

Student Council Handbook



SHEPHERDS THEOLOGICAL SEMINARY

2019-2020

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Student Council

I. Purpose Statement

The Student Council of Shepherds Theological Seminary exists to lead and serve the student body through new student integration, facilitating student events, spiritually encouraging the students, bringing student ideas to the administration, and fostering seminary unity.

II. Student Council Election

The following procedure governs the election of the three Student Council members:

- 1) In late April, the dean will send an email to the student body requesting nominees for Student Council
- 2) Nominees should normally have completed at least 15 credit hours, be in good standing with the seminary, and be making good progress toward finishing their degree(s).
- 3) Student Council members are limited to one year of service. However, students at STS who previously served on the Student Council are welcome to attend Student Council meetings throughout the school year in an advisory, ex officio role.

- 4) The dean will then contact each nominee to see if he would accept the nomination and be willing to serve on the Student Council, beginning in July of the following school year.
- 5) The dean will then send an email to the student body listing the nominees and asking the students to select the three nominees that they want to be on the Student Council.
- 6) After the election, the Student Council members will meet with the dean to determine the offices of president, vice-president, and secretary.
- 7) The three Student Council members are granted a \$300 reduction in tuition for both the fall and spring semesters in which they hold office. Don't Forget the Mission

III. Duties & Offices

Office of the President

The Student Council president serves in the following ways:
Communicates with the student body on behalf of the Student Council (this is relatively infrequent, consisting of less than five emails throughout the tenure).

Emails from the president to the student body can only be sent with the approval of the dean. Prior to distribution, any email completed by the president should be sent to the dean for approval.

As soon as office assignment is completed, the Student Council president should author an email introducing the members of the student council to the student body. This email should include a picture of each Student Council member.

Overseeing the welcoming of new STS students.

Attends one of the three major Board of Directors meetings each year: August, January, May.

Calling monthly Student Council meetings with the dean throughout the school year (September through April).

Office of the Vice President

The Student Council vice-president serves in the following ways:

Work with the STS office staff to plan the Fall picnic. The vice-president will also emcee the picnic.

File a report of the planning and outcome of the picnic to assist future vice-presidents in their Fall picnic planning.

Watches over the Student Relief Fund

Attends one of the three major Board of Directors meetings during the school year: August, January, May

Office of the Secretary

The Student Council secretary serves in the following ways:

Recording minutes at Student Council meetings and delivering them to the STS Director of Operations, Dean and Student Council members.

Attends one of the three major Board of Directors meetings during the school year: August, January, May

The Student Council serves together in the following ways:

- 1) Being introduced at the Convocation.
- 2) Meet with the faculty and new students at the New Student Orientation.
- 3) Assists new students moving to the area (see section entitled “Welcoming New STS Students”).
- 4) Brings recommendations from the students to the faculty.
- 5) Brings job opportunities, ministry opportunities, and housing opportunities to the office staff.
- 6) Fosters unity within the student body. Serving in this fashion is open to creativity. Some suggestions are:
 - a. Confer with your instructors about introducing yourself to the students in the classes you are enrolled in.
 - b. Meet with other instructors about introducing yourself to the students in the classes you are not enrolled in.
 - c. Take full advantage of Fall convocation and Colloquiums to meet as many students as you can.
 - d. Invite students and their families to your home for a meal.
 - e. Offer a free night of babysitting to students.
- 7) Being mindful of students and their families who are experiencing physical difficulties.
- 8) Informing the student body regarding the student relief fund and administering funds, with approval of the dean, to students in need.

Welcoming New STS Students

Purpose:

To establish a rapport between newly accepted students and a member of the student council. The objective of this rapport is to determine the new student's needs (usually questions or moving assistance) in order to fulfill them.

Procedure:

- When new students complete the application process, the STS office will supply new student contact information (phone number, email address) to the Student Council president.
- Each of the student council members will oversee and help coordinate volunteers to help new students move in, and the Student Council president will function as a liaison.
- The student council member should make contact with every new student assigned to him/her as soon as possible (ASAP). The conversation should include:
 - Introducing oneself as a fellow student and member of the student council.
 - Asking if the new student has any questions.
 - Offering help with finding a church.
 - Welcoming any suggestions or concerns regarding STS.
 - Coordinating moving help for students that are relocating.

Tips for helping coordinate moving in:

- Secure as many particulars as possible [date, time, location, number of helpers needed, etc]. It is **strongly encouraged** that new students plan to unload their moving truck *in the evening or on weekends*. This is when most of the student body is available to help. Such timing is often overlooked and the Student Council liaison should advise new students accordingly.
- Moving dates should be secured ASAP.
- All moving information should be communicated to the SC president ASAP who will request moving help from the student body via email.
- The Student Council liaison should remain in contact with the new student until the move is complete.
- The Student Council liaison should contact the new student approximately two weeks after move in to determine if there are further needs.

Note: Student council responsibility in contacting new students need not extend past two attempts. If the incoming student is unresponsive to voice mails, email, letters, etc the privacy of the new student is to be respected and no further attempts are deemed necessary.