

CPE Information & Application Packet

Included within:

- Frequently asked questions sheet.
- CPE unit 1 syllabus.
- CPE Application Form.

Clinical Pastoral Education: Frequently asked questions

What is CPE?

CPE stands for Clinical Pastoral Education. For McAfee students, the program must be accredited by the **Association for Clinical Pastoral Education**.

The Association for Clinical Pastoral Education, Inc. (ACPE) is a multicultural and multi-faith organization devoted to providing education and improving the quality of ministry and pastoral care offered by spiritual caregivers of all faiths through the clinical educational methods of Clinical Pastoral Education. 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.*

* Text taken from the ACPE website <http://www.acpe.edu/> (Accessed 12/06)

I am required to take 1 or more unit(s) of CPE. What is required within a unit?

Students participating in the joint degree program, as well as the concentration in pastoral care and counseling, are required to complete 2 units of CPE.*

- 1 unit of CPE = 400 hours within an assigned area of ministerial work plus participation in individual supervision and educational classes.
- Students receive 3 credit hours for each unit of CPE completed through an ACPE accredited center.
- Note: Since CPE is considered part of the requirements for a degree at McAfee, students must register for CPE like any other class.

* Taken from the 2006-07 student handbook. Students claiming earlier catalog years may have different requirements.

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.

What are the Prerequisites for taking CPE?

1. Written ACPE application to a certified supervisor at an accredited ACPE center.
2. An admission interview.
3. Acceptance in to the ACPE CPE program.
4. Before agreeing to participate in a program, you should know the schedule and required learning activities.

5. McAfee will pay \$250 of the program's tuition. The student is responsible for paying the rest. The student should check with the specific program for their cost and policies regarding payment. No grade will be given until all fees have been paid.
6. For academic credit, the student will also register through the school's normal process. If the unit extends over 2 semesters, register for academic credit the semester you will COMPLETE the program.
7. Before beginning the CPE unit, you will turn in to Dr. Massey the statement of agreement found at the conclusion of the syllabus.

Where can I do CPE in Georgia?*

- Covenant Counseling and Family Resource Center Department of Pastoral Care
 - Location: Snellville, Ga.
 - Phone: (770) 985-0837
- Dwight D. Eisenhower-Army Medical Center
 - Location: Augusta, Ga.
 - Phone: (706) 787-1050
- Emory Center for Pastoral Services
 - Location: Atlanta, Ga.
 - Phone: (404) 686-2828
 - Note: Emory's program differs from most CPE, in that it does not normally include individual supervision.
- The Institute for Chaplaincy and Clinical Pastoral Education (Part of the Care and Counseling Center of Georgia)
 - Location: Decatur, Ga.
 - Phone: (404) 636-1457 x 211
- North Atlanta CPE Center (Formerly North Atlanta Tri-Hospitals CPE Center)
 - Location: Atlanta, Ga.
 - Phone: (404) 851-7514
- Phoebe Putney Memorial Hospital Department of Pastoral Care
 - Location: Albany, Ga.
 - Phone: (229) 312-4670
- St. Francis Hospital Department of Chaplain Services
 - Location: Columbus, Ga.
 - Phone: (706) 660-6091
- Training & Counseling Center at St. Luke's
 - Location: Atlanta, Ga.
 - Phone: (404) 876-6266

* ACPE website: http://www.acpe.edu/directory-ctr/southeast_region.htm (Accessed 12/06)

How do I apply for CPE?

- Call or look up the program(s) of your choice and determine their application procedures and due dates.
- Complete a CPE application form located on the last page of this packet.
- Send the application directly to the center where you wish to enroll.
- The center will then contact you for an interview.

May I apply to more than one ACPE center?

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

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.

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.

How can I make my decision about where to serve?

- Check out all individual programs and centers through the ACPE web-site or over the phone. Note: A complete list of centers is available in this packet.
- Talk to other students and gauge their experiences.
- Decide which program meets your needs and schedule.
- Direct all specific questions to the center itself.
- Apply and interview.
- Any accredited ACPE program is acceptable. Note: The ACPE website lists programs that are available throughout the world.
- Dr. Massey is available if you would like to consult about making your final decision.

A CPE commentary from Dr. Massey:

“I advise students that CPE can be an intense experience, emotionally, physically and/or spiritually. I recommend taking a light semester (no more than two other classes) as you complete your 400 hours. This will give you time for reflection, renewal and above all...rest. CPE can be very rewarding and you will want to make sure to practice self care and awareness during that time.”

Clinical Pastoral Education, Unit 1
Accredited by the Association for Clinical Pastoral Education
Fall 2006, 400 hours as defined by program for
One full unit of ACPE CPE

Dr. Denise McLain Massey
Associate Professor of Pastoral Care and Counseling
McAfee School of Theology
(678) 547-6428
E-mail: massey_dm@mercer.edu

Course Description:

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 interprofessional relationships. (from the ACPE website).

Objectives:

See the attached material from the ACPE Standards Manual for the objectives and outcomes of Level 1 CPE.

Prerequisites:

1. Written ACPE application to a certified supervisor at an Accredited ACPE center.
2. Admission interview
3. Acceptance into the ACPE CPE program.
4. Before agreeing to participate in a program, you should know the schedule and required learning activities.
5. McAfee will pay \$250 of the program's tuition. The student is responsible for paying the rest. The student should check with the specific program for their cost and policies regarding payment. No grade will be given until all fees have been paid.
6. For academic credit, the student will also register through the school's normal process. If the unit extends over 2 semesters, register for academic credit the semester you will complete the program.
7. Before beginning the CPE unit, you will turn in to Dr. Massey the statement of

agreement found at the conclusion of the syllabus.

Textbooks:

Your CPE Supervisor will assign required reading.

Participation:

You will complete at least a total of 400 hours of educational and ministry activities, as defined by your particular program.

Learning Activities:

You will participate in the unit of Clinical Pastoral Education, to which you have been accepted. The particular program will offer a variety of learning activities, about which your supervisor will give you specific details. These activities will generally include the following:

1. Assignment to a particular clinical area to function as chaplain/minister. “On-call” ministry is often required.
2. An individualized learning contract, which reflects your specific goals for the unit
3. Regular meetings with your ACPE supervisor
4. Peer Groups for supervision, interpersonal learning and didactic education.
5. Written summaries of and reflections upon your ministry and growth.
6. A written final evaluation of your CPE unit. You will also receive a written final from your supervisor.

Both of these evaluations of your work are to be turned in to Dr. Massey at the completion of the unit. She will keep them on file for 1 year and then they will be shredded. It is **your** responsibility to keep your final evaluations for your future professional use. You will need them if you want to participate in additional CPE programs or if you choose to participate in the Pastoral Counseling certification process with the American Association for Pastoral Counselors. They may also be needed for membership in the Association for Clinical Pastoral Education or the Association for Professional Chaplains.

Writing Assignments:

For all writing assignments, students are to use the guidelines for structure, form and style that are offered by their ACPE program.

Grading Scale:

Dr. Massey will assign a grade based on the final evaluations of the work for the unit.

Grades will be based on two factors equally: 1) your willingness to engage the process, learn from your mistakes, risk and be appropriately vulnerable in order to learn and grow, and to dialogue about your needs with your peers and supervisors. 2) how well you have addressed the objectives and outcomes for Level 1 CPE. Supervisors will generally give a recommended grade for the CPE unit as part of their final evaluation. Dr. Massey may consult with the supervisor regarding the student's work if she needs clarification. The final decision about the grade shall be Dr. Massey's.

Grades will be assigned in keeping with university policy: A (93-100) B+ (89-92) B (82-88) C+ (78-81) C (70-77) D (65-69) F below 65.

In general, students will be completing their CPE units when the semester ends and will therefore be given an incomplete. When I have received a copy of both evaluations, I will assign a grade for the student. I may request a meeting with the student before doing so. Likewise the student has the option to request a meeting with me when the evaluation is turned in.

Incompletes:

University policy is that students are only granted an incomplete when exceptional circumstances such as death in the immediate family or student health issues occur in the last few weeks of a semester and preclude the student's completing the final assignments for class. (I will consider the unit being still in progress as an exceptional circumstance). Students are expected to complete the CPE unit within the designated time frame. If a death in the family or health issues in the final few weeks of the program make completing the work impossible before the program ends, the student will negotiate with their supervisor to complete the 400 hours and will notify me as well. If an incomplete is granted, the student may complete the work without penalty to the grade. All incompletes must be completed by the beginning of the next semester. To receive credit for this course the student must complete the ACPE unit.

Students With Special Needs:

I will make every effort to accommodate any special needs a student may have in the course. Please make an appointment to meet with Richard Stilley, Assistant Dean for Campus Life, to complete a "Faculty Accommodation Form." The office is located in Room 212 in the Sheffield Center. The phone number is 678-547-6823. The "Faculty Accommodation Form" will be forwarded to the professors, and we will work together to meet the special needs a student may have. Unless a "Faculty Accommodation Form" is filed with Richard Stilley, arrangements for special needs cannot be made.

Statement of Agreement:

Before you begin your CPE unit, you must turn in to me the following statement of agreement.

Statement of Agreement

I have received the syllabus for CPE and I agree to its provisions. I will give my supervisor written permission to release a copy of my final evaluation to Dr. Denise Massey (McAfee School of Theology; 3001 Mercer University Drive; Atlanta GA. 30341) and to talk with her about the unit should she need clarification. Upon completion of the program, I will also give Dr. Massey a copy of my final evaluation. I understand that she will use this material to assign me a grade. I also understand that my evaluation will be kept on file for one year and then will be shredded, and that it is my responsibility to keep a copy of my evaluations for my own professional use.

Signature

Date

309-310 Objectives of CPE (Level I/Level II)

CPE (Level I/Level II) enables **pastoral formation, pastoral competence, and pastoral reflection**. Some CPE centers offer **pastoral specialization(s)** as part of their Level II curriculum.

CPE (Level I/Level II) objectives define the scope of the **CPE (Level I/Level II) program** curricula. Outcomes define the competencies to be developed by **students** as a result of participating in each of the programs.

Standard 309 The center designs its **CPE (Level I/Level II) curriculum** to facilitate the **students'** achievement of the following objectives:

Pastoral Formation

- 309.1 to develop **students'** awareness of themselves as ministers and of the ways their ministry affects persons.
- 309.2 to develop **students'** awareness of how their attitudes, values, assumptions, strengths, and weaknesses affect their pastoral care.
- 309.3 to develop **students'** ability to engage and apply the support, confrontation and clarification of the **peer group** for the integration of personal attributes and pastoral functioning.

Pastoral Competence

- 309.4 to develop **students'** awareness and understanding of how persons, social conditions, systems, and structures affect their lives and the lives of others and how to address effectively these issues through their ministry.
- 309.5 to develop **students'** skills in providing intensive and extensive pastoral care and counseling to persons.
- 309.6 to develop **students'** ability to make effective use of their religious/spiritual heritage, theological understanding, and knowledge of the behavioral sciences in their pastoral care of persons and groups.
- 309.7 to teach **students** the pastoral role in professional relationships and how to work effectively as a pastoral **member** of a multidisciplinary team.
- 309.8 to develop **students'** capacity to use one's pastoral and prophetic perspectives in preaching, teaching, leadership, management, pastoral care, and pastoral counseling.

Pastoral Reflection

309.9 to develop **students'** understanding and ability to apply the **clinical method of learning**.

309.10 to develop **students'** abilities to use both individual and group **supervision** for personal and professional growth, including the capacity to evaluate one's ministry.

Standard 310 Where a pastoral care specialty is offered, the CPE center designs its **CPE Level II curriculum** to facilitate the **students'** achievement of the following additional objectives:

310.1 to afford **students** opportunities to become familiar with and apply relevant theories and methodologies to their ministry specialty.

310.2 to provide **students** opportunities to formulate and apply their philosophy and methodology for the ministry specialty.

310.3 to provide **students** opportunities to demonstrate **pastoral competence** in the practice of the specialty.

Standard 311-312 Outcomes of CPE (Level I/Level II) Programs

Standard 311 Outcomes of CPE Level I

The **curriculum** for **CPE Level I** addresses the fundamentals of **pastoral formation, pastoral competence** and **pastoral reflection** through one or more **program units**. Satisfactory **achievement** of Level I outcomes must be documented in the **supervisor's** evaluation(s).

At the conclusion of **CPE Level I students** are able to:

Pastoral Formation

311.1 articulate the central themes of their religious heritage and the theological understanding that informs their ministry.

311.2 identify and discuss major life events, relationships and cultural contexts that influence personal identity as expressed in pastoral functioning.

311.3 initiate **peer group** and supervisory **consultation** and receive critique about one's ministry practice.

Pastoral Competence

311.4 risk offering appropriate and timely critique.

- 311.5 recognize relational dynamics within group contexts.
- 311.6 demonstrate integration of conceptual understandings presented in the **curriculum** into pastoral practice.
- 311.7 initiate helping relationships **within and** across diverse populations.

Pastoral Reflection

- 311.8 use the clinical methods of learning to achieve their educational goals.
- 311.9 formulate clear and specific goals for continuing **pastoral formation** with reference to personal strengths and weaknesses.

Standard 312 Outcomes of CPE Level II

The **curriculum** for **CPE Level II** addresses the development and integration of **pastoral formation, pastoral competence** and **pastoral reflection** to a level of competence that permits **students** to attain professional **certification** and/or **admission** to Supervisory CPE. The Level II **curriculum** involves at least two or more program units of CPE. **Supervisors** must document satisfactory completion of **CPE Level II curriculum** outcomes in the **supervisor's** final evaluation(s).

At the conclusion of **CPE Level II students** are able to:

Pastoral Formation

- 312.1 articulate an understanding of the pastoral role that is congruent with their personal values, basic assumptions and personhood.

Pastoral Competence

- 312.2 provide pastoral ministry to diverse people, taking into consideration multiple elements of cultural and ethnic **differences**, social conditions, systems, and justice issues without imposing their own perspectives.
- 312.3 demonstrate a range of pastoral skills, including listening/attending, empathic reflection, conflict resolution/confrontation, crisis management, and appropriate use of religious/spiritual resources.
- 312.4 assess the strengths and needs of those served, grounded in theology and using an understanding of the behavioral sciences.
- 312.5 manage ministry and administrative function in terms of accountability, productivity, self-direction, and clear, accurate professional communication.

312.6 demonstrate competent use of self in ministry and administrative function which includes: emotional availability, **cultural humility**, appropriate self-disclosure, positive use of power and authority, a non-anxious and non-judgmental presence, and clear and responsible boundaries.

Pastoral Reflection

312.7 establish collaboration and dialogue with peers, authorities and other professionals.

312.8 demonstrate self-supervision through realistic self-evaluation of pastoral functioning.