

Center for Lifelong Learning

Certificate in Spiritual Formation Program

Participant Handbook

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- Lifelong Learning
- Certificate Programs
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A program in partnership with Pittsburgh Theological Seminary (www.PTS.edu)

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THE CERTIFICATE IN SPIRITUAL FORMATION PROGRAM

INTRODUCTION

Columbia Theological Seminary is excited and honored to offer study and growth opportunities in the area of Christian spirituality by exploring our relationship with God: how it is initiated, affirmed and nurtured. Spiritual development demands that hard, ethical questions be asked about the practice of faith in a changing world.

Interest in Christian spirituality has exploded in the last two decades. To respond to this growing demand, Columbia began offering the Certificate in Spiritual Formation Program in 1995. The certificate program is designed to renew and strengthen the spiritual lives of both clergy and laypersons, while also equipping them with the tools and practices that promote the spiritual growth of others. This program offers valuable academic instruction in a setting that encourages sharing, prayer, personal growth, and the application of learning to present day ministry. This program is offered in partnership with Pittsburgh Theological Seminary.

While the work is challenging, no specific degree is required as a prerequisite. Within the recommended 2-3 courses per year course load, the program is designed to be completed in a three to five year period. **If a participant is unable to complete the program in that timeframe, a written request for extension must be submitted to the Director of the program.** Elective courses are offered throughout the year at various locations. The introductory course, *Immersion Experience: An Invitation to a Deeper Spiritual Life*, is offered at Columbia Theological Seminary and Pittsburgh Theological Seminary.

The Certificate in Spiritual Formation offers to people in the pulpit, people in the pew, to all denominations and all stages of life, an exploration of community-grounded Christian spirituality. This discipline is rooted in scripture, theology, a history of the tradition, reading in the spiritual classics, prayer and meditation, and in skills for assisting others on a spiritual journey.

By participating in the certificate program, you will gain a broad understanding of the Christian spiritual tradition and various practices that have emerged from it. You will learn these spiritual practices experientially, and at the same time, you will develop skills for helping others in their spiritual growth. As Columbia professors and other carefully selected, experienced teachers guide you through structured study, you will discover the relationship in Christian spirituality between compassion, justice, and effective ministry.

Finally, we would like you to know how much we appreciate your participation in the Certificate in Spiritual Formation program. Our sense is that God is doing new and wonderful things as scores of people are taking these courses and as we witness new seeds of life and hope bearing fruit in congregations.

Please note that the information and requirements contained in this handbook are periodically revised. When consulting the handbook for program requirements, please refer to the most recently updated edition at www.CTSNet.edu and www.PTS.edu.

Comments from Participants in the Certificate in Spiritual Formation Program

“The Certificate Program has been a real encouragement. The work that I have done has already born fruit in my ministry and in my own spiritual life. I am so blessed by the work that you’re doing. Thank you.”

“How can I express my gratitude? This past week was healing and transforming. I needed the quiet and the space to be with God. I feel rested and energized to return to work. I’m so glad this program exists...not only for me, but for the church. I can’t wait until next time.”

“The class was great! I have already shared the information with my congregation through two sermons and a women’s retreat. They can’t get enough and, quite frankly, neither can I.”

“I can hardly wait for the next class. Also, the friends I’m making are enriching my life immeasurably.”

“I am more confident in my prayer life than before and feel grounded in a rich and wonderful tradition. Thank you for your efforts and my prayers are for continued success of this program.”

“I would highly recommend [the program] as a means of personal spiritual growth, as a stimulating experience intellectually, as a wonderful opportunity for Christian sharing with others, and as a real preparation for ministry of whatever type.”

“This program keeps on centering my life and ministry in Christ and his spirit. This is a refreshing inward journey of intimacy with the God who created me and redeemed me. Each time I come, I find new depth and understand in whose image I have been created.”

“My small group had three clergy and three laypersons. Two laypersons had much to contribute and had some needs to be addressed. One layperson had many hurts. One clergy person had many hurts. We spent lots of ministry and listening time.”

“Much to my surprise, old friends were back and I enjoyed ‘playing’ with them. [I] need time for processing and play – this week’s schedule allowed for both.”

“What happened last week was God’s work I know, but I thank you for allowing God to work through you. Keep it up...our Church and the people of God need this.”

“Bless you for following God’s leading and making such a life changing program available to those of us who are seeking and searching for all we can get while here on this earth. I have never felt His closeness and power like I did this weekend and did I ever need it at this time!”

“I continue to think this program has made more difference in my everyday life and my everyday life as a pastor than any other process.”

“My prayer partner was a perfect fit. I lost my Mom a year ago, she lost hers three months ago. It felt great to be able to listen and understand.”

“You can do it! You would gain so much in deepening your walk with God. Don’t be put off by the paper at the end. It is also a gift of spiritual exploration.”

“I wonder if there is something about participating in the Spirituality Program that makes us more open to change. In fact, I do not wonder - I know that to be so. I believe that through the program we have become both more aware of God’s leading the church to newness and more open to the change which necessarily results. I find myself regularly encouraging some of our church members to be more willing to embrace change as a friend and as evidence of God’s involvement in the life of the church even though it may involve letting go of practices which have a comfortable feel about them.”

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Certificate in Spiritual Formation Program: Introduction

Today's theological climate has fostered a growing interest in Christian spirituality, especially as men and women make serious inquiry into the nature, practice, and significance of a life in the Spirit of Christ. In response, the Certificate in Spiritual Formation is created to be a non-degree program for church professionals and laypersons who wish to help others on their spiritual journeys and to learn more about Christianity's rich spiritual heritage. This intentional learning opportunity offers a serious exploration of community-grounded spirituality that is rooted in scripture, theology, and practice.

Format of the Certificate Program

The Certificate Program has four major components:

- Immersion Experience
- Six Elective Courses
- Practicum
- Spiritual Pilgrimage

Program fee: (excluding travel and room and board expenses)*

- Immersion Experience Week – \$420
- Immersion Experience Weekend – \$315
- Practicum – \$420
- Weeklong Elective Courses – 6 @ \$370 each
- Weekend Electives – \$265
- Spiritual Pilgrimage – \$630

***Other fees may apply when courses are held at off-site locations.**

Immersion Experience: An Invitation to a Deeper Spiritual Life (Week/Weekend)

Designed to be the beginning course, this Immersion Experience offers opportunities to reflect on your spiritual journey through guided journaling and personal reflection. Along with times of worship and prayer, participants receive an overview of Christian spirituality, including its biblical foundations, its history, a Reformed theology perspective and its contemporary relevance to the mission of the Church in the 21st century.

Elective Courses

Each participant is required to complete six elective courses. For courses that have a waiting list, preference will be given to students currently enrolled in the certificate program. Course structure includes lectures, small group discussions, practice of new insights, and worship. Courses combine the best of a classroom model (academic), workshop model (practical), retreat model (personal), and a conference model (communal). Reading and reflection papers enhance the assimilation of new material and the integration of new learning.

Practicum

Emphasizing knowledge and skills in the practice of Christian spirituality, participants conceive, design, and conduct a practical act of ministry under supervision. Projects may include forming a small group for prayer and study, leading a spiritual retreat, or developing a new mission. The Practicum affords participants an opportunity to both reflect on their spiritual leadership and to share what they have learned with others in their worshiping congregation, in the workplace or in ministries of outreach.

Pilgrimage

The capstone of the certificate program involves a spiritual pilgrimage. This pilgrimage provides an opportunity to reflect on learnings from the program and deepen your faith by visiting holy places for prayer, reflection and meditation. A list of upcoming pilgrimages is available upon request. Participants may elect to take two additional electives in lieu of a pilgrimage.

Certificate Program Partner

The vision of the Certificate in Spiritual Formation program continues to grow and expand. In partnership with the program at Columbia is Pittsburgh Theological Seminary. Participants are able to take certificate elective courses offered at either of the participating institutions.

When participants enter the program, they decide from which institution they wish to receive their certificate. If, for example, a participant wishes to receive their Certificate in Spiritual Formation from Columbia, they register for the Immersion Experience held at Columbia. Ordinarily, participants are expected to take at least three electives at the “home” institution they have chosen and work with that same institution to complete the requirements for the practicum. Participants are able to choose the pilgrimage they attend from either of the partners’ offerings.

It is the responsibility of the participant taking a course at a partner school to request a transfer of credit to the “home” school when all course work is complete.

Registration for desired elective courses is accomplished through the sponsoring institution. Consequently, the sponsoring institution is responsible for: disseminating information about housing and assignments, collecting tuition, and receiving reflection papers.

Registration

In order to begin the certificate program, interested persons are asked to complete a *Statement of Intent* which **briefly states why they wish to pursue the Certificate in Spiritual Formation**. The Statement of Intent, along with the **registration form and a \$50 non-refundable, non-transferable deposit** toward tuition, are mailed to the sponsoring institution. The first course in the certificate program is ordinarily the Immersion Experience. While participants are welcome to begin with another course, no more than two elective courses should be taken prior to the Immersion Experience.

Because of the large number of registrations received, **no registrations are taken without the \$50 deposit** (all phone and e-mail registrations are held until receipt of the \$50 deposit). When both the registration form and \$50 deposit are received, the participant's name is added to the course list. A postcard or e-mail is sent indicating receipt of registration. If the course is full, registrants are notified and placed on a waiting list with those pursuing the certificate given priority. Two to three months prior to the class, registrants will begin receiving a list of readings and informational letters about housing, meals, etc.

All checks should be made out to Columbia Theological Seminary. The memo line should contain the registrant's name, the title, and date; this applies especially to church checks that often provide no more identification than the church's name. Credit cards (Visa, MasterCard, and Discover) are also accepted.

Each participant must pay all tuition costs prior to the beginning of the course. Tuition is \$420 for the Immersion Experience Week, \$315 for the Immersion Experience Weekend, \$370 for weeklong electives, \$265 for weekend electives. Tuition is \$420 for the Practicum and \$630 for the Pilgrimage. **Tuition for graduates of the program is \$270 for weeklong electives, \$190 for weekend course electives.**

The remaining balance, including room and board is due four weeks prior to the beginning of the course. If a participant is registering for a course within four weeks before the course begins, the entire payment is due with the registration. **If payment is not received in a timely manner, the registration is moved to a waiting list, if one exists. Priority on the waiting list is given to those pursuing the certificate.**

Timeline for Registrations:

Before the class*:	Send registration form and \$50 deposit and receive confirmation
2-3 months before class:	Receive reading and writing assignment in preparation for course
Four weeks before class:	Pay balance of tuition and housing charges to Lifelong Learning Registrar. Receive class information and Participant Profile. Return Participant Profile to the Spirituality Program Office.
During class	Pay for meals, extra expenses, new registrations

*You may register for a course as soon as it appears on the website

HOUSING

Housing reservations are made at the time of registration. A limited number of single rooms are available. If a single room or a double with a particular participant is preferred, please make this request at the time of registration. If you live in the area and commute, please let us know.

Housing costs are stated in your informational letter. In most cases, your housing cost will be due at the same time as your tuition. You will be informed at the time of registration of the timetable for making housing payments depending on where the class will be held and that facility's payment policy.

Other Considerations

Please be prepared with additional checks, credit card, and/or cash to cover meals off-site, unexpected emergencies or future deposits for upcoming courses.

It is helpful for us to know if you have any dietary restrictions or physical limitations.

CANCELLATION POLICY

Once we have received a registration form and \$50 deposit, we consider the person to be registered for the class (except a pilgrimage which may have other registration requirements). Unless we are told otherwise by letter or e-mail, the Spirituality Program Office makes all accompanying arrangements and expects the balance of tuition and any housing and meal fees to be paid in full. For the sake of all who would like to participate, registrants are asked to contact the Lifelong Learning Registrar (404/687-4587) or Spirituality Program Office (404/687-4557) if they find they cannot attend the class.

If the balance of tuition arrives after the stated deadline, the registrant is moved to the waiting list, if one exists. **Priority on the waiting list is given to those pursuing the certificate.** No-shows (persons who are registered for a course but fail to attend and do not notify us prior to the beginning of the course) lose their deposits and are responsible for any room charges. If the room is not cancelled 48 hours ahead of time, the participant is responsible for a one night fee.

We are aware that circumstances arise that prevent registrants from taking a registered course. If this should happen, ***please call or email us immediately*** so that the tuition money (not the registration deposit) may be refunded. Exceptions may be granted for extenuating circumstances.

Full refund of tuition deposits and other payments will be made should our office have to cancel a course for any reason. Registrant will be notified of the cancellation at the earliest possible time.

DEPARTURE

In order to foster the development of community, we strongly recommend that all participants plan to be in residence for the duration of the course. Make your travel arrangements accordingly. Airline flights should not be scheduled earlier than two hours following the course's scheduled ending time, which is 12 noon for weeklong courses which end on Friday, or weekend courses which end on Sunday. Immersion Experience Weekends end at 4:00 p.m. on Sunday. This commitment enables each participant to be fully present and participate in all course activities.

SCHOLARSHIPS

Scholarships are available through the generosity of donors who give to the Certificate in Spiritual Formation and other programs in the Spirituality Program.

Requests must be made *on a course-by-course basis* and whenever possible at least three months in advance. To make a request for scholarship assistance, please complete Appendix D and submit to the Registrar of Lifelong Learning

All scholarship applicants are notified after the Scholarship Committee meets to consider each individual's request.

Since scholarship assistance is given for those pursuing the Certificate in Spiritual Formation, the scholarship committee reserves the right to award scholarships for courses taken after the Immersion Experience Week or Weekend.

Once the course is over, we ask you to write a letter sharing about your experience and thanking those who contribute to the scholarship fund. In your letter please include:

- Your name and worshipping community.
- A brief autobiography.
- A few insights that continue to be helpful or meaningful to you about this course.
- Ways you feel this week/weekend changed you.
- Concrete ways you think you will use what have learned and experienced in your ministry.

Please provide us with this letter within a month of the course's conclusion. Our donors appreciate knowing that their gifts are being used well. This small act goes a long way in our ability to provide scholarships and is a requirement for each gift of scholarship funding.

FREQUENTLY ASKED QUESTIONS

Q: Are there prerequisites for beginning the certificate program?

A: No. There are no prerequisites for beginning the certificate program. It is necessary that participants be able to read and write English. Students are asked to read several books and write reflection papers for each course. *We do ask for a description of why a registrant feels led to begin taking the courses.*

Q: Can I transfer other courses into the Certificate program and get credit?

A: Generally we do not accept course credit from other programs. The Certificate program offers a wide range of elective and core credits. These courses have specific learning goals that are frequently not met by other spirituality courses.

Q: When is my tuition money due?

A: Participants are asked to pay in advance of courses. A \$50 deposit is required when a participant registers for a course. Unless otherwise notified, the balance of the tuition is due four weeks prior to the beginning of the course.

Q: Is my room & board covered in the tuition?

A: No, travel and room & board are not included in tuition.

Q: Can I take these courses for academic credit?

A: To take certificate classes for academic credit, registrants must make their own arrangements within their school's requirements.

Q: Do I have to take all my courses at one location?

A: No. See the Certificate Partnership section for more information.

Q: How many people are there in each class?

A: Class size is generally from fifteen to twenty five participants.

Q: Can I get a single room?

A: If available, single rooms are assigned on a first-come, first-serve basis, and do incur an additional charge.

Q: How many classes can I take each year?

A: We recommend that participants take no more than two to three classes per year so that they may finish within five years. You may take more if your time and finances permit.

Q: If I am on a waiting list is it likely I'll get in?

A: Possibly, there are always a few cancellations

Q: What if I need an extension on a paper?

A: Please submit requests for extensions in writing to the Director of the Spirituality Program by U.S. mail or e-mail. Please offer a date by which the paper will be submitted,

no later than 2 months after the initial due date. Once your request is granted, a postcard or e-mail is sent to you. After a total of six months worth of extensions, the course work is no longer counted toward the Certificate and will need to be repeated or another course taken in its place.

Q: Can I get a scholarship?

A: Scholarships are available on a course-by-course basis (see page 9).

Q: Can I switch back and forth between the week-long and weekend format?

A: Yes.

Q: What if I don't want to or cannot go on the pilgrimage? Can I still get the certificate?

A: Two additional courses are an allowable substitution for the pilgrimage.

Q: What happens if I can't complete the requirements for the certificate in 5 years?

A: You will need to submit a written request for extension to the Director of the Spirituality Program.

OUTLINES FOR COURSE PLANNING

3-Year Plan

**Year 1 - Immersion Experience
Week/Weekend**

**1st Elective
2nd Elective**

**Year 2 - 3rd Elective
4th Elective
5th Elective**

**Year 3 - 6th Elective
Practicum
Pilgrimage**

4-Year Plan

**Year 1 - Immersion Experience
Week/Weekend**

1st Elective

**Year 2 - 2nd Elective
3rd Elective**

**Year 3 - 4th Elective
5th Elective**

**Year 4 - 6th Elective
Practicum
Pilgrimage**

5-Year Plan

**Year 1 - Immersion Experience Week/Weekend
1st Elective**

**Year 2 - 2nd Elective
3rd Elective**

**Year 3 - 4th Elective
Break**

**Year 4 - 5th Elective
6th Elective**

**Year 5 - Practicum
Pilgrimage**

CORE CURRICULUM - CERTIFICATE IN SPIRITUAL FORMATION

The Certificate in Spiritual Formation program is designed to be a foundational and balanced course of study in Christian Spiritual Formation. The program allows for flexibility and allows seekers to discern which courses to take so that they may grow in their own spiritual life and be equipped for a ministry to which God may be calling them. Given the flexibility and need to maintain the integrity of the Certificate in Spiritual Formation program, we ask that participants seek to balance their learning and course of study.

Core Classes for the Certificate in Spiritual Formation:

(Consider taking one course in each area of study)

Biblical	New Testament Spirituality Old Testament Spirituality
Historical/Doctrinal	History of Western Christian Spirituality Reformed Spirituality

Questions to ponder when choosing courses:

- What might God be wanting to teach me and what class will assist me in responding to God's invitation?
- How might God be preparing me for a new dimension of ministry? What classes will the Spirit use to equip and prepare me?
- What wounds do I carry that Jesus wants to heal? What wounds, suffering or needs of the world tug at my heart and beckon me into mission/ministry?
- What foundational learning do I already have through formal training or experience? Do I need to strengthen my foundation or build on it through taking other courses that will afford me the opportunity to learn new things?
- Is my faith community asking me to discern a particular ministry? Can any of these courses assist in that discernment and preparation?
- How can I bring balance to the selection of my elective courses?

THE IMMERSION EXPERIENCE: AN INVITATION TO A DEEPER SPIRITUAL LIFE

Participants usually begin the Certificate in Spiritual Formation program by enrolling in the Immersion Experience. Immersion Experience Weeks begin Sunday evening and end at noon on Friday. Immersion Experience Weekends begin Thursday evening and end on Sunday at 4 p.m.

The course consists of lectures, small group discussion, worship, spiritual friends, guided meditation, writing and times for reading and reflection.

Requirements for the Immersion Experience Week/Weekend

- Register and pay all tuition.
- Complete all required readings.
- Write a one-page report on each of the required books **to be brought to class**.
- Attend course and actively participate.
- Write a ten-page spiritual autobiography following the course.
- Mail/E-mail papers to sponsoring institution.

The spiritual autobiography assigned in the Immersion Experience is due two months after the end of the course.

IMMERSION EXPERIENCE SPIRITUAL AUTOBIOGRAPHY

10 pages

Purpose of this paper:

- To assist persons in the program to engage in their journey with a greater seriousness and clarity.
- Provide an opportunity to review one's life and become aware of one's life story.
- To provide a basic tool for working with others who are on their journeys.

When we have an understanding of our own narratives, we are better able to help others see God's hand in their life and history. We are also able to speak personally to people about what we know to be true about the life of faith. We believe this process will enrich your ministry and your life with God.

What this paper IS:

- This paper is about *you* and *your* life. It is about how God's providential care has guided and sustained you.
- This paper is a story about who God has shaped you to be, the ways in which this formation has taken place and God's presence and action in all the seasons of your life.
- This paper is a reflection of your spiritual journey. It recalls the "God moments" in the ordinary and memorable events of your life.

What this Paper is NOT:

- This paper is not a report about your devotional life or spiritual practices, although there might be instances where you mention them.
- This paper is not a catalogue of your religious experiences or highlights.
- This paper is not a report about the Immersion Experience or a review of the presentations or books.

Suggestions:

You might try arranging your paper by:

- life chapters or life themes
- marker events or life changes
- important people throughout your life
- special occasions or memorable places
- colors or symbols or pictures

ELECTIVE COURSES

Participants in the Certificate in Spiritual Formation program are required to take six elective courses. A variety of courses are offered by Columbia Theological Seminary and by our certificate partner Pittsburgh Theological Seminary.

A list of course descriptions for the Certificate in Spiritual Formation program can be found on our website at www.ctsnet.edu (click on *Lifelong Learning* then *Certificate Programs* then *Certificate in Christian Spiritual Formation*) or www.spiritualityprogram.com. The courses are also listed in the *Journeying Together* newsletter and in other mailings to those within the program. For more information, call Columbia Theological Seminary's Lifelong Learning Registrar at (404) 687-4587 or the Spirituality Program Office at (404) 687-4557. We invite you to suggest topics and instructors for us to consider in our planning.

READING & WRITING GUIDELINES

Please read all books as indicated (some are required; some may be recommended reading)

BOOK REFLECTION PAPERS

1 page each

Due upon arrival for the course: a one-page reflection paper per required book.

We believe that reading the books prior to the course begins to acquaint you with the material in a foundational way. God also uses these reading times to shape and encourage your spiritual life.

How should I read?

Much of the reading we do is for acquiring *information*. We read the newspaper to learn about current events, stock prices, or sports' scores. Often, we read books this way, too...even the Bible. We read to know who did what, when, and why. While reading for *information* is important, we ask you to read for *formation*.

Formative spiritual reading is an essential discipline in the Christian life. Try following these steps:

1. Set aside a portion of uninterrupted time.
2. Find a private and comfortable space.
3. Begin by prayer asking God to make this time and space sacred.
4. Linger for a few minutes in quietness.
5. Pray to God asking that the Holy Spirit would guide your reading.
6. Begin reading and pay special attention, not only to the details or thematic content, but to "holy intuitive nudges."
7. When something inside "clicks" or causes you to have an "ah-ha" moment, stop reading...at least for now.

8. In a notebook or journal briefly write down what thoughts or feelings arise. Wonder how God might be using these words or this book to shape or form your life.
9. Return to your reading, continuing the same prayerful process.
10. End your reading with prayer.

This discipline of spiritual reading is not only *formative* but is also *transformative* in your life and spiritual journey.

How should I share?

After you complete each book, look back over your notations and prayerful insights. Gather these insights into a ONE-PAGE REFLECTION PAPER (**typed, 12-point font, double spaced**). The paper should contain three paragraphs. In the first paragraph give a brief overview of the book and its themes. The second and third paragraphs should contain a summary of one or two of the formative or transformative insights from your reading. On the back of your paper you are encouraged to write two or three questions you have about something you read. Depending on the course and instructor, your questions may or may not be addressed during plenary or small group discussions. You will be asked to turn in your papers at the beginning of the course in order to receive credit for this portion of the course requirements. While they will likely not be read during the course, they will be returned to you before you leave so you can mail them along with your end-of-course paper and they will be read at that time.

Conclusion

Formative reading may be a new discipline for you. Be gentle with yourself as you learn a new way to listen for God. May God meet you in your seeking.

ELECTIVE COURSE PAPER REQUIREMENTS

The 10-page reflection paper for each elective course is due two months after the end of the course.

Requirements for Elective Courses

- BEFORE CLASS complete all required readings and write a one-page reflection paper (see *Reading & Writing Guidelines*) on each of the required books to be handed in at the beginning of the class. They will be returned to you so you can e-mail them along with your end-of-course paper.
- Write a ten-page reflection paper (see below). Reflect on the course--both the content and the experience. This should not be a report about the reading and lectures, but rather a reflection about how you can integrate your learning into your life and current ministry. Write in a “formative” fashion.
- E-Mail papers for classes taken through Columbia to Spirituality@ctsnet.edu

Elective Course Reflection Paper (10 pages):

Questions to ponder when writing your reflection paper:

- What insights did I gain, what did I learn this week/weekend?
- What questions or challenges am I dealing with?
- Something that deeply moved me was ...
- When I reflect on the lectures, small group discussions and readings, I remember...
- How does all that I have experienced affect my spiritual life and/or devotional practices?

- What applications to my ministry can I make from what I learned this week/weekend?
- One thing I never knew or realized before was...
- I pray that God will help me remember and live into...

We suggest you reflect on 3-5 themes or learning insights. This might include the lectures, small groups, and assigned exercises. Review the course and your experience during the course and consider ways of implementing and integrating your learning into your life and ministry.

It is our hope that in the writing of these papers, discernment and learning will continue to occur after the course. Participants are encouraged to write not to impress the Instructor or reader, but to write in a way that articulates insights made throughout the week/weekend of learning and subsequent reflections on the experience since then.

Paper Format for end of Course Assignments including Immersion and Pilgrimage:

- Ten typed pages, double-spaced, 12 point font, 1 inch margins
- Submit one copy and preserve one back-up copy
- Use a cover page for your report that gives the name and date of the course and your name and email address.

Due Date:

- Papers are due two months after the end of the course or pilgrimage
- Include the returned book reflection papers.
- Email your papers to Spirituality@ctsnet.edu OR mail your papers and a **self-addressed, stamped envelope (SASE) large enough and with sufficient postage to return your papers, plus the reader's paper, to you to:**

Spirituality Program Office
Columbia Theological Seminary
701 S. Columbia Drive
Box 520
Decatur, Georgia 30031
Attn: paper for (name of course)

- Faxed papers are not accepted.
 - Mail book reflection papers with the 10-page reflection paper.
 - You will receive a confirmation by e-mail upon receipt of all your papers
1. Papers are mailed to the Instructor or Facilitator or one of our spiritual formation readers who often has training and/or gifts in spiritual direction.
 2. All papers are prayerfully and confidentially read. Papers are not to be “graded,” but received hospitably as the sacred story of a beloved child of God. Helpful “wondering comments” or observations are written in order to be in conversation with you and your story. Many readers welcome the opportunity to continue in dialogue.
 3. Papers with comments are mailed back to the participant in SASE no later than two months after papers are turned in; generally within three to six weeks.

Note: Papers which do not meet these requirements are returned with comments and the invitation for participants to consider re-writing within the given parameters.

Extensions:

If a writer recognizes that the deadline for a paper will be missed, he/she must ask, in writing (attn: Director, Spirituality Program @ Columbia Theological Seminary), for an extension. In your letter or e-mail, please offer a date by which the paper will be submitted, no later than 2 months after the initial due date. A notice is sent by e-mail or mail as to whether your extension is approved.

PRACTICUM

The practicum is a supervised practical demonstration of a participant's spiritual leadership.

Prerequisites for the Practicum:

- Completion of the Immersion Experience Week/Weekend
- Completion of at least four of the elective courses
- Payment of tuition for the practicum

General Information:

The practicum may be done within or outside your ordinary faith community. If the practicum is done within the church or community of faith, participants must speak with the pastor or governing body to obtain permission, support and counsel. The practicum should relate to the learning goals of the participant.

Time Requirement:

- 20 hours minimum, including preparation time and supervisory meetings.
- Three scheduled supervisory meetings, each 1 ½ hour in length:
 - 1) Before the act of ministry.
 - 2) During or shortly after the act of ministry begins.
 - 3) At closure of the supervisory process.

Arranging for the Practicum for the Certificate in Spiritual Formation Program:

Once the prerequisites are satisfied (completion of at least four elective classes and the Immersion Experience Week/Weekend), the participant may proceed to formulate detailed plans for the practicum. The following is a summary of the process the participant should follow.

Note: the proposal, Supervisor Profile, and registration deposit mentioned below must be received in the Spirituality Program Office at least one month prior to the proposed practicum event.

STEP 1.

- **Participant submits a 3-page proposal defining:**
 - (1) the goals of the practicum (How will you reflect your own spiritual leadership and what new skill, process or format for ministry will be explored?)
 - (2) the program you have designed to accomplish your personal learning goals.

The proposal should spell out the goals, the content of and time allotted for each session and activity, the process to be used (small groups, discussion, one-on-one), and how

presentations will be made (lecture, movies, slides, etc.) Other than your supervisor's evaluation, what form of evaluation from participants might you incorporate in order to know how effectively you met your practicum and personal goals?

Please be sure that your name, address, e-mail address and phone number are included with your proposal.

STEP 2

- **Secure a Supervisor** who has the expertise needed to be able to evaluate your event and leadership ability. You are welcome to secure a Supervisor in your local community. Supervisors are asked to read and follow the guidelines in this handbook. The Supervisor Profile along with a W-9, found at the end of this handbook, is to be completed and mailed to the Spirituality Office. **The participant is responsible for providing the supervisor with the guidelines found in this handbook on page 26 and 27.**

STEP 3.

- **The Proposal, Supervisor Profile, and \$50 registration deposit** (these will serve as your registration) **are due in the Spirituality Program Office at least one month prior to the practicum event.** This will allow time for an advisor to be appointed by the Director of the Spirituality Program, for the advisor to review the proposal, and for the participant to make any necessary revisions. Therefore, the date(s) of the event should be tentative until the participant receives *written approval of the proposal and the supervisor* from the advisor. Once written approval is given, the participant may proceed with the event.

You must receive written approval of both the proposal and the supervisor from the advisor assigned by the Director of the Spirituality Program Office. The advisor will assist, encourage and offer advice throughout the course of the practicum and will read and approve all final papers.

Completing the Practicum for the Certificate in Spiritual Formation Program:

When the practicum is complete, you will engage in a time of reflection and evaluation. This evaluation is accomplished both with the Supervisor and with persons who participated in your project. Finally, you submit a report that includes:

- A three-page reflection paper of what transpired in the practicum.
- A three-page self-evaluation paper.
- A two- to three-page paper describing what you have learned from the practicum (total: eight to ten pages).
- A three to five-page evaluation paper from the Supervisor.

This final report is due within two months following the conclusion of the practicum event. If you are not able to meet the due date, you must ask the Director of the Spirituality

Program for an extension. The request must be in writing (letter or e-mail). If your request is approved, you will be granted up to a two-month extension beyond the original due date.

When you submit your report, the balance of the tuition (\$370) is also required.

IDEAS, THEMES & SUGGESTIONS FOR THE PRACTICUM CERTIFICATE IN SPIRITUAL FORMATION

1. Holy rest: a design for spiritual support for hospice workers
2. The inward/outward journey: Christian response teams for natural disasters
3. Introducing spiritual practices to youth grades 6-12
4. Lenten Bible study for a church whose focus is social justice ministry
5. Introducing evening worship in the style of the Taize community
6. Workshop on meditation for younger and older adults
7. A spiritual retreat for families living with persons with disabilities
8. Addressing the spiritual growth of current elders and deacons
9. A Wednesday night Bible study: introducing the Christian spiritual journey through biblical journey stories
10. Faith at work: noontime spiritual growth groups at the office
11. Becoming a spiritual community leaders vs. a church staff
12. Sunday morning adult education course on “Sabbath Rest”

Questions to pray and ponder when preparing for the Practicum:

1. How might God be inviting me to share what I have learned through courses I’ve taken in the Certificate in Spiritual Formation?
2. What act of ministry might enable me to “work my opposite?” What would be challenging? Not within my comfort zone? To whom might God be calling me to serve?
3. How can I reach out beyond the current programs of my congregation and invite them to join me in discovering God in a new way?
4. How can I reach out beyond the walls of the church and envision ministry and mission in other arenas in my life/in my neighborhood?
5. How can I try a new way of leading in a familiar context? i.e. I have led a Bible study before, but how could I learn and lead in a new way?

What is a Practicum?

The Certificate in Spiritual Formation intentionally incorporated a “Practicum” into the curriculum program. We hope that you will always be returning home with new ideas and ways to incorporate and implement new strategies for ministry and mission within your faith community. However, the goal of the Certificate in Spiritual Formation is to:

- Encourage the spiritual life of participants
- Equip you for ministry in Christ’s church
- Empower you for mission in God’s world

The Practicum is designed to offer you the opportunity closer to the end of the Certificate to reflect on your own spiritual leadership under supervision and begin or continue to incorporate your learnings into vibrant Christian ministry. To this end, we hope that you will find encouragement, guidance and support from a trusted guide as you:

- a. Reflect on your own gifts and leadership as a Christian leader (being)
- b. Learn, plan, practice and reflect on a new act of ministry (doing)

PILGRIMAGE & THE PLUS 2 OPTION

Participants conclude the Certificate in Spiritual Formation program with a spiritual pilgrimage. Pilgrimage is an ancient form of spiritual formation. It is not a tour, shopping trip, or political socio-economic study. From the earliest days of Christianity throughout centuries of faithful witness, Christian pilgrims have traveled, prayed and meditated at holy sites in Jerusalem, Turkey and throughout the world. These “sacred sites” are not magical. However, the gift of deep understanding and meaning is often found by walking in the footsteps of Jesus and Christian witnesses living today and alive in the Church Triumphant.

The pilgrimage runs approximately 10-14 days. Pilgrims live as a community and travel to various sites where worship and prayer are offered. Various instructors on the trip or at the host facility offer intentional study and provocative lectures. Please note: we offer credit only for pilgrimages led by Columbia or Pittsburgh.

Requirements for the Pilgrimage:

- Register for pilgrimage (see below) and pay tuition and additional trip costs.
- All prerequisites from other courses and the practicum must be completed no later than 90 days prior to departure date.
- Prepare for pilgrimage through prayer and reading assigned books and papers. (see “READING & WRITING GUIDELINES” section)
- Attend the complete pilgrimage.
- Write a ten-page reflection paper about the pilgrimage when you return.
This paper has the same time and format requirements as other elective course papers. Please see page 15 for details.

Cost of the Pilgrimage:

The tuition cost of the pilgrimage is \$630. Scholarships for tuition are available. The remaining trip cost is determined by the destination of the pilgrimage and varies from site to site. Generally the total trip cost, not including air transportation, is approximately \$1500 - \$2000.

Pilgrimage trip costs generally includes housing, ground transportation, tips and 2 meals a day.

The cost of air transportation is left up to each pilgrim since many pilgrims choose to use frequent flyer miles or travel before or after the pilgrimage. Miscellaneous costs such as souvenirs, books and gifts are the responsibility of each pilgrim.

Registration:

As the participant nears the completion of the certificate program requirements, we accept registrations plus a \$50 deposit which is refundable if you are not selected for the pilgrimage. You may register no earlier than one year prior to the desired pilgrimage. At that time, we check the participant's records for completed courses and courses remaining. If we determine that the participant can complete all work at least 90 days prior to departure, the participant is registered for the pilgrimage pending the completion of any remaining work. The remainder of the tuition is due when you are accepted for the pilgrimage.

A Word about Spouses:

Pilgrimages are designed for those who have completed all the requirements for the Certificate in Spiritual Formation program. If the spouse of the certificate program participant wishes to go on the pilgrimage, he or she must take and complete all the requirements for the Immersion Experience.

Since priority is given to participants who have completed all of the program requirements, spouses may go on pilgrimage only if there is space available.

Suggestions for writing the Reflection paper about the Pilgrimage:

Purpose of this Paper

- This is an opportunity to review the events, feelings, and thoughts surrounding the pilgrimage. In what ways were you spiritually formed with the pilgrimage community? How will your ministry will be different as a result of the pilgrimage?
- This is not a paper recounting the itinerary of the pilgrimage but, rather, an opportunity to review holy moments and life-changing experiences that occurred during the pilgrimage.

(Refer to and use "READING & WRITING GUIDELINES" section for format information.)

PLUS 2 Option:

It is our hope and prayer that everyone who begins the Certificate in Spiritual Formation will complete the program by participating in a spiritual pilgrimage. We know that sometimes this is impossible. We do allow participants to complete the Certificate in Spiritual Formation by taking and completing all work for two additional courses (PLUS 2 Option).

We do not permit completion of the Certificate by engaging in personal pilgrimages or pilgrimages offered by agencies other than the Certificate partners.

COMPLETION OF THE CERTIFICATE PROGRAM

Upon completion of the certificate requirements, participants are awarded a certificate indicating that all work was completed in a faithful and satisfactory manner. In order to receive your certificate please complete and turn in an Application for Certificate (Appendix F). We recommend that this form be turned in with your last end of course paper. Also we would

welcome a letter evaluating and highlighting the significance of this learning venture.

Program alumni/ae may continue to take courses in the Certificate in Spiritual Formation program at a reduced rate (\$270 for a week-long elective course; \$190 for a weekend/short course) and attend pilgrimages and overseas courses as space allows (stated rate).

Graduates are invited to serve and offer leadership within the program in various capacities. Contact the Spirituality Program office for more information.

Appendix A: Registration Form

COLUMBIA THEOLOGICAL SEMINARY CENTER FOR LIFELONG LEARNING REGISTRATION FORM

Preferred Title: Ms. Mr. Rev. Dr. **CTS:** Faculty Staff Student Spouse CSF Grad
 Male Female

Event Title: _____ **Dates:** _____

Program Fee: \$ _____ **Amount Enclosed \$** _____ **Location:** _____

Name: _____ **Job Title:** _____

Name to be used on name tag: _____

Address: _____ Home Office

City: _____ **State:** _____ **Zip:** _____

Phone: (day) _____ (evening) _____

E-mail: _____

Denomination: _____ **Church Membership:** _____

YES, include my contact information in roster handout

NO, do not include my contact information on the roster handout

Are you an alumnus/alumna of Columbia Theological Seminary? YES NO

NOTE: A non-refundable \$50 deposit (to be applied to your program fee) is requested to accompany your registration form.

Seminary Housing: \$49 per person, per night, single occupancy. \$32 per person, per night, double occupancy.

No. of Persons _____ **Arrival date:** _____ **Departure date:** _____

Double room Single room (if available) **Amount for housing \$** _____

Name of preferred roommate _____

Do not need housing **Any special needs?** _____

**** Cancellation Policy:** If you must cancel your housing reservation, please notify the Business Office (Miguel Chavez 404/687-4510) at least 48 hours prior to your scheduled arrival to avoid a one-night penalty charge.

Payment by check: Write checks payable to Columbia Theological Seminary.

Payment by credit card: Visa MasterCard Discover

Name (as it appears on card): _____

Full billing address: _____

City _____ **State** _____ **Zip** _____

Credit card number: _____ **Expiration date:** _____/_____/_____

Total Amount: \$ _____

Meals in the seminary refectory are charged per item. Costs average \$19 per day for three meals.

Return to: Columbia Theological Seminary
Registrar - Lifelong Learning
PO Box 520, Decatur, GA 30031
Registrar: 404-687-4587

Date Received _____
By _____

Appendix B: Guidelines for Practicum Supervisors

GUIDELINES FOR PRACTICUM SUPERVISORS CERTIFICATE IN SPIRITUAL FORMATION PROGRAM

Thank you for agreeing to be a Practicum Supervisor for the Certificate in Spiritual Formation program. You are an integral part of the learning and formation process for the participant you have agreed to supervise. We are ready to assist you in this important learning opportunity. Each participant (at the time of the submission of the proposal) is assigned a personal advisor to assist, encourage and offer advice throughout the course of the practicum. Advisors read and approve proposals and all final papers.

At the beginning of the practicum, please complete and send to Columbia the Supervisor Profile (Appendix C) or on our website www.spiritualityprogram.com

Supervision Models:

Most of us have a dominant model of supervision that may be unconsciously informing our understanding of the supervisory relationship. Some of these models come from previous experiences of being supervised by others. Some reflect different theological understandings about human relationships and Christian mission. Preferred styles of learning can also inform expectations about supervision.

Don Beisswenger's *Models of Supervision* identifies seven different models that are frequently employed in pastoral supervision. For each model, the author has asked the following pertinent questions.

- What is the primary *goal* of supervision?
- What is the primary *task of the Supervisor* in this relationship?
- What is the general *focus of supervisory conferences*?
- What metaphor shapes the *relationship* between these two persons?
- Who, if anyone, should be in *control* in this relationship?

Since the participant has been working to grow in faith and ministry through the Certificate in Spiritual Formation program, we would like to encourage the practicum supervision to continue this process. Although you might include pieces of the other models of supervision, please seek to work out of the Spiritual Guide Model.

Supervisor as Spiritual Guide:

It is our hope that Supervisors prayerfully and intentionally companion the Certificate program participant through the practicum process.

Plan to have three face-to-face meetings during the practicum experience. One meeting should occur before the act of ministry so that you might offer support and guidance, one during the

practicum so that you might observe the participant, and one after so that you might offer feedback and encouragement.

Consider how to include silence, prayer, scripture and ritual during your times together. Seek to listen for God's voice and direction as you listen to the participant's plans and stories.

Feedback and Papers:

At the conclusion of the practicum, please write a three- to five-page paper reflecting on how this experience was spiritually formative for the participant. In what ways did you see God's tender teaching? How did the participant listen for God during the process? What growth areas do you see in the participant's leadership? How has this process or the participant's ministry affected you?

After you have written your paper, please share it first with the participant. Enter into conversation and prayer about the practicum and the participant's leadership. When you have completed this conversation, please send your evaluation paper to your assigned advisor. It is the participant's responsibility to finish his/her own reflection and evaluation when he/she has completed his/her work and again send it to the assigned advisor.

Honorarium:

We are grateful for your willingness to provide spiritual leadership for the Certificate in Spiritual Formation program. We intend the practicum to be a meaningful experience for both you and the participant.

We are pleased to be able to offer you a small honorarium of \$100. Although this probably will not cover all the time you will invest in conversation, prayer and writing, we hope that you will see this as our way of saying thank you. If you would like the check made out to someone other than yourself, please indicate this at the bottom of your profile sheet. Your honorarium is sent to you when the Advisor notifies the Spiritual Program Office that the practicum has been completed.

Questions?

If you have any further questions or concerns, please don't hesitate to contact the Director of the Spirituality Program at Columbia Theological Seminary, (404) 687-4592.

Appendix C: Supervisor Profile (for Practicum)

Student's Name _____

Supervisor Profile Certificate in Spiritual Formation Program

First Name

Last Name

Address

City

State/Zip

Phone

E-Mail

Denomination

Ordained Minister yes no

Ordained Elder yes no

Current Ministry _____

Current Employer _____

Educational Background

Ministry Experiences or CV attached

Supervisory Experience:

*Also, please complete and return by mail a W-9.
This form will be kept confidential and is for tax purposes only.
Download W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Appendix D: Application for Financial Assistance

Columbia Theological Seminary Center for Lifelong Learning Application for Financial Assistance

A limited amount of financial assistance is available for most Lifelong Learning programs. Scholarships and fee discounts are available through the generosity of donors who support the Center for Lifelong Learning with their gifts.

We ask, therefore, that you also seek assistance from your local congregation and/or church governing body (i.e., presbytery or equivalent). Many churches and governing bodies have designated funds available to assist people with theological education. If you're uncertain about how to do this, we suggest you ask your pastor or local governing body.

Requests for scholarships or fee discounts must be made for each course. Because our resources for financial assistance are limited, we encourage you to apply for assistance as early as possible. Also, seats fill up quickly for some courses. We advise you to register for the course and pay the \$50 deposit ONLY even before you apply for financial assistance.

Name _____

Address _____

Email address _____

Daytime phone ____ - ____ - ____ **Evening phone** ____ - ____ - ____

Where do you worship?

Name of Church _____ **City** _____ **State** ____

Event for which you are seeking assistance:

Title _____ **Date(s)** _____

Cost of event: \$ _____ **Amount requested: \$** _____

Have you sought assistance from your church and/or governing body? yes no

If yes, amount of assistance provided by church/presbytery: \$ _____

Please include here any information about your current life situation that might help us in determining your award. Attach another page, if needed. (Note that all financial assistance applications are kept confidential.)

CTS Center for Lifelong Learning Application for Financial Assistance p.2

About how many courses have you taken through the Center for Lifelong Learning?
_____ in the Spirituality program _____ in all other Lifelong Learning Programs _____ None

Are you enrolled in the Certificate in Spiritual Formation Program? yes no

If yes, with which Partner are you affiliated?

Atlanta Pittsburgh

Are you enrolling in this course to complete assignments so that you finalize earning the Certificate in Spiritual Formation? yes no

Your signature: _____ Date _____

We are honored you are interested in our Lifelong Learning programs. Your application for financial assistance will be considered promptly. Direct any questions about this process to lifelonglearning@ctsnet.edu or 404-687-4587.

After the Course/Event

Our ability to provide financial assistance is through the generosity of donors. If this is a valuable experience, we encourage you to express your gratitude to the financial assistance sponsor(s). If you wish to do so, let us know, and we can give you contact information.

Submit your request by e-mail, U.S. mail, or fax to:

Lifelong Learning Registrar
The Center for Lifelong Learning
Columbia Theological Seminary
P.O. Box 520
Decatur, GA 30031
– Attention Financial Assistance

E-mail: lifelonglearning@ctsnet.edu
Phone 404-687-4587
Fax 404-687-4591

Appendix E: Course Recording Form

COURSE RECORDING FORM

For Participants in the Certificate in Spiritual Formation Program

Name:	Start Date:	End Date:
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NAME OF PROGRAM REQUIREMENT	DATE OF COURSE	LOCATION OF COURSE	DATE OF COURSE COMPLETION	COMMENTS
Immersion Experience Week/Weekend				
Elective:				
Elective:				
Elective:				
Elective:				
Elective:				
Elective:				
Elective:				
Practicum		Name of Advisor:		

Appendix F: Application for Certificate

C O L U M B I A
T H E O L O G I C A L
S E M I N A R Y

Center for Lifelong Learning
Certificate in Spiritual Formation
APPLICATION FOR CERTIFICATE

For a certificate to be conferred, this application must be completed and submitted to the Spirituality Program Coordinator. It is recommended that this form be turned in with your final paper.

PLEASE PRINT CLEARLY

NAME (as you would like it to appear on your certificate)

MAILING ADDRESS (preferred address to send the certificate)

TITLE OF PRACTICUM _____

The Spirituality Program intends to send an announcement of your graduation to your pastor and judicatory official (Executive Presbyter, District Superintendent, Bishop, or someone you would like to be notified of your graduation). Please provide us with the correct contact information.

PASTOR'S NAME AND ADDRESS

JUDICATORY OFFICIAL'S NAME AND ADDRESS (please indicate relationship, i.e. Executive Presbyter, District Superintendent, Bishop)

Please return to:
Spirituality Program Office
PO Box 520 Decatur, GA 30031
or spirituality@ctsnet.edu