

# Sangre de Cristo Seminary

(Sangre de Cristo School for Biblical Studies)



## Student Handbook

2018

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## Introduction:

Sangre de Cristo Seminary seeks to encourage students to grow in all areas of life. We want to encourage strong family life for those who have families and we want to encourage single students to continue to grow and develop in their personal lives as well. This handbook is designed to provide information that will aid the students and their families in understanding how the seminary functions and to aid in creating a strong seminary community.

## Class Schedule

### Summer

Classes Monday - Friday:	8:30-9:35 A.M. 9:45-10:50 A.M.
Bible Study Course – Tuesdays	11:00-11:50 A.M.
Chapel – Wednesdays:	1:00 P.M. or as otherwise arranged
Fellowship Meal -Tuesdays:	6:00 P.M.

### Fall

M. T. Th. and F.: 8:00-9:05 a.m., and 12:30-1:35p.m.: Essentials of Biblical Greek or Hebrew  
M. and Th. 9:15-10:05: Hermeneutics, Homiletics or Applied Exegesis.  
T. and F.: 8:00 – 9:05 a.m.: Greek Exegesis  
T. and F.: 9:15 – 10:05 a.m.: Hebrew Exegesis  
W.: 8:00 – 8:50 and 9:00 – 9:50 Teaching, Preaching, Worship Seminar.  
W.: 10:00 -12:00 Bible Survey

## Worship

The worship of God is done throughout our daily lives. Students are encouraged to have daily devotions. Corporate worship is a necessary part of the Christian life and growth. Students are expected to attend services weekly. The seminary provides a chapel service each Sunday. Church services are also conducted throughout Custer County.

## Oversight Program

Sangre de Cristo Seminary has an oversight (mentoring) program. Preparation for ministry requires more than classroom preparation. The purpose of this program is to encourage and guide students to grow spiritually and personally address topics that may not be covered in the classroom. It is also an opportunity for students to see some principals of “eldership” modeled. An additional goal of the oversight program is to involve the faculty and experienced students with the student body beyond the classroom and social gatherings.

Each student will be paired with a faculty member or experienced student who is involved in the Oversight Program and will meet with their “overseer” on a monthly basis or as needed.

## Admission, Tuition & Fees

### Tuition

**Full-time** (12 – 18 credit hrs)

\$3,100.00 per semester

***(\$1,550 per semester with community service)***

**Part-time**

\$240.00 per semester hour

**Audit**

\$150.00 per semester hour

**Spring Exegesis and Ministry**

\$300.00 per spring. The community service discount does not apply for the spring

**Community Service Jobs**

Community Service Jobs are offered to the students. If a student accepts a one hour per week community job through the semester and if it is done satisfactorily, a 50% discount will be applied to their tuition. Jobs will be assigned at the beginning of each semester. This program helps to keep fees and tuition costs low and provides a greater sense of community.

Students who do not elect to perform a community service job or who are dropped from the program due to unsatisfactory performance, will pay full tuition.

**Books**

\$175 - \$250 per semester (Approx.) Student are responsible to purchase, find or download their own texts. Students will be given a list of required texts before each semester begins. Students may find books from Amazon, Christian Book Distributors (Christianbook.com), Christian Education and Publication or many other providers. Choosing to download a book onto a Kindle is often an option.

**Campus Use Fee**

\$75.00/sem. (non-resident students), this fee is to cover utility and other costs incurred by students who do not live on campus.

**Admissions**

Sangre de Cristo teaches a seminary curriculum, which is designed for those with a college degree. The Seminary does not prescribe a particular pre-theological curriculum to be taken in college. We recommend a basic liberal arts education emphasizing English composition and literature, Philosophy, History, Foreign Language(s) and Natural and Social Sciences. The School assumes that students have the basic skills in writing papers, grammatical construction, world history, and some public speaking ability. Students will be admitted who have not completed college, but it should be understood that such persons must be strongly motivated to study diligently in order to do acceptable work. For every hour in class, there will be approximately two to four hours of assignments.

To enroll, students are to fill out the Application for Admission. We require that students make a profession of Christian faith as summarized in the Apostles' Creed and be willing to test every issue of faith and life by the Scriptures. Full-time student applicants will also need to have three letters of recommendation mailed to the school. One of these letters should be from the student's pastor or a minister who knows the applicant. Another reference should be from someone who can attest to the applicant's academic abilities or from an employer. The third reference can be someone who knows the applicant personally such as a friend or family member.

The application of a student must be approved by two members of the Core Faculty for admission. If a student's application is denied because he does not meet the requirements for admission or does not agree to conform to the purpose and philosophy of the School, the applicant shall be notified in writing. That applicant may appeal such a decision to the entire Core Faculty and seek advice from the Core Faculty on what steps may be taken to be accepted. A member of the Core Faculty shall inform the applicant of the final decision and be available to counsel the applicant. The faculty member shall inform the denied applicant of schools to which he may apply, and where materials from those schools might be obtained. This School will admit and permit the use of facilities or privileges to any student without discrimination in any way on the basis of sex, race or ethnic background. Since the Scriptural, doctrinal, and ethical standards of this school would be compromised by an admission of students whose sexual orientation is directed toward members of their own gender the school discourages application for admission to anyone embracing homosexual orientation. Application for admission from someone with such orientation may be considered following an interview with the Core Faculty, repentance before God and forsaking such a lifestyle. Applications for enrollment should be submitted at least thirty days before a student expects to commence classes. If one plans to be a part-time student for a summer course, an application is requested thirty days before the particular class starts. Exceptions may be made to this policy if the classes are not filled. Those who have prior academic deficiencies should not let that discourage them from applying if they are presently motivated to diligently study God's Word.

We request that students make a profession of Christian faith as summarized in the Apostles' Creed and are willing to test every issue of faith and life by the Scriptures. This School will admit or permit the use of facilities or privileges to any student without discrimination in any way on the basis of gender, race or ethnic background.

#### **Credit Transfer**

A student who desires to transfer credits to this School must have an official transcript sent. Courses which have a grade of "C" or better and which are evaluated by the Administration as equivalent to courses in this School will be accepted in lieu of courses we offer. The student (and in cases of a veteran, the Veterans Administration) will be advised in writing of courses which have been accepted in transfer.

**Financial Policy**

Finances for Sangre de Cristo Seminary's salaries and ministry expenses come primarily from donations of interested friends and churches. These contributions are tax-deductible. The Seminary is a tax-exempt organization under IRC 501(c)(3) and, as required for tax-deductibility, maintains full control and ultimate discretion over all contributions for use in its ministry. The seminary strives to maintain the highest standards of integrity and accountability in every area of its ministry – including financial responsibility. The seminary financial records are annually reviewed by an independent accounting firm, the board of directors, and are open for review by interested parties.

**International Students**

At this time because of our size and the regulations of the U.S. Department of Homeland Security we cannot accept International Students.

**Veterans**

This School has been approved by the Colorado State Approving Agency for those eligible to receive VA benefits while a student here.

**Transcripts**

Students may have an unofficial copy of a transcript of their academic work done at this School at any time requested. An official transcript can also be sent to other institutions. A signed request by the student is needed for an official transcript to be sent to any other institution. A transcript will be issued only if the student has paid all outstanding bills to the Seminary.

**Auditors**

Classes may be audited without credit with the approval of the professor teaching the course and the Director. The fee for auditing an entire course is the same as for those who take it for credit. Spouses of full-time students may audit courses without charge.

**Full and Part-Time Students**

A student may start at the beginning of a Summer or Fall semester and continue for three years to complete the cycle of courses needed for graduation with a Master of Divinity or Diploma. A minimum of three semesters are required for the Master of Arts in Exegetical Theology degree. A student may come as a part-time student for whatever courses desired during the Summer or Fall semesters. If a part-time student decides to become a full-time student, it should be understood that it will probably take three years from the time he begins a full program to complete the program for graduation. The student is not required to repeat classes previously completed; however, due to the structure and schedule of the curriculum, it is unlikely a student would be able to complete all the requirements for graduation in less than three years.

**Attendance**

Christian maturity and stewardship require responsibility to attend class regularly, participate in class discussion and complete course requirements. Class attendance is expected. Arrangements for absence from class due to illness or other emergencies should be made directly with the instructor. A student who is absent for 2/13ths or more of a course without permission of the Director or Core Faculty will be automatically dropped from the course. A student who is absent without permission for 2/13ths or more from half or more of the semester hours of the courses being taken will be disenrolled from the seminary. A student who is absent up to 4/13ths of a course with the permission of the Core Faculty may make up work that is missed. Such work must be completed within the semester of the absences. A student may be given permission for absences up to 4/13ths of a course for their own sickness or serious illness or death in their immediate family. If a student must be absent for more than 4/13ths of a class, even with permission, the course must be dropped and an "Incomplete" received as a grade. An unexcused absence is considered as absenting oneself without prior permission, regardless of the cause of absence, unless a student is physically unable to communicate with the School. Three tardies are equivalent to one absence. The individual student is responsible to obtain any material missed due to his absence or lateness to class.

**Class Standing & Grading**

There are three classes of full-time seminary students: Junior (first year), Middler (second year) and Senior (third year). An entering full-time student is a Junior. Upon completion of 34 semester hours with a grade average of "C" or above, a student becomes a Middler. After having completed 70 semester hours with a grade average of "C" or above, the student becomes a Senior.

Percentile and letter grade equivalents:

A: 100 – 92

B: 91 – 82

C: 81 – 74

D: 73 – 66

F: 65 or below

CR: Credit

NC: No Credit

I: Incomplete

Note: A plus after a letter grade indicates the highest two percentiles of that grade, and a minus indicates the lowest two percentiles. At the discretion of the teacher, pluses and minuses are not required. During a student's first year a "C" average or above must be maintained. During the second and third years a student's average must continue to be "C" or above for each semester in order to graduate. The Core Faculty, with the student present, shall consider any student's grades or progress which is thought to be unsatisfactory. If the Core Faculty so deems, a student whose grades or progress is unsatisfactory may be placed on probation for one semester. A student dismissed for unsatisfactory grades or progress may be readmitted after an absence of one year or more. A transfer student may have courses accepted by this institution which are equivalent to courses offered by this School and for which a "C" or above was earned. The instructor will give grades for each course to each student at the conclusion of that course. In order for students to graduate from the regular three-year curriculum, they must complete all the courses in the regular curriculum, with a total of 105 semester hours.

### **Dropping Courses**

A course may be dropped until it is 1/3 completed without appearing on one's transcript. After 1/3 of it is completed, if the student drops a course, an "Incomplete" will appear on his transcript. If a student drops a course without administrative approval after 1/2 of the course is completed, it will appear on the transcript as an "F." Students who drop a course will receive a refund for whatever percentage of the course time remains.

## **Community Service, Fees, and Housing**

### **Housing**

#### **Family Housing**

\$405/month + propane: Cabin #1 and Family Cabin

\$345.00/month + propane: Library Apartment and A-Frame

#### **Single Rooms**

\$190.00/month

### **Heating**

Apartment and cabin heating is primarily by propane and the cost of rent is figured by using propane to heat the dwelling. If you use electric space heaters let the administration know. If you use space heaters an additional charge of \$45 per month will be added to your bill or you may calculate the cost with the following formula:

$$\text{Wattage} \times \text{hours used per month} \times 12 \text{ cents}/1000 = \text{monthly cost}$$

### **Storage**

If students wish to hold their apartment/room and/or store possessions in them, the storage cost will be ¼ the cost of rent. There will also be a ¼ utility charge unless the space can be winterized. Turn down, but do not turn off heat when you leave in the winter. The administration must be notified of your intent before students leave campus. When dwelling is used for storage no refrigerated, frozen or canned foods are to be left in the dwelling.

### **Financial Aid**

It costs approximately \$18,000 per student each year to cover seminary expenses. A student paying tuition, rent, utilities and books may pay around \$4,000 each year. The remaining \$14,000 is raised by the seminary administration.

It is important to the board and administration of Sangre de Cristo Seminary to keep the overall cost of education affordable. Tuition, fees, books, rent, utilities etc. could all be much higher for the student. To keep the education affordable is a task that requires a community effort including the larger Christian community.

Students are asked to remember the blessings from the larger Christian community in helping with the cost of education. Glory be to God!

**Ministry Tuition Scholarship:** A full tuition scholarship for 2<sup>nd</sup> and 3<sup>rd</sup> year students who plan to go into full time ministry upon completion of seminary. Applications are available from the administration.

#### **Lodging for Visitors and Part-time Students**

Please make requests for accommodations for visitors who wish to stay in seminary facilities in advance.

#### **Single Rooms**

**Daily:** \$15/ person (\$5/child under age 18)

**Weekly (5-7 days):** \$60/person (\$25/child under age 18)

#### **Apartments:**

**Daily:** \$35 per day for up to two occupants. Add \$3 for each additional occupant.

**Weekly:** \$175 for up to two occupants. Add \$3/day for each additional occupant.

**A Rental Agreement for full-time students renting seminary facilities is found on the last page of this handbook**

#### **Community Information**

##### **Student Kitchen**

The student kitchen provides a wonderful place for fellowship. Those who use the kitchen are asked to clean up after themselves right away.

**Do not leave pots, pans, dishes and silverware unwashed before you leave the kitchen.**

Label food items and label food shelves and refrigerator shelves with the name of the student using the shelf.

Students who only use the kitchen on occasion are asked to do their part in cleaning up after themselves. The general rule is to leave it cleaner than when you used it. Do not use the dishwasher for individual dishwashing. The dishwasher is for large group use.

##### **Snacks**

Snacks are available in the Book Store. Deposit your payments in the moneyboxes provided. Please pay as you go so as not to forget your purchase. **Parents, please accompany children under the age of ten.**

##### **Mail**

Mail is usually picked up by the seminary staff or a representative and placed in the student distribution boxes. Students can take their outgoing mail to the mailbox on Horn Road. The best address for students to use is: 6160 County Rd. 130, Westcliffe, CO 81252.

##### **Telephone**

If students would like to have phone service in their apartment they can get service through the local telephone company, CenturyTel. Students are responsible for their own telephone costs. The seminary telephone in the kitchen is available for brief local calls.

##### **Internet**

The lodge and library have high speed internet and the password is available for students only. Please see the administration to obtain the password and under no circumstances are you to share that password.

##### **Laundry**

There is a laundry available to students in the back of the seminary lodge. The cost to use the laundry is included in your rent. Each semester a laundry schedule will be posted by the laundry coordinator. Label your detergents, soaps etc. with your name. Seminary paper towels and toilet paper are stored in the laundry room. These are for seminary kitchen, bathroom and visiting teacher's apartment not for individual use in your cabin's or bed rooms.

## Trash

Put your trash in the dumpster near the work shop.

Put cardboard in the greenish cardboard trailer. Fold or breakdown all boxes before putting them in the trailer.

Put larger metal items in the pile next to the work shop.

Put aluminum cans in the blue recycle trash can on the porch outside the kitchen door.

During the months April – October bears and other animals search the area for food. Any trash that has food items must not be left out available to animals.

Do NOT burn any trash outside.

Discarded tires, mattresses, computers, TVs and appliances require a fee.

## Library

Students and their families are encouraged to use the library and to check out books and videos. The procedures are posted in the library. This is a self serve library. Please take care to check out and return books properly. The late fee for books will be charged to students accounts (\$.25/day). Books not returned by the end of the semester will be charged to student accounts at the replacement cost.

**The library is to be enjoyed by all, please be courteous of those studying. An adult must accompany children under the age of ten (10).**

## Everyone as Campus Host

The Seminary will frequently have visitors come to campus. Students are asked to take time to speak to them and to ask if the visitors can use some assistance.

## Fire Pits and Fire Safety

Students are welcome to use the fire pits. They are asked to build fires only in the existing fire pits. Please make sure there are no fire bans before building fires. Be sure to put your fire out completely before leaving the area.

Fire extinguishers are near all exits. Note where they are and in case of fire, try to put it out immediately. If the fire extinguisher does not work after pulling out the pin and pressing the trigger, hit it against something solid to loosen the powder. Hoses and power generators are available near each well house.

## Drive Safely

Since there are many children in the area around the seminary and Horn Creek everyone is asked to use **extreme caution** while driving. Please observe a speed limit of 5-10 mph.

## Quiet

After 10:00 P.M., quiet is to be maintained everywhere on campus, in the cabins and in all seminary buildings.

## Use of Horn Creek Facilities

Sky Ranch requires students and their family members to sign a liability waver before using any Horn Creek Facility as well as pay \$10 for a background check. These waivers may be obtained at the Horn Creek main office.

While using any of the camps facilities remember that Horn Creek guests have priority. The swimming pool and water slide may be used only when a lifeguard is on duty and the current camping group permits others to swim. Students may also use the recreation center when we have permission for use. Horseback riding and bowling are also available but the same fees apply to students as to Horn Creek guests.

## Conservation

**Lights:** Please turn off lights when not in use. If you are the last person leaving a room and the lights are on in that room, it is your responsibility to turn the lights off.

**Water:** Water is very expensive and precious. Please don't let water run unnecessarily. Turn off a water tap if you are not using the water coming out of it. Please do not take long showers.

## Trees

We thank the Lord of creation for our trees. You may use the trees for cloths lines and hammocks. Please do not hammer nails in the trees. We recommend tying ropes around the trees but you may use screw-hooks for cloths lines. Do take the screw-hooks out before you leave relocate from the seminary. Do not cut trees down without permission. Do not cut Christmas trees or use trees for target practice with either firearms, bows or knives.

### **Hunting and Firearms**

We thank the Lord of creation for our animals. Please do not hunt either small or large game on the seminary or rental properties around the seminary without permission from the seminary president. There is plenty of hunting in the public lands. Students and family members who have firearms are to keep them and ammunition secure. Secure means that if someone came into your dwelling without your knowing they would not be able to use your firearm if it was found.

### **Pet Policy**

Generally, students are not to have pets on campus or in campus rentals.

Exceptions may occasionally be made for a well-behaved pet. Permission must be granted by the seminary administration. The following standards must be met for a pet to be allowed to stay on campus.

1. The pet cannot disturb or inconvenience neighbors in any way.
2. Owners will regularly clean up their pet's outdoor voiding areas.
3. Owners agree to prevent their pet from the following behaviors:
  - A) Damaging seminary or student property. Damage includes odor or stains. Pet odor can ruin carpets and other areas of buildings.
  - B) Making undue noises.
  - C) Disturbing garbage receptacles.
  - D) Voiding in unacceptable areas.
  - E) Frightening or injuring people.
  - F) Entering buildings other than their owner's home.
4. If a pet does not meet the standards, owners agree to repair and/or replace any property their pet damages and to remove their pet from campus if it cannot be trained to comply.
5. Before a pet owning student moves off campus the student agrees to:
  - A) Clean up any hair that their pet may have shed.
  - B) Take great care to remove permanently any pet odor from the cabin.
6. Students agree to remove their pets from the facility if asked by the administration for any reason.

### **POLICY OF MUTUAL RESPECT AND ENCOURAGEMENT**

#### *A guideline for interpersonal relationships at Sangre de Cristo Seminary*

The Board of Directors of Sangre de Cristo Seminary is committed to the premise that its published *Mission and Vision Statements* are best advanced in an environment defined by mutual respect and intentional encouragement among its students, instructors, staff, families, visitors and friends. With one voice the Seminary Board avows that this premise is best put into practice when all Seminary participants actively promote and abide by the second of God's Greatest Commandments: "*you shall love your neighbor as yourself.*" That is, "you shall sustain an attitude of goodwill (a predisposition to do good) to all who are within your personal zone of influence or engagement". The Board further insists that this attitude of goodwill must be more than merely a disposition but rather it should necessarily manifest itself visibly in the lives of all of the Seminary's immediate academic and social family. Specifically, this means that the Seminary environment must be free of all attitudes and behaviors which the Scriptures themselves explicitly condemn including (but not limited to): All forms of intimidation, harassment, prejudice and ridicule wherein the expressed, implied or perceived intent is to maliciously devalue or malign another. Instead, mutual encouragement, dignity and equity should be actively and consistently promoted within the Seminary community.

At the same time, the Board is also committed to the protection of a free exchange of ideas and convictions within this academic environment of mutual respect. Perhaps nowhere in our society is this protection more likely to be anticipated than in an academic setting where this exchange fosters *knowledge, individual growth and tolerance* for one another.

The Board further acknowledges that the expression of certain ideas which might be regarded as offensive, unpopular or even unjustified is protected by the *laws of the land* (specifically, the 1<sup>st</sup> Amendment to the Constitution of the United States). However, it is the Board's stated position that the *laws of the land* and the sacred Scriptures (historically interpreted) are not always in agreement with regard to what behaviors and attitudes are to be promoted and protected and what behaviors and attitudes are to be discouraged or condemned.

Therefore, it shall be the stated policy of this Seminary that the sacred Scriptures themselves (historically interpreted) shall be the final rule and arbiter of approved conduct within the Seminary community.

The Board concurs with *the laws of the land* which specifically censure discriminatory practices based upon *race, ethnic identity, color, sex, marital status, physical ability and medical limitations*. However, the Board does not concur with certain other practices which the *laws of the land* actively tolerate or protect, including (but not limited to): *Gender identity-orientation attitudes and behaviors*, and certain *creedal* positions deemed inconsistent with the sacred Scriptures, destructive of society in general or injurious to the Christian community in particular.

In addition, it is our stated policy that the Board, instructors and administrators of Sangre de Cristo Seminary shall have special responsibility in the area of promoting mutual respect and encouragement. Not only must their own conduct be above reproach (held to a higher measure of accountability), but they are in a position to observe, identify and mitigate potential violations of this policy. All complaints regarding suspected violations of this policy will be taken seriously and treated with discretion and respect for the individuals directly involved. For purposes of clarification the following definitions are adopted:

**Personal Harassment:** Objectionable and unwanted behaviors that constitute a clear pattern of mistreatment that would "reasonably" be perceived to be severe enough to create a hostile, intimidating or humiliating learning or social environment. Personal harassment can also constitute the abuse or misuse of authority.

**Sexual Harassment:** Unwelcome sexually-oriented conduct, comments, gestures or contact that create a learning or social environment which is offensive, hostile, threatening or demeaning. Sexual harassment may be either narrowly or widely targeted. Both males and females may be subject to sexual harassment.

**Discrimination:** Is behavior that generally refers to actions toward or practices regarding individuals or members of a group which results in them being selectively disadvantaged.

**Reverse Discrimination:** Is behavior that generally refers to actions toward or practices regarding individuals or members of a group which results in them being selectively favored.

**Disrespect:** For purposes of this policy disrespect shall be defined as a refusal to esteem someone as entitled to the *good will* which the Second Greatest Commandment mandates.

It shall not be the intent of the Board to provide a detailed list of proscribed behaviors which might be deemed disrespectful, harassing or discriminatory in nature. Instead, the Board will rely upon the common sense, individual Christian commitment to holiness and most certainly the sound interpretation of the sacred Scriptures to instruct its Seminary community as to what is in its mutually respectful best interests. However, it shall be the stated intent of the Board to herein notify all Seminary participants that attitudes and behaviors which are deemed contrary to the establishment and maintenance of a mutually respectful and encouraging academic and social environment will not be tolerated. Consequences for violation of this policy may include (but are not limited to): Warning, public censure, dismissal, forfeiture of academic credit, invalidation or non-renewal of contract arrangements or designation of "unwelcome" status.

Moreover, the Board shall urge and demonstrate disciplinary restraint in cases where this policy has been violated (whether in deed or perception) in situations where ignorance, a lack of malicious intent, or the presence of an overly scrupulous conscience prevails. However, vexatious allegations of real or imagined policy violations will be subject to the above sanctions for intentional violations. Unjustified slanderous (public) allegations which allege a violation of this policy that are specifically directed at the Administration or Instructors of Sangre de Cristo Seminary will automatically trigger the involvement of legal counsel. All individuals and private entities have the legal right to protect their reputations.

Finally, the following procedures shall serve as Board-approved steps in mitigating real or perceived violations of this policy:

- The informal discussion of potential or anticipated violations is encouraged but with this caution: Individual right-to-privacy

- must be respected and protected.
- An actual or perceived violation by a student shall be reported to the Seminary President, Dean of Students, Instructor or Board member.
- An actual or perceived violation by an Instructor shall be reported to the Seminary President, Dean of Students or Board member.
- An actual or perceived violation by the Seminary President or Dean of Students (or any other administrative staff) shall be reported to a member of the Board.

It shall be the responsibility of any “offended” individual(s) to give notice (in a timely manner) to the “offender” that his/her behavior violates (or is perceived to violate) this Policy of Mutual Respect and Encouragement. This notice may take place in-person or in writing, and the “offended” party may chose to be either self-identified or remain anonymous. It is the intention of this notice to provide a vehicle for the “offender” to apologize, reconcile, and/or to explain or cease his/her offensive or unwanted behavior. This step of giving notice, however, does not *ipso facto* militate against any of the other mitigating steps.