Clinical Pastoral Education

Application and Introductory Materials

LEVEL I AND II CPE

Send application materials to:

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APPLICATION HANDBOOK

INTRODUCTION – GENERAL INFORMATION

We welcome your interest in Clinical Pastoral Education at Beverly Hospital, a member of Lahey Health! We have prepared this Application Handbook to assist you in understanding CPE, making an application, interviewing, and preparing for your CPE experience. This Handbook contains: Introductory remarks that respond to frequently asked questions about CPE; a description of the Admissions Interview process; information about the Association for Clinical Pastoral Education, Inc.; ACPE program Standards and Objectives for CPE; and an Application form.

WHAT IS CLINICAL PASTORAL EDUCATION?

You are considering an experience in process education that has been honed historically, and yet remains responsive to those cultural developments that will facilitate your pastoral development. The heart of CPE is your ministry with people and learning from that ministry through reflection, discussion, and evaluation with other students and your supervisor. In your CPE experience, you will utilize verbatims, case studies, and other ministry descriptions to present your ministry for supervision by an ACPE Certified Supervisor.

The focus in some seminars will be on what is happening to you, the caregiver, as much as on what is happening to the people receiving your ministry. There will be discussions that assist you in understanding theological issues arising from the experience. There will be opportunities to learn from the behavioral sciences while also reflecting theologically, so that you can draw from both in understanding the human condition. You will be challenged to think about groups and social structures as well as individuals in defining your ministry. There is also attention to racial, cultural and ethnic factors in your relationships. You will be part of a dynamic learning group with other students and your supervisor, which will provide opportunities for mutual supervision, care giving, challenge and appreciation.

WHERE WILL YOU BE MINISTERING?

In many of the ministry placement settings at Beverly Hospital, a member of Lahey Health you will minister to individuals, families, and small groups of people as a chaplain. For example, placements include the general hospitals, behavioral health facilities, and nursing homes.

A TYPICAL DAY IN C.P.E.

CPE units may be either full time or part time. Either program will include you in an equivalent number of ministry and education hours. Some extended CPE units meet one day per week for structured educational sessions and the ministry is performed at other times. A more common pattern, however, is one in which time is provided for ministry and for several educational events during each day.

The heart of CPE is ministering and learning from the experience. A day’s schedule frequently includes a clinical seminar in which a student presents a pastoral encounter to other students and the supervisor for discussion and feedback. Other sessions regularly scheduled are: didactic
seminars in which discussion follows a lecture; reading and discussing a book or article; presentation and exploration of theological concerns; peer group meetings or interpersonal group sessions. In both peer group meetings and interpersonal group sessions time is provided for mutual sharing, caring, support and challenge for interpersonal learning and personal growth. Individual conferences with the supervisor are also regularly scheduled where professional, personal, and relationship concerns are explored. Time for worship or sharing may be part of the peer group meetings or scheduled separately to provide opportunity for spiritual nurture. Field trips, half day or day long educational conferences and clinical observations may be periodically included in the day's schedule. Evaluation experiences with the other students and your supervisor are also part of a CPE program. Evaluations are scheduled at the end of a unit to sum up the experience, midway to reassess your learning objectives, and, at other times, such as with other care providers in your ministry area. You will discover a CPE schedule asks for active investment but also provides time for sharing, reflection, preparation, and relaxation.

THE C.P.E. LEARNING ENVIRONMENT

If you have never participated in a dynamic, interpersonal, process educational experience, then you may be concerned about what it will be like. A foundational task will be for the other students, your supervisor and you to share with each other in such a way that all are cared for, supported, and challenged. Furthermore, since an individual best knows his or her own limits, everyone will need to respect each others' boundaries and work to negotiate appropriate learning relationships. Developing a learning environment that is supportive, stimulating, and safe will make the risks of interpersonal learning and growth worth taking.

WHAT DOES C.P.E. CERTIFY?

The Association for Clinical Pastoral Education, Inc. certifies CPE Supervisors. CPE is a supervised experience in pastoral education. The last two segments of this Application Handbook describe, firstly, the general Standards for CPE programs and, secondly, the specific Standards and educational Objectives for CPE. You may find it helpful to review these as you begin to formulate your educational goals and objectives for your anticipated CPE experience. Other associations, many of whom have joined with ACPE in publishing The Journal of Pastoral Care, certify chaplains for their areas of ministry. The ACPE Directory and the Journal identify these associations and they should be consulted for their certifying criteria, which often include a number of CPE units.

WHO MAY APPLY?

Clergy, theological students, members of religious orders, and laypersons are eligible to apply for a unit of CPE. In the next part of the Application Handbook, following these introductory remarks is an ACPE Application. You will notice that the front of the ACPE Application requests information about your name, address, education, references, etc. and that the back of the form asks you to describe yourself autobiographically, to discuss your religious development, to describe a helping incident, etc. Your completed application will vary in length depending upon your age and experience.

THE OBJECTIVES OF C.P.E.
The goal of CPE is the development of personal and pastoral identity and the growth of professional competence as a minister. These specific objectives of CPE are used to create our curriculum and fostered in group supervision, individual supervision, the hospital environment and the student's time spent ministering to others.

1. **Students develop a clear pastoral identity, effective relational skills and an awareness of how their attitudes, values, and assumptions affect their ministry.**

2. **Students become proficient in experiential learning utilizing effectively the action-reflection model to gain insight and to integrate the learning into their practice of ministry.**

3. **Students learn to use individual supervision and consultation for personal and professional growth.**

4. **Students demonstrate leadership in utilizing peer groups for interaction, support, clarification and confrontation as a means of integrating their personal and pastoral identity.**

5. **Students learn to reflect theologically on their ministry and to articulate a pastoral theology that is both contemporary and functional.**

6. **Students learn how to initiate, deepen, and terminate pastoral relationships.**

7. **Students learn how to make spiritual assessments and how to formulate and implement appropriate pastoral plans.**

8. **Students learn how to facilitate complementary healing modalities in ministry.**

9. **Students develop the ability to assess pastoral needs taking into consideration differences in culture, spirituality, ethnicity, diversity, socioeconomic backgrounds, and psychological and emotional expression.**

10. **Students learn to incorporate into their ministry an understanding of how social conditions, systems and structures affect themselves and others.**

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**WHAT YOU NEED TO KNOW ABOUT C.P.E. AT Beverly Hospital, a member of Lahey Health**

**Beverly Hospital's History and Medical Emphasis:**

Beverly Hospital is a non-profit multi-specialty medical facility that offers a wide variety of services to the people of the North Shore of Massachusetts. The hospital is well respected for its maternity, surgical, rehabilitation, geriatric, pediatric and internal medicine expertise. Beverly Hospital has its roots reaching out to the community since 1888 when it began as a small non-profit community hospital ministry.

Beverly Hospital came into existence in 1888 as a nonprofit medical institution providing care to Beverly and its adjacent communities. Today, Beverly Hospital has expanded to 242 bed acute care facility with over 4,800 employees and a Medical Staff of more than 550 physicians whose service area includes some 13 communities.

Beverly Hospital was the first hospital in Massachusetts to institute training for registered and practical nurses. The hospital has moved forward with today's medical technology to include the most advanced practices and procedures in medical and surgical rehabilitation-therapy service. Our pediatric and maternity units operate with the “family-centered” concept of care and we offer the most modern programs and practices for childbirth.

Beverly Hospital has also expanded in the region in 1983 to function under the umbrella of Northeast Health System. NHS was created in 1983 when Beverly Hospital’s trustees, Medical Staff and executive management recognized the growing needs of the North Shore and committed itself to the expanding its mission of care to include a broader aspect of total health care. Under this mission, NHS reached out to the communities of Beverly, Danvers, Gloucester, Lynn and Salem. There are a variety of ministry sites within Beverly Hospital including: Addison Gilbert Hospital in Gloucester, Beverly Hospital in Beverly, Lahey Outpatient Center in Danvers, BayRidge Hospital in Lynn, Lahey Health Behavioral Services which includes an inpatient detox service in Danvers and Health and Educational Services, Inc. (HES) in Beverly, Ledgewood Rehabilitation and Skilled Nursing Center in Beverly, Herrick House in Beverly, Seacoast Nursing and Retirement Center in Gloucester as well as other medical service centers.
In May of 2012 Beverly Hospital/Northeast Health System became affiliated with the Lahey Clinic of Burlington, MA which became Lahey Health. We are now known as Beverly Hospital, A member of Lahey Health, and what was known as Northeast Health System continues to serve the communities of the North Shore.

Beverly Hospital’s Mission Statement

Beverly Hospital is a comprehensive team of caregivers driven to excel at promoting health care for its communities – one patient a time.

Beverly Hospital’s Organizational Mission:

BH has an organizational mission statement for itself and its employees. The three key components are Quality, Caring and Community. The entire statement is listed below.

**QUALITY:** Beverly Hospital, as a leader in health care innovation and excellence, consistently applies continuous quality improvement to its family-centered healthcare environment. The Board, Medical Staff and Employees achieve this goal by continually improving quality, efficiency and cost effectiveness, while maintaining both respect and compassion for our patients.

**CARING:** Beverly Hospital is committed to provide the highest quality of care to all individuals who can benefit from our continuum of care. Our concept of care broadly embraces the health, well-being and dignity for the patients we serve.

**COMMUNITY:** For over a century, Beverly Hospital has provided healthcare services to its community, working to identify the needs of the community and devoting the necessary resources to meeting those needs. Our goal is to reach out to and be a reflection of the diverse populations we serve and to assist each community member in achieving their highest level of health, regardless of race, color, creed, national origin, or ability to pay.

Beverly Hospital & CPE History:

In 1966, the area’s local clergy first initiated the beginning of the chaplaincy and CPE program at Beverly Hospital. The hospital also recognized this need and worked in partnership with communities of faith to bring into existence a ministry grounded in the hospital setting that would focus upon spiritual needs of patients.

The center was first granted ACPE Accredited Membership to offer CPE programs in 1971 with Chaplain Hunt as the founding director and supervisor of the program. In 1977, the Center was reaccredited by the ACPE. By that date, the Chaplaincy program and CPE was firmly planted in the mission and daily life of Beverly Hospital. When Chaplain Hunt retired, Chaplain Spencer served as the CPE program director-supervisor and hospital chaplain until 1997. Under his leadership, the center was again reaccredited in 1994.

Beginning in August of 1997, Rev. Dr. John Pearson joined with Beverly Hospital to expand the Pastoral Care services throughout Beverly Hospital and continue the tradition of educating ministers and laity in caregiving. Under Chaplain Pearson’s leadership, the center was reaccredited in 2002 and 2012. Over the past couple of years, the center has developed a
specific curriculum for Level I and II CPE, which specializes in acute care ministry, hospice, ministry with elders and end of life care.

**NHC Department of Pastoral Care Mission Statement**

In alliance with the entire NHC staff, our department seeks to provide quality customer service, offering friendly and caring service with flexibility, warmth and personal encouragement.

It is the intent of the department to offer pastoral care that seeks to:
1. Acknowledge the concerns of others
2. Appreciate individuality
3. Assure and comfort people
4. Listen by acknowledging, paraphrasing and understanding concerns
5. Provide information and education about spiritual needs and resources
6. Promote physical comfort
7. Offer emotional support
8. Diffuse tense situations
9. Involve family and friends in the healing process
10. Bring a positive close to conversations

**Beverly Hospital CPE Program Mission Statement**

The Clinical Pastoral Education (CPE) Program of Beverly Hospital helps seminary students, ordained members of the clergy and lay people who are studying for the ministry develop the capacity to provide pastoral and spiritual care to hospital patients and their families, as well as to hospital staff. Integrating theological, psychological and pastoral insights arising from the experience of being in a health-care setting, the CPE Program prepares students for careers in parish ministry, hospital chaplaincy, lay ministry and teaching.

The CPE program functions out of the Department of Pastoral Care. The values taught in this CPE program mirror the department’s values of caring service and support as delineated in the department’s mission statement as well as the further mission of preparing people for offering spiritual support and care.

Clinical Pastoral Education includes Pastoral Reflection, Pastoral Formation, and Pastoral Competence. Pastoral Specialization may be offered as an option to Level II students who already have two units of CPE completed. This CPE center’s curriculum is designed to facilitate the student’s addressing the following objectives as set forth by the 2010 ACPE Standards.

**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.

Chaplain Ministry Value Statement
At NHC, it is our mission to provide patients with exceptional care and compassion. These six essential values of pastoral caregiving are advocated in our teaching program and manner as we interact with employees and patients.

1. Respect individuality
2. Provide spiritual support
3. Coordinate care as a team member
4. Respect individuals’ faith heritage
5. Provide emotional support
6. Coordinate care and support patient, family and friends

Interfaith Ministry Opportunity
The Clinical Pastoral Education program at Beverly Hospital provides the opportunity for the CPE Chaplain to minister in an interfaith setting. We have many ministry placement sites throughout Beverly Hospital and our patients, families and staff members at these sites come from a variety
of cultural, ethnic and religious backgrounds. It is our policy to respect this diversity of religious views and provide ministry that is meaningful and supportive in this interfaith setting.

This is also true of the Clinical Pastoral Education program itself. CPE Chaplains come to us from a wide variety of faith groups and religious traditions, which provides a rich learning environment for all. We respect the right of each individual to hold his or her religious views, while engaging in this interfaith dialogue. Each Chaplain is expected to lead and participate in interfaith chapel services with other Chaplains and supervisors. There is opportunity to process and reflect with the supervisor and peer group what this experience was like. For some, it is their first opportunity to share with people from other faith traditions. For others, it is a chance to refine their ability to engage in an interfaith dialogue. Many graduates report that conversation with people from other traditions was a highlight of the program for them, and that it has been very helpful in their post CPE ministry.

Interfaith chapel and dialogue with people from other religious and cultural traditions are strengths of this program and are also requirements. During the application process, an opportunity is provided for the candidate and interviewing supervisor/staff to discuss the interfaith requirement and the candidate’s willingness to participate.

**Student Records**

Students have a right to know about access to their student records. The following is a quote from the ACPE Accreditation Manual:

I. This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

II. What constitutes directory information at that center and how to opt out;

III. The definition of student records;

IV. Details of the center’s record’s management protocols. Include: A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.

V. Define within the center who constitutes an “education official” and what constitutes “a legitimate education interest.” Within the center, these people may have access to student records without student consent;

VI. Violations of these protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 1549 Clairmont Road, Suite 103, Decatur, GA 30033.

* Items in bold must appear in the Annual Notice as stated here.

**The CPE Staff:**

**Sr. Sara-Ann Buckley, S.N.D.,M.Div.**
Director, Department of Pastoral Care
Certified ACPE Supervisor
Programs Available:

Full Time Summer Intensive Unit: Begins late May (the week before Memorial Day) for 11 weeks until the first week in August. Meeting days are Monday – Thursday 8 AM to 12 PM plus patient care time (with the exception of the first week of orientation, which will be Monday – Friday 8 AM – 4:30 PM).

Fall Compressed Unit: Begins the first Tuesday in September until mid December. Meeting day is Tuesday from 8 AM to 4:30 PM plus 20 hours of patient care time.

Spring Compressed Unit: Begins the first Tuesday after New Years until mid April. Meeting day is Tuesday from 8 AM to 4:30 PM plus 20 hours of patient care time.

Level I and Level II CPE are available.

Tuition is $1,000.00

A $25 application fee made out to Beverly Hospital is mailed with the completed application.

A $200 non-refundable deposit is required upon acceptance to hold your place in the program.

The $800 tuition balance is due on the first day of the program.
APPLICATION FOR CLINICAL PASTORAL EDUCATION

APPLICATION FOR:
___ Spring Compressed       ___ Summer       ___ Fall Compressed

CURRENT CPE STATUS:
___ Prospective CPE Student
___ ** Previous CPE Student with ___ (# of) units       Level I ________ Level II ________
** If previous CPE – please include Self-evaluation and Supervisor’s evaluation

PERSONAL INFORMATION:
Name ____________________________________________________________
Present Mailing Address ____________________________________________
                                      Street Address                  Apartment Number
                                      (   )                               
                                      City                Zip Code    Phone
Permanent Mailing Address __________________________________________
                                      Street Address                  Apartment Number
                                      (   )                               
                                      City                Zip Code    Phone
Email Address: ______________________________________________________
Denomination / Faith Group Affiliation ________________________________
Association, conference, Diocese, Presbytery, Synod _______________________
Present Position ____________________________ Ordained? ___ Date ______

EDUCATION
College
Name ____________________________ Location ____________ Degree __________ Dates __________
Seminary
Name ____________________________ Location ____________ Degree __________ Dates __________
Graduate
Name ____________________________ Location ____________ Degree __________ Dates __________

PREVIOUS CLINICAL PASTORAL EDUCATION

Dates ____________ Center ____________ Location ____________ Supervisor __________
Dates ____________ Center ____________ Location ____________ Supervisor __________
Dates ____________ Center ____________ Location ____________ Supervisor __________
Dates ____________ Center ____________ Location ____________ Supervisor __________
ATTACH TO THE APPLICATION THE FOLLOWING INFORMATION

1. Attach a list of 3 references including name address and phone number. Submit one reference from each of the following sources: 1) Denomination / Faith Group; 2) Academic; 3) Other.

2. Submit a reasonably full account of your life, including important events, relationships with people who have been significant to you and the impact these events and relationships have had on your development. Describe your family of origin, your current family relationships and your educational growth dynamics.

3. Submit a description of your religious life, including events and relationships that affected your faith and currently inform your belief system.

4. Submit a description of the development of your work (vocation) history, including a chronological list of positions and dates.

5. Submit an account of an incident in which you were called to help someone, including the nature of the request, your assessment of the “problem,” what you did, and a summary evaluation. If you have had a previous CPE, include this information in verbatim form.

6. Give your impression of Clinical Pastoral Education and describe your educational goals, including how this training will be used to meet your goals for doing ministry.

7. An admissions interview by an ACPE Supervisor or another qualified person is required for each applicant. In special circumstances, a CPE Supervisor, Seminary Liaison Professor, or Regional Director may recommend interviewer. In such instances, include the following information.

   Application interview conducted by __________________________
   Address __________________________
   City __________________________
   Zip Code __________________________
   Phone __________________________

8. Include an application fee of $25 made payable to Beverly Hospital.

THOSE WITH PREVIOUS CPE SHOULD SUBMIT THE FOLLOWING INFORMATION

9. Submit copies of previous CPE evaluations written by you and your supervisor.

10. Describe the most significant learning experience in previous CPE and how have you continued to work in this learning method? Illustrate your strengths and weakness as a professional person.

11. What are your personal and professional goals and how will continued training aid that process?

Signature of the Applicant __________________________
Date _________________

Social Security Number __________________________
DOB: __________________________

I understand that a CORI background check will be done as part of the application process.
I have received complaint(s) against me YES __________ NO __________ If YES, explain.

Send completed application and fee directly to:
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