

Advisee Manual

Certificate in
Formational Prayer

Formational Prayer Certificate Program
Advisee Manual

Table of Contents

- I. Welcome
- II. Purpose and Objectives
- III. Organizational Structure
 - a. personnel
 - b. coordinating advisor/advisee overview
- IV. Coordinating Advisor/Advisee Relationship Overview
- V. Context in Ministry Recommendations
 - a. legal and ethical considerations
 - b. limits and boundaries
- VI. Standards, Requirements, and Costs
 - a. overview
 - b. checklist of certificate requirements
 - c. guidelines for writing reflection papers
 - d. required reading checklist
- VI. Coordinating Advisor Guidelines
 - a. overview
 - b. face to face contact advising hours
- VII. Informed Consent
 - a. file copy
 - b. advisee participant copy

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 and look forward to the time we will spend together.

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 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 or Healing Care 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 fluid and cursive, with a large initial 'K'.

Kimberly Moraghan
Director of Certificate in Formational Prayer
Healing Care LLC
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Purpose and Objectives

Purpose:

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

Objective:

The Certificate Program in formational prayer 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 Certificate in Formational Prayer Program is a part of Healing Care LLC. Kimberly Moraghan, MA, LPCC-S, Director of the Certificate in Formational Prayer Program, serves under the leadership of Dr. Terry Wardle, D.Min., Founder of Healing Care LLC and HCM International.

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 The Certificate in Formational Prayer Program.

Advisory Board

Kimberly Moraghan, Director and Chair, Certificate Program in Formational Prayer

Lynne Lawson, Executive Director, Healing Care LLC

Sandra Vilela, Coordinating Advisor, Faculty

Terry Wardle, Founder of Healing Care and HCM International

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

Coordinating Advisor/Advisee Relationship Overview

- The Advisory Board assigns each participant (advisee) who is accepted into the Certificate Program to a Coordinating Advisor. Coordinating Advisors have the following qualifications: 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 ongoing formation and healing.
- Advisees are to send a reflection papers to their Coordinating Advisor within thirty days of attending the related conference or seminar.
- The Coordinating Advisor informs the Healing Care office when an advisee has completed all of the Certificate Program requirements and will be responsible to submit a one to two-page letter of completion which describes the advisee's progress during the Certificate Program; strengths and areas for growth are to be included in this final evaluation. They will then send a closing letter to the advisee which will include feedback and recommendations.
- Coordinating Advisors are responsible for documenting their advisee's progress in fulfilling all requirements of the Certificate Program and a completion of book readings. Advisors will send a welcome email to let the advisee know expectations. Advisory relationship begins when the advisory fee is paid (directly to the assigned advisor). Log sheets will be provided for the purpose of tracking progress. It is each advisee's responsibility to fill out the dates on the log sheet/book reading list and submit it to the advisor when all requirements are completed. The Coordinating Advisor then submits the completed log sheet to the Advisory Board, along with a letter of completion and a closing interview will be scheduled by the office with the advisee.

To review:

Advisee must:

1. Pay the advisor fee which will begin the advisory relationship.
2. Submit to their advisor reflection papers within one month of attendance of an event.
3. Fill out *checklist of certificate requirements*.
4. Fill out *required reading checklist*.
5. Return these two forms to their advisor upon completion.

Advisor will:

1. Send a welcome email to the advisee including expectations for the advisor/advisee relationship.
2. Fill out paperwork and provide a minimum of 6 direct contact hours.
3. Review and comment on all reflection papers in a timely manner.
4. Write a letter of completion which will include recommendations to be submitted to the Advisory Board upon finishing of the requirements.
5. Submit a closing email to advisee which will include feedback and recommendations.

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

- 1) The Certificate in Formational Prayer 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 Certificate in Formational Prayer Program is closely aligned with Healing Care and its seminars, the Advisory Board for the Formational Prayer Certificate Program does not oversee the Formational Prayer Seminar 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 Healing Care's Formational Prayer seminars.
- 3) All requests to become an advisor for the Certificate in Formational Prayer 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 Healing Care.
- ❖ Caregivers that receive the Certificate in Formational Prayer are personally and professionally autonomous of Healing Care. Healing Care is not 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 the 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 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. Please note: all Healing Care seminars are approved.
- Attend a conference on a theme related to healing and prayer or spiritual direction; and pre-approved by your coordinating advisor. Please note: all Healing Care seminars are approved.
- Read seven books to be chosen from books listed on page 13 of this manual.

- Submit a reflection paper to your advisor in response to participation in these experiences:
 - The Healing Care Group
 - Summer Intensive
 - Caregiver-in- training
 - Integrating Seminar
 - Additional Seminar

*Guidelines for writing reflection papers are on page 12 of this 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:

- Application Fee of \$450 is due at the time of application
- Coordinating advisor fee of \$425 is paid directly from the advisee to the coordinating advisor. Advisee then makes contact with the coordinating advisor to initiate the certificate program process. **Relationship begins when fee is paid.**

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

Advisee Checklist of Certificate Requirements

Coordinating Advisor _____

Advisee _____

Requirement completed:

_____ 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 Healing Care Group 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 7 books from book list (on page 13 of this manual)

_____ Reflection papers submitted to advisor (on page 12) in response to participation in the following:

_____ The Healing Care Group

_____ Summer Intensive

_____ Caregiver in Training

_____ Additional Training Seminar

_____ Integrating seminar

_____ Exit interview

Fees paid:

_____ Application Fee \$450

_____ Coordinating Advisor Fee \$425

Completion:

_____ All requirements have been completed-Coordinating Advisor submits checklist

Guidelines for Writing Reflection Papers

- ❖ Write a reflection paper after each of the following experiences (5 papers total):
 - The Healing Care Group
 - Summer Intensive
 - Caregiver in Training
 - Additional Training Seminar, pre-approved by Coordinating Advisor
 - Integrating Seminar

- ❖ 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
 - Areas in need of growth

- ❖ Submit reflection papers to Coordinating Advisor within a month of completion of seminar.

Required Reading Checklist

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
- _____ Identity Matters
- _____ Every Breath You Take

Books by other authors

- _____ Sacred Companions by 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

*Required Readings

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

(This form must be completed and submitted to your advisor.)

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

- Over the course of the Advisee's participation in the Certificate Program his/her assigned advisor will facilitate the process/paperwork and will include six direct contact hours (face to face meetings, emails, phone calls and/or skype as the unique situation allows). The Coordinating Advisor and advisee are responsible for scheduling this time.
- Advisory input will be given by the assigned Group Caregiver during the Formational Prayer Summer Intensive training/lab experiences.
- Advisory input will be given by the assigned Caregiver mentor during the Formational Prayer Seminar during the caregiver-in-training experience.

Informed Consent

Office Copy

- I have read and understand 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 Certificate in Formational Prayer 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 not competency.

Signed and Witnessed on this date: _____

Advisee: _____

Informed Consent

Advisee's Copy

- I have read and understand 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 Certificate in Formational Prayer 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 not competency.

Signed and Witnessed on this date: _____

Advisee: _____