



Nurturing the Call: Spiritual Guidance Program

Offering One-To-One Spiritual Direction



SHALEM
INSTITUTE FOR SPIRITUAL FORMATION

SUPPLEMENTARY INFORMATION & APPLICATION
CLASS OF 2015

Shalem Institute for Spiritual Formation
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NURTURING THE CALL: SPIRITUAL GUIDANCE PROGRAM
Class of 2015
SUPPLEMENTARY INFORMATION

"There is an undefined wealth in Shalem that is far deeper, far more significant than the Program's outline."
—A Participant

PROGRAM OVERVIEW

The Shalem Spiritual Guidance Program is designed to nurture the spiritual heart of those called to the ministry of "holy listening," known as spiritual direction, spiritual guidance, or spiritual companionship. Begun in 1978, this program was the first to offer both academic resources and experiential support for an ecumenical mix of spiritual directors. Since its inception, the Spiritual Guidance Program has attracted and been enriched by men and women from a wide variety of professions and faith traditions from around the world.

The breadth of material available in this Program is similar to that of many academic programs, and its experiential component is of a depth that few can offer. The learning that takes place between participants is also nearly unrivaled as all participants must already be spiritual companions.

Shalem's Spiritual Guidance Program draws on the rich resources of Christian contemplative tradition to enhance and deepen the spiritual lives of those called to this ministry. At its heart is the radical conviction that spiritual companionship is a form of prayer and that contemplative listening comes not so much from a set of skills but from grounding in one's relationship with God.

To support this understanding, the Program offers an environment that nurtures an increasing openness to the many ways God's Spirit is seeking to be alive in both our participants and in those whom they companion on life's spiritual journey. This is done in a spacious, prayer-filled atmosphere with the support and guidance of committed peers and Shalem's seasoned staff. Always, the emphasis is on an open, immediate awareness of God's presence.

"The true healing effects of spiritual direction come not from our own efforts as spiritual directors, but when we attend to the Holy Spirit in our interchanges, when we are aware of seeking grace, when God works through our relationships."

*Jerry May,
Shalem Senior Fellow,
Noted Author*

GENERAL PROGRAM INFORMATION

The design of the Program allows for at-home study, practice, and peer group accountability and support supplemented by two intensive ten-day residencies, which are held at facilities in the Baltimore/Washington, D.C. area. The Program spans two years with residencies approximately one year apart.

Program Timeline

February 2014 - December 2015

*Early Bird Application by 12/1/2013
& Final Application by 1/15/14*

At-Home Work	Feb - May 2014
1st Residency	July 8-17, 2014
At-Home Work	Sept 2014 - June 2015
2nd Residency	June 2-11, 2015
At-Home Integrative Phase	Sept - Dec 2015

(NOTE: Residency dates are subject to change. Currently both residencies are scheduled at Holy Trinity Spiritual Center in Pikesville, MD, where there is no handicap accessibility. Meals offer healthy options but cannot accommodate special diets.)

At-home work includes receiving and offering one-to-one spiritual guidance, mutual support and accountability with a self-established peer group, reading of selected texts including classics and specific topical material, preparation of several brief theme papers, brief periodic reports to Shalem, personal journal-keeping, and a personal spiritual practice. In addition, a minimum of three self-scheduled solitary retreat days is required during the two years. Staff responses will be provided approximately quarterly, and additional consultation can be arranged as needed.

Residencies include topical seminars, practicums in prayer and spiritual disciplines, individual interviews with staff, supervised peer groups, group processing, and reflection. An attempt is made to foster a community of peers within a prayerful atmosphere. Frequent sessions on prayer will expose a broad range of prayer forms and issues, both theoretically and experientially. Associates will lead regular morning and evening prayer, and one-and-one-half days of the ten days will be spent in a guided silent retreat.

The **integrative phase** includes continuation of spiritual guidance and peer group participation, one brief report to Shalem, and completion of a six- to twelve-page paper, which will be due near the end of the Program. Associates are expected to continue in a peer group after completion of the Program, as long as they are offering spiritual guidance.

Who Should Apply?

Shalem's Spiritual Guidance Program is for people who have experienced the mystery of God working in their own lives and who:

- Companion others on their spiritual journey;
- Know others who see in them spiritual maturity and a gift of spiritual companionship;
- Desire personal spiritual deepening for themselves as enrichment for this ministry;
- Seek spiritual community and mutual support with other spiritually open directors.

Each program class is comprised of approximately 20-25 carefully selected women and men who feel called to deepen their ministry and experience of spiritual guidance and to further the integration of their personal spiritual awareness. They include lay people, clergy, vowed religious, and

professionals representing a wide variety of vocations and faith traditions. People who have informally found themselves sought out by others for attention to prayer and spiritual life may be eligible.

Shalem's program is also appropriate for those who have received professional spiritual direction training and who desire the enrichment that the contemplative disciplines bring to individuals and those they companion.

Staff

Liz Ward, Director of Shalem's Spiritual Guidance Program, is a graduate of Shalem's Spiritual Guidance Program and has served as a spiritual director for Virginia Seminary for 18 years. She is an experienced retreat leader and serves as a discernment facilitator for the Diocese of Virginia. She also serves on staff for Shalem's Leading Contemplative Prayer Groups and Retreats and the Clergy Spiritual Life & Leadership Programs.

CeCe Balboni, an Episcopal laywoman and spiritual director, is a psychotherapist in private practice and a graduate of Shalem's Spiritual Guidance Program.

Douglas Battenberg, an Episcopal layperson, is a spiritual director, retired economist, group and retreat leader, and graduate of Shalem's Spiritual Guidance Program.

Lerita Coleman Brown is a graduate of Shalem's Spiritual Guidance Program, Professor Emerita of Psychology, spiritual director, and author. A contemplative Christian, she speaks and writes about contemplative spirituality in everyday life.

Phil Cover, a Catholic priest and graduate of Shalem's Spiritual Guidance Program, is a spiritual director, retreat leader, and pilgrim guide to the Sinai and New Mexico deserts. He is co-author of *Journey with Purpose* and *The Inner Work of Lent*.

Carole Crumley, an Episcopal priest and an experienced pilgrimage guide to sacred and secular sites throughout Europe, the Middle East and the U.S, also directs Shalem's *Going Deeper: Clergy Spiritual Life and Leadership Program*.

Ann Dean, Director of Shalem's Leading Contemplative Prayer Groups & Retreats Program, is a minister of the Church of the Saviour, in Washington, DC, and a member of the Dayspring Retreat Mission Group. She is a spiritual director; leader of retreats/conferences for deepening prayer and discernment of vision and call; and has a strong interest in creation spirituality and multi-faith groups/retreats

Bill Dietrich, a Quaker, is a graduate of Shalem's Leading Contemplative Prayer Groups & Retreats and Spiritual Guidance Programs. He is a long-time spiritual director and retreat leader and teaches in several of Shalem's short and extension programs.

Rose Mary Dougherty, SSND, Shalem's Senior Fellow for Spiritual Guidance, served as Shalem's director for spiritual guidance for many years.

Mary Edwards, a Quaker, is a licensed clinical social worker and family mediator, and a spiritual director in private practice in Maryland. She attended Shalem's Spiritual Guidance Program and has participated in many Shalem events.

Tilden H. Edwards, Jr., a nationally respected speaker and spiritual leader, is Shalem's Founder and Senior Fellow, an Episcopal priest, and author or editor of six books on the spiritual life.

Sid Fowler currently is transition minister of First Congregational Church, Washington, DC. He has served on the national staff of both the United Methodist Church and United Church of Christ and was the editorial director of the on-line scripture project of the Human Rights Campaign (HRC).

Katy Gaughan, a graduate of Shalem's Leading Contemplative Prayer Groups & Retreats Program, is also a drummer and drum circle facilitator who loves leading groups in prayerful musical experiences.

Christine Jeffrey, Shalem's Senior Program Administrator, has worked in parishes in the DC area as a pastoral associate, office manager and a director of religious education. She received her degree in theology from Trinity University in Washington, DC.

Mary Lou Miller is a graduate of Shalem's Spiritual Guidance Program, a Roman Catholic, spiritual director for 30 years, retired director of faith formation in a Roman Catholic parish, currently

mentor for spiritual reflectors in the Ignatian Volunteer Corps, and member of a peer group for many years.

Diane Paras, a Lutheran layperson, is a spiritual director, graduate of Shalem's Spiritual Guidance Program, and facilitator of contemplative prayer groups and group spiritual direction groups.

Tanya Radford, Special Assistant/Program Administrator for Shalem Institute, works with the Spiritual Guidance Program and assists with all of the programs at Shalem. She has a degree in media arts and is a writer, vocalist and student of the word of God.

Patience Robbins, a graduate of Shalem's Spiritual Guidance Program, has been a spiritual director for over 20 years. A member of Shalem's adjunct staff since 1997, she was the Director of Shalem's Personal Spiritual Deepening Program from 2003-08. She is the author of the booklet, *Parenting: A Sacred Path*.

Emily Schwenker is ordained in the Presbyterian Church (USA) to the Validated Specialized Ministry of Spiritual Direction. In addition to offering individual and group spiritual direction, she serves as the Associate for Spiritual Formation and Direction at Trinity Presbyterian Church in Wilmington, DE, and is a member of the adjunct faculty at Lancaster Theological Seminary in Lancaster, PA.

Jean Sweeney has done spiritual companionship for more than 20 years, now in prison and jail communities. She is a retired pastoral counselor, active in justice issues in her community and parish, and a lover of art.

Phillip Stephens, a voice specialist and parish administrator, is an associate of the Order of the Holy Cross. A graduate of Shalem's Spiritual Guidance Program and a spiritual guide and retreat facilitator, he is interested in cross-cultural studies and inter-religious dialogue.

Certificate of Completion

A Certificate of Completion will be awarded to those who satisfactorily complete the measurable objectives of the Program. This is not intended as a certification of the person as a spiritual director or validation of one's call to the spiritual guidance ministry. While an attempt is made to help the person discern that call, we believe that the final confirmation is known in the fruits of the ministry and is clarified through the Spirit of Truth alive in the director, the directee, and the community of faith.

Special Partnership Degree

Lancaster Theological Seminary offers a Masters of Divinity degree that gives students the ability to earn this degree from Lancaster and complete Shalem's Spiritual Guidance Program within three years. Applicants must apply to both programs and be accepted by both programs in order to be eligible. This program will begin with a limit of eight students per year. Because the intent of this program is to get graduates into pastoral positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is acceptable to both institutions, part-time students may become eligible. The spiritual guidance may be offered within a congregational setting and combined with other pastoral work if the student intends to pursue ordained ministry. For more details about this degree, visit www.lancasterseminary.edu.

Continuation Beyond the Program

Associates who continue to offer spiritual guidance beyond their participation in the Program are expected to continue monthly peer groups and to continue to pursue opportunities to enrich their ministry of spiritual direction. Shalem assists this process by providing a directory of Program participants and through its Spiritual Guidance Fellowship. It also offers opportunities for networking including regional gatherings, short programs and Shalem's Society for Contemplative Leadership.

Program Fees

Application Fee (non-refundable) \$45

Tuition and Residency Fees

Early Bird by 12/1/13 | Final by 1/15/14

Deposit, due upon acceptance (non-refundable)	\$ 500	\$ 500
Remaining fees, payable in installments		
Room & board, 18 overnights (2 residencies)*	2,087	2,087
Remaining tuition	<u>4,409</u>	<u>4,813</u>
Total price of the 2-year program (includes start-up materials, program staff and administration and residency fees)	\$6,996	\$7,400

* Room and board fees are subject to change based upon rates charged by residency facilities.

The program fees shown above cover about 75-80% of the total costs. The balance is funded by gifts from donors, and as a result, their prayers as well as their financial support accompany you in this program.

Upon acceptance, you are asked to commit to the entire course of the program and all attendant fees and to submit a nonrefundable \$500 deposit.

For the balance of the program fees, we offer a variety of payment plans that stretch payments from the application date to the second residency. Please contact the Finance Office for more information.

Tuition Assistance: In some cases of financial need, Shalem is able to offer limited tuition reduction depending on your need and the number of other requests. We ask that you prayerfully consider the amount you are able to pay and the amount you are requesting. We encourage applicants to look for sources of funding from their churches or religious affiliations. If you wish to be considered for reduced tuition, please submit a completed Tuition Assistance Form at the time of your application; the form is provided in this packet.

PROGRAM COMPONENTS

A survey of Program associates indicates that most spend an average of 35 hours per month completing all requirements, excluding residencies. These hours include individual retreat time, giving direction to two persons, receiving direction, reading, peer group meetings, and all other program requirements. (Amount of time spent ranges from 2-1/2 days to 5-1/2 days per month.)

At-Home Work

Papers: Four personal, integrative Theme Papers of 4-6 double-spaced pages each are required, each focused on a major theme drawn from the reading and seminar sequences (e.g., Entering One-to-One Spiritual Direction, Discernment, Psychology and Spiritual Direction, Social Contexts). A final integrative or research paper of 6-12 double-spaced pages is required near the end of the Program. Specific guidelines for these papers are given.

One-page reports of associates' direction, readings, and personal discipline situations are requested periodically. Associates also need to complete all written program evaluations.

Reflection and Feedback: Associates will be expected to participate in prayerful reflection and feedback concerning their own and others' gifts and growing edges as spiritual companions. Individual meetings with staff and mutual peer reflection will assist this process. It is hoped that this overall experience will enrich associates' ongoing discernment of their gifts and calling to the ministry of spiritual guidance. Associates will also provide periodic feedback to the staff about their sense of the process and content of the program itself. Staff will provide responses to theme papers and major papers, but there are no examinations or grades given. If an associate requires periodic evaluation for academic credit, a pass/fail report will be given as needed to the accrediting institution based upon fulfillment of Program requirements.

Staff Contact: Each associate is assigned a staff contact person for the course of the Program. This staff person will regularly respond to reports. Staff persons responsible for the particular topical areas covered by the theme papers respond to them. In addition, associates meet privately with their staff persons during each residency. These times are opportunities for mutual feedback and for associates to deal with special concerns and interests, ranging from Program issues to relationships with their spiritual directors. Other staff consultation can be arranged as needed.

Personal Discipline: Associates are asked to maintain a daily discipline of prayer and at least occasional journal keeping. The form of this discipline is in the hands of associates, in consultation with their spiritual directors. Some guidelines for journaling around components of the program are provided.

Retreats: Associates are required to spend at least three self-scheduled, solitary retreat days while participating in the Program. The place, time, and format of these days are up to associates, in consultation with their spiritual directors. These days symbolize the importance of the spiritual guide's own unambiguous solitude as part of his/her ongoing formation. In addition, there is a 36-hour guided, silent Sabbath time during each of the residencies.

Readings: Readings follow the sequence indicated below with seminar information. Applicants will need to establish library resources in their local areas so that bibliography readings can be obtained during the course of the Program. Theological schools, convents, monasteries, and houses of religious studies are good resources. A brief representative bibliography is included to assist with this. Copies of required journal articles and selections from out-of-print books will be sent to participants by the Shalem office.

Residencies

Residency Seminars: The content of seminars includes the following sequence of subjects as specifically related to spiritual direction.

A. Continuing Topics Covering the Entire Program Time:

1. Prayer and Christian Spirituality
2. The Body and Prayer
3. Classics of Christian Spirituality
4. Spiritual Guidance in Christian History
5. The Arts and Spirituality
6. Spirituality in Our Time

B. Major Seminar Themes:

1. Entering One-to-One Spiritual Direction
2. Theological Grounding
3. Scripture and Spiritual Direction
4. Discernment
5. Psychology and Spiritual Direction
6. Contemporary Social Contexts for Spiritual Direction (Family, Gender, Work, Social Vision, etc.)

C. Other Selected Seminar Themes:

1. Pluralism in Spiritual Guidance Relationships
2. Group Spiritual Direction

3. Spiritual Direction in Other Traditions
4. Spiritual Journey in John of the Cross and Teresa of Avila
5. Social Vision and the Spiritual Life
6. Death and Life
7. Corporate Worship
8. Morality and the Spiritual Life

Seminar methods include short lectures, dialogue, individual and small group work focused on particular concrete questions, role plays, and real plays. Practical questions and subjects concerning the concrete practice of spiritual guidance are woven into the sequence. An informal atmosphere of mutual learning is cultivated, together with respect for the experience brought by associates.

Staff-Led Gatherings at Residencies: Staff-led gatherings on contemplative forms of prayer and related disciplines, focused both experientially and theoretically, continue throughout both residencies.

Spiritual Direction

All associates need to be in a regular relationship with a spiritual director of their choosing, normally meeting about one hour per month. Associates also need to be involved in offering spiritual guidance to others. This ministry historically is confirmed as a gift and calling by other people coming spontaneously for continuing attention to their spiritual life. Prior to the Program, evidence is needed that others have sought out the associates for assistance in attending God in their lives, preferably on a regular basis. By the beginning of the Program and throughout, associates need to be offering formal guidance (in-person, face-to-face) to at least two other people on a regular basis. Normally these are people who would be coming for spiritual guidance whether or not one is in a program. These need not be the same two people throughout the Program. Arrangements for one's own spiritual guidance and guidance with two other persons must be made prior to submitting one's application. (If you are moving, or anticipate a move soon after the Program begins, it is better to wait until you have these relationships naturally in place before you apply.)

Peer Groups

These monthly two-hour groups are integral to the Program. Groups consist of three to five other persons who also offer spiritual guidance. They need not be Program participants but must be willing to follow Shalem's format for the meetings. Peer group members rotate in presenting concrete situations of one-to-one spiritual guidance in which they are involved. The primary focus of reflection is the presenter's own evolving faith life in relation to work with a directee. Shalem provides guidelines and support for the formation and structuring of these groups. (See peer group guidelines below.) Participants are expected to attend 30 at-home presentations (15 meetings with two presentations or 30 meetings with one presentation). They are expected to present themselves five of these times.

Peer Group Guidelines: You are responsible for discernment about what peer group will best serve your needs as a spiritual director. You are also responsible for ensuring that your peer group follows Shalem's guidelines. If you are joining an existing peer group, you should be clear that you are joining as a peer. You should also ask that the group review Shalem guidelines, revisiting the spirit undergirding these guidelines, and be willing to follow the guidelines. Shalem sees the peer group process as providing spiritual direction for the presenter around a direction relationship.

Peer groups should be made up of from three to five people (in addition to oneself) who are offering spiritual guidance to individuals. They need to be willing to meet for a two-hour session once a month except for summertime. The meetings can be scheduled differently, if necessary, as long as the group meets for 30 presentations. If a group is also meeting for extended faith sharing, support for ministry, etc., it will be necessary to plan a separate time for this or to extend the length of the meeting so the time needed for presentations can be honored. The other members do not need to be Program participants, but they should be involved in giving and receiving spiritual direction. As

planned, each two-hour meeting begins with prayer led by the convenor. After this, one of the members presents a spiritual direction relationship (for about 15 minutes), followed by a few minutes of silent prayerful reflection, and then the group responds for about one-half hour. After a brief break, another member presents, again followed by silent reflection and discussion. The meeting closes with a brief processing time and ending prayer. Members of the group alternate as presenters and convenors; convenors keep track of the time during each meeting.

We encourage participants to form peer groups that are as heterogeneous as possible in terms of age, denomination, sex, clergy/laity, etc., because such a mix leads to a much richer process. We understand, however, that in certain geographic areas this type of mix may not be possible. If you are unaware of other people in your area who are giving and receiving spiritual direction or guidance, you may find it valuable to check with convents, monasteries, and retreat centers for suggestions. Since "spiritual direction" or even "spiritual guidance" are still somewhat foreign terms in certain denominations and areas, you also might want to check with pastors of local churches to see if they can identify people who seem called to be personal companions for others in their spiritual journeys, to whom people seem to come to talk about their experiences of God, practices of prayer and meditation, and discernment of how God's spirit seems to be working and inviting them in their lives. It has been our experience that such people can be found just about everywhere. Though some might feel it presumptuous to call themselves "spiritual directors," they usually are willing to admit that they do seem to have been called to at least be "spiritual friends," and that they do offer support and guidance to others. It has also been our experience that most people who offer spiritual direction, either formally or informally, are very grateful to have an opportunity to meet in a group such as this where they can share and reflect upon their experience and grow together in this ministry.

Once you are accepted into the program, Shalem will send you a detailed set of peer group guidelines and a CD of a sample peer group meeting. We try to be very specific in helping these groups get going, because we feel the group's atmosphere is very important to the overall process of the Program. For example, we encourage a prayerful, open attitude in the meetings in contrast to psychological "case presentation" analysis or "theological discussion." We hope that the meetings will assume the nature of spiritual direction for the presenter, so we encourage presenters to present themselves in relation to a directee rather than presenting a directee. We feel it is very important that the members of the group be able to pray quietly together, to share their faith experiences with each other, and grow in trust so they can comfortably ask each other personal questions about prayer and experiences of grace and of God.

After the group has begun, and before the first residency, we request a tape of one group meeting in which the Program participant is presenting. We will then provide suggestions and feedback about the process of the group. Peer groups will also be formed among participants at each residency; this will provide additional help and understanding for the conduct of the at-home groups. We hope that the at-home peer group will provide a rich and ongoing source of support and supervision for its members long after the Program is over.

SAMPLE BIBLIOGRAPHY

The following list is a small but somewhat representative sample of required or recommended resources used in the Shalem Spiritual Guidance Program. This is provided for your information, and to assist you in making arrangements for library resources in your area. Starred (*) references will be used extensively, and you should seriously consider purchasing these. A full bibliography will be made available after final selection of applicants.

Sample Books:

- * Barry, Wm. & Connolly, Wm. *The Practice of Spiritual Direction*
- * Bass, Dorothy, ed. *Practicing Our Faith: A Way of Life for Searching People*
- Bloom, Anthony. *Living Prayer and Courage to Pray*
- The Cloud of Unknowing*

- DeMello, Anthony. *Sadhana: A Way to God*
- Dougherty, Rose Mary. *Group Spiritual Direction: Community for Discernment*
- * Edwards, Tilden. *Spiritual Director, Spiritual Companion*
- Foster, R. *Streams of Living Water: Celebrating the Great Traditions of Christian Faith*
- Francis de Sales. *Introduction to the Devout Life*
- Gula, Richard. *The Good Life: Where Morality and Spirituality Converge*
- * Hart, Thomas. *The Art Of Christian Listening*
- Holt, Bradley. *Thirsty for God: A Brief History of Christian Spirituality*
- Ignatius Loyola. *Spiritual Exercises*
- * Jaoudi, Maria. *Christian Mysticism—East and West*
- John of the Cross. *Ascent of Mt. Carmel; Dark Night of the Soul; etc.*
- Johnston, W. *The Inner Eye of Love*
- * Kelly, Thomas. *Testament of Devotion*
- Lamott, Anne. *Traveling Mercies: Some Thoughts of Faith*
- Leech, Kenneth. *True Prayer*
- * May, Gerald. *Care Of Mind/Care of Spirit and Will and Spirit*
- Merton, Thomas. *Spiritual Direction and Meditation*
- Teresa of Avila. *Interior Castle; Life; etc.*
- Trungpa, Chogyam. *Cutting Through Spiritual Materialism*
- Underhill, Evelyn. *Mysticism*
- Walker, Alice. *The Color Purple*

Sample Journals:

Abba: A Journal of Prayer	Presence	Transpersonal Psychology
Christianity Today	Review for Religious	The Way
Human Development	Spiritual Life	Weavings
Journal of Pastoral Care	Spirituality	Worship
Living Prayer	Spirituality & Health	

(Note: Copies of all required journal articles will be provided by Shalem.)



NURTURING THE CALL: SPIRITUAL GUIDANCE PROGRAM
Class of 2015
APPLICATION FORM

Before filling out the application, we suggest that you look at your situation in relation to the following ideal qualifications. Those who combine most of these will be given priority for admission. If you have any hesitation about applying after reading these, please call or write one of the staff for clarification.

IDEAL CRITERIA: Individuals who

1. Feel called to spiritual companionship for others. This involves specifically focusing on prayer/meditation experience and discernment of and response to God's activity in a person's life.
2. Have experienced a validation of this call by the fact that others have come to them to attend God in their lives.
3. Have had experience with a spiritual director or companion for themselves.
4. Have life experience and history, which reflect an ongoing caring for God.
5. Desire a serious experiential and academic program with an ecumenical mix of peers in a Christian context, open to other faith traditions.
6. Actively express commitment to and seeking of the Truth of God through a religious tradition and open to learning from other traditions.
7. Have evidence of their faith community's support for their ministry of spiritual direction.



NURTURING THE CALL: SPIRITUAL GUIDANCE PROGRAM
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APPLICATION FORM - PAGE 1

Please enclose a non-refundable \$45 application fee and make checks payable to Shalem.
PLEASE DO NOT STAPLE ANY PART OF YOUR APPLICATION.

(Early Bird Application by 12/1/13 & Final Application by 1/15/14) *

* **Please Note:** Application deadline is the date that the registrar must RECEIVE completed application.

NAME _____ DATE _____

ADDRESS _____

Home _____ City, State _____ Zip _____

Work _____ City, State _____ Zip _____

PHONES _____

Home _____ Work _____ Cell _____

E-MAIL _____

RELIGIOUS AFFILIATION _____

(Denomination & Community/Congregation)

SPONSORING ORGANIZATION (if any) _____

CURRENT OCCUPATION _____

DATE OF BIRTH _____ HIGHEST EARNED ACADEMIC DEGREE _____ MAJOR SUBJECT _____

HEALTH CONCERNS THAT may affect your ability to fully participate in the residencies

DO YOU ANTICIPATE A GEOGRAPHIC MOVE WITHIN THE NEXT TWO YEARS? _____

How did you hear about this program? (e.g., Personal referral? Ad in a periodical—which one? Web site?)

Please indicate the name(s) of any staff member of Shalem, or graduate/associate of the Spiritual Guidance Program, whom you know fairly well.

Outline your educational background after high school:

Outline your primary vocational history:

Are you applying for scholarship assistance? NO _____ YES _____

If yes, please enclose the Scholarship Form with this application.



NURTURING THE CALL: SPIRITUAL GUIDANCE PROGRAM

Class of 2015

APPLICATION FORM - PAGE 2

PLEASE ANSWER QUESTIONS #1 AND #2 ON SEPARATE SHEETS OF PAPER.

1. PLANS FOR PROGRAM REQUIREMENTS

- a) Plans for receiving spiritual direction for yourself, and the length of time you have been in direction.
- b) Plans for offering direction to at least two individuals who have agreed, prior to your submitting application, to be in direction with you, and the length of time you have been directing. (Please note that while we expect you to be directing two individuals throughout the Program, they need not be the same two people for the duration of the Program. Ideally they are people you have been seeing or would be directing whether or not you are in the Program.)
- c) In one paragraph, describe what actually happened in a recent, typical time in which you were a spiritual director, guide or companion for someone.
- d) Plans for access to a theological library with resources on spirituality and spiritual direction.
- e) Plans for forming a peer group, including probable members. The members must be both giving and receiving identified one-to-one spiritual direction and be willing to follow Shalem's guidelines for group process in the meetings.

2. SHORT ESSAY

Please provide a short essay (no more than two single-spaced or three double-spaced pages) that includes answers to the following questions:

- a) What attracts you to this program?
- b) What important life experiences lie behind this attraction? *Include the nature and extent of your giving and receiving spiritual direction/guidance, including current specific experience both as a guide and as a directee (this information is essential), and any psychological counseling received and/or given that has contributed to your insight into human nature.*
- c) What specifically do you need from such a program?
- d) With whom and where do you expect to use your learnings?
- e) What is your understanding of the intent of spiritual direction/guidance?
- f) What do you feel are the most important qualifications of a spiritual director/guide?
- g) How would you honestly assess your *assets* and *deficits* relevant to spiritual direction/guidance?
- h) What readings and personal experience have influenced your understanding of spiritual guidance?
- i) What is your sense of acceptance and support from those with whom you live and pray (family, religious community, church, etc.) for your participation in the program?
- j) Are there personal constraints (such as an anticipated move, new job responsibilities, etc.) involving spiritual direction, etc. which dictate submitting your application at this particular time only?

Please list the names, addresses and telephone numbers of two or three people whom you would trust to *know your work and potential as a spiritual director/guide.* Ask them to send us a letter of recommendation before the application deadline, following the enclosed form. (Indicate the deadline on the Recommendation Form.)

- a. _____
- b. _____
- c. _____

Please return completed application form to:
SHALEM INSTITUTE, 3025 Fourth Street, NE, Washington, DC 20017
Attn: Tanya Radford



NURTURING THE CALL: SPIRITUAL GUIDANCE PROGRAM
Class of 2015
RECOMMENDATION FORM

(Early Bird Deadline by 12/1/13 & Final Application by 1/15/14) *

* ***Please Note:*** Application deadline is the date that the registrar must **RECEIVE** the letter of recommendation.

Dear _____,

As part of my application for the Shalem Spiritual Guidance Program, I am asking you to write a letter of recommendation for me. Please address the questions listed below, and provide any additional information which might help Shalem evaluate my application. Please send your response, along with this form, to Shalem **by the above deadline.**

Thank you,

(Signature of Applicant)

1. In what way are you acquainted with the applicant and his or her ministry?
2. What is your personal appraisal of the applicant's gifts, calling, and actual work as a spiritual guide for others? (Please note that "spiritual guide" implies attending specifically to people's prayer life, felt relationship with God, spiritual experiences, callings, and the like.)
3. Can you relate any comments from other people regarding the applicant's gifts and abilities as a spiritual guide?
4. What is your appraisal of the applicant's spiritual maturity and practice?
5. What is your opinion of the applicant's psychological maturity and stability?
6. Would you have any hesitation in referring someone to the applicant for spiritual guidance? Have you actually done so or know of others who have?
7. Please mention at least one area of the applicant's life or work that you feel is in need of growth.

Thank you again for your assistance.

Please send your response to:

SHALEM INSTITUTE FOR SPIRITUAL FORMATION
TANYA RADFORD, C/O SPIRITUAL GUIDANCE PROGRAM
3025 Fourth Street, NE, Suite 22, Washington, DC 20017
Telephone: (301) 897-7334, ext. 1005 • Fax: (202) 595-0036
e-mail: tanya@shalem.org • website: www.shalem.org

Shalem Long-Term Programs in the Contemplative Tradition

TUITION ASSISTANCE FORM

Shalem is able to offer reduced tuition for a limited number of participants. Reductions are limited to a portion of tuition and are not available for room and board for residencies. Please consider carefully and prayerfully your expenses and income as you apply for assistance.

Information you provide relative to this request will be kept confidential.

Program to which you are applying:

- Spiritual Guidance
- Leading Contemplative Prayer Groups & Retreats
- Clergy Spiritual Life and Leadership

Name _____
Address _____

Telephone _____
E-Mail _____

Faith Tradition _____
Are You: Lay <input type="checkbox"/> Clergy <input type="checkbox"/> Religious <input type="checkbox"/>
If you are able to volunteer in the Shalem office, please add any days/times available here and add any particular skills you have to offer:

Cost of Shalem program tuition _____
Your contribution _____
Amount of reduced tuition you request for this program _____
Estimated family income for the program's duration _____
Estimated essential expenses, total _____
Have you explored a potential contribution from other sources? Please explain:

If they are positive, how much might they contribute? _____

Any other comments that would assist us in evaluating your request for tuition assistance:

PLEASE RETURN THIS FORM WITH YOUR PROGRAM APPLICATION AND/OR REGISTRATION TO:
SHALEM INSTITUTE FOR SPIRITUAL FORMATION, INC.
3025 Fourth Street, NE, Suite 22
Washington, DC 20017



OVERVIEW OF SHALEM LONG-TERM PROGRAMS IN THE CONTEMPLATIVE TRADITION

INTRODUCTION

At the heart of Shalem's programmatic life are our three in-depth extension programs. As with all Shalem offerings, these programs share a common, central grounding in the contemplative tradition that encourages an awareness of God's immediate presence, humility in understanding God's ways, and a radical trust in God at work in our own lives and the lives of others. Throughout our history, our programs also have been enriched by the contemplative wisdom of other faith traditions.

Participants come from many different denominations, faith traditions, and walks of life—all seeking connection, nurture and support. Over the years, thousands of men and women, nationally and internationally, have immersed themselves in our long-term extension programs.

Shalem programs are uniquely experiential in approach and are grounded in our understanding of classic contemplative wisdom. All offer a rich variety of practices, teachings and leadership styles, and all seek to create a sense of sacred space that fosters authentic spiritual community and spiritual growth.

THE PROGRAMS

Transforming Community: Leading Contemplative Prayer Groups & Retreats

- Do you find yourself leading or being called to lead contemplative groups and retreats for spiritual formation, meditation, prayer, support and spiritual community?
- Have you participated in a contemplative prayer group or retreat yourself?
- Do you feel the need for personal spiritual support and development in this ministry?

This program provides resources and support for leadership of short- and long-term contemplative spiritual formation groups and retreats where the focus is on deepening attentiveness and receptivity to God. The program emphasizes the use of a variety of practices to encourage people in a more contemplative orientation in all of life and the development of leadership that invites direct openness to God.

Nurturing the Call: Spiritual Guidance

- Do you companion others on their spiritual journeys?
- Do others see your spiritual commitment and your gift of spiritual companionship?
- Do you desire support and enrichment for this ministry?

This program is designed to provide resources and support for the ministry of one-to-one spiritual guidance and to assist in clarifying a calling to this ministry. At its heart is the radical conviction that spiritual companionship is a form of prayer and that contemplative listening comes not so much from a set of skills but from grounding in one's relationship with God. This program nurtures an increasing openness to the many ways God's Spirit is seeking to be alive in both our participants and in those whom they companion.

Going Deeper : Clergy Spiritual Life and Leadership

- Do you wish to deepen your spiritual life and open yourself more fully to God?
- Do you yearn to lead from your spiritual heart and a revitalized sense of call?
- Are you searching for an inspiring faith community of peers?

This program provides a dedicated time for congregational clergy to nurture their own souls and to deepen their contemplative orientation as spiritual leaders. It offers a spiritual foundation for authentic vision and action, encouraging openness to God's grace, freedom to embrace both personal and collective risk-taking where called for, and appreciation of the many ways God's Spirit is alive in participants and their congregational life and leadership.

Discerning Which Program is Right for You

While all of our programs have the intent of supporting contemplative living in our world, each program has a particular focus as described above. Shalem staff are happy to assist your discernment process. If you have any questions, please contact the Shalem office.