

All Saints' Pastoral Care Ministry
All Saints' Episcopal Church
6300 North Central Ave.
Phoenix AZ 85012

Spring 2007

Dear Parishioner:

Thank you for your interest in the All Saints' Pastoral Care Ministry. At the core of this program is "listening with a caring heart" to those who need the presence of our parish.

Our Pastoral Care ministry is guided by the Rule of Benedict. The following reading from the Rule of Benedict provides an insight to it:

*Listen carefully, my child, to my instructions, and attend to them
with the ear of your heart. This is advice from one who loves you:
welcome it and faithfully put it into practice.*

The application and related materials are more than just forms to complete and return. Reading through the questions asked of you in the application and of the clergy in their recommendation should give you an initial insight into the Ministry. The topics to be covered in the 12-week training schedule and the covenant executed upon completion are intended to provide you a further understanding of the Ministry. Finally, we have provided a list of topics to consider prior to your personal interview.

Please note that this application process does not attempt to evaluate the qualifications of someone for this ministry. As the first page of the application states, "*the goal of the process is to discern if God is calling you to this ministry at this time.*"

Your time commitment will be mutually agreed upon prior to completion of your internship process. The Community of Hope suggests a minimum commitment of four visits per month.

Once you have given this Ministry its proper consideration, please complete the application and return it to the Pastoral Care Ministry Team at the church office. Visit with a member of the Clergy to obtain their recommendation. Clergy will forward the recommendation to the Team. The Team will follow up to schedule an interview.

Should you have any questions or need additional information as you consider this Ministry, please do not hesitate to call any of us. If you wish an electronic version of this application package, please e-mail Michael Fisher at mfisher@mwfcpa.com.

The Leadership Team thanks you for your interest in the Pastoral Care Ministry.

Marta Smith 623 214-4899 martasmith@cox.net	Evie Smith 602 274-6350 emsmi@aol.com	Michael Fisher 602 788-5644 mfisher@mwfcpa.com	Dan Packard 602 331-0455 danphxariz@cox.net
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Documents enclosed:

<u>Materials to Complete & Return</u>	<u>Reference Materials for Applicant</u>
Application Part I: Applicant's Self-Inquiry	Training Schedule
Application Part II: Applicant's Representation	Lay Pastoral Caregiver's Covenant
Clergy Recommendation Form	Topics to consider for Personal Interview

**All Saints' Pastoral Care Ministry
A Community of Hope Project**

Application Part I: Applicant's Self-Inquiry

You are requesting to be trained to do "pastoral care" which is defined as "when a person is being 'present' in a listening, compassionate, non-controlling manner to an individual or group for the purpose of consciously, or perhaps unconsciously, representing God to them and seeking to respond to their spiritual needs."

These questions are designed to assist you in processing your interest in becoming an All Saints' pastoral caregiver and to prepare you for your personal interview. The goal of the process is to discern if God is calling you to this ministry at this time.

Name _____ Date _____
Address _____
Email _____
City, State, ZIP _____
Phone (work) _____ (home) _____ (cell) _____

Church or place of worship: All Saints' Episcopal Church
Address: 6300 North Central Avenue
City, State, Zip: Phoenix AZ 85012

1. At the completion of the Initial Training, you will be asked to sign the Lay Pastoral Caregiver's Covenant (included with this Application.) Do you believe you will be able to sign it at that time?
2. Do you understand that high standards of moral and ethical conduct are expected of a lay pastoral caregiver?
3. What is appealing to you about being a part of this pastoral care ministry?
4. What life experiences, personal characteristics, and abilities do you think will be helpful to you in serving as a lay pastoral caregiver?
5. What do you hope to get out of being a part of this pastoral care ministry?

Return this form to the Pastoral Care Team

Application Part I -- Page 2

6. What major changes have occurred in your life during the past 2-3 years and how have they affected your spiritual journey?

7. What are some highlights of your spiritual journey that influenced your coming to this pastoral care ministry?

8. Do you understand that missing 2 of the 14 training sessions will jeopardize your eligibility to be commissioned at the conclusion of training?

9. In what volunteer activities have you participated? In what capacity?

10. Do you realize that all members of this pastoral care ministry are subject to a criminal background check?

STATEMENT OF THE APPLICANT: (Please read carefully before signing.)

All information submitted by me in this questionnaire is complete and true to the best of my knowledge. I understand that any significant misstatement in, or omission from, this questionnaire may be cause for denial of acceptance as a lay pastoral caregiver or cause for dismissal from this ministry.

No _____ Yes _____

Requirements for Applicants:

1. Completed Pastoral Care Ministry Application (Parts I & II)
2. Completed Clergy Recommendation form.
3. Personal Interview.

Name (please print) _____

Signature

Date

Return this form to:

Pastoral Care Ministry Team
All Saints' Episcopal Church
6300 North Central Avenue
Phoenix AZ 85012

Return this form to the Pastoral Care Team

**All Saints' Pastoral Care Ministry
A Community of Hope Project**

Application Part II: Applicant's Representation

Name _____ Date _____

Address _____

Email _____

City, State, ZIP _____

Phone (work) _____ (home) _____ (cell) _____

In order to protect the people to whom we offer pastoral care in the name of Jesus Christ and the Church, we request that you attach a detailed explanation of any prior conduct which may have resulted in criminal charges, including, but not limited to:

- crimes of violence or deceit,
- any offense associated with sexual harassment,
- disciplinary action by a professional board for ethical or professional violations,
- any offense involving drugs or alcohol, (including DUIs)
- any criminal offenses involving sex crimes,
- sexual contact or attempted sexual contact with persons seen in a professional context,
- since the age of 21, engaged in sex with someone under 18 years of age,
- activity related to the production, sales, or distribution of pornographic materials,
- possession of child pornography, or
- a restraining order, injunction, protective order or other charges issued against you as a result of allegations of domestic violence, spousal, child or elder abuse.

Please include any offenses, whether or not charged as felony or misdemeanor, and whether or not subsequently expunged or dismissed by the court. Any matters raised may be discussed confidentially at the time of your interview.

In the light of these conditions for commissioning, do you wish to proceed in your training to be commissioned as a lay pastoral caregiver in the name of Jesus Christ and the Church? If so, please sign below. (Before signing this document, you may wish to discuss this with the person who will interview you or who is the Training Facilitator.)

STATEMENT OF THE APPLICANT: (Please read carefully before signing.)

All information submitted by me in this questionnaire is complete and true to the best of my knowledge. I understand that any significant misstatement in, or omission from, this questionnaire may be cause for denial of acceptance as a lay pastoral caregiver or cause for dismissal from this ministry.

Name (please print) _____

Signature _____ Date _____

Return this form to: Pastoral Care Ministry Team
All Saints' Episcopal Church
6300 North Central Avenue
Phoenix AZ 85012

Return this form to the Pastoral Care Team

**All Saints' Pastoral Care Ministry
A Community of Hope Project
Clergy Recommendation Form**

The applicant is seeking admission into The Community of Hope Initial Training Program for the All Saints' Pastoral Care Ministry. This person will be trained to offer pastoral care in various settings such as hospitals, rest homes, homes, hospices, clinics, correctional institutions, etc. He or she will participate in a Christian community, which offers ongoing spiritual nurture, continuing education, and support while offering pastoral care. The Community of Hope is grounded in Benedictine Spirituality and offers pastoral care in the form of supportive, compassionate, non-judgmental listening.

Name of Applicant: _____ Date: _____

1. In what capacity have you known the Applicant?

2. How has the Applicant participated in pastoral care/lay ministry in your congregation?

3. Please share any other insights you might have about the Applicant's spiritual life.

4. Do you know any reason the Applicant should not represent the "church" in visiting people?

After the Applicant has completed The Community of Hope training, you will receive an invitation to the commissioning service and we hope you will attend.

Your Name _____ Title _____

Church or place of worship: All Saints' Episcopal Church
Address: 6300 North Central Avenue
City, State, Zip: Phoenix AZ 85012

Signature _____ Date _____

Return this form to: Pastoral Care Ministry Team
All Saints' Episcopal Church
6300 North Central Avenue
Phoenix AZ 85102

Return this form to the Pastoral Care Team

All Saints' Pastoral Care Ministry
A Community of Hope Project
Training Schedule
(Tentative As of May 2007)

Classes will be approximately 3 hours in length.
Specific meeting day will depend upon participants' schedules and space availability.

Week No.	Week Beginning	Module Topic	Assignments for Next Session
1.	Sep 17	Introduction to Community of Hope	Prologue to <i>The Rule of Benedict</i> ; "God, Suffering, and Pastoral Care"
2.	Sep 24	Theology of Pastoral Care	"My Spiritual Journey," and read module paper on "Benedictine Spirituality"
3.	Oct 1	Benedictine Spirituality	"Do you Really Listen?" and read module paper on "Listening Skills"
4.	Oct 8	Listening Skills	Read module paper on "Prayer, Christian Meditation and Silence."
5.	Oct 15	Prayer, Christian Meditation, Silence	Read module paper on "The Pastoral Visit, Boundaries, and Pastoral Identity."
6.	Oct 22	The Pastoral Visit	Read module paper on "Confidentiality and Debriefing."
7.	Oct 29	Confidentiality and Debriefing	Read module paper on "Grief: Coping with Loss" and do the exercise "Losses in My Life," and "The Holmes Significant Life Events Scale."
8.	Nov 5	Grief: Coping with Loss	Read selected module and complete "A Special Letter"
9.	Nov 12	Structured Visitations	No assignment.
	Nov 19	Thanksgiving	Read selected module and complete "A Special Letter"
10.	Nov 26	End of Life and Aging	Read article on "Johari Window."
11.	Dec 3	Discovering Who You Are	Read RB 58 "The Procedure for Receiving Members," and "Internship Covenant" Complete evaluation form
12.	Dec 10	Commitment to Ministry	No assignment.
		Internship for three months following training	
	Apr 2008	Commissioning Service	

**All Saints' Pastoral Care Ministry
A Community of Hope Project
Lay Pastoral Caregiver's Covenant**

Having completed All Saints'/Community of Hope Lay Pastoral Caregivers' Training Course, I agree to serve as a lay pastoral caregiver keeping this covenant.

A. I will seek to grow spiritually by maintaining the following spiritual disciplines.

1. Weekly worship in my community of faith
2. Daily spiritual reading and prayer
 - a. *The Rule of St. Benedict: Insight for the Ages*
 - b. Scripture reading or spiritual reading and prayer
3. Annual retreat or "Quiet Day"

B. I will be faithful in my commitment and duties as a lay pastoral caregiver by doing the following:

1. I will serve regularly (committed to the agreed upon amount of time) in the place approved by my Pastoral Care Administrator.
2. I will find my own replacement, if appropriate, if I am unable to fulfill my scheduled commitment, and/or will notify my Pastoral Care Administrator.
3. I will attend the monthly lay pastoral caregivers' meetings (Circle of Care) to facilitate my ongoing spiritual growth, continuing education and supervision as well as offer encouragement and support to lay pastoral caregivers.
4. I will maintain confidentiality of my pastoral care receivers and of our visits, except in the cases of potential homicide, suicide or actual child abuse. I will protect the identity of my care receiver so that they are not recognized in my monthly supervision sessions and I will focus on my part of the relationship or visit when talking about a situation.
5. I will respect the spiritual tradition or orientation of care receivers and staff and seek to support them without offending their culture or tradition.
6. I will not try to impose my spirituality on anyone. I will relate with care receivers, primarily through active listening, seeking to allow their own spirituality to assist their healing process.
7. When serving as a lay pastoral caregiver in an institution, I acknowledge that I do so only with the permission of that institution and that I minister under their authority and I will abide by their expectations and guidelines.
8. I pledge that I will not represent myself as an All Saints'/Community of Hope lay pastoral caregiver in any institution which has not been approved by the All Saints' Pastoral Care Ministry in which I now participate.

Name (please print) _____

Signature

Date

**All Saints' Pastoral Care Ministry
A Community of Hope Project**

**Topics to Consider for
Personal Interview**

You may wish to consider the following topics in preparation for your personal interview. Keep in mind that this is not a conversation designed to determine your *qualifications* for the Ministry. The interview will be a personal time to explore if God is calling you to this ministry at this time. There are no “right” or “wrong” answers in a process of *discernment*.

- How did you learn about the Pastoral Care Ministry?
- What draws you to become a part of this pastoral care ministry?
- What is your understanding of your participation in the Ministry?
- What other volunteer jobs you have had and what did you enjoy about those experiences?
- When have you been cared for by someone while you were experiencing some struggles? What did you learn from that experience about helping others?
- Share highlights of your spiritual/religious journey and how you are different because of these experiences.
- Did your involvement in a church or Christian community play a role in your spiritual development?
- Where are you currently involved in a church or Christian community and how long have you been involved? What is the nature of your involvement?
- Do you have a favorite Bible story, Scripture verse or lesson from the Bible? What does this mean to you?
- What has been your pastoral care experience prior to this interview and/or what kind of listening experiences have you had?