th.& Cap.Camp) | 14,282 | 275,731 | 344,376 | 3,093 |

| ACCUM. OP. SURPLUS | **-44,107** | **214,287** | **252,593** | **-47,114** |
| AC. OP. SUR (ex. Theol.) | -55,359 | 207,522 | 276,071 | -66,366 |
GUIDELINES AND POLICY
Chapel of St John the Evangelist, St John’s College

General Guidelines
The Chapel at St John’s College is a consecrated church in the Anglican Diocese of Rupert’s Land and an integral part of the College. There are, therefore, canonical laws as well as College regulations which govern worship services and University events in this place.

The Chapel is space designated for corporate and individual worship, prayer and meditation. When not in use for this primary function, "the Chapel quality" of the sacred space and its meditative setting are to be respected and maintained. As a community of the people of God, we are called to minister to all people in our world, knowing that the world is often an unloving place. All People of God regardless of race, gender, or sexual orientation are welcome to use the Chapel for worship, prayer and meditation.

The Chaplain’s program of events and schedule take precedence for use of the Chapel space. Other events may take place in the Chapel that honour the space as a place of worship. The scheduling of events is dependant upon adherence to the same general criteria for use of these spaces. Events will be considered on an individual basis. The Chapel is considered a designated space for the course of an entire year. Thus, all summer events are subject to the same criteria. Events that undermine the sanctity or the inclusiveness of this worship space will not be permitted.

St John’s College Regulations
The Warden of St John’s College will have final authority on the use of the Chapel. The Chaplain is responsible for the day to day operation of the Chapel, for making decisions about Chapel use, heads the Chaplaincy Team and reports to the Warden.

Primary consideration for the use of the Chapel will be given to the Chaplain, the Chaplaincy Team and the Faculty of Theology of St John’s College.

University groups, faculty, and staff, and members of the wider community wishing to use the Chapel must get confirmation in writing or by email from the Facilities Manager after permission has been granted by the Chaplain. The Chaplain works in consultation with the Facilities Manager, who does all the room bookings.

The Chaplains’ Association of the University of Manitoba is encouraged to use the Chapel for special services and events. Specific bookings must be arranged with the Chaplain and the Facilities Manager. Consent is at the discretion of the Chaplain.
Use of the Chapel is subject to the approval of the Chaplain or Warden in consultation with the Facilities Manager and Conference Co-ordinator. All persons or groups who use the space must leave the Chapel as they found it.

The Chaplain or the Chaplain’s designate must be consulted before using or moving the furnishings in the Chapel. The Altar is not to be used or moved without permission. Furnishings, banners, prayer books, plants, etc. may not be removed from the Chapel. Any accumulated garbage must be removed after use.

Approved by SJC Council Sept 27, 2006
GUIDELINES AND POLICY
Chapel of St John the Evangelist, St John’s College

The Sacristy, the space behind the metal screen and curtain, is the area in which the ministers of worship and assistants may vest or dress and the room in which are kept the vestments, vessels, banners, etc. Objects from this space may not be used without specific permission from the Chaplain. Music stands may be used, but the stands must be returned to their proper location after use.

Memorial Services
Memorial Services are a ministry of the Chapel and College. The Chaplain is in charge of organizing these services. There is no cost for booking the Chapel; however there is a charge for the musician(s) for this kind of service. Typically, the cost is $125 for the musician. St John’s Food Services can be approached separately for catering for a reception following a memorial service.
GUIDELINES AND POLICY
Chapel of St John the Evangelist, St John’s College

ST JOHN’S COLLEGE REGULATIONS FOR WEDDINGS

Chapel Mission
The Church promises to do all in its power to strengthen and uphold each couple’s marriage. This is stated publicly during the wedding service. In order to help the community of faith uphold this promise, the couple is expected to have marriage preparation, in accordance with the guidelines and policy of the Anglican Church of Canada.

Notice
A minimum of sixty days’ notice for a wedding reservation is required by St John’s College. Wedding bookings are not possible when the University of Manitoba is shut down during the vacation period after exams end in December.

Officiating Minister
Normally, the Chaplain officiates at wedding services in the Chapel, depending on availability. We recognize that couples may have a relationship with other clergy. Permission may be given by the Chaplain, in consultation with the Bishop of Rupert’s Land, for other clergy to perform a wedding in St John’s. Only ministers who have been granted a licence to marry by the Province of Manitoba may perform a marriage in St John’s Chapel, after permission from the Chaplain (or designate) has been given in writing.

Cost
The cost for booking the Chapel is $300. Chapel and College members pay $150. The couple is responsible for hiring a musician, but the Chaplain will provide a list of musicians who are available to play for weddings. Typically, the cost is $125 for the musician.

Catering
St John’s Food Services offers catering for wedding services, whether in the College Cross Common Room or College Daily Bread Café or elsewhere.

Access to Grounds
Photographs may be taken in the chapel or vicinity after the ceremony is over. While there is no charge for photography on College grounds and common spaces, these are areas used by other individuals and groups at the College and wedding parties cannot be given exclusive access. Sites on the wider campus are under the jurisdiction of Physical Plant of the University of Manitoba.

CHURCH REGULATIONS

Rules in Force (Canons of the Anglican Church of Canada)
GUIDELINES AND POLICY
Chapel of St John the Evangelist, St John's College

Definition
"Marriage is a gift of God and a means of his grace, in which man and woman become one flesh. It is God's purpose that, as husband and wife give themselves to each other in love, they shall grow together and be united in that love, as Christ is united with his Church" (Book of Alternative Services, Anglican Church of Canada, page 341).

Persons married in the Chapel all come under the marriage discipline of the Anglican Church of Canada. There are three requirements. (1) The canons of the church require the couple to have marriage preparation. (2) If either person has been divorced, there is a pastoral and canonical process for taking care of the couple and ensuring that the legal requirements have been followed. (3) The ceremony must follow the liturgy as given in the prayer books of the church. The marriage ceremony is an act of worship with the character of sacrament. These requirements are augmented below.

Baptism
At least one of the partners in the proposed marriage must be a baptized Christian.

Preparation
Canon Law requires marriage preparation. The Chaplain is a trained marriage educator, and he meets with the couple and offers resources for this. In the future, St John's College hopes to offer a course for couples preparing for marriage.

Ceremony
The marriage ceremonies (rites) used in the chapel are those authorized for use in the Anglican Church of Canada, or within the Christian denomination to which the presiding minister or the partners belong. Writing of personal marriage vows is not possible for Anglicans, and is strongly discouraged in other cases. Final judgement in these cases rests with the Chaplain of St John's College.

Rehearsal
A rehearsal, scheduled in discussion with the Facilities Manager, the Chaplain and the couple's presiding Minister (where applicable), is required. The rehearsal generally takes place an evening or two before the wedding, and normally lasts about 45 minutes.

Registration
All marriages performed in the Chapel must be registered in the Chapel Marriage Register as well as with provincial authorities. The Chapel Register is filled out using information from the Marriage Licence.

Photography
Photographs may be taken only during the procession, the signing of the register and the recession of the wedding party, so as not to cause a distraction during the vows. The wedding service is an act of worship. Special photographs of the couple exchanging rings, etc., can be taken by the wedding photographer after the service. The presiding minister will announce this to your guests, and put an announcement to this effect in the order of service.
GUIDELINES AND POLICY
Chapel of St John the Evangelist, St John's College

CIVIL REQUIREMENTS OF THE PROVINCE OF MANITOBA

Licence
Couples intending to marry must purchase a licence from a marriage licence issuer (e.g. City Hall). The issuer will provide the necessary documents and envelopes needed to proceed with the marriage. When one or both parties is under the age of 18 years of age, the Consent to Marriage form must be included. The Marriage Licence and the Registration of Marriage are combined in one form. The date of the wedding must be within three months of the date of issue of the licence.

Eligibility
When purchasing licence, proof of identity must be provided with proper documents. Divorced individuals will require their Certificate of Divorce (not Divorce Judgement) or Decree Absolute (not Decree Nisi) and, if issued in a foreign language, a notarized translated format. A widow or widower must provide proof of the death of a spouse. There are relationships which do not allow a person to be married. According to the laws of Manitoba, a person may not marry his/her grandparent, parent, grandchild, child, or sibling. The Church has a more extensive list of people a person may not marry, including step-parents, parent-in-law, step-child, son-in-law, daughter-in-law, aunt, uncle, niece and nephew.

The Chaplain of St John's College
It is the chaplain's pastoral policy to encourage the couple to connect with a specific minister or congregation now, at the point of marriage arrangements. This pastoral resource will then become the usual place to inquire over the long term about baptism and Christian education of children, or about marriage enrichment strategies. The chaplain is very glad to help match couples with ministers and faith-communities.

Interfaith and Ecumenical Weddings
When the partners come from different religious backgrounds, more than one tradition may be involved in the ceremony. Some denominations have restrictions about interdenominal or interfaith marriage. The Anglican tradition does not. Couples are urged to inform themselves as soon as possible. Clergy of other religions may also share in the service as arranged with the Chaplain.

Music
Music chosen should be consonant with the character of Christian marriage. All arrangements regarding music in the Chapel must be discussed with the Chaplain. The Chaplain will provide a list of available musicians. It is encouraged that a connection be made with the musician at least one month before the ceremony.

Recording
The use of recording equipment, including video with sound, must be cleared in advance with the Chaplain, and confirmed with the presiding minister at the rehearsal.

Approved by SJC Council Sept 27, 2006
INSIDE THE CHAPEL

Sanctuary
The altar may be moved to a higher level by College staff. Nothing except things necessary for the Eucharist may be placed on the altar.

Ceremonial
The Chaplain will arrange for other furnishings, such as lectern, signing table and kneeling cushions, to be provided for the ceremony.

The Grand Piano and Organ
Keys are needed to access these instruments. If the Chaplain is not performing the ceremony, and the Chapel Musician is not available on the date of your marriage, the musician will need to sign out a key from the General Office during business hours on a weekday before the wedding. The deposit for the key is $20. Nothing is to be placed on the piano or the console of the organ.

Sound Closet
The Chaplain will arrange for microphones as needed. If the Chaplain is not performing the ceremony, arrangements must be made with the Facilities Manager to set up the microphones. A key from the General Office must be signed out during business hours on a weekday before the wedding. The deposit for the key is $20.

Pews
The chapel pews are not to be decorated in any way which could cause damage.

Flowers
It should be ensured that flowers are delivered to the Chapel, not the General Office of the College. The office is closed on the weekend. When flowers are delivered to the Chapel, please ensure that the surnames of your wedding party are on them. Vases of flowers may be placed on any of the floor surfaces at the peripheries of the liturgical space or in front of the altar. Speak with the Chaplain or the Facilities Manager about a small table for floral arrangements.

Decoration Removal
The couple is responsible for assuring that all decorations are removed immediately following the ceremony. Flowers may be left on the retable - for the enjoyment of our many visitors.

Exit Ceremony
It is forbidden to throw confetti, rice, birdseed or similar materials in or on College property. The couple will be subject to an additional charge to cover the cost of cleaning if guests break this rule. The Chaplain or the presiding Minister will announce the rules regarding confetti to guests. An announcement can be made in the order of service.
MISCELLANEOUS

Capacity
The main chapel holds 200 comfortably. Seated "overflow" accommodation of about 50 is possible in the choir pews and in the loft. The standing room section at the rear should be left vacant.

Parking
Parking facilities are limited near the College during week days, but there is ample parking on weekends at no charge.

Wheelchair Access
The exit on the parking lot side of the Chapel has a ramp to access the Cloister. This is the large glassed-in hallway. There is an elevator to access the Chapel beside the main doors of the Chapel. There is an elevator to washrooms in the basement of the College. Access is gained through the main entrance of the College. It is recommended that an usher be present in the vicinity to greet such persons and provide them with the orders of service and other materials as required. Information about wheelchair access can be given with the wedding invitation.

Safety
It is recommended that an usher be present at all times in the Chapel. Neither the Chapel nor the College is responsible for injuries.

Interpretation
In cases of uncertainty, or further elaboration of these policies, the interpretation or ruling of the Warden is final. The authority of the Chaplain, and in his stead the presiding Minister, is absolute in all matters relating to the wedding service.

Reservation
Written confirmation of your reservation, along with a receipt for payment of the wedding fee is normally provided within two weeks, upon approval by the chaplain's office. The fee is payable by cheque to "St John's College." Prior to the approval of your application, inquiries about available dates and times can be made by contacting the Chaplain.

Rev. Paul Lampman
Chaplain and Dean of Residence
St John's College, University of Manitoba
Winnipeg, Manitoba R3T 2M5
Phone (204) 474-8363
Fax (204) 474-7610
http://www.umanitoba.ca/colleges/st_johns/
Date: October 12, 2006
To: Erin Palmar, Registrar
Cc: George Baldwin, Dean of Studies
From: Lesley Cowan, Awards Clerk
Re: Report to Assembly from Oct 11 scholarship committee meeting

The following actions of the Oct. 11th Scholarship Committee should be reported to Assembly for information:

**It was reported that Children-of-Clergy Bursaries have been awarded to the following recipients:**
- $560 Jonathon Bardisley  
- $210 Daniel Draper
- $280 Otlwyn Friesen
- $560 Matthew Henderson
- $140 Clara Lysecki

Two recipients, Lee-Anna Smith and Jamie LeSueur, returned their cheques (for $140 and $280 respectively) because they have not returned to the University of Manitoba this fall. The money will be returned to the accumulated deficit of this account.

**It was reported for information only that the Malcom Scholarship in Modern Languages of $175 for French will be awarded to the second alternate, Michelle Wilcox, because neither the original recipient (Charlene Neufeld) nor the first alternate (Carolyn Reimer) has returned to the University of Manitoba this fall.**

**The scholarship committee approved the following nominations:**

<table>
<thead>
<tr>
<th>Award</th>
<th>Amount</th>
<th>Name</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop John O. Anderson Memorial Bursary</td>
<td>$750</td>
<td>Kim Jurens</td>
<td></td>
</tr>
<tr>
<td>Archbishop Walter and Marilyn Jones Bursary</td>
<td>$2,075</td>
<td>Cassandra McCormack</td>
<td></td>
</tr>
<tr>
<td>Jessie Ostberg Legacy</td>
<td>$650</td>
<td>Kim Jurens</td>
<td></td>
</tr>
<tr>
<td>Murdith McLean Scholarship</td>
<td>$350</td>
<td>Scott Robertson</td>
<td>1 Brett Madill 2 Feras Fattal</td>
</tr>
<tr>
<td>Murdith McLean Scholarship</td>
<td>$350</td>
<td>Shane Wruth</td>
<td>1 Brett Madill 2 Feras Fattal</td>
</tr>
<tr>
<td>St Luke's Award</td>
<td>$525</td>
<td>Cassandra McCormack</td>
<td>Laurie Anne Vermette</td>
</tr>
</tbody>
</table>

The scholarship committee selected the following recipients and alternates:

<table>
<thead>
<tr>
<th>Award</th>
<th>Amount</th>
<th>Name</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>James F. Blewett Memorial Bursary</td>
<td>$300</td>
<td>Nicole Oomah</td>
<td>Jodi Gardy</td>
</tr>
<tr>
<td>Ivan J.R. Deacon &amp; Phyllis E. Deacon Bursary</td>
<td>$750</td>
<td>Jamey Gumowsky</td>
<td>Shawna Poltaruk</td>
</tr>
<tr>
<td>Donnie Eastwood Memorial Bursary</td>
<td>$1,325</td>
<td>Thao Ha</td>
<td>Nicole Oomah</td>
</tr>
<tr>
<td>William E. Harrison Bursary</td>
<td>$900</td>
<td>Karen Froman</td>
<td>Nicole Oomah</td>
</tr>
<tr>
<td>William E. Harrison Bursary</td>
<td>$900</td>
<td>Laurie Anne Vermette</td>
<td>Nicole Oomah</td>
</tr>
<tr>
<td>Sibyl Inkster Centennial Medal</td>
<td>$100</td>
<td>Jessica Olson</td>
<td></td>
</tr>
<tr>
<td>C.C. Landon Memorial Entrance Scholarship</td>
<td>$450</td>
<td>Susan Adelman</td>
<td></td>
</tr>
<tr>
<td>Kathleen Burrows Lightcap Bursaries</td>
<td>6 awards of $830</td>
<td>Christine Gouriluk, Angela Kennedy, Mandy Mou, Abiola Shenbote, Tolulope Sodeyi, Takafumi Yamaguchi</td>
<td></td>
</tr>
<tr>
<td>Kevin D. Toyne Prize in Legal Philosophy</td>
<td>$250</td>
<td></td>
<td>Murray Carroll</td>
</tr>
</tbody>
</table>

Also, at a previous meeting, Katherine Potter was selected as recipient of the Jane Bancroft Memorial Book Prize in French of $200.