Training and Care Manual
Seminary and Apprentice Tracks for The Christian Church (Disciples of Christ) In Northern California/Nevada

Based on Order of Ministry Policy
August 2011
Adopted by the General Assembly of the Christian Church (Disciples of Christ)

Revised: June 2019-20

“Here I am Lord ... Is it I, Lord? I have heard you calling in the night. I will go Lord, if you lead me, I will hold your people in my heart.”

-Daniel Schutte, Chalice Hymnal, page 452
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Preface:

Introductory Letter
Training and Care Committee

TO: Candidates Considering Disciples of Christ Ordination

On behalf of the Christian Churches (Disciples of Christ) of Northern California-Nevada (CCNCN), we extend a warm welcome as you begin your graduate work in the Northern California area. The pages that follow are designed for your personal use as a member of the Christian Church (Disciples of Christ) in CCNCN, coming under the auspices of the Training and Care Committee (T&C); during the time you are in discernment and preparation, in either the Seminary Track (ST) or Apprentice Track (AT), is the required path for ordination.

Suggestions for considering the contents of this welcome packet include:

- For ordination, there are two tracks leading to ordination, the Seminary Track (from now on identified in this document as ST) and the Apprentice Track (from now on identified in this document as AT). Please read through this document and return all applicable material for consideration for “in-care” status.

- This Manual presents as much information as possible, outlining both tracks for ordination. Should you have any questions about application procedures, please contact one of us whose email is found in this packet.

- Please observe and keep to the sequence, in a timely manner. You will need to observe deadlines carefully, including but not limited to the Background Check, scholarship applications, Middler Review (for PSR students only), psychological evaluation, written paper deadlines, Clinical Pastoral Education (CPE) applications, and other aspects in preparation for ordination.

- If your progress is inhibited in any way, please do not wait for us to call you. Please make your concerns known so we can help you. Preferring our designation over the traditional “Commission on Ministry,” we take both aspects of our committee name seriously (Training and Care).

- Once you’ve discerned even the possibility of a “call,” please feel free to apply to T&C. Our procedures and committee members have the tools and compassion to help with that discernment.

As you progress through either the ST or AT, we pray that you will feel not only God’s “call,” but also the excitement and blessing of that call. It will be challenging at times. Please know T&C, once you are taken “under care,” is committed to sharing and supporting the journey with you.

Grace and Peace,

Training and Care Committee Members
Definitions of Terms

(T&C) Training and Care and (R&S) Recognition and Standing
In most Regions, the Regional “Commission on Ministry” discerns issues regarding ministerial ordination and standing. In the Christian Church of California-Nevada (CCNCN), these functions are divided into two committees, Training and Care (T&C) and Recognition and Standing (R&S). T&C journeys with candidates toward ordination along either the Seminary Track (ST) or Apprentice Track (AT). Recognition and Standing (R&S) reviews transference of ordination to Disciples and issues of “standing,” (issues concerning maintenance of active ordination and commissioning).

(GCOM) General Commission on Ministry
The General Commission on Ministry (GCOM) defines for the Christian Church (Disciples of Christ), the “Order of Ministry” and sets the standards by which a candidate becomes ordained within this order.
http://disciples.org/gcom/

(RCOM) Regional Commission on Ministry
The Regional Commission on Ministry (RCOM) defines for the Christian Church (Disciples of Christ) of Northern California-Nevada, the “Order of Ministry” and sets the standards by which a candidate becomes ordained within this order.
https://ccncn.org/resources.php

(ST) Seminary Track
There are two educational tracks in preparation for ordination: an Apprentice Track (AT) and a Seminary Track (ST). Candidates for Ordination are encouraged to follow the Seminary Track, unless they determine, in consultation with their Region, that their economic, vocational, or familial circumstances make the Apprentice Track more appropriate. Those in the Seminary Track (ST) will demonstrate competency in the 16 areas of ministerial practice by securing a Master of Divinity degree or its equivalent from a theological school accredited by the Association of Theological Schools in the United States and Canada or its equivalent.

(AT) Apprentice Track
Those in the Apprentice Track (AT) will demonstrate competency in the 16 areas of ministerial practice by completing a program of study of at least 250 contact hours approved by the Region in which they are under care.

(CM) Commissioned Minister
A Commissioned Minister (CM) is a person authorized or “commissioned” by the Region to offer a ministry in a particular place for a specified purpose and for a designated period. A “Commissioned Minister” replaces what was “Licensed Ministry.” In the CCNCN, T&C reviews and recommends to our region “commissions” for ministry. Criteria for a “Commissioned Minister” can be found in the GCOM document, “Theological Foundations and Policies and Criteria for the Ordering of Ministry of the Christian Church (Disciples of Christ),”
**Home Church, Sponsoring Church, Field Education Church**

A “Home Church” is the church from which a candidate for ordination comes. This is the church in which a candidate is established when applying for “in-care” status with Training and Care.

A “Sponsoring Church” is the church sponsoring a candidate for ordination, after the candidate has completed the basic requirements for ordination. This church will be familiar with the candidate’s journey toward ordination and in some ways has shepherded the candidate for ordination.

A “Field Education” Church is the church with which a candidate gains supervised experience in ministry. A Home Church can be the Sponsoring Church, but not necessarily so. A candidate needs established experience with both the Home Church and Sponsoring Church, including a review process as determined by the church. While the Field Education church can be the Sponsoring Church, the Home Church cannot be the Field Education church.

**(CCNCN) Christian Church of Northern California-Nevada**
The Christian Church of Northern California and Nevada (CCNC-N) is the judicatory coordinating all the Christian Churches, (Disciples of Christ) in Northern California and Nevada.  
https://ccncn.org/HomePage.php

**(CPE) Clinical Pastoral Education**
Clinical Pastoral Education is a formal chaplaincy program conducted primarily in Hospitals. It affords opportunity for a candidate to receive supervised clinical experience with peer review. Believing in the importance of CPE, our Region requires at least one unit of CPE training for ordination. See the information offered in this packet.

**(DSF) Disciples Seminary Foundation**
Disciples Seminary Foundation (DSF) seeks to create a community of support for students preparing for ministry through seminary and/or other tracks toward ordination. A DSF presence is on the Pacific School of Religion (PSR) and the San Francisco Theological Seminary (SFTS) campus.  https://www.dsf.edu/
<table>
<thead>
<tr>
<th>Phase</th>
<th>Requirement</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>1st T&amp;C Meeting -- Informal Introductory</td>
<td>Done</td>
<td>Contact T&amp;C Staff Person to arrange 1st meeting</td>
</tr>
<tr>
<td>One</td>
<td>Receive and Review “Training &amp; Care Manual”</td>
<td>Done</td>
<td>Inquire with T&amp;C Staff Person</td>
</tr>
<tr>
<td>One</td>
<td>Review Online the “New Order of Ministry”</td>
<td>Done</td>
<td>Check online at Disciples.org web site</td>
</tr>
<tr>
<td>One</td>
<td>Submit “10 Personal Qualifications” Form</td>
<td>Done</td>
<td>Appendix #1 from Template Form</td>
</tr>
<tr>
<td>One</td>
<td>Submit Current “16 Competency Areas” Form</td>
<td>Done</td>
<td>Appendix #2 from Template Form</td>
</tr>
<tr>
<td>One</td>
<td>Sign &amp; Submit Release Form for Name and Address</td>
<td>Done</td>
<td>Appendix #3</td>
</tr>
<tr>
<td>One</td>
<td>Sign &amp; Submit Criminal Background Check</td>
<td>Done</td>
<td>Appendix #4 (check with Region to assure forwarding)</td>
</tr>
<tr>
<td>One</td>
<td>Review &amp; Sign the “Ministerial Code of Ethics”</td>
<td>Done</td>
<td>Appendix #5</td>
</tr>
<tr>
<td>One</td>
<td>Sign “In Care” Application &amp; Info for request of 3 Letters of Reference for In Care</td>
<td>Done</td>
<td>Appendix #6</td>
</tr>
<tr>
<td>One</td>
<td>Reference from Pastor of Home Church</td>
<td>Done</td>
<td>Appendix #7 (make &amp; keep copies)</td>
</tr>
<tr>
<td>One</td>
<td>Only for Apprentice Track Students:</td>
<td></td>
<td>Turn In the first three pages of “Building a Portfolio”pdf at CCNCN.org under Training and Care</td>
</tr>
<tr>
<td>Phase</td>
<td>Event</td>
<td>Done</td>
<td>Date</td>
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<td>------</td>
<td>------</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; T&amp;C Meeting (With Optional Extra Meeting)</td>
<td>Psych Evaluation and Submission of Results</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(For PSR students - Middler or Equivalent Evaluation Submitted)</td>
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<td></td>
<td>Decide upon a <strong>Sponsoring Church</strong></td>
<td></td>
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<tr>
<td></td>
<td>Re-Submit Appdx 2 “16 Competency Areas” Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; T&amp;C Meeting</td>
<td>CPE Completed and Submission of Report</td>
<td></td>
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<tr>
<td></td>
<td>Submit Evaluation of Field Ed Experience</td>
<td></td>
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<tr>
<td></td>
<td>Re-Submit Appdx 1 “10 Personal Qual.” Reassessment</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Re-Submit Appdx 2 completed “16 Competency Areas” Form</td>
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<td></td>
<td>Submit Transcripts, CEUs, and Certificates, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase Four</td>
<td>4th T&amp;C Meeting</td>
<td>Done</td>
<td>Date</td>
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</tr>
<tr>
<td></td>
<td>Confirm Certification of Boundary Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider, Review and Sign Candidacy Agreement and Covenant</td>
<td></td>
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<tr>
<td></td>
<td>Consider and Review Guidelines to Writing the Ordination Paper</td>
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<tr>
<td></td>
<td>Submit Application for Ordination &amp; Info for request of 3 Letters of <strong>Reference for Ordination</strong></td>
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<tr>
<td></td>
<td>Submit Sponsoring Church Pastor’ Letter for Ordination</td>
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<tr>
<td></td>
<td>Submit “Ordination Paper”</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>5th T&amp;C Meeting - Approval for Ordination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ordination Plans with T&amp;C Regional Minister/Staff</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Ordination Service and Certificate</td>
<td></td>
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Seminary Track (ST) and Apprentice Track (AT)
Chart Explanations

Please read this chart carefully. It outlines both the journey and the sequence of the journey for both ST and AT.

Both ST and AT Tracks
The two most important items on this chart are “The Ten Personal Qualifications” and “The Sixteen Competency Areas.” The requirements of both tracks are the same except for where you receive training for the Sixteen Competency Areas. [Web address of sites where courses are available]. These sources and supporting material will be entered on “The Sixteen Competency Areas” form as they are completed. (A sample form is given at your 1st meeting with staff)

For the “Sixteen Competency Areas,” we ask you to fill in the source and give a brief assessment for each of the competency areas, depending on where you receive the training.

On the “Ten Personal Qualifications,” we ask you to fill out your “personal assessment” in each of the first nine areas near the beginning of the track, and near the end.

Along the journey, T&C will review with you your progress and assessments by means of several tools—references (personal, home church, sponsoring church), psych evaluation, Middler Review or equivalent, field education experience, CPE evaluations, transcripts or equivalents, and ordination paper. This chart outlines the sequence in which these will be considered.

Please note the difference between your “Home Church Sponsorship” at the beginning of the track, and the “Sponsoring Church for Ordination” at the end of the track. These may be, but do not necessarily have to be, the same church. Your regional “Field Ed” church can be but does not necessarily have to be either your Ordination church. Please also note, you DO NOT use your home church for your Field Education.

We want a thorough review of transcripts, CEUs, certificates, etc. near completion of either track. Should there be an issue with grades or course work along the way, it will be your responsibility to bring it to T&C’s attention.

Please be alert for Boundary Training, as it occurs periodically in our region. At some point along the track, you are required to complete Boundary Training and provide the committee with a copy of the certificate.

Special Considerations for the Seminary Track

If you receive training in the seminary classroom and/or from certificate courses, as per the ST, please list the courses you have completed. In the ST, should a candidate be weak in one of the competency areas, with negotiation with T&C, online courses may be recommended and/or required.
Mentoring program for the Apprentice Track

If you receive training from certificate courses and experience in your local congregation as per the AT, list the required courses you have taken.

[We are in the process of developing a mentoring program for candidates on the AT. Information for this will be forthcoming.]

The Equivalency of the Seminary Track and the Apprentice Track

The Training and Care committee has spent considerable time trying to establish what might be the academic equivalent to a Seminary Training, to make the Apprentice Track equivalent to the Seminary Track. This will help inform the candidate where to put the weight of their training in the Apprentice Track.

<table>
<thead>
<tr>
<th></th>
<th>Number of seminary credit hours required</th>
<th>Certificate courses, assigned readings with critical reporting and supervised experience</th>
<th>Practical supervised experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Knowledge</td>
<td>6 credit hours (3 in OT, 3 in NT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church Administration and Planning</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cross Cultural &amp; Anti-Racism Experience</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ecumenism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education and Leadership Development</td>
<td>x</td>
<td>Both Christian and Interfaith</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
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<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td>3 credit hours</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Evangelism</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Mission of the Church in the World</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Proclamation of the Word</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Spiritual Development</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Stewardship</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Theology</td>
<td>3 credit hours</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Understanding of Heritage</td>
<td>6 credit hours (3 in church history, 3 in Disciple’s Heritage)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Worship</td>
<td>3 credit hours</td>
<td>x</td>
<td></td>
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</table>
Introductory Overview of the seminary and Apprentice Tracks

The Ten Personal Qualifications

Disciples General Commission on Ministry (GCOM) has determined that for ordination, a candidate must manifest ten personal qualities. They are listed below. Two times along the Seminary or Apprentice track, the Training and Care committee will want to review your perceptions, their experience with you, and other indicators of this manifestation. The first review asks you for your self-assessment. The second review asks for your self-reassessment, based on your growing experiences.

Please see Appendix #1 for a format for your self-assessments.

Our committee understands the highly subjective nature of this exercise and is determined to be as non-judgmental as possible. The committee values honest and open narratives, as down-to-earth as possible.

Ten Personal Qualifications

1. Faith in Jesus Christ, commitment to a life of Christian discipleship and nurturing spiritual practice.

2. A sense of call to ministry affirmed by the church.

3. An understanding of ministerial identity.


5. Strong moral character and personal integrity.

6. Commitment to spiritual, physical, and emotional wellness sufficient for a healthy ministry.

7. Care and Compassion for all people with appropriate relational skills.

8. Responsible personal financial management.

9. Wide and generous stewardship in the use of God’s gifts.

10. Skills and abilities necessary for the rigorous pastoral tasks of ministry (As Listed in the Sixteen Competency Areas).
Introductory Overview of the seminary and Apprentice Tracks
The Sixteen Competency Areas

Disciples General Commission on Ministry has determined that for ordination, a candidate must demonstrate an understanding and skills in sixteen areas of competency. They are as follows. Three times along the Seminary or Apprentice track, the Training and Care committee will want to review your learning and skills in these sixteen areas. Please see Appendix #2 for a chart to record your learning/training experiences (classroom, online, seminars and workshops, readings, writings, field experiences, etc.). You may recreate your own chart or request a template to record your progress. We are making concerted effort to ensure that the learning and skill development is comparable on both tracks.

1. Biblical Knowledge
   Be rooted and grounded in scripture and able to interpret and apply the scriptures in ways that are appropriate to original and contemporary contexts.

2. Church Administration and Planning
   Be able to practice the principles of good administration, planning and implementing short- and long-range goals to enhance congregational life in collaboration with teams and committees.

3. Communication
   Be an effective communicator and be able to facilitate effective communication within and on behalf of the church.

4. Cross Cultural and Anti-Racism Experience
   Be sensitive to the different manifestations of racism and prejudice in the culture and be committed to confronting and overcoming them.

5. Ecumenism
   Exhibit a commitment to working with other Christians and denominations and with other faiths in programs of common witness and service, and to articulating the vision of the ecumenical and global church as a starting place for mission.

6. Education and Leadership Development
   Know the foundations of Christian education and the principles of leader development. Show competency in teaching children, youth, and adults, including lay leaders and staff.

7. Ethics
   Be able to help parishioners think critically about the relationship of their faith to issues of justice, ethics and morality.

8. Evangelism
Be able to motivate Congregational members to share their faith through word and action.

9. Mission of the Church in the World
Be able to understand and articulate the centrality of the call to mission given by Jesus Christ and the prophets. Be able to empower congregations to engage in mission from our doorsteps to the ends of the earth.

10. Pastoral Care
Be able to engage other persons with empathy and assess situations and relationships with the compassion of Christ, with sensitivity to culture and context. Be able to convey the healing power of God to those who suffer.

11. Proclamation of the Word
Know the practice and theory of Christian preaching. Be able to proclaim the Word of God, share the Good News of Jesus Christ, and help Congregational members apply their faith to daily life.

12. Spiritual Development
Establish and maintain spiritual disciplines that lead to personal growth and help others develop a rich spiritual life.

13. Stewardship
Be able to develop and encourage healthy stewards who recognize and share generously God’s abundant gifts for all creation.

14. Theology
Be able to articulate a coherent view of God’s nature and activity in relation to the Christian tradition, to critically engage human situations from a perspective of faith, and to help persons recognize theological issues in their daily lives.

15. Understanding of Heritage
Have knowledge of and appreciation for the history and thought of Christianity and of the history, structure, practices, and ethos of the Christian Church (Disciples of Christ).

16. Worship
Know the purpose and elements of Christian worship. Have the ability to plan and lead meaningful worship by working with the worship team, musicians, and congregational members.
Meet the Members of Our Committee  (2019-2020, in alphabetical order)

Steve Borgard, Member (Pastor at Lafeytte Christian Church)
818-321-5623, stevenborgard@mac.com

LaTaunya M. Bynum, Ex-Officio (Regional Minister)
9260 Alcosta Blvd., C-22, San Ramon, CA 94583
925-556-9900 (Office), 614-214-4213 (Cell), lataunya@ccncn.org

Violet Fields, Member (Prayer Elder at First Christian Church of Oakland)
510-428-1171

Paul Gaffney, Member (ACPE Certified Educator Candidate, Program Manager of Education, Community Relations, and Spiritual Care Services, and Shaw Chaplaincy Institute for Spiritual Care + Compassionate Leadership)
415-302-0248, chaplainagaffney@gmail.com

Jeffrey Ishmael, Member (Bereavement Services Manager/Chaplain, Kindred Hospice, Fairfield)
510-502-3823, jeffreyishmael@gmail.com

Clarence Johnson, Ex-Officio/Northern CA DSF Representative (DSF Northern CA Director and Senior Minister-Pastor at Mills Grove Christian Church)
105 Seminary Rd., Montgomery Hall Office 212, San Anselmo, CA 94960
510-612-3501 (church), 510-234-3303 (cell), cjjohnson@dsf.edu

JoAnne Kagiwada, Member (Laywoman, United Methodist Church and Advisor for the Regional NAPAD Planning Team)
510-530-3653, JHKagiwada@gmail.com

Nicholas Kolivas, Member (Assoc Pastor, Forest Hill CC)
415-312-7536, nicholaskolivas@aol.com

Kyung-Min Daniel Lee, Ex-Officio/Staff (Associate Regional Minister)
9260 Alcosta Blvd., C-22, San Ramon, CA 94583
Office: 925-556-9900 (Office), 408-679-7769 (Cell), daniel@ccncn.org

Ellie McDougall, Member (Elder at Concord First Christian Church)
925-323-2083, elliemcd@att.net

Christy Newton, Member (Senior Pastor at Vallejo Christian Church)
510-594-1140, cmnewton@earthlink.net

Susan Parsley, Chair (Senior Pastor at Forest Hill Christian Church)
250 Laguna Honda Blvd., San Francisco, CA 94116
415-566-1414 (church), 415-307-9674 (cell), susanparsley@mac.com

Laura Jean Torgerson, Member (DSF Northern CA Director of Education and Mission)
510-697-2047, ljtorres@dsf.edu

Fredrick E. Williams, Member (Senior Pastor at First Christian Church of Alameda)
510-421-5691, fredrickewilliams@gamil.com
Scholarship Assistance Programs
(Disciples of Christ)

Inquire and secure application forms from the funding source. Know and follow application
deadlines when applying. This may not be a complete list of available scholarships

1. Higher Education and Leadership Ministries (HELM) Scholarships

Most HELM funds are designated for undergraduate Disciples students. There are two
scholarships that are designated for post graduates: the Anne Dickerson Scholarship for
women seeking a PhD in Religion and the Jones Scholarship for PhD Students; go to
helmdisciples.org for more information.

Higher Education and Leadership Ministries
www.helmdisciples.org
11477 Old Cabin Rd., #310
St. Louis, MO 63141
(314) 991-3000
Fax: (314) 991-2957

2. Disciples Home Missions Scholarship Program

Disciples Home Missions administers several scholarship funds for Disciples of Christ
seminary students. Go online at discipleshomemission.org. On the DHM Home page at the
bottom under Resources, click on Scholarships. On the Scholarships page, you will find
information about a variety of scholarships.

Guidelines for ministerial student scholarships

Application form for ministerial student scholarships (applications due: January 1-March 15) Reference form for ministerial student scholarships

Disciples Home Missions
P.O. Box 1986
Indianapolis, IN 46206-1986
(317)635-3100
Fax: (317) 635-4426
discipleshomemissions.org

Call Warren Lynn, Office of Christian Vocations for additional information:
(317) 713-2652.
3. Disciples Seminary Foundation (DSF)

Disciples Seminary Foundation (DSF)
300 W. Foothill Blvd.
Claremont CA 91711
909-624-0712
www.dsf.edu   info@dsf.edu

Disciples Seminary Foundation is the Disciples' presence in theological education on the west coast. DSF works with covenanted students to enhance seminary education, encourage networking among Disciples, provide mentoring, and offer financial assistance.

Please contact DSF Staff in Northern California:

Rev. Laura Jean Torgerson, Director of Education and Mission, ljtorgerson@dsf.edu
Rev. Clarence Johnson, Director of Pastoral Formation, cjohnson@dsf.edu
Rev. Yolanda Norton, Director of Student Formation, ynorton@dsf.edu

Other DSF contacts:
Rev. Dr. Jon Berquist, President of DSF, jberquist@dsf.edu
General Questions: info@dsf.edu

If you are awarded a scholarship from DSF and if you are called to ordained ministry, we do expect that you enter the Training and Care process of CCNC-N before the first day of the second semester of your first year of the Seminary Track.

4. Christian Church of Northern California-Nevada Scholarship

Eligibility for the Regional Ministerial Scholarship Fund is to be awarded to members of the Christian Church (Disciples of Christ) of CCNC-N who are “specifically preparing for ministry in the Christian Church (Disciples of Christ) along the Seminary or Apprentice tracks in the CCNC-N Region.” Applications may be requested from the Regional Office, (925) 556-9900, and must be returned to the Regional Minister. A discussion of deadlines for this scholarship is on-going and an applicant should check with the Regional Office concerning deadlines.
Disciples Seminary Foundation (DSF)

Disciples Seminary Foundation (DSF) creates and welcomes partnerships with students, schools, church organizations and donors in order to support the formation of leadership in the Christian Church (Disciples of Christ) and the United Church of Christ. Our vision is a theologically educated and amply supported leadership equipped and inspired for ministry in a rapidly changing world.

DSF encourages emerging theological leaders through financial assistance, faculty partnerships, leadership formation, internships and educational enhancement.

Disciples Seminary Foundation's core values are laid out in its Code of Ethics.

DSF is committed to:

- quality initial theological education
- the integral nature of ministry, including the notion of shared ministry among pastors, elders, lay leaders, licensed/commissioned ministers, academics, general units, regional units, and congregations
- the Christian Church (Disciples of Christ) on the West Coast
- the ecumenical, cultural and human diversity of the church
- listening, visioning with, and leading the church by maintaining theological integrity and seeking innovative possibilities for the future
- recruiting, educating, and forming leaders for the strengthening of the church in a complex and rapidly changing world
- financial stability and transparency

DSF encourages emerging theological leaders through financial assistance, faculty partnerships, leadership formation, internships and educational enhancement.

Training and Care encourages candidates for ordination to seek out, become familiar with, and participate in DSF activities.
Summary of Steps along the Tracks

Phase One: References and Introductions

1. First Informal Introductory Meeting with Staff of Training and Care

If you are discerning a call to ministry and would like to consider ordination with the Disciples of Christ, and if you wish to understand what this means and how the CCNCN confirms this through Training and Care, please call or email

daniel@ccncn.org
to set up an initial informal introductory meeting.

2. Receive and Review the “Welcome Manual”

The Welcome Manual is available for candidates for ordination within the Disciples of Christ denomination, either for the Seminary Track or the Apprentice Track. It will be available (*given to candidate*) at the first informal introductory meeting.

For entrance into Training and Care, candidates for ordination for the Apprentice Track and students enrolled in one of the Graduate Theological Union schools (Seminary Track) must apply to be “under care” by completing the forms found elsewhere in this manual.

If you are “under care” in another region of the Christian Church (Disciples of Christ) and *do not wish to transfer* that status to CCNC-N, please contact Rev. Kyung-Min Daniel Lee, and advise him of your situation. If you need assistance with your discernment as to being “under care,” in our region or another region from which you come, please contact Reverend Lee so that he can guide you to a member of the T&C Committee and/or DSF staff.

3. Review Online the “New Order of Ministry”

You can find this on the Disciples Web Site ([https://disciples.org/gcom/](https://disciples.org/gcom/))

The General Assembly authorized the “New Order of Ministry” to take effect August 11, 2011. Notable in this document is the emphasis on the “Ten Personal Qualifications” for Ministry and the “Sixteen Competency Areas” for ministry. While many denominations have several “Orders of Ministry,” (ordination for chaplaincy, education, mission work, etc.), Disciples of Christ have only one. Disciples look for ordained ministers to have a broad range of skills for ordination.

4. Sign the Two Release Forms (Use of Name and Criminal Background)

From time to time, T&C needs to send to you or request from you important information. Our purpose would be to contact you for reasons that have a direct bearing on your preparation for ministry. Due to privacy laws and confidential requirements of the seminary and Region, T&C must ask your permission to contact you at your residence
while in seminary and to share this information with appropriate church-related parties. (Appendix #3)

You must complete a Criminal Background Check before you are accepted into Training and Care. The Region will waive the $15.00 fee for the Criminal Background check. Please sign the release form for conducting a Criminal Background Check and send copies to the Region and the T&C chair. (Appendix #4)

5. Confirm Reception of Criminal Background Check
The Criminal Background Check must be completed before you can be accepted “under care” with T&C. Information concerning the process is available from our Ministry Associate Jim Thomas (jim@ccncn.org) at the regional office. Before you make arrangements for your second meeting with T&C, make sure to confirm the result of the check with the staff. We will need this in hand before we can proceed.

6. Review and Sign the “Ministerial Code of Ethics”
Please note in your review of the “Theological Foundations and Policies and Criteria for the Ordering of Ministry of the Christian Church (Disciples of Christ)” the “Ministerial Code of Ethics.” This will be the most recent version. (https://disciples.org/gcom/resources/) A copy of this can be found in Appendix #5. Please sign and submit, either prior to or at your second meeting with Training and Care.

*7. Sign “In Care” Application and “Candidacy Covenant and Agreement”
Please review and sign the “Application for ‘In Care’ Status” (Appendix #6) and submit, prior to your second meeting with Training and Care.

*8. Have One Home Church Sponsorship Reference + Three Other References.
Have all these Sent to: CCNC-N, 9260 Alcosta Blvd, Suite C-22, San Ramon, CA 94583
Att: Rev. Kyung-Min Daniel Lee
(See Appendix #7). Forward this to the pastor of your home church to compose and submit a reference letter for your entry into T&C candidacy for ministry process. (See Appendix #8). Make three copies of this reference letter form and ask three people to submit a reference for your candidacy for ordination.

*These need to be submitted before T&C can initiate the “In Care” status.

9. Self-Assessment for First Nine of the “10 Personal Qualifications”
Appendix #1 is a document form on which you can complete short narrative statements for each of the Ten Personal Qualifications. This self-assessment form will be reviewed and discussed at annually with Training and Care. Please submit it to Rev. Lee two weeks prior to that meeting, in time for distribution to committee members.

*Be ready to submit a second re-assessment of this form before your third meeting.

10. Submit Current Status of Your “16 Competency Areas”
Appendix #2 is a document form on which you can complete summaries of your current status along the ST or AT. This “Competency for Ministry” form will be reviewed and
discussed annually at your meetings with Training and Care. Please submit to Rev. Leetwo weeks prior to that meeting, in time for distribution to committee members.

*Be ready to submit a second re-assessment of this form before your third meeting.

11. Once Required Documentation is Secured, Arrange Second T&C Meeting
Once all documentation as outlined above are secured, the appropriate ones forwarded in advance, please contact Reverend Kyung-Min Daniel Lee, 408-679-7769 or (925) 556-9900, ext. 202; daniel@ccncn.org to arrange for your second meeting. The primary purpose of this meeting will be to review your 10 personal qualification areas and your 16 competency areas, as well as discuss your profile. Generally, but not necessarily, T&C will officially discern and invite you to join us under care.

12. Secure Mentoring for the Apprentice Track
We are in the process of developing a mentoring program for candidates on the ST and AT. Information for this will be forthcoming.

13. Make Plans and Arrangement for Boundary Training
Before completion of the Seminary or Apprentice Track, you will need to complete a session of **Boundary Training**. Please contact the CCNC-N Region and let them know you are required to complete Boundary Training at the first level and secure a schedule if possible. Plan to complete this as soon as possible and submit the certificate of completion to the Regional Office, Att: Rev. Kyung-Min Daniel Lee.

14. Look Ahead and Plan Your Engagement in Field Education and CPE
You need to be aware that Field Education and Clinical Pastoral Education (CPE) are **two different requirements** and each needs to be completed separately. For candidates for ordination on the Seminary Track, Field Education is a requirement of PSR and credited accordingly. For candidates on the Apprentice Track, Field Education can be derived from a church in which you are engaged. Since CPE programs fill up fast, please begin early investigating these offerings.

15. Participate in a Local Disciples Congregation (Sponsoring Congregation)
Training and Care believes that it is imperative for you to be involved in the life and ministry of a congregation within our Region throughout your time in seminary. A local community of faith can provide you with community, support, and encouragement as well as the opportunity to continue to discern your gifts and growing edges as you share in ministry in the local setting.

The Region (CCNC-N) may also become your sponsoring or co-sponsoring congregating, along with your home church, and help with the cost of your psychological evaluation as well as assist in the planning of your ordination.

It is possible that your Field Education church may become your worshipping community and your sponsoring congregation. Please keep T&C informed as to your participation in a local congregation.
16. Commissioning for Ministry While in Seminary
   During your time in seminary or in the Apprentice Track, a congregation that you are serving may request that you be commissioned to perform ministerial service. Commissioning may be recommended by the Training and Care Committee to the Region for approval which may be for a period of not to exceed one academic year, with options for renewal, and must be for a specific ministerial event or activity or project. The requesting congregation must submit a letter to T&C and include in the letter the specific responsibilities of the candidate.

17. Consultation, Counseling and Spiritual Direction Resources Available
   The Training and Care Committee, individuals of the Committee individually, or the Regional Minister, are available to give counsel and support upon request at any time during your matriculation through the Apprentice or Seminary track. Professional assistance with problems unrelated to your movement through T&C can be obtained with the assistance of seminary staff, Dr. Scott Sullender (the committee’s psychologist) or a psychologist/psychiatrist of your choice. Spiritual Direction resources are in the area.

18. Networking Among Disciples (Disciples Seminary Foundation)
   Key to a successful ministry is networking among colleagues and regional staff. Please take the time to meet with the Regional Minister of CCNCN and become familiar with others in leadership around the Region. Training and Care, encourages you to participate in DSF (Disciples Seminary Foundation).

19. For Apprentice Track Students ONLY
   Please Find, Download and Complete First three pages from the pdf document “Building a Portfolio” on the Regional website, ccncn.org, under Section for Training and Care in the Tab of Ministries.

   For BOTH TRACKS, ALL items on Phase One MUST be completed and TURNED in to the Regional Office, at least two weeks prior to a meeting, to schedule the First Meeting with the T&C Committee.
Summary of Steps along the Tracks

**Phase Two: Psychological Assessment and Competency Development**

1. **Establish a Sponsoring Church**

During your journey through the ST or AT, secure a sponsoring congregation in which you will participate, exercise leadership capacity, and experience the dynamics of a local congregation. Develop a working relationship with the minister and other leaders. Ask the congregation to form a sponsoring committee (something like a Pastoral Relations Committee) to discuss with you at various times the various concerns and issues that may arise during your participation, and who will submit to T&C, with a letter of affirmation from the pastor, a recommendation for your ordination. Your sponsoring congregation is asked to share the expenses of your Psych Evaluation.

2. **Complete the Psych Evaluation**

A psychological assessment is a requirement of the CCNC-N Training and Care Committee for all students under care. Our psychologist on record is Dr. R. Scott Sullender at the San Francisco Theological Seminary. He can be reached at ssullend@gmail.com. If you wish to have another psychologist do the evaluation, it is important that you confer with T&C before you decide.

As of February 2019, the total cost of the psychological assessment for each candidate is $1,000, broken out in the following manner:

- $300 --- Christian Church of Northern California-Nevada (CCNC-N)
- $300 --- Disciples Seminary Foundation (DSF)
- $200 --- Sponsoring Congregation
- $200 --- Student’s Responsibility

It is the student’s responsibility to be in communication with their sponsoring congregation and to solicit the funds needed from their share in this investment in your future ministry. (Please notify the Training and Care Committee when your sponsoring congregation is official.)

When you notify the T&C that your $400 (from sponsoring congregation and personal funds) has been submitted to the Regional office:

- Be certain that your name and address is on all sheets of papers submitted.
- The entire amount including the Region and DSF portion of the fee will be forwarded from the Region to Dr. Sullender.
Upon the receipt of your portion, T&C will notify you to contact Dr. Sullender to make an appointment. His contact information are ssullend@gmail.com and (415) 258-6652. His postal address is:

Dr. Scott Sullender, Ph.D.
675 Sunnyslope Road
Petaluma, CA 94952

Send funds to the Regional office:
Attn: Rev. Kyung-Min Daniel Lee
Christian Church of Northern California-Nevada
9260 Alcosta Blvd., C-22
San Ramon, CA 94583
(daniel@ccncn.org)

Upon completion of the psychological assessment, you will be responsible for authorizing, in writing, the release of the report by Dr. Sullender to T&C. At the completion of the process and with your signature of release, Dr. Sullender will forward to T&C his report and, at that time, the T&C will contact you regarding a meeting for the review of the findings. After that meeting and in respect for your privacy, all members of T&C are instructed to destroy their copies. The staff of T&C will keep the copy in your file.

The psychological assessment should be completed at the beginning of Phase #2, before the Middler review (or equivalent) and Clinical Pastoral Education (unless a written petition for exception is presented to T&C for approval) to avail the candidate with potential issues to address during ministerial training.

At the completion of the evaluation, if you choose to be ordained by a denomination other than the Christian Church (Disciples of Christ), you are responsible for the reimbursement to the Region of all costs incurred with the evaluation.

3. Middler Review – ONLY FOR PSR STUDENTS (or Equivalent), Submit Evaluation

PSR requires a Middler Review mid-way in the Seminary Experience. This process reviews a student progress and goals with fellow students, professors, a representative from our region and from Training and Care. Members of T&C are part of the Middler Review team.

If your track does not have a Middler Review, please discuss with T&C possible alternatives at your second meeting. If you are a PSR student, please inform the chair of your Middler team of this requirement and make sure someone on the committee is included in your Middler Review.

The purpose of a review midway along your ST or AT is to secure feedback on your progress from peers and professionals. If you are not part of PSR, please think creatively how you might secure such feedback, and share your ideas with T&C.
Write a narrative review of your mid-way experience. Please include (1) your name and the date, (2) names of those on your Middler Team or who offered you feedback, (3) a personal perspective on your journey thus far, (4) and a summary of the feedback reflecting both your personal and pastoral strengths and areas inviting further strength building, (5) areas of needed academic focus including suggested course work, and (6) your personal reflections on this mid-way review. Please secure the signature and date of either the chair of your Middler Team, or if not from PSR, of someone instrumental in pulling together your mid-way review.

4. Submit an updated version of the “16 Competency Areas” Form

Review and update the “Sixteen Competency Areas” form, to date. Essentially, you will be adding to this form as you progress. Be prepared to discuss your experiences in the various areas of growing competency (strong points, challenges, questions, areas needing improvement, etc.)

5. Third Meeting with T&C

Contact the STAFF of T&C and review your completion of Phase #2. Make arrangement for your third meeting with T&C and be prepared to review your Psych Evaluation, Middler Review or Equivalent, and Sponsoring Congregation. If you track does not have a Middler Review, please discuss with T&C possible alternatives at your second meeting with Training and Care.
Summary of Steps along the Tracks

Phase Three: CPE, Field Ed, and Competency Development

1. CPE Completed: Submit Reports
   Make arrangements early. Complete your Clinical Pastoral Education experience (at least one unit), and forward your evaluations and those of your supervisor to the Staff of T&C. Many candidates have found it beneficial to extend training in CPE beyond one unit. (See Appendix 13 and 14 for information about the CPE experience.)

2. Submit Evaluation of Field Education Experience
   If you are on the Seminary Track, either you or have the supervisor of your Field Education Experience forward an evaluation to the Staff of T&C.

   If you are on the Apprentice Track, have the pastor and/or supervisory committee forward an evaluation of your field experience to the Staff of T&C. Be creative in shaping the form of such an evaluation. Please include contact information.

3. Submit Revised “10 Personal Qualifications” Reassessment
   Please review what you previously wrote on your “Ten Personal Qualifications” form. Without deletions, add your reassessment of each area, reflecting what your experiences along the ST or AT have contributed to your growth.

4. Submit Completed Update of “16 Competency Areas” Form
   Complete the “Sixteen Competency Areas” form, making sure that (1) your training in each area has been sufficient to develop confidence and competency in those areas, and (2) that they meet the expectations of T&C. Identify the areas of your strengths and weaknesses (if you sense such). Forward this to the Staff of T&C.

5. Submit Transcripts, CEUs and Certificates, etc.
   Forward all transcripts, CEUs, Certificates and supporting documents to the Staff of T&C.

6. Fourth Meeting with T&C
   Contact the Staff of T&C and review your completion of your Phase #3 material. When all is in order, make arrangement for your third meeting with T&C.

   The purpose of this meeting will be to review your CPE evaluation, Field Education experience, your “Ten Personal Qualifications” form, and the completion of your training and experience in the “Sixteen Competency Areas.”
Summary of Steps along the Tracks

Phase Four: Ordination Process and Ordination Paper

1. Submit Certification of Boundary Training
   Make sure you have completed Boundary Training at least at the first level, and that you
   have submitted the certificate of completion to the Staff of T&C.

2. Submit Personal Request for Ordination
   Write a short letter from you to T&C requesting Ordination, and submit this to the Staff of
   T&C.

3. Submit three Letters of Reference for Ordination
   Find in Appendix #11 three forms for letters of reference for Ordination Candidacy. Submit
   these to three persons who will submit references for your Ordination Candidacy. Ask them
   to forward their references to the Staff of T&C as soon as possible.

4. Submit a Letter from Your Sponsoring Church
   (See Appendix 12) T&C requires a letter of sponsorship written by Senior Pastor for
   ordination. This could be the church where you hold membership, the church you have been
   attending during your seminary training, or the church where you have been doing your Field
   Education.

5. Submit “Ordination Paper”
   See Appendix #10 for the guidelines for writing the Ordination Paper. Consider them
   carefully, write and review, then submit your Ordination Paper to the Staff of T&C. This will
   be shared with members of the committee for review for our fifth official meeting with T&C.

6. Fifth Meeting with T&C
   Make arrangements for your fifth meeting with the Staff of T&C to review your ordination
   paper.

   After review of a candidate’s ordination paper, ST and AT experiences, a vote for
   recommendation, the recommendation for ordination by T&C will be forwarded to the
   Region for affirmation by Annual Gathering of CCNC-N. Once T&C has recommended you for
   ordination, you have permission to finalize the date, site, and program for the ordination
   service. You will need to make an appointment with the Regional Minister to discuss your
   service.

   Informal discussions including site and date for ordination are acceptable, but no formal or
   final discussion can be arrangements can be made until T&C has recommended ordination.

   The selection of a sponsoring church(es) must be made no later than the completion of
   Phase 2 in the Apprentice or Seminary track. Inform Training and Care of your choice of a
sponsoring church(es) at the third T&C meeting. The selection of a sponsoring regional church assumes a student’s active participation in that congregation, planning for ordination with the sponsoring church, and a previous agreement with them to assist in the cost of your psychological evaluation.

**Ordination Service**

7. **Confer with Regional Minister for Ordination Plans**

Make arrangements to meet with the Regional Minister to discuss your ordination plans. While you may have initiated discussion with the Regional Minister at any time during this final phase, *you should not set a date for your ordination or extend invitations to attend your ordination until T&C has officially recommended you for ordination to the regional office.* Discuss with the Regional Minister how you prefer to set up your planning for ordination. We recommend a committee of a T&C representative, a representative from your sponsoring congregation, and a member of the Regional Staff.

8. **Ordination Service and Ordination Certification**

Training and Care, feels it an honor to have shared this journey toward ordination with you. You have our sincere appreciation and blessings for your life as an ordained minister with the Christian Church, Disciples of Christ.

**CONGRATULATIONS!!!**
Appendix #1
Template for Ten Personal Qualifications

The first review asks you for your self-assessment. The second review asks for your self-reassessment, based on your growing experiences. You may recreate the outline to record assessments and later, your reassessments, or request a digital copy of this template.

1. Faith in Jesus Christ, commitment to a life of Christian discipleship and nurturing spiritual practice.

2. A sense of call to ministry affirmed by the church.

3. An understanding of ministerial identity.


5. Strong moral character and personal integrity.

6. Commitment to spiritual, physical, and emotional wellness sufficient for a healthy ministry.

7. Care and Compassion for all people with appropriate relational skills.

8. Responsible personal financial management.

9. Wide and generous stewardship in the use of God’s gifts.

10. Skills and abilities necessary for the rigorous pastoral tasks of ministry (As Listed in the Sixteen Competency Areas).
Appendix #2
Template for Sixteen Competency Areas
Progression towards Completion

Name: __________________________________________ Date: ____________________________

This chart records your development through each of the sixteen competency areas. You may recreate your own chart or use this template to record your progress. Select the “xxx” and start typing. The font in each cell is set at “Arial Narrow,” 10 points, for tighter information in each cell. The cell should expand as you fill the space. Record your learning/training experiences (classroom, online, seminars and workshops, readings, writings, field experiences, etc.) and enter your comments, questions, growing edges for each, and submit prior to each time the Sixteen Competency Areas are reviewed by T&C. Please attach any supporting documents: syllabi, course descriptions, etc.

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<thead>
<tr>
<th>Competency Area</th>
<th>How did You Learn/Develop Skills in this Competency Area? (Classroom, online, seminar, worship, etc.)</th>
<th>Your General Comments, Questions, Growing Edges, Etc.</th>
<th>Hours, CEUs, Contact Hours, Etc.</th>
<th>Dates completed</th>
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<td>1. Biblical Knowledge</td>
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<td>2. Church Administration and Planning</td>
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<td>4. Cross Cultural and Anti-Racism Experience</td>
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<td>5. Ecumenism</td>
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<td>6. Education and Leadership Development</td>
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<td>9. Mission of the Church in the World</td>
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<td>11. Proclamation of the Word</td>
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<td>12. Spiritual Development</td>
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<th>13. Stewardship</th>
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<th>14. Theology</th>
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<th>15. Understanding of Heritage</th>
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<th>16. Worship</th>
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Appendix #3

Permission to Use Name, Address, and Photos
Christian Church (Disciples of Christ) of CCNCN
Confidential Document

From time to time, T&C needs to send to you or request from you important information. Our purpose would be to contact you for reasons that have a direct bearing on your preparation for ministry.

Due to privacy laws and confidential requirements of the seminary and Region, T&C must ask your permission to contact you at your residence while in seminary and to share this information with appropriate church-related parties. Please read and sign to agree or to decline to provide the following information:

Date: 
Name: 
Address: 
State: Zip: 
Phone: 
Email: 

Seminary Contact Mail Address:

Seminary Phone:

( ) I give my permission to be contacted. I understand that this information may be shared with regional congregations and organizations

( ) I decline to give this information

I understand that this information will be valid from the current school year until I am done with T&C relationship; and if there are changes, I will contact the Staff for T&C (daniel@ccncn.org)

Signed: ______________________________________________________

Please return this form with your application
Permission for a Criminal Background Check
Christian Church (Disciples of Christ) of Northern California-Nevada
9260 Alcosta Blvd. C-22
San Ramon, CA 94583-4134

Voice: (925) 556-9900  Fax: (925) 556-9904
Website: www.ccncn.org   Email: info@ccncn.org

I authorize the Christian Church (Disciples of Christ) in Northern California-Nevada to do a criminal background search.

- I am a **Candidate for Ordination**
- I am in the **Process for Candidacy**

Please print clearly

FULL NAME ____________________________________________________________

STREET ADDRESS (P.O. Box not allowed)
______________________________________________________________________

CITY: _______________________________ STATE: ____________ ZIP: ____________

PHONE NO: ________-________-________

SOCIAL SECURITY NUMBER: ________-________-________

DATE OF BIRTH: _________/_________/_________

SIGNATURE: _____________________________________________________________

TODAY’S DATE: ___________________________________________________________

Congregation/Person submitting this form: __________________________________________

**Note:** The background screening process **CAN’T** be completed without a signature. A signed form could be faxed to the Regional Office.

Please return or mail this form to
**CCNCN Regional Office, Attention: Rev. Kyung-Min Daniel Lee**
Appendix #5

Ministerial Code of Ethics
Christian Church
(Disciples of Christ)

A Document of the General Commission on Minister, published by the Office of Search and Call, Disciples Home Missions; this revised version became official on August 1, 2011

Believing that Jesus is the Christ, Son of the living God, and proclaiming him Lord and Savior of the world, I reaffirm my vows as a minister. Through dedication and discipline, I will lead and serve with integrity. Relying on the grace of God, I commit myself to the following:

**Personal Conduct**

- Witnessing to the ministry of Jesus Christ
- Dedicating time, strength, vitality and energy for effective ministry
- Growing in faith, knowledge and the practice of ministry through the spiritual disciplines, study, continuing education, and service
- Living a life that honors my commitments to my family, including the need for privacy and time together
- Taking time for physical and spiritual renewal, recreation, and vacation
- Being a faithful steward of God’s gifts to me by managing time, talents, and financial resources responsibly and generously
- Accepting responsibility for all debts that I incur
- Keeping physically and emotionally fit, and refraining from substance abuse and other abusive behaviors
- Using my position, power, and authority in non-exploitive ways
- Maintaining high moral standards in my sexual behavior
- Regarding all persons with equal respect and concern, and undertaking to minister impartially
Relationship to the Church that I Serve

- Nurturing and offering my gifts for ministry to the Church
- Calling forth and nurturing the gifts of others in the church, and joining their gifts with mine, for the sake of the mission of Jesus Christ and the health of the Church
- Preaching and teaching the gospel without fear or favor and speaking the truth in love
- Administering the sacraments/ordinances and services of the Church with integrity and not for financial gain
- Working cooperatively and collegially with those whom I serve in the particular ministry to which I have been called
- Administering the corporate finances of the Church with personal integrity
- Refraining from accepting any gift which would compromise the church’s ministry
- Protecting confidences; covenanting to only tell those who need to know, what they need to know, when they need to know it.
- Acting to prevent and to report known or suspected cases of physical or sexual abuse or neglect
- Encouraging and participating in the regular evaluation of my ministry and cooperating with the Region in the annual review of my ministerial Standing
- Seeking the counsel of the Regional Minister and/or the Racial/Ethnic Executive Pastor as appropriate should divisive tensions threaten my relationship with those I serve.

Relationship To Ministry Colleagues

- Engaging in covenant relationships with colleagues, which involve nurture, discipline, family support, vigorous dialogue, mutual teaching and learning, and spiritual formation
- Supporting colleagues in ministry and their families while not exploiting their problems or crises
- Performing pastoral services within another congregation or for a member of another congregation only at the request of that congregation’s elders and current pastor
- Supporting, and at no time speaking maliciously of, the ministry of my predecessors or another minister in the congregation
- Encouraging the ministry of my successor upon my retirement or departure from a ministerial position, without interfering or intruding, and by making it clear to former parishioners that I am no longer their pastor, nor will I perform any pastoral services
unless requested by the congregation’s elders and current pastor.

**Relationship to the Community and the Wider Church**

- Participating responsibly in the life and work of my community, bearing prophetic witness to the Gospel of Jesus Christ, and working toward a just and morally responsible society

- Participating faithfully in the life and work of all expressions of the Christian Church (Disciples of Christ)

- Seeking to know, understand, and respect the diversity of opinions and people within the Christian Church (Disciples of Christ)

- Being a responsible representative of the one Church of Jesus Christ and participating in activities which strengthen its unity, ministry, witness, and mission

I hereby affirm, accept, and agree the content of this document in the preparation of my Ministerial Call:

_________________________________________________
Printed Name

_________________________________________________
Signature

_________________________________________________
Date
Appendix #6
Application for “In-Care” Status with T&C

Name: ___________________________________________ Phone: _________________
Email: ______________________________________________________________________
Address: ____________________________________________________________________
Birth Date: _______________ Marital Status: ______________ Spouse’s Name: __________
I am a member of the Christian Church (Disciples of Christ):   Y _____ N_____
Name of Church: _____________________________________________________________
Phone: _____________________________________________________________________
Address: ____________________________________________________________________
Name of Pastor: ___________________________________________________________________

Schools, Colleges, Seminaries, Graduate Schools previously attended:
(Please list on the back of the application, listing the most recent first. Include present enrollment and
degree program (if on the ST) or sources of anticipated training (if on the AT)

Summary of Work Experience:


My Plans for Ministry:


Three Persons whom I will ask to write Reference Letters regarding my candidacy:

Name: ___________________________________________ Phone: _________________
Email: ______________________________________________________________________
Address: ____________________________________________________________________

Name: ___________________________________________ Phone: _________________
Email: ______________________________________________________________________
Address: ____________________________________________________________________

Name: ___________________________________________ Phone: _________________
Email: ______________________________________________________________________
Address: ____________________________________________________________________
I understand that my obligation involves continuing communication with the Training and Care Committee and that the In-Care Program does not obligate me to enter the ministry nor does it guarantee that I will be approved for ordination.

Signature: ________________________________________________________________

Email: _________________________________________________________________

Please return this Application for “In-Care” Status and “Ordination Candidacy Agreement and Covenant to:

Rev. Kyung-Min Daniel Lee,
9260 Alcosta Blvd. C-22,
San Ramon, CA 94583-4134.

Thank you
Appendix #7

Reference for IN-CARE from Pastor of HOME Church

Name of Candidate: ___________________________________________

In pursuit of ordination for ministry with the Christian Church of Northern California—Nevada, Disciples of Christ, the above candidate has applied for candidacy with the Training and Care Committee. To have a background with Disciples, our entry requirements ask that a candidate come from a Disciples “Home Church” or become established in such before applying for “in-care” status with Training and Care. We ask for a reference letter from the pastor of a candidate’s Home Church as part of our entry requirements. This candidate has given you as reference. Would you please fill out the following and return as soon as possible to Rev. Kyung-Min Daniel Lee 9260 Alcosta Blvd. C-22, San Ramon, CA 94583-4134. If filling out digitally, type inside the box. Each box will expand as needed as needed. Thank you!

How long has the candidate been a member of the congregation?

What roles has the candidate fulfilled?

What are the gifts for ministry that you have witnessed in the Candidate?

How is the candidate received in the community?

Is the community willing to recommend the candidate for the ordination process?

Do you have any concerns about this person’s ethics or personal fitness for ministry? ___ Yes ___ No (if “yes”, please explain on the back)

Your Name: ___________________________________________________________________

Address: ___________________________________________________________________

Phone: _______________ Email: ____________________________________________
Appendix #8
Reference Letter for Entrance into Training and Care

_____________________________________________ (name of Candidate) has applied for candidacy with the Training and Care committee of the Christian Church of Northern California-Nevada. “Candidacy” is not approval for ordination but is an entrance requirement in a process of oversight, care, and certification leading to a consideration for approval for ordination at the end of either the Seminary Track or Apprentice Track. He/she has given you as a reference. Would you please fill out the following (using the back if necessary) and return to Rev. Kyung-Min Daniel Lee, 9260 Alcosta Blvd, C-22, San Ramon, CA 94583-4134 as soon as possible? Thank you.

1. How long have you known the candidate and in what capacity?

2. What do you understand are the candidate’s gifts/graces for ordained ministry? What would make him/her a strong minister?

3. What are the candidate’s challenges, road blocks, growing edges for becoming an ordained minister?

4. Describe the candidate’s spirituality

5. What concerns do you have regarding this person’s potential to be a faithful and effective Christian Church (Disciples of Christ) minister? Where can he/she improve his/her potential for ministry?

6. Do you have any concerns about this person’s ethics or personal fitness for ministry? ___ no ___ yes.
   (If you have concerns, please explain confidentially on the back of this sheet.)

Your Name: ________________________________________ Date: ____________
Address, State, Zip _______________________________________________________
Email: ___________________________________________________________________
Phone: ___________________________________________________________________

___ You may share this letter with the candidate
___ This letter is not to be shared with the candidate
Ordination Candidacy Agreement and Covenant
For
Seminary and Apprentice Track Candidates with “In care” Status
Christian Church of Northern California—Nevada

DATE RECEIVED __________________________

Please return this signed form to Rev. Kyung-Min Daniel Lee, 9260 Alcosta Blvd, San Ramón, CA 94583 (925) 556-9900, ext. 202. daniel@ccncn.org.

A signed copy will be returned to you and this form will be an addition to the files of the Training and Care Committee and the CCNC-N Region

In the Christian Church (Disciples of Christ) “authorization for ordination” rests with the Regional Church, in partnership with a local congregation who is sponsoring and supporting a candidate for ordination. There are therefore two aspects to a call to ordained ministry: the candidate’s sense of call (to be strengthened and further discerned by prayer, studies, and supervised field education in ministry and other experiences) and the call of the church to support the candidate and at the same time to assess and make a judgment about the candidate’s gifts and graces for ministry. The Training and Care committee, the Regional Church operating through the Training and Care Committee, and Regional Ministerial Staff need suitable and adequate information to responsibly carry out this task on behalf of the whole church. Thus, the Christian Church (Disciples of Christ) of Northern California-Nevada asks of student candidates for ordination to agree and covenant with the Regional Church as follows:

1. I, ______________________________, hereby request to be admitted to candidacy for ordination, and I agree to submit to the Training and Care Committee and to the Regional Church those documents required for “in-care” status as outlined in the Welcome Packet. I understand that these items shall be required before I can receive “in-care” status and pursue ordination. I further understand that a decision by the Training and Care Committee to approve my candidacy does not mean that I am thereby approved for ordination itself.

2. I further grant the Training and Care Committee permission routinely to receive: a) Field Education reports from my Field Education supervising pastor(s) and/or committee(s); b) reports and evaluations from faculty or staff of Pacific School of Religion (or other seminary where I am enrolled) and/or other venues of academic pursuit; c) reports from the Lloyd Center (or similar institution) concerning my assessment process; d) reports from other Regions of the Christian Church (or other judicatories) in the event that I have been in a previous “in care” process; e) reports from my Clinical Pastoral Education supervisor, and f) reports from my sponsoring congregation(s). I understand that the Training and Care Committee, through Regional Ministerial staff may request other references or evaluations that the Committee believes might be relevant concerning my candidacy, and I will give waivers if necessary in order to facilitate such references/evaluations. I understand that the Training and Care Committee will respect
the wishes of any persons supplying reports mentioned in this paragraph about confidentiality but will also make no judgments about my candidacy based on anonymous information.

3. I will make available to the Training and Care Committee upon their request a copy of my seminary transcript, including a final official transcript when approved for graduation. (I will also make available any transcripts reflecting any previous graduate education).

4. I hereby assert that I have never been the subject of an official disciplinary review by an oversight body of the Christian Church (Disciples of Christ) or any other church body that resulted in official censure or suspension of ministerial standing or other serious consequence. I further assert that I have never been the subject of an official disciplinary review by any other professional or trade organization or association that resulted in censure or sanction. I further assert that I have never been arrested or convicted on a felony charge, or on any charge that would call into question my fitness for ministry. (NOTE: If you cannot affirm this paragraph, please initial here ____ and give details on a separate signed page.)

5. In light of the statement in the “Policies and Criteria for the Order of Ministry in the Christian Church (Disciples of Christ)” that admission to the Order of Ministry includes “Personal fitness sufficient to the demands of the office, including mental and physical capacities, emotional stability and maturity, and standards of morality” (par. C.1.c.), I hereby assert that I believe I meet these criteria and that there is nothing in my past background or actions that would significantly call that assertion into question. (NOTE: If you cannot affirm this paragraph, please initial here ____ and give details on a separate signed page.)

6. During my relationship with the Training and Care Committee, I agree that should my circumstances change such that either of the previous two paragraphs would no longer be true, I will immediately disclose those circumstances to the Training and Care Committee. I understand that failure to do so may be treated as grounds for the revocation of candidacy.

7. I acknowledge receiving a copy of the Welcome Packet for new candidates in care, and a copy of the Region’s “Order of Ministry Policies,” and will read and seek to understand these documents. In this regard, I understand that the Regional Church’s requirements for ordination are not necessarily the same as the requirements for the M.Div. degree.

8. I understand that by prior request to the Regional Minister-President, I may examine my Training and Care file in the Regional Office at a mutually agreeable time, except for individual Committee members’ notes or items otherwise denoted as “confidential” by the writer.

9. I agree to make myself available for regular meetings with the Training and Care Committee. I understand that the Training and Care Committee and Region warrant that
any materials that are a part of my file and all dealings with the Committee will be confidential unless I give explicit written permission otherwise (with the exceptions of: [a] any matters that may be required by law to be reported to civil authorities, or [b] if I shall initiate a formal appeal of any Committee decision. In the latter event, the materials upon which the Committee based its decision will be forwarded to the body charged with dealing with my appeal request).

10. *I understand that should the Training and Care Committee at any point decline to approve my candidacy, withdraw my approval for candidacy, decline to approve me for ordination, decline to approve a request for licensing by a congregation/agency where I am serving and which has made such a request, or any other serious action affecting my vocation, I may request formal appeal of such action(s) to the Regional church body specified by Regional policy or to the General Commission on Ministry and that Regional ministerial staff will help to facilitate such a request.*

11. I agree that near the end of my Seminary or Apprentice Track, if I desire to be considered for ordination approval, I will submit to the Training and Care Committee in a timely way: a) a letter of request for ordination, b) an Ordination Paper, c) a letter of sponsorship for ordination, d) and three letters of reference. The Training and Care Committee must approve a date for ordination before arrangements are finalized and invitations are extended for the event.

12. *I understand that any process(es) used by my sponsoring congregation(s) to help them make decisions concerning that sponsorship are distinct from the Training and Care process, and that the congregation may specify what information it needs from me in order to make decisions about sponsorship.*

Signature                       Date

______________________________________________________________________________
Printed Signature

______________________________________________________________________________
Kyung-Min Daniel Lee, Staff for Training and Care                       Date
Appendix #10
Guidelines for Writing the Ordination Paper
(No Longer than 12 pages. Write tight)

The purpose of the ordination paper is to explore your bridge between theory and practice, theology and praxis, classroom and books to pulpit and community. It also seeks to explore your personal “call” to ministry.

Approach the organization of your paper in any way you choose. We recommend you NOT use footnotes. The focus of the ordination paper is you and your approach to ministry. In addition to the content of your paper, we want to experience your ability to express yourself—concisely and thoroughly. In your paper, please cover the following:

1. Your Theological Basis for Ministry
   Explore your understanding and faith regarding your personal theology as it pertains to ministry, as well as your approach to Scripture.

2. Your Relationship with Disciples of Christ – “Why Disciples”
   What do you find most attractive and least attractive about ministry in the tradition and heritage of the Christian Church (Disciples of Christ)? Explore your ecumenical assumptions in the context of Disciples of Christ (its tradition, approach, and heritage). Address your assumptions regarding authority and freedom. How do you honor the “Priesthood of all Believers?”

3. Your Practice of Ministry
   Given your theological paradigm, discuss how you engage ministry. Please be as specific as possible, relating your understandings to the practice of ministry, exploring how you might assess local situations, describing your leadership style, and how you might negotiate your ideals with the realities in your ministry setting and the global situation. In the practice of your ministry, what specifically do you view as your strengths and weakness? Reflect upon cross-cultural competency in relation to your ministry.

4. Personal Readiness
   Explore specifically what experiences/insights compels you to ministry. Reflect on what ordination means to you. What renews your spirit and keeps your “calling” alive.

Thank you for sharing your reflections. We look forward to reading your ordination paper.
Appendix #11
Application for Ordination
& Ordination Reference Letters

Name: ________________________________________________ Phone: _______________
Email: ________________________________________________
Address: ____________________________________________________________________
Birth Date: _______________ Marital Status: ____________ Spouse’s Name: _____________

I am a member of the Christian Church (Disciples of Christ): Y _____ N_____ 
Name of Church: _____________________________________________________________
Phone: _______________________________________________
Address: ____________________________________________________________________
Name of Pastor: __________________________________________________________________

I hereby duly request from the Training and Care Committee of the Christian Church Disciples of Christ in Northern California – Nevada, the acceptance of my Ordination into Christian Ministry within the General Church.

Signature: ________________________________ Email: _____________________

Three Persons whom I will ask to write Ordination Reference Letters:

Name: ___________________________________________ Phone: _______________
Email: ___________________________________________
Address: ____________________________________________________________________

Name: ___________________________________________ Phone: _______________
Email: ___________________________________________
Address: ____________________________________________________________________

Name: ___________________________________________ Phone: _______________
Email: ___________________________________________
Address: ____________________________________________________________________

Please return this Application for In-Care Status and Ordination Candidacy Agreement and Covenant to:
Thank you
Appendix 12
Reference Letter for Ordination Candidacy

___________________________________________________ (name of candidate) has applied for candidacy with the Training and Care Committee of the Christian Church of Northern California/Nevada. “Candidacy” is not approval for ordination but is an entrance requirement in a process of oversight, care, and certification leading to a consideration for approval for ordination at the end of the Apprentice or Seminary track toward ordination. He/she has given you as reference. Would you please fill out the following (using the back if necessary) and return as soon as possible to Rev. Kyung-Min Daniel Lee, 9260 Alcosta Blvd, San Ramon, CA 94583 (925) 556-9900, ext. 203. daniel@ccncn.org. Thank you!

How long have you known the candidate?

________________________________________________________________________

In what way have you known the candidate?

________________________________________________________________________

What particular “gifts and graces” will he/she bring to the ministry?

________________________________________________________________________

What concerns do you have regarding this person’s potential to be a faithful and effective Christian Church (Disciples of Christ) minister? Where can he or she improve his/her potential for ministry?

________________________________________________________________________

Do you have any concerns about this person’s ethics or personal fitness for ministry? ___ Yes ___ No (if “yes”, please explain on the back)

Your Name: ______________________________________________________________

Address: __________________________________________________________________

Phone: _________________________________ Email: ____________________________
Appendix #13
Reference for Ordination from Pastor of SPONSORING Church

Name of Candidate: _______________________________________________________

The above candidate has completed the basic requirements for ordination with the Christian Church of Northern California—Nevada, Disciples of Christ, with the Training and Care Committee. To complete our recommendation for ordination, we ask for a letter of reference from the pastor of a church who is familiar with the candidate’s journey toward ordination and who will sponsor this candidate for ordination. “Candidacy” is not approval for ordination but is a requirement in the final process of oversight, care, and certification leading to approval for ordination. This candidate has given your name as a reference. Would you please fill out the following and return as soon as possible to Rev. Kyung-Min Daniel Lee, 9260 Alcosta Blvd, San Ramon, CA 94583 (925) 556-9900, ext. 203 daniel@ccncn.org. If filling out digitally, please type inside the boxes below. Each box will expand as needed. Thank you!

**How long has the candidate been a member of the congregation?**

________________________

**What roles has the candidate fulfilled?**

________________________

**What are the gifts for ministry that you have witnessed in the Candidate?**

________________________

**How is the candidate received in the community?**

________________________

**Is the community willing to recommend the candidate for the ordination process?**

________________________

Do you have any concerns about this person’s ethics or personal fitness for ministry? ___ Yes ___ No

(If “yes”, please explain on the back)

**Your Name:** __________________________________________________________

**Address:** ____________________________________________________________

**Phone:** _____________________________ Email: __________________________
Appendix #14

“Why CPE”

By Tom Harshman

Note: As part of your training for professional ministry, you will be asked to complete at least one unit of Clinical Pastoral Education (CPE). CPE must be completed and discussed with the committee prior to an ordination recommendation.

Accredited by the U.S. Department of Education, CPE is interfaith professional education for ministry. It brings you into supervised encounters with people in crisis. Through intimate, compassionate involvement with people in need of spiritual care, and the feedback you receive from peers and teachers, you develop new awareness of yourself as a person, your abilities as a caregiver, and the needs of those whom you serve. Through reflection on specific human situations, you learn to utilize your faith tradition as a lens that informs your understanding of spiritual care. Within the interdisciplinary team process of helping people, you develop skills in inter-personal and inter-professional relationships.

A unit is ordinarily ten weeks of full-time ministry in a clinical setting (a hospital, a hospice, etc.) including ten hours a week of group and individual reflection experiences with a small group of other ministers and a certified supervisor. Throughout the country, there are several hundred CPE centers accredited by the Association for Clinical Pastoral Education (ACPE) in which you can serve. In the Bay Area, there are currently eight of those centers. To apply for a position in the summer unit of training at the Bay Area centers, you should complete an application (the same one for all centers) and submit it to the centers in which you wish to serve by November 1st.

In early October, the GTU sponsors a “CPE Day” where you can meet supervisors from most of the programs in California and Oregon and learn more about the options available. Look for informational flyers on-campus from the time and place of this event. For further information, visit www.acpe.edu. If you have any questions or concerns, the Training and Care committee can put you in contact with ASCPE supervisors.

Ministerial students have a full range of types of experiences in CPE. Since CPE focuses on both skills for ministry and self-awareness as a minister, growth can occur in the breadth of one’s professional being. Learning gleaned from the clinical ministry and the personal reflection upon that ministry can be a rich asset to you in whatever setting you find to live out your vocation.  Welcome to CPE!

Tom Harshman serves as a consultant to Regional staff and is Chair of the Recognition and Standing Committee of the region. He is an ACPE Supervisor and is available to respond to questions regarding your CPE decision. He can be reached at tom.harshman@chw.edu
“Why CPE”
An ordained student’s perspective

Witness of Nicholas Kolivas:
Graduate of Pacific School of Religion
Ordained by CCNC-N in 2009

“I have learned many things in CPE, but I will pick some of the highlights. First, I learned more about humility. These patients in the Hawaii State Hospital are children of God. It makes me very humble to serve them. Second, I have learned more about not judging a book by its cover. There is one patient who stands in the corner frowning and staring at the floor. One day, I just approached him, introduced myself, and started a short conversation with him. I discovered that he was not nearly as scary as he looked. Thirdly, I learned more about listening effectively. Some patients are very grandiose and delusional. It is often difficult to listen to their disorganized thoughts. But if I pay really close attention, I can also participate in their conversations. All three of these things that I learned can be used in parish ministry or in chaplaincy. They represent some of the fundamental ways of doing ministry with not only the mentally ill, but also non-mentally ill patients.”
Frequently Asked Questions
About ACPE Clinical Pastoral Education

The Association for Clinical Pastoral Education, Inc.

http://www.acpe.edu/faq.htm

INFORMATION FOR PROSPECTIVE STUDENTS

PROFESSIONAL EDUCATION FOR MINISTRY

1. What is Clinical Pastoral Education?
2. What do the essential elements of CPE include?
3. What kind of things might be included in the Individual Learning Contract?
4. What are the different types of CPE?
5. What does CPE prepare a person to do?
6. I want to be a chaplain or a pastoral counselor. Do I need CPE?
7. What are some Vocations in Pastoral Care?
8. Who is eligible to enroll in CPE?
9. Do I have to be ordained to do CPE?
10. Where can one enroll in CPE?
11. How may I enroll in CPE?
12. Can I apply to more than one ACPE center?
13. What are the dates for CPE and deadlines for application?
14. What does CPE cost and are scholarships available?
15. I am an international student. How do I enroll in CPE?
16. Can I get academic credit for CPE?
17. Can I do CPE on-line or through some other distance learning process?
18. Can I get CPE credit for previous work/ministry experience?
19. A complaint about an ACPE center or an ACPE supervisor. What to do?
20. How do I become a member of ACPE?
21. Additional Information for Prospective Students
1. **What is Clinical Pastoral Education?**

Clinical Pastoral Education is interfaith professional education for ministry. It brings theological students and ministers of all faiths (pastors, priests, rabbis, imams and others) into supervised encounter with persons in crisis. Out of an intense involvement with persons in need, and the feedback from peers and teachers, students develop new awareness of themselves as persons and of the needs of those to whom they minister. From theological reflection on specific human situations, they gain a new understanding of ministry. Within the interdisciplinary team process of helping persons, they develop skills in interpersonal and inter-professional relationships.

2. **What do the essential elements of CPE include?**

- The actual practice of ministry to persons
- Detailed reporting and evaluation of that practice
- Pastoral Supervision
- A process conception of learning
- A theoretical perspective on all elements of the program
- A small group of peers in a common learning experience
- A specific time period
- An individual contract for learning consistent with the objectives of CPE
- The CPE program must be conducted under the auspices of an ACPE certified supervisor (faculty) attached to an ACPE accredited CPE center.

3. **What kind of things might be included in the Individual Learning Contract?**

The CPE participant's contract is developed around the learning goals of:

- Pastoral Reflection - reflection on one's self as person and pastor in relationship to persons in crisis, the supervisor, and peer group members, as well as the curriculum and institutional setting.
- Pastoral Formation - focus on personal and pastoral identity issues in learning and ministry.
- Pastoral Competence - deepening and unfolding of competence in pastoral function, pastoral skills and knowledge of theology and the behavioral sciences.

Some centers also offer Pastoral Specialization, focusing on the student’s desire to become competent and knowledgeable in a particular area of ministry, e.g. oncology, urban ministry, parish ministry, hospice ministry, etc.

4. **What are the different types of CPE?**

ACPE offers Level I and Level II CPE, as well as Supervisory CPE, in sequence. The outcomes for each level must be completed before moving to the next level. CPE is usually offered in single units (10-12 weeks) or in a year-long program (3-4 consecutive
units). Some centers have other part-time options. The center of your choice can explain the options available at their location.

5. **What does CPE prepare a person to do?**

- CPE serves as a part of one's preparation for parish ministry, chaplaincy, lay ministry, teaching, and counseling. A student's learning contract may be focused toward integration of theological, psychological, and pastoral insights into pastoral functioning for parish work. Or the contract may be designed with a career goal of chaplaincy or pastoral counseling.

- Some students, after completing several units of CPE, choose to enroll in Supervisory CPE working toward certification as a CPE supervisor. In Supervisory CPE the student learns the theory and practice of supervision and has an experience of supervising CPE students under the guidance and with the consultation of a CPE supervisor.

- CPE develops the capacity for the pastoral and spiritual care of individuals, families, and systems.

- Many theological schools require one unit of CPE as a part of a theological degree program.

- Other schools accept a year of CPE as the required intern year of ministry for a theological degree program.

- A number of theological schools which are members of the ACPE have graduate degree programs which combine academic study and CPE Supervisory CPE.

6. **I want to be a chaplain or a pastoral counselor. Do I need CPE?**

The Association of Professional Chaplains (www.professionalchaplains.org), the National Association of Catholic Chaplains (www.nacc.org) and the National Association of Jewish Chaplains (www.najc.org) and other organizations certify chaplains. The American Association of Pastoral Counselors (www.aapc.org) trains and certifies pastoral counselors. Some CPE is required as a pre-requisite. You should contact these organizations directly about their requirements.
7. *What are some Vocations in Pastoral Care?*

<table>
<thead>
<tr>
<th>Areas of Service</th>
<th>Training Recommended or Required</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pastoral Care</strong></td>
<td>Pastor, Church Staff, Social Services</td>
<td>Clinical Pastoral Education (minimum of one unit)</td>
</tr>
<tr>
<td><strong>Professional Chaplaincy</strong></td>
<td>Hospital, hospice, military, or other institutional chaplaincy</td>
<td>Clinical Pastoral Education (4 units required for Board certification)</td>
</tr>
<tr>
<td><strong>Pastoral Educator (CPE Supervisor)</strong></td>
<td>Supervisor of CPE programs in a variety of settings</td>
<td>CPE (Level I, Level II and Supervisory) Successful completion of certification process</td>
</tr>
<tr>
<td><strong>Pastoral Counselor</strong></td>
<td>Counselor on church staff, counseling center or agency</td>
<td>CPE (at least 1 unit) PLUS Pastoral counseling training program</td>
</tr>
<tr>
<td><strong>Licensed Professional Counselor</strong></td>
<td></td>
<td>Varies from state to state, Can often be done in conjunction with pastoral counseling training</td>
</tr>
</tbody>
</table>

8. *Who is eligible to enroll in CPE?*

For Units of CPE:
- An individual who, through a written application and an admissions interview, has demonstrated the ability to participate in CPE, usually one who has successfully completed at least one year of theological school.
· Such other requirements or education and experience as a specific CPE center may require.

For Supervisory CPE programs:
An individual who has successfully completed several units of CPE and has demonstrated a readiness to utilize Supervisory CPE, usually one who has a theological degree and several years of pastoral experience.

9. **Do I have to be ordained to do CPE?**

   Specific requirements regarding ordination as a prerequisite are determined by each CPE center.

10. **Where can one enroll in CPE?**

    The Association for Clinical Pastoral Education has accredited over three hundred and fifty clinical pastoral education centers and clusters throughout the United States. These CPE centers are located in health care institutions, hospitals of all kinds (e.g. general, university, children's, psychiatric, military, VA), geriatric centers, hospices, parishes, mental health facilities, correctional institutions, and a variety of other settings. Click here for our online directory.

11. **How may I enroll in CPE?**

    · Click here to access the CPE Application form as a Microsoft Word document: CPE Application Form or in a PDF format: CPE Application Form
    · Complete the application and send it directly to the center where you wish to enroll.
    · The center will then contact you for an interview.

12. **Can I apply to more than one ACPE center?**

    Yes, you may apply to as many centers as you chose. Many centers have an application fee. The ACPE online Directory will provide this information.

13. **What are the dates for CPE and deadlines for application?**

    Each individual center establishes its own dates for their programs and application deadlines. Contact the center for this information.

14. **What does CPE cost and are scholarships available?**

    Tuition is determined by each CPE center. Some centers have scholarship programs. There is not a scholarship program at the national level. Questions should be directed to the specific ACPE center.
15. **I am an international student. How do I enroll in CPE?**

International students should make application at the center of their choice. Once accepted, the student should contact the ACPE national office (email: tobey@acpe.edu) to apply for a visa. The visa process can take from six to nine months to complete. The visa must be obtained before you can begin CPE. Additional considerations are discussed on the International Student Information page.

16. **Can I get academic credit for CPE?**

Many theological schools and seminaries grant academic credit for CPE. You should contact them directly for this information.

17. **Can I get CPE credit for previous work/ministry experience?**

No, ACPE credit is not granted for previous work experience. However, your previous work/ministry experience will be considered during the interview/acceptance process.

18. **Can I do CPE on-line or through some other distance learning process?**

ACPE currently does not have any distance learning programs.

19. **I have a complaint about an ACPE center or an ACPE supervisor. What should I do?**

ACPE encourages complaints be resolved at the local center level. Mediation is often an option. If the compliant does not get resolved at this level, a formal complaint can then be filed with the ACPE Regional Director in which the center or supervisor resides. A list of Regional Directors and their contact information can be obtained here: ACPE Regional Directors

20. **How can I become a member of ACPE?**

There is a Student Affiliate level of membership with ACPE. Membership with ACPE allows you the opportunity to participate in the National and Regional conferences, a subscription to The Journal of Pastoral Care and Counseling, and the ACPE News, our bi-monthly newsletter. For an ACPE membership form, click here: ACPE Membership Application

21. **Additional Information for Prospective Students:**

CPE is an experience in process education which has been shaped by history and yet remains responsive to the present-day cultural developments which will affect your pastoral formation. The heart of CPE is your ministry with people and learning from that ministry through reflection, discussion, and evaluation with other students and your supervisor. In your CPE experience, you will utilize verbatim (in the form of Pastoral Care
Reports), case studies, and other ministry descriptions to present your ministry to supervision. The focus in some seminars will be on what is happening to you, the care giver, as much as on what is happening to the people receiving your ministry. There will be discussions which assist you in understanding theological issues arising from experience. There will be opportunities to learn from behavioral sciences while also reflecting theologically, so you can draw from both in understanding the human condition. You will be challenged to think about groups and social structures as well as individuals in defining your ministry. You also will be part of a dynamic learning group with other students and your supervisor, which will provide opportunities for mutual supervision, care giving, challenge and appreciation.

22. Where will you be ministering?

CPE is offered in a number of different kinds of settings. In many of the settings, such as general hospitals, mental health facilities, correctional institutions, children's hospitals, and nursing homes, you will minister to individuals, families, and small groups of people as a chaplain. CPE may, however, be done in any setting where ministry happens. There are a growing number of centers with innovative approaches to ministry. Many centers are being established as Congregational or Community based models in connection with a local church or churches. You may want to clarify with a center the types of ministries which occur there.

A Typical Day in CPE

CPE units may be either full time or part time. Either schedule will include an equivalent number of ministry and education hours. Some extended CPE units meet one day per week for structured educational sessions, and ministry is performed at other times. A more common day, however, is one in which time is provided for ministry and for several education events. Since the heart of CPE is ministering and learning from the experience, a day=s schedule frequently includes a clinical seminar in which a student presents a pastoral encounter to other students and the supervisor for discussion and feedback. Other typical sessions are: didactic seminars in which discussion follows a lecture; discussion of a book or article; exploration of theological concerns; peer group meetings or interpersonal group sessions for mutual sharing, caring, support and relationship concerns are explored; and worship or sharing occasions which provide opportunity for spiritual nurture. Field trips, workshops, and clinical observations may be periodically included. Evaluation experiences with the other students and your supervisor are also part of a CPE program and may be scheduled at the end of a unit to sum up the experience, midway to assess your learning objectives, and, at other times, such as with the other care providers in your ministry area. You will discover that a CPE schedule asks for active investment but also provides time for sharing, reflection, preparation, and relaxation.

The CPE Learning Environment
If you have never participated in a dynamic, interpersonal, process educational experience, you may be concerned about what it will be like. A foundational task will be for the other students, your supervisor and you to share with each other in such a way that all are cared for, supported, and challenged without being belittled. Furthermore, since an individual best knows his or her own limits, everyone will need to respect other’s boundaries and work to negotiate appropriate learning relationships. Developing a learning environment that is supportive, stimulating, and safe will make the risks of interpersonal learning and growth work taking. Any CPE supervisor, regional director, or ACPE seminary liaison professor is available for consultation concerning opportunities for students in CPE.

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Read: *One Student’s Journey with Accreditation: Learning the Difference between Accredited and Non-Accredited Universities* by Joanne Mumley