

***Formational Prayer Certificate Program
Advisee Manual***

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Welcome!

Welcome to the Certificate in Formational Prayer program. We are pleased you have chosen to embark on this journey with us to learn more about helping wounded people heal. We value your participation in the certificate program.

You are beginning a unique experience of focused training in formational prayer. Each event and experience is designed to facilitate ongoing education to impact your healing care ministry. Your completion of the four day Formational Prayer Seminar has laid a solid foundation for you to begin integrating formational prayer into your ministry context. In the Certificate Program, your understanding and implementation of this dynamic healing ministry will be considerably strengthened. In addition, advanced teachings that address the intricacies of deep wounds will greatly enhance your healing gifts and abilities.

This Coordinating Advisor/Advisee manual will give you a philosophy of the program, awareness of pertinent ethical issues, and guidance as you complete your requirements. Please do not hesitate to contact your Coordinating Advisor if you have questions concerning the certificate program. We desire to serve you the best we can.

Bless you,

A handwritten signature in black ink that reads "Kimberly Moraghan". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

*Kimberly Moraghan
Certificate in Formational Prayer, Board Chair
Ashland Theological Seminary
910 Center Street
Ashland, OH 44667*

Purpose and Objectives

Purpose

The purpose of the certificate program is to offer focused training in formational prayer; equipping Christian caregivers to position wounded people for an encounter with the healing Christ.

Objectives

The certificate program endeavors to assist the development of Christian caregivers in the following areas:

- growth in spiritual maturity;
- increased knowledge of the theory of formational prayer;
- practical experience in formational prayer; lifelong learning in the areas of formational prayer; learning the principles and protocols in formational prayer.

Organizational Structure

Personnel

The Formational Certificate Program is a part of the Institute of Formational Counseling. Kimberly Moraghan, MA, PCC., Board Chair of the Formational Prayer Certificate Program, serves under the leadership of Dr. Terry Wardle, D.Min., Director of The Institute of Formational Counseling (IFC).

ADVISORY BOARD

The Advisory Board of the Formational Prayer Certificate Program exists for the purpose of planning and implementing the Certificate Program requirements, standards, and costs. The Advisory Board is responsible for reviewing all applications submitted for entrance into the Certificate Program and holds the authority to accept or decline any and all applicants.

AD HOC COMMITTEE

The Ad Hoc Committee was formed to address legal and ethical issues pertinent to Formational Prayer Certificate Program.

Advisory Board

Kimberly Moraghan, Chair, CP
Donna Thomas, Coordinating Advisor
Ruth Steinacker, Coordinating Advisor
Lynne Lawson, IFC Assistant Director
Sandra Vilela, Coordinating Advisor

Questions may be directed to Kim Moraghan at: kim@healingcare.org

Coordinating Advisor Overview

The Advisory Board assigns each participant (Advisee) who is accepted into the Certificate Program to a Coordinating Advisor. Coordinating Advisors exhibit the following: a certificate in Formational Prayer, spiritual maturity, a good understanding of the Formational Prayer process, experience in integrating formational prayer into a caregiving context, and a commitment to serve at Institute sponsored events.

Coordinating Advisors are responsible for documenting their Advisee's progress in fulfilling all requirements of the Certificate Program. A log sheet is provided for this purpose. It is each Advisee's responsibility to inform their Coordinating Advisor as each requirement on the log sheet is completed. The Coordinating Advisor then submits the completed log sheet to the IFC upon completion of all requirements.

Coordinating Advisors document Advisees' completion of the required reading assignments and submit the reading assignment checklist upon successful completion to the IFC.

Advisees are to send a reflection paper to their Coordinating Advisor within thirty days of attending the related conference or seminar.

The Coordinating Advisor informs the Institute Office when an Advisee has completed all of the Certificate Program requirements.

The Coordinating Advisor is also responsible to submit a one or two page, Final Evaluation, which describes the Advisee's progress during the Certificate Program. Strengths and areas for growth are to be included in this final evaluation. A copy of the Final Evaluation is to be given to the Advisee.

To review:

1. Fill out log sheet of requirements and return to Institute office upon completion.
2. Fill out reading check list and return to Institute office upon completion.
3. Write a Final Evaluation including strengths and areas for growth about the participant and give one copy to the participant and send one to the Institute office.

It is important that all Advisors and Advisees note the following:

- 1) The Formational Prayer Certificate Program provides valuable exposure and equipping in Formational Prayer. However, it does not necessarily qualify one to become an Advisor for this program.
- 2) Although the Formational Prayer Certificate Program is closely aligned with the Institute of Formational Counseling and its Seminars, the Advisory Board for the Formational Prayer Certificate Program does not oversee the Formational Prayer Caregiver selection process. Therefore, completing this Certificate Program does not guarantee that an Advisor or Advisee would be invited to also be a Caregiver for the Institute's Formational Prayer Seminars.
- 3) All requests to become an Advisor for the Formational Prayer Certificate Program will be considered by the Advisory Board, but not all can be honored. The Advisory Board must follow certain steps in order to issue such an invitation, and this often includes entering into a season of discernment before responding to requests of this type.
- 4) Certificate Program Advisors serve at the invitation and the discretion of the Advisory Board.

Context in Ministry Recommendations

Legal and Ethical Considerations

It is recommended that the formational prayer caregiver minister under an identified recognized authority. For example in a private practice, the supervisor may be the person in authority. In a church setting, the senior pastor may be the authority. This person in authority holds the caregiver accountable to providing the best quality care as possible, keeping within the legal and ethical limits of the caregiver's designated title and context in ministry.

It is recommended that in the case of payment, the care receiver pays the organization responsible for hiring the caregiver. The organization, in turn, pays the caregiver. The caregiver is responsible for keeping all records of payment for tax purposes.

It is recommended that the caregiver adhere to all legal and ethical entities that preside over the caregiver's volunteer ministry or place of employment. This includes church by-laws, state revised codes, and organizational ethical codes, etc.

It is recommended that the caregiver makes him or herself available to peer review and ongoing evaluation.

It is expected that all formational prayer caregivers will provide informed consent to their care receivers regarding the nature and protocols of formational prayer.

It is expected that formational prayer caregivers receiving the Certificate in Formational Prayer do not denote specialization or expertise in the area of formational prayer. It is understood that the certificate is one marking the completion of seminars, study, and practice. It is understood that the certificate does not "certify" one to do formational prayer or set up a business to do formational prayer as a scope of practice.

Limits and Boundaries

The certificate program does not provide licensure status under any governing board including state and national boards.

The certificate program does not provide a clinical counseling, professional counseling, or social worker designation of caregiving practice.

Continuing educational opportunities will be made available at the discretion of the Institute of Formational Counseling.

Caregivers that receive the Certificate in Formational Prayer are personally and professionally autonomous of both the Institute of Formational Counseling and Ashland Theological Seminary. Neither the Institute nor the Seminary is responsible for outcomes of care.

Standards, Requirements, and Costs

Overview

Standards:

- Educational background of a bachelor's degree, 10% of participants may have a high school diploma only. This is at the discretion of the Certificate board or the board Chair.
- A verifiable association with a local Christian congregation
- Submit three recommendations
- Submit an applicant picture (J-Peg or hard copy)
- Evidence Christian maturity, detailed in a Christian faith narrative submitted in writing.
- Attended a Formational Prayer Seminar

Requirements:

- Receive advising from your Coordinating Advisor and individuals who have extensive experience in Formational Prayer.
- Attend the Formational Prayer Summer Intensive Training Seminar
- Serve as a caregiver-in-training at a Formational Prayer Seminar
- Attend the Integrating Formational Prayer Seminar
- Participate in or lead a group of peers using the sixteen week *Healing Care Group* curriculum, for group experience.
- Attend a seminar related to the foundational understandings of Formational Prayer, must be pre-approved by the Coordinating Advisor.

- Attend a conference on a theme related to healing and prayer or spiritual direction; and pre-approved by your Coordinating Advisor.
- Read seven books to be chosen from books listed on page 12 of the Manual.
- In response to participation in the *Healing Care Group, Summer Intensive, caregiver-in-training, additional seminar, and Integrating Seminar* experiences, write a reflection paper on each one and submit to the Coordinating Advisor. Guidelines for writing reflection papers are on page 11 of the Manual.
- Exit Interview

Time Limit:

- There is a three year limit to complete this program.
- After three years the advisory funds must be paid again and a new advisor will be assigned.
- In special circumstances when requested in writing an extension may be granted.
- All time limits are at the discretion of the board.

Costs:

- | | |
|--|--------------|
| <ul style="list-style-type: none"> ▪ <i>Application Fee</i>
Due at the time of application | <p>\$450</p> |
| <ul style="list-style-type: none"> ▪ <i>Coordinating Advisor Fee</i>
Payment goes directly from the Advisee to the Coordinating Advisor.
Advisee then makes contact with the Coordinating Advisor to initiate the Certificate Program process. | <p>\$425</p> |

*Fees listed above do not reflect the cost of attending required events

Checklist of Certificate Requirements

Coordinating Advisor _____

Advisee _____

Date

Requirement

- _____ Receive advising time from Coordinating Advisor and other individuals who have extensive training in Formational Prayer.
- _____ Attend the Formational Prayer Summer Intensive Seminar.
- _____ Serve as a caregiver-in-training at the Formational Prayer Seminar.
- _____ Attend the Integrating Formational Prayer Seminar.
- _____ Participate in or lead a group of peers in the sixteen week *Healing Care Groups* curriculum.
- _____ Attend a seminar related to the foundational understandings of Formational Prayer, pre-approved by the Coordinating Advisor.
- _____ Attend a conference or seminar on a theme related to healing and prayer or spiritual direction, and pre-approved by the Coordinating Advisor.
- _____ Read the 7 books from book list. They are listed on page 12 of the Manual.
- _____ In response to participation in the following: the *Healing Care Group, Summer Intensive, Caregiver in Training, related conference*, and the *Integrating seminar*; the Advisee writes and submits a reflection paper on each experience to the Coordinating Advisor. Guidelines for writing these 5 reflection papers are included on page 11 of the manual.
- _____ Exit interview

Fees paid:

- _____ Application Fee \$450
- _____ Coordinating Advisor Fee \$425

Completion:

- _____ All requirements have been completed. Coordinating Advisor submits checklist to IFC.

Guidelines for Writing Reflection Papers

- Write a reflection paper for each of the following experiences (total 5 papers):
 - Summer Intensive
 - Caregiver in Training
 - Experience in the 16 week *Healing Care Group*
 - Seminar, pre-approved by Coordinating Advisor
14 hours of instruction and/or lab related to Formational Prayer foundations
 - Conference, pre-approved by Coordinating Advisor
theme related to healing and prayer or spiritual direction

- Write between two and three pages, double-spaced.

- Include highlights of your experience such as:
 - Moments when you sensed God's presence
 - God's healing work in your life and the life of others
 - Important concepts which were particularly helpful
 - Areas of spiritual growth and areas in need of growth

- Submit reflection papers to Coordinating Advisor when completed.

Required Reading List Checklist

Date Completed

*Required reading

- _____ Books by Terry Wardle
- _____ **Healing Care Healing Prayer*
- _____ *Wounded*
- _____ **Draw Close to the Fire*
- _____ **Helping Others on the Journey*
- _____ **Strong Winds Crashing Waves*
- _____ *Untamed Christian, Unleashed Church*
- _____ *Sacred Companions* David Benner
- _____ *Practicing the Presence of God* by Brother Lawrence
- _____ *Behind the Masks* by Wayne Oats
- _____ *Anatomy of the Soul* by Curt Thompson
- _____ *Roots of Empathy* by Mary Gordon
- _____ *Parenting from the Inside Out* by Daniel Siegel
- _____ *Growing Up Again* by Jean Illsley Clark

Choose 7 (3 additional after the required reading) from the list above and submit this form to Coordinating Advisor when completed.

Coordinating Advisor/Advising Guidelines

Overview

Face to face time will be available with either the Coordinating Advisor and other individuals who has been extensively trained in Formational Prayer. Some of the face to face hours with the Coordinating Advisor may be completed through skype or by phone.

Advising hours will be divided between the Coordinating Advisor, Formational Prayer Summer Intensive Training Seminar Facilitators, and Formational Prayer caregivers who work with the caregiver-in-training hours.

Face to Face Contact Hours

Advising is to be provided by the Coordinating Advisor, or another highly trained individual, during the Formational Prayer Summer Intensive Training Seminar.

Over the course of the Advisee's participation in the Certificate Program his/her assigned advisor will facilitate the paperwork and help the advisee through the process. This will include a minimum of six hours via face to face, phone calls and/or skype as the unique situation allows. The Coordinating Advisor and Advisee are responsible for scheduling this time.

Advising is to be provided by the Small Group Facilitators during the Formational Prayer Summer Intensive Training Seminar's lab experiences.

Advising is to be provided by the Small Group Caregiver at the Formational Prayer Seminar during the caregiver-in-training experience.

Informed Consent

Office Copy

I have read and understand to the best of my ability each document in this manual.

I have specifically read the ethical considerations and understand them and have asked any questions if necessary.

I accept the requirements and guidelines outlined in this manual.

I understand that the Formational Prayer Certificate Program exists for the purpose of focused training in Formational Prayer.

I understand that the certificate designates only the completion of training in Formational Prayer.

Signed and Witnessed on this date: _____

Advisee: _____

Informed Consent

Advisee Participant Copy

I have read and understand to the best of my ability each document in this manual.

I have specifically read the ethical considerations and understand them and have asked any questions if necessary.

I accept the requirements and guidelines outlined in this manual.

I understand that the Formational Prayer Certificate Program exists for the purpose of focused training in Formational Prayer.

I understand that the certificate designates only the completion of training in Formational Prayer.

Signed and Witnessed on this date: _____

Advisee: _____