

Fall, 2010

To Potential CPE Applicants:

Thank you for your interest in our CPE programs. Enclosed is the Standard ACPE application form, and brochure about our CPE programs.

Our Residency program begins the second week of August and runs through the second week of June the following year. It is a stipended position, approximately \$26,000+ annually and prorated to 10 ½ months. To be eligible for the residency program, you must have completed one unit of CPE from an accredited center. If you have already completed this requirement, please enclose copies of your certificate and final evaluation (both self and supervisor's) with your application. We also have a Fall Extended program ( a student must be able to minister in English). This program is part-time, all day one day during the week for classes, and another eight-hour, clinical assignment as scheduled, throughout the month. In addition to the all day sessions, you will also minister to patients. We have a summer unit normally beginning the first week of June and running through the second week of August. This is an intensive unit which meets 8:00 a.m.-4:30 p.m. Monday through Friday and has on-duty responsibilities similar to the Extended programs.

The cost for tuition is the same regardless of which program you are enrolled in. For the first CPE unit, tuition is \$600.00. Please enclose the non-refundable application fee check for \$25.00 with your submission. If you are selected to join our program, the application fee may be applied toward your tuition.

If we can be of further assistance to you or answer any additional questions, please contact us at 937-395-8640 or e-mail address: [Henry.Uy@KHnetwork.org](mailto:Henry.Uy@KHnetwork.org).

Lynda Seidel  
Administrative Assistant  
Department of Clinical Pastoral Education



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*Kettering Health Network<sup>SM</sup>*

3535 Southern Boulevard, Kettering, OH 45429

Thank you for your inquiry about our Clinical Pastoral Education program. Parish clergy, seminary students, and lay persons are accepted into the CPE program. Enrollment on an interdenominational basis is limited. Academic graduate credit is offered by many seminaries for accredited units of CPE.

If you have never participated in a dynamic, interpersonal process educational experience, then 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 others' 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 worth taking.

We teach an **intensive full-time summer** program which offers one unit of CPE credit. The 10-week class is offered June through August. One-half of the time is spent in class and one-half doing clinical work. Tuition is \$600.00.

A **7 months extended internship** program begins in mid-September through the end of April the following year. Class meets on Tuesdays (or other days to be determined), and eight hours of clinical work during the week, plus a two on-calls a month. Tuition is \$600.00.

**Residency** is 10 ½ month program from the second week of August to the second week in June the following year. This residency is a full-time study of pastoral care skills needed for parish or specialized ministries. A minimum of one unit of CPE is a prerequisite. Tuition is \$600.00 for the residency, with a salary of approximately \$26,000 annually (prorated to 10½ months) and medical coverage and benefits as an employee of Kettering Medical Center.

A total of three units of CPE credit are earned which may apply toward certification as a hospital chaplain with The Association of Professional Chaplains, the National Association of Catholic Chaplains, College of Pastoral Supervision and Psychotherapy, and the Association of Mental Health Clergy. Some Doctor of Ministry programs incorporate CPE credits.

If you have any other questions, please call me at the telephone number listed below or e-mail.

Sincerely,

*Henry S. Uy*

Henry S. Uy, Senior Manager  
Clinical Pastoral Education Program  
[henry.uy@khnetwork.org](mailto:henry.uy@khnetwork.org)  
937-395-8640

## GOALS OF THE COURSE

1. To help chaplains become familiar with the life and the work of a hospital.
2. Through religious ministry, to offer a service to patients, their families, and to staff of this hospital and thereby to help chaplains evaluate their ability to give good pastoral care.
3. To offer chaplains an opportunity to gain a deeper understanding of themselves and of their relationships to others: to patients and families, peers, supervisors, hospital staff and employees. Through this experience, it is hoped that they will become more sensitive to strengths and weaknesses, and deeper motivations of others, and in so doing, to become more aware and understanding of themselves.
4. To provide an opportunity for chaplains to become familiar with a variety of tools and models for initiating and building pastoral relationships that can be applied to the parish and other forms of pastoral ministry.
5. To help chaplains become aware of resources in both the hospital and the community that can enrich and supplement their ministry.
6. To help chaplains examine more closely their particular role as they work together with other professionals who are also concerned with the healing of the sick.

\* \* \* \* \*

This course meets the standards of the following nationally recognized professional organizations and may be used in partial fulfillment of their academic and/or certification requirements:

American Association of Theological Schools  
member seminaries and graduate degree programs

Association for Clinical Pastoral Education, Inc.

Association for Professional Chaplains

American Association of Marriage and Family Counselors

American Association of Pastoral Counselors

Association of Mental Health Clergy

College for Pastoral Supervision and Psychotherapy

## OBJECTIVES OF CLINICAL PASTORAL EDUCATION

The goal of CPE is the development of Pastoral Reflection, Pastoral Formation, Pastoral Competence and, where appropriate, Pastoral Specialization. Specific objectives are:

**TO BECOME AWARE** of oneself as minister and ways one's ministry affects persons and develop the skills to provide intensive and extensive pastoral care and counseling to persons in their crisis and situation.

**TO UNDERSTAND** and utilize the clinical method of learning.

**TO UTILIZE THE SUPPORT**, confrontation, and clarification of the peer group for the integration of personal attributes and pastoral functioning.

**TO UTILIZE INDIVIDUAL** and group supervision for personal and professional growth and for developing the capacity to evaluate one's ministry.

**TO DEVELOP THE ABILITY** to make optimum use of one's religious heritage, theological understanding, and knowledge of the behavioral sciences in pastoral ministry to persons and groups.

**TO BECOME AWARE** of how one's attitudes, values, and assumptions affect one's ministry and acquire a self knowledge which permits pastoral care to be offered within one's strengths and weaknesses.

**TO BECOME AWARE** of the pastoral role in interdisciplinary relationships and work effectively as a pastoral member of an interdisciplinary team.

**TO BECOME AWARE** of how social conditions and structures affect the lives of others and oneself and effectively address these in ministry to others.

**TO DEVELOP THE CAPACITY** to utilize one's pastoral and prophetic perspectives in a variety of functions such as preaching, teaching, leadership, management, pastoral care and, as appropriate, pastoral counseling.

**OBJECTIVES OF A PASTORAL** specialty, if selected, are to develop:

- A. Familiarity with the theories and methods for the ministry specialty.
- B. One's own philosophy and methodology for the ministry specialty.
- C. Pastoral competence in the practice of the specialty.

## **STANDARDS FOR ACCREDITATION OF CPE PROGRAMS**

Two Types of CPE programs are distinguished in the Standards: CPE and Supervisory. The educational and career goals of students, the objectives of the two types of CPE programs, and the resources and educational goals of the CPE Center or Cluster shape the program standards into various programmatic forms.

Programs of CPE shall be authorized by a CPE center with Accredited Membership or Candidacy for Accredited Membership or by a cluster with Accredited Membership.

The program standards of CPE include the following:

- I. A specified time period (unit of CPE) defined below:
  - A. A unit of CPE is at least 400 hours of supervised learning.
  - B. A one-half unit of CPE is at least 240 hours of supervised learning.
- II. The actual practice of ministry to persons.
- III. Detailed reporting and evaluation of that practice.
- IV. Pastoral supervision.
- V. An individual contract for learning.
- VI. A process conception of learning.
- VII. A theoretical perspective on all elements of the program.
- VIII. A small group of at least three peers in a common learning experience.
- IX. An evaluation of the student's CPE experience including final written evaluations by the student and the supervisor. The supervisor's evaluation will be available to the student within 30 days of the completion of unit.

### **Outcomes to be met in Introductory CPE**

Introductory CPE is a program consisting of one or more ACPE units. When the student meets designated outcomes, he or she receives a certificate authorized by the ACPE. This certificate is a prerequisite for further ACPE programs. At the conclusion of Introductory CPE, the student will be able to:

1. Articulate central themes of her or his religious heritage and theological understanding, major life events, and relationships that have had an impact on her/his person.
2. Demonstrate the ability to initiate helping relationships.
3. Initiate peer group and supervisory consultation and receive critique about one's ministry practice.
4. Risk offering appropriate and timely critique.
5. Identify and discuss personal strengths and weaknesses inherent in pastoral functioning.
6. Utilize a clinical method of learning.
7. Formulate clear and specific goals for continuing pastoral formation.

## **Outcomes to be met in CPE Residency**

CPE Residency is a program defined by the CPE Center to involve three to four CPE units beyond Introductory CPE. Students who are unable to meet Residency outcomes in the normal time defined by the Center may take one or more additional CPE Units to qualify for the ACPE's Residency Certificate. Students may take Residency CPE Units at different CPE Centers, and the certificate will be awarded by the Center at which the final two CPE Units are completed. A Student who has taken four units beyond Introductory CPE at different CPE Centers may request a review with the regional Certification Committee to document his/her meeting of residency outcomes. At the conclusion of residency, the student will be able to:

1. Articulate an understanding of the role of pastor which is congruent with his or her values, basic assumptions and personhood.
2. Enter non-judgmental pastoral relationships without sacrificing personal integrity.
3. Demonstrate a range of pastoral skills, including attending, listening, empathic reflection, confrontation, conflict resolution, and appropriate use of religious and spiritual resources.
4. Utilize pastoral/theological assessment of the needs of those ministered to drawn from an understanding of behavioral sciences and a theological/religious foundation.
5. Establish a non-defensive self presentation and enter into dialog with peers, authorities and other professionals.
6. Manage his or her ministry in terms of accountability, productivity, self-direction, clear and accurate clinical communication.
7. Demonstrate competent use of the self in ministry to a diverse population in a manner which is non-possessive, emotionally available, including the positive use of power and appropriate self disclosure, and characterized by friendliness and spontaneity.
8. Present an objective assessment of one's pastoral functioning, including positive and negative observations.



**Kettering Medical Center**  
**Application for Clinical Pastoral Education**  
**Association for Clinical Pastoral**

APPLYING FOR:

Summer Intensive (June-mid Aug)  
 Extended (7 mos-mid Sept-April)  
 10 +-month residency (Aug-June)

Earliest date you can begin: \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

**Current CPE Standing:**  Basic  Advanced  Supervisory  Prospective CPE Student

Present Mailing Address \_\_\_\_\_

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Zip code

Permanent Address \_\_\_\_\_

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Zip code

Denomination/Faith Group Affiliation \_\_\_\_\_

Association, Conference, Diocese, Presbytery, Synod \_\_\_\_\_

Present Position \_\_\_\_\_ Ordained? \_\_\_\_\_ Date \_\_\_\_\_

**EDUCATION:** Degree

College \_\_\_\_\_

Seminary \_\_\_\_\_

Graduate Study \_\_\_\_\_

**PREVIOUS CLINICAL PASTORAL EDUCATION:**

<u>Dates</u>	<u>Center</u>	<u>Supervisor</u>
_____	_____	_____
_____	_____	_____

**REFERENCES AND ADDRESSES:**

Denomination/Faith Group \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Academic \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Other \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

ATTACH TO APPLICATION:

1. A reasonably full account of your life, including important events, relationships with people who have been significant to you, and the impact these events and relationships have had on your development. Describe your family of origin, your current family relationships and your educational growth dynamics.
2. A description of the development of your religious life, including events and relationships that affected your faith and currently inform your belief systems.
3. A description of the development of your work (vocation) history, including a chronological list of positions and dates.
4. An account of an incident in which you were called to help someone, including the nature of the request, your assessment of the "problem," what you did, and a summary evaluation. If you have had previous CPE, include this information in verbatim form.
5. Your impression of Clinical Pastoral Education and your educational goals, including how this training will be used to meet your goals for doing ministry.
6. \$25.00 application fee.

**THOSE WITH PREVIOUS CPE SHOULD COMPLETE THE FOLLOWING:**

7. An admissions interview by an ACPE Supervisor or another qualified person. (CPE Supervisors, Seminary Liaison Professors, and Regional Directors may recommend interviewer).

Admission Interview Conducted by \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

8. Copies of previous CPE evaluations written by you and your supervisor.
9. What was the most significant learning experience in previous CPE and how have you continued to work in this learning method? Illustrate your strengths and weaknesses as a professional person.
10. What are your personal and professional goals and how will continued training aid that process?

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ Social Security # \_\_\_\_\_

**Send this application with a \$25.00 application fee to:**

**Henry Uy, CPE Supervisor  
Clinical Pastoral Education  
Kettering Medical Center  
3535 Southern Blvd.  
Kettering, OH 45429**

**KETTERING MEDICAL CENTER**  
**Clinical Pastoral Education**



**PROGRAM**

**DATES**

<b>10+-MONTH RESIDENCY PROGRAM</b> <b>(Three Units)</b>	<b>2nd week of August to 2nd Week of June</b> <b>[M-F, 8:00 a.m. – 4:30 p. m.]</b>
<p>A minimum of one unit of CPE and an M. Div. or its equivalent is a prerequisite. This residency is a full time study of pastoral care skills needed for parish or specialized ministries. Tuition is charged for the 10+-month residency, with a stipend, medical coverage and benefits as an employee of Kettering Medical Center. Hours are M-F 8:00 a.m. – 4:30 p.m. plus over-night on-calls. There is a minimum of ten (10) hours of classes <u>per week</u> plus 25+ hours of clinical pastoral visitation <u>per week</u>. Also four overnight on-calls (16 hours) <u>per month</u> and one 24-hour week-end on-call <u>per month</u>. <b>Application deadline is the end of April.</b></p>	

<b>7-MONTH EXTENDED PROGRAM</b> <b>(One Unit)</b>	<b>Third week of September to April 30</b> <b>[Tuesdays, 8:00 a.m. – 4:30 p.m.]</b>
<p>A minimum of a Bachelor's degree or its equivalent and six or more years of pastoral experience is a prerequisite. Class meets on Tuesdays from 8:00 a.m. - 4:30 p.m. (or other days to be determined). Also required are eight hours of clinical pastoral visitation <u>per week</u>. This can be done in one 8-hour day or two 1/2 days (4 hours each); and requires two overnight (16 hours) on-call <u>per month</u> and one 24-hour week-end on-call <u>per month</u>. Tuition is \$600.00. <b>Application deadline is the end of July.</b></p>	

<b>10-WEEK SUMMER INTENSIVE</b> <b>(One Unit)</b>	<b>First week of June to second week of August [M-F, 8:00 a.m. – 4:30 p.m.]</b>
<p>A minimum of a Bachelor's degree or its equivalent and six or more years of pastoral experience is a prerequisite. This is an intensive, full-time program [M-F 8:00 a.m. – 4:30 p.m.]. There are twelve (12) hours of classes per week plus 25+ hours of clinical pastoral visitation <u>per week</u>. Also required is one overnight on-call (16 hours) <u>per week</u> and one 24-hour week-end on-call <u>per week</u>. Tuition is \$600. <b>Application deadline is the end of March.</b></p>	

<b>STANDARD FEES [Non-refundable]</b>	
Application Fee	\$25.00
For applicants who are accepted and enter CPE at KMC, these fees are credited toward your CPE Unit fee.	

Send completed ACPE application form  
**and a check for \$25.00 payable to Kettering Medical Center to:**

Henry S. Uy, ACPE Supervisor  
 Clinical Pastoral Education  
 Kettering Medical Center  
 3535 Southern Blvd.  
 Kettering, OH 45429

**Summer Unit CPE Program Requirements**  
**Second Week of June to Second Week of August**

**1. Orientation: First Week of Program**

Five days of orientation (8:00 a.m–4:30 p.m.) plus shadowing\*. First week of program.

**2. Mentoring/Shadowing Experience:**

During orientation week you will “shadow” \*(walk around with a chaplain to observe as well as perform ministry) at least two nights (4:30–10:00 p.m.). You may want to shadow more than two times if needed. This is not in lieu of “on-call.”

**3. Class/Group Process:**

Twelve (12) hours of classes per week. *This does not include clinical visitation.*

**4. Clinical visitation responsibilities:**

A. 25+ hours of clinical pastoral visitation per week.

B. One overnight on-call (16 hours) and/or one 24-hour weekend on-call per week. A week night covers Sunday to Thursday starting at 4:30 p.m. through 8:00 a.m. the following day. The weekend starts Friday at 4:30 p.m. through Saturday, 4:30 p.m. or Saturday 4:30 p.m. to Sunday 4:30 p.m.

**5. Daytime Pagers:**

You will be assigned to carry the hospital emergency pagers during your clinical days.

**6. Written Assignments:**

All required written materials will be typed or computerized and presented in class as scheduled.

**7. Devotionals:**

Be prepared to do devotionals as assigned. This includes scheduled hospital chapel preaching on Tuesdays, and Sycamore Glen Nursing Home and Kettering Behavioral Medical Center for weekend worship service.

**8. Tuition Payment:**

A. Tuition is due two weeks before start of program.

B. In lieu of payment, at the end of the unit, you may do two weekend and three weeknights of on-call. (Form is enclosed to sign indicating your desire to do the extra on-call in lieu of tuition.)

**9. On-Call Schedule**

You will be formulating an on-call schedule with your peers. Please bring your personal calendar for the next two months with you.

**10. Time Commitment:** This is a demanding program. Please assess and plan your work to make major adjustments to your CPE involvement.

**11. Upon completion of the program,** “successful completion” is indicated in the Supervisor’s Final Evaluation. No letter grade will be indicated.

This program requires minimum of 400+ hours of work and classes. Overnight on-calls are in addition to 400 hours.

Please indicate acceptance and understanding of this document with your signature upon acceptance.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

**Extended Unit Basic CPE Program Requirements**  
**Second Week of September through End of April**

1. **Orientation: All week (Second week of September)**  
Five days of orientation (8:00 a.m.–4:30 p.m.) plus \*shadowing.
2. **Mentoring/Shadowing Experience:**  
\*During orientation week you will “shadow” (walk around with a chaplain to observe as well as perform ministry) at least two nights (4:30–10:00 p.m.). You may want to shadow more than two times if needed. This is not in lieu of “on-call.”
3. **Class/Group Process:**  
One eight-hour day per week, 8:00 a.m.–4:30 p.m. *This does not include clinical visitation.*
4. **Clinical visitation responsibilities:**
  - A. Eight hours of clinical pastoral visitation per week. This can be done in one 8-hour day or two 1/2 days (4 hours each).
  - B. Two overnight (16 hours) on-call per month. A week night covers Sunday to Thursday starting at 4:30 p.m. through 8:00 a.m. the following day.
  - C. One 24-hour week-end on-call per month. The weekend starts Friday at 4:30 p.m. through Saturday, 4:30 p.m. or Saturday 4:30 p.m. to Sunday 4:30 p.m.
5. **Daytime Pagers:**  
You will be assigned to carry the hospital emergency pagers during your clinical days.
6. **Written Assignments:**  
All required written materials will be typed or computerized and presented in class as scheduled.
7. **Devotionals:**  
Be prepared to do devotionals as assigned. (KMC on Tuesdays, and Sycamore Glen Health Center, during weekend afternoons). Rotation with other peers.
8. **Tuition Payment:**
  - A. Tuition is due two weeks before start of program.
  - B. In lieu of payment, at the end of the unit, you may do two week-end and three week-nights of on-call. (Request form to sign, if needed, indicating your desire to do the extra on-call in lieu of tuition.)
9. **On-Call Schedule:**  
You will be formulating an on-call schedule with your peers. Please bring your personal calendar for the next two months with you.
10. **Time Commitment:**  
This is a demanding program. Please assess and plan your work to make major adjustments to your CPE involvement.
11. Upon completion of the program, “successful completion” is indicated in the Supervisor’s Final Evaluation. No letter grade will be assigned.

Note: This program requires minimum of at least 400 hours. On calls are in addition to 400 hours.

Please mail this document back with your signature, indicating your understanding and agreement to the requirements.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

**Resident CPE Program Requirements**  
**Second Week of August through Second Week of June**

1. **Orientation: All Week (Second Week of August)**  
Five days of orientation (8:00 a.m. – 4:30 p.m.) plus \*shadowing.
2. **Mentoring/Shadowing Experience:**  
\*During orientation week you will “shadow” (walk around with a chaplain to observe as well as perform ministry) at least two nights [4:30 – 10:00 p.m.]. You may want to shadow more than two times if needed. This is not in lieu of “on-call.”
3. **Class/Group Process:**  
Minimum of ten (10) hours of classes per week.
4. **Clinical visitation responsibilities:**
  - A. 25+ hours of clinical pastoral visitation per week.
  - B. Four overnight on-calls (16 hours) and one 24-hour week-end on-call per month. A week night covers Sunday to Thursday starting at 4:30 p.m. through 8:00 a.m. the following day. The weekend starts Friday at 4:30 p.m. through Saturday, 4:30 p.m. or Saturday 4:30 p.m. to Sunday 4:30 p.m. On-call starts the first Friday of orientation week.
  - C. Five holidays in the resident year (Labor Day, Thanksgiving, Christmas Day, New Years Day, Memorial Day). This is not in lieu of a weekend.
5. **Daytime Pagers:**  
You will be assigned to carry the hospital emergency pagers during your clinical days.
6. **Written Assignments:**  
All required written materials will be typed or computerized and presented in class as scheduled.
7. **Devotionals:**  
Be prepared to do devotionals as assigned. Tuesday mornings at 10:00 a.m. at KMC, and weekends at 2:30 p.m. – 3:00 p.m. at Sycamore Glen Health Center in rotation with other CPE interns/residents.
8. **Tuition Payment:**
  - A. Tuition is due two weeks before start of program (\$600 pay to KMC).
  - B. In lieu of payment, at the end of the unit, you may do two week-end and three week-nights of on-call. Indicate in your letter that you intend to do extra on-call in lieu of tuition.
9. **On-Call Schedule**  
You will be formulating an on-call schedule with your peers. Please bring your personal calendar for the next two months with you.
10. **Time Commitment:** This is a demanding program. Please assess and plan your work to make major adjustments to your CPE involvement.
11. Upon completion of the program, “successful completion” is indicated in the Supervisor’s Final Evaluation. No grade letter will be assigned.

Please mail and sign indicating your understanding and acceptance of this basic requirements.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date