



# THE CHAPLAINCY INSTITUTE

An Interfaith Seminary & Community

## Certificate in Interfaith Spiritual Direction

### Admissions Application

Thank you for your interest in our Interfaith Spiritual Direction Certificate Program. We encourage your thoughtful and reflective completion of this Admissions Application. If you need help or have questions, you are welcome to call the Admissions Manager at 510-843-1422 or email [katrina@chaplaincyinstitute.org](mailto:katrina@chaplaincyinstitute.org).

#### Application Deadline:

This course begins on January 20<sup>th</sup>, 2020. **Applications are due by December 1st, 2019.** Applications are taken on a first come, first served basis, so send in your application any time before December 1st.

**There is a maximum of 20 students accepted into each year's cohort. We strongly recommend getting your application in early for 2020.**

Admissions Application Fee: There is a \$65 non-refundable application fee, which you can pay online:

<http://chaplaincyinstitute.org/pay-online/>

or mail a check to the office 941 The Alameda, Berkeley, CA 94707

#### Admissions Interviews

We review applications in the order we receive them and will notify you once we have received your complete application package. All applications are reviewed by the admissions team. After a review of your application materials, we will be in contact with you about an admissions interview (in person or by Skype) with our Program Director, Rev. Dr. John Mabry.

### Contents

Section 1	Tell Us About Yourself
Section 2	Reflective Questions
Section 3	Spiritual Autobiography
Section 4	Reference Letters

## Section 1: Tell Us About Yourself

Please complete the following sections, regardless of other materials you may attach.

### Name & Contact Info, Etc.

Name

first, middle, last

Preferred pronoun: She / He / They / Other:

Address

street, city, state, zip code

Telephone(s)

home, work, cell

E-mail

Birthdate (optional)

### Education & Training

High School:

Graduation Date:

Bachelor's Degree:

School & Graduation Date:

Graduate Degree(s):

School & Graduation Date:

Other Relevant Trainings:

Program/Course(s):

Graduation Date(s):

### Vocational Goals & Present Experience

Are you currently ordained to ministry?

No

Yes: In what faith tradition and/or denomination were you ordained? When?

Do you have previous experience in religious or spiritual leadership, ministry, or chaplaincy? Describe briefly:

## More About You:

Are you presently working/studying/retired/raising children, etc.? Describe briefly.

Do you consider yourself to be an artist or creative person? Yes \_\_\_\_ No \_\_\_\_ If yes, please let us know more about your creative endeavors by listing and/or describe your participation in visual arts, music (either vocal or instrumental), dance, writing, etc., plus any publications or other recognitions.

The ChI office and classroom space(s) are ADA compliant. Do you have special needs and/or different abilities that should be known to our staff?

- No
- Yes: Please describe:

Have you ever been charged with a felony?

- No
- Yes: If yes, please be ready to talk more about it in your interview.

Please tell us how or from whom you learned about The Chaplaincy Institute:

## Section 2: Reflective Questions

The following questions are designed to help our Admissions Committee understanding your background, experience, call to spiritual direction, and your expectations as they relate to our program. The questions need to be answered fully and in detail. Please do not hand-write your responses.

1. What are you looking for and what do you hope to receive from this program which will assist your growth in the ministry of spiritual direction?
2. What has been your experience of receiving spiritual direction? For how long have you been in direction? What in this relationship was most helpful to you? The model of spiritual direction used by the Chaplaincy Institute focuses on the experience of the divine in a person's life. Has this been your experience in receiving direction? If not, what has been the focus?
3. If you have not been formally serving as a spiritual director, please describe experiences you have had as an informal companion in faith, spiritual counselor, or "sought-out" listener for other people— which encourages you to explore this ministry.
4. If you are currently serving as a spiritual director, describe the context in which you practice (spiritual community, private practice, mixed disciplines, etc.) How long have you been doing spiritual direction? What experiences affirm you in this ministry?
5. It would be helpful for us in our planning to know what recent (past five years) theological or ministerial training you may have had, i.e., courses, training programs, workshops, lectures, etc. (Please be specific.)
6. What spiritual traditions do you have experience with?
7. Have you experienced trauma? [Note: this could be anything from abuse, a life-changing medical event, difficulties in your family of origin, witnessing violence, or anything that has been traumatic for you.] If so, how have you worked with the experience of trauma in your own life and/or in your

work with others? Has therapy, counseling or spiritual direction been part of your healing process? What are your self-care practices when trauma gets triggered? Please summarize.

8. Has addiction been part of your life experience – for yourself, your loved ones, or your family of origin? How have you worked with the experience of addiction in your own life and/or in your work with others? Has treatment, therapy or spiritual direction been part of your healing process? What are your self-care practices when addiction behaviors get triggered? Detail briefly.
9. What kinds of experiences do you engage in as you pursue your own personal and spiritual growth, i.e., therapy, meditation, journaling, dream work, prayer style exploration, retreats, enneagram, spiritual focusing, etc.?
10. What groups or kinds of people would you see yourself serving in the spiritual direction ministry?
11. What particular strengths do you feel you bring to the ministry of spiritual direction? In what areas do you feel you most need to grow? What evidence of a call to do spiritual direction do you see in yourself?

### Section 3: Spiritual Autobiography

Write a spiritual autobiography. In 5 double-spaced pages, tell us about your spiritual journey. We want to hear the story of your love affair with the Divine, including the ups and downs, wrong turns, and everything in between. Where did you start out? Where are you now? And how did you get here?

### Section 4: Recommendation Letters

Two (2) recommendation letters are required from individuals who are familiar with your spiritual, professional, and/or academic background. Please give each recommender the “Applicant Recommendation” form (Addendum A). Remember to inform them that your application will not be reviewed until their letters are received. *All information received will be kept confidential.*

*I give The Chaplaincy Institute permission to contact my references:*

- Yes
- No

### Section 5: Checklist & Signature

Please review this list and check which items are not enclosed and will be sent separately:

- \$65 Application Fee -- payable to *The Chaplaincy Institute* (non-refundable)
- Recommendation Letter 1
- Recommendation Letter 2
- Resume or CV
- Creativity Examples(optional)
- Other:

## Applicant Signature

*I affirm that the information I have provided is true and accurate to the best of my knowledge.*

Signature:

Date:

Printed Name:

Thank you for your interest in our Interfaith Spiritual Direction Certificate Program. We appreciate the time and thought involved in completing this application. Please send this application to our Admissions Manager at [katrina@chaplaincyinstitute.org](mailto:katrina@chaplaincyinstitute.org) (preferred) or mail to our office:

**Admissions Manager  
The Chaplaincy Institute  
941 The Alameda  
Berkeley, CA 94707  
510-843-1422**

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## Applicant Recommendation Form

### Interfaith Spiritual Direction Certificate Program

The Chaplaincy Institute, 941 The Alameda, Berkeley, CA 94707

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The person whose name appears below is applying for admissions to our Interfaith Spiritual Direction Certificate Program. We would appreciate your help in assessing his/her strengths and challenges. **The applicant's application cannot be evaluated until this information is received.** Thank you for completing this form and mailing it directly to us at the address above or submitting your recommendation online to [katrina@chaplaincyinstitute.org](mailto:katrina@chaplaincyinstitute.org). All information received will be kept confidential.

Applicant Name \_\_\_\_\_  
first, middle, last

Recommender's Name \_\_\_\_\_  
first, middle, last

Recommender's Organization/Institution \_\_\_\_\_  
if applicable

Please attach a letter of recommendation with this form or complete the following question on this form, expressing the applicant's suitability in training for the ministry of spiritual direction. Please include your name, occupation and contact information (address, phone, email) above or on the letter, as well. Thank you.

1. What are the strengths of this person?
2. In what areas could this person grow?
3. What is this person's sensitivity towards the poor and/or oppressed? (Give specific examples if possible.)
4. How long have you known this person? In what capacity?
5. Is this person able to share on a personal level, in a small group?
6. Do you experience this person as a mature individual who can share needs, values, and inner experiences?
7. Additional comments?