

SCHOOL OF PASTORAL CARE INC

SCHOOL OF PASTORAL CARE

OPERATIONS MANUAL

Revised February 1, 2004

visit us at

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SCHOOL OF PASTORAL CARE INC

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A MESSAGE FROM THE PRESIDENT

INTRODUCTION

This kit is being given to you to assist in the establishment of a School of Pastoral Care in your area. Hopefully, it will make your task simpler. If you have any questions do not hesitate to contact the president of the school.

Based on your experience if you would like to suggest any improvements to this kit to assist others in the future, please send your written suggestions to the President who can be contacted by referring to the insert page contained with this manual

First of all, a note about the School of Pastoral Care Inc.

The Schools of Pastoral Care were established in 1958 as an ecumenical service devoted to the restoration of the healing ministry in the church.

PURPOSE

The Schools of Pastoral Care have been established in the belief that the spiritual power practised by the Apostles in the tri-fold ministry of preaching, teaching, and healing, is greatly needed in today's world, and should have a much larger place in the life of the church.

The Schools of Pastoral Care hold that the ability to know this power in our own lives and to help others claim this power, is the heritage of all Christians. The Schools of Pastoral Care seek to introduce clergy of all denominations, as well as professionals in the healing arts fields, to a deeper understanding of the power of the Holy Spirit in the healing of physical, mental, social and spiritual ills.

The aim of the Schools of Pastoral Care is to help lay persons, clergy and other Christian leaders to re-affirm the reality of the power of the Holy Spirit in their lives, so that complete healing, that is, full restoration of God's harmony can take place in their lives.

HISTORICAL BACKGROUND

The idea and inspiration for the Schools of Pastoral Care resulted from the work of noted author Mrs. Agnes Sanford, and her husband, the Reverend Edgar L. Sanford. The Schools' founders travelled all over the United States, Canada, and other parts of the world to share their insights with interested and enlightened people. The Sanfords, now deceased, have trained other leaders to carry on the work of the Schools of Pastoral Care, so that this ministry has now continued uninterrupted for almost 30 years.

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Mrs. Sanford wrote many books, both non-fiction and fiction, relating to the healing ministry. Many are available for purchase during a School of Pastoral Care.

WHO MAY ATTEND

1. The clergy, seminarians, church workers, and their spouses, members of the Order of St Luke.
2. Physicians, psychologists, nurses, counsellors, social workers and other professionals in the healing arts.
3. Lay persons with a desire to learn more about the integration of the restoring power of the Holy Spirit with an enlightened understanding of medical realities and human nature.

METHOD

A School of Pastoral Care consists of lectures, "hands on" experience, and, with the exception of the Training Weekend, the opportunity for individual counselling with the leaders. Although much material is covered in the talks, many of the truths must be "caught" rather than merely taught. Leaders are selected for their experience and expertise in the areas of physical, emotional and spiritual healing. To insure School participants will experience "community and caring" during their stay, no visitors are permitted during the School and all participants are expected to be present during the entire conference.

The School's emphasis is instructional rather than a healing mission. Hence, participants must be in good health to participate fully in the entire program.

EMPHASIS

There are three areas of emphasis in a School of Pastoral Care:

1. Increasing our awareness of the Holy Spirit's power which helps us develop integration and harmony within ourselves, with God, and with the world.
2. The disciples were commissioned by Jesus Christ to carry out his healing ministry by the power of the Holy Spirit. We are also commissioned by Christ and empowered by the Holy Spirit to carry out the Church's Healing Ministry.
3. The combination and integration of all healing resources - The Holy Spirit working through modern medical and psychological sciences and through the Church's Healing Ministry - may result in the restoration of wholeness and harmony in the lives of all people.

GENERAL INFORMATION

TYPES OF SCHOOLS

Four types of Schools are offered:

1) **PARISH TRAINING WEEKEND**

Such a weekend is sponsored by a School of Pastoral Care.

TIME-FRAME Friday evening through to Sunday Worship. (A Thursday evening session could be added.)

LECTURERS The number of lecturers are determined on the basis of need and the particular focus of the local area, but should include a person to cover biblical, theological and spiritual material and a second person to cover medical and/or psychological aspects of healing.

LECTURES The lectures would cover at least the four (4) basic lectures that have been identified as being necessary for the model for a School of Pastoral Care.

2) **FOUR DAY RESIDENTIAL SCHOOL**

TIME-FRAME Usually Thursday evening to Sunday late afternoon

Both the number of lecturers and the number of lectures, approximately ten, that are given are determined on the basis of need and the particular focus of the local area. An **Four Day Residential School** is one day less than the **Five Day Residential School** or the **Advanced** and is intended to introduce people to the basic knowledge of the church's teaching on healing.

3) **FIVE DAY RESIDENTIAL SCHOOL**

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- TIME-FRAME** 1) Monday after lunch to Friday lunch
OR
2) Wednesday after lunch to Sunday lunch

LECTURERS Three lecturers are present who are experienced in the medical, psychological and spiritual fields of the healing ministry.

LECTURES Twelve to fifteen lectures are presented by the three lecturers in their areas of expertise. All three lecturers present topics that cover the major areas presented by the Sanfords when the Schools were first established. Unlike the **Four Day Residential School**, the **Five Day Residential School**, being one day longer, is able to cover more optional topics. See Page 15 for further details on curriculum.

4) **ADVANCED SCHOOL OF PASTORAL CARE**

- TIME-FRAME** 1) Monday after lunch to Friday lunch
OR
2) Wednesday after lunch to Sunday lunch

LECTURERS Three lecturers are present who are experienced in the medical, psychological and spiritual fields of the healing ministry.

LECTURES Fifteen lectures are given divided evenly amongst the three lecturers. Each presenter would cover one topic, which would be expanded and clarified in depth over five lectures, thereby giving a much greater in-depth appreciation of three topics. It is assumed that persons attending have knowledge and experience of the basic curriculum.

GUIDELINES FOR SCHOOLS OF PASTORAL CARE

The Schools of Pastoral Care will hold sessions at the invitation of diocesan or regional denominational authorities, other responsible denominational groups, or councils of churches.

It is advisable to have a committee in charge of local arrangements to secure a conference centre, handle publicity and registrations and, where necessary, to secure financial subsidy. One person should be designated as the session registrar and usually this person will handle all of the responsibilities for the committee.

It is a great advantage to have a retreat house or conference centre where the group can be together and apart from distractions. It is almost essential to have the exclusive use of the conference centre. If this is not possible, the President should be consulted.

The size of the School will depend on the rooms available at the conference centre being used. They range in size from forty to seventy. There ought to be a **minimum of twenty-five persons attending** a session. These Schools are suitable for lay persons, the clergy, seminarians, church workers, physicians, psychologists, nurses, counsellors, social workers, and other professionals in the healing arts, and their spouses, and other persons with a desire to learn more about the integration of the restoring power of the Holy Spirit and its relationship to medical realities and human nature.

IF SUFFICIENT APPLICATIONS ARE NOT RECEIVED ONE MONTH PRIOR TO THE CONFERENCE, THE SESSIONS SHOULD BE CANCELLED AND FEES RETURNED.

The various types of Schools are as follows:

1) **PARISH TRAINING WEEKEND**

Such a weekend is sponsored by a School of Pastoral Care.

TIME-FRAME

Friday evening through to Sunday Worship. (A Thursday evening session could be added.)

LECTURERS

The number of lecturers are determined on the basis of need and the particular focus of the local area, but should include a person to cover biblical, theological and spiritual material and a person to cover medical and/or psychological aspects of healing as required.

2) **FOUR DAY RESIDENTIAL SCHOOL**

TIME-FRAME Usually Thursday evening to Sunday late afternoon

Both the number of lecturers and the number of lectures, approximately ten, that are given are determined on the basis of need and the particular focus of the local area. An **Four Day Residential School** is one day less than the **Five Day Residential School** or the **Advanced** and is intended to introduce people to the basic knowledge of the teachings of Agnes Sanford.

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TIME-FRAME 1) Monday after lunch to Friday lunch
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LECTURES Fifteen lectures are given, divided evenly amongst the three lecturers. Each presenter would cover one

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topic, which would be expanded and clarified in depth over five lectures, thereby giving a much greater in-depth appreciation of three topics. It is assumed that persons attending have knowledge and experience of the basic curriculum.

A School of Pastoral Care arranges the program and invites the leaders. The Regional Directors and the President will put together a balanced team of leaders for each type of school.

The Schools of Pastoral Care office is willing to help with publicity, either by furnishing an address list for the general area or by sending out a small brochure or announcement, as well as listing the session in our regular publicity. Upon request a professionally prepared News Release can be made available for distribution for your school. Therefore, arrangements should be completed far in advance, preferably a year, so that the dates may be included in our schedule and those attending can make their plans.

All sessions must be approved by the President and **all publicity should carry** (in very small type, if preferred) **this statement:**

"This session has been arranged with the approval of the Schools of Pastoral Care, Inc., a non-profit organization, incorporated in the Commonwealth of Massachusetts."

It is not always possible for the regional director to attend every session in his area and he may designate someone else to oversee the program. The director of the session should co-ordinate the topics to be covered by each leader. All leaders should meet in advance of the opening of the session and each morning before the day's lectures begin.

The suggested program may be adjusted for local conditions, but generally should include for a Five Day Residential School, twelve to fifteen lecture periods, three prayer clinics, four discussion periods, morning and evening prayer, early afternoon rest periods. Any major changes from this format would not be a School of Pastoral Care.

Lectures should start and end on time. Give a few minutes at the end of lectures for questions relating to the subject matter of that lecture only. Other questions can be raised during the discussion period when all leaders should be present.

Leaders should plan to attend all lectures, prayer clinics and discussion periods, and schedule appointments at other times. Interviews with registrants should be for personal problems and/or questions. Questions of possible interest to the whole group can be covered during regular discussion periods.

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Lights Out and **Rule of Silence from 11 P.M. to 7:00 A.M.** should be observed by the leaders as well as the students. The hour from 10-11 P.M. should be sufficient for small group discussions following the day's events. The founders of the S.P.C. felt this quiet time is necessary to absorb the material given and be ready for the next day's lectures and prayer.

A **thank offering** should be taken on the last day of a School. Announcement should be made the previous day. **This offering is to be sent to the President.** If sufficient funds are received from the **\$25.00 assessment** for the office overhead, this offering will go to the scholarship fund.

Expenses: Each leader is given an **honorarium of \$350.00**, plus **travel expenses**. A **registration fee of \$75.00** should accompany each application. (**Registration fees are refundable up to six weeks before the conference opens except in cases of extreme emergencies** if a change of plans occurs). A \$25.00 assessment per person attending the conference is to be sent to the President to cover the office overhead. All amounts are expressed in the currency of the country where the course is held.

For a Parish Training Weekend the Honorarium is \$200.00 and the assessment is \$10.00. Again, all amounts are expressed in the currency of the country where the course is held.

In addition, the conference fee charged each person should be slightly more than the conference centre charges to offset the balance of all expenses. Interested persons or groups in the local area may wish to contribute towards the expenses. In this way the expenses of the school, including leaders' travel, honorarium, board and room, are taken care of.

All non-residential schools should have as many shared meals as possible.

The Board of Directors of the Schools of Pastoral Care, Inc. are hopeful that all sessions will be self supporting. Therefore, the sponsoring committee, or group, is expected to plan for all expenses. There are certain instances where the school is willing to contribute toward expenses if necessary. Generally, this is for the first session held in a new location.

Please note:

The School of Pastoral Care does not accept credit card payments. Cheques, cash and money orders only are accepted for registration. Credit cards might be accepted at the book table if the book seller provides for that.

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A full financial statement (in duplicate) within 30 days must be sent to the central office, following each conference, together with a cheque for the assessment. Any large **BALANCE SHOULD BE TURNED OVER TO THE PRESIDENT**, small balances can be kept for future Schools. Check with the Regional Director or President on this matter. A letter from the local chairman should be sent to the President, giving a report concerning the session.

A complete list of names, addresses and zip codes of those attending is to be **sent to the central office**, immediately following the session. It would also be helpful to the Schools of Pastoral Care office if **a list of those who showed interest** in the School, but were unable to attend, could be sent, so their names could be added to the mailing list. Please note that cross-border mail requires additional postage.

A School of Pastoral Care must receive, from the sponsor or sponsors of each session, a letter acknowledging the receipt of a copy of the "**Guidelines for Schools of Pastoral Care**" and agreeing to abide by them.

The Chairman or Registrar of the regional session should keep in touch with the President during the time leading up to the session, reporting on plans, progress and so on.

Copies of all reports and statements should be sent to the President.

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CURRICULUM

A Four Day or Five Day Residential School should include lectures on the following subjects:

1. The Prayer of Faith.
2. A practicum in Healing Prayer with Laying on of Hands; this has often been described as a "Prayer Clinic".
3. The Healing of Memories.
4. A Theological and Biblical Basis for Christian Healing.
5. The Integration of Divinely Ordered Healing Disciplines, such as medicine, psychology and spirituality, with consideration of how healing can be accelerated by God's Spirit.
6. The use of Sacraments in Healing with emphasis on the Eucharist, Reconciliation and Unction.

The following topics can also be included:

1. Dealing with apparent failure.
2. Healing of Relationships.
3. The relationship of contemporary psychological approaches to the Christian Healing Ministry.
4. An in-depth Bible Study of the way in which Jesus and his followers healed.
5. The problem of evil and deliverance prayer.
(There needs to be some degree of caution exercised on this.)
6. Personal spiritual growth and spiritual direction.

Every School ought to include among its leaders, a person with medical or psychological credentials.

PLAN SHEET FOR REGIONAL SESSION

ONE YEAR IN ADVANCE:

- Formal request that a session be held
- Acceptance of "Guidelines"
- Organization of committee and designation of one person to act as registrar and chairman
- Selection of dates
- Selection of conference centre
- Decision on conference fee to be charged, to be approved by the President

EIGHT MONTHS IN ADVANCE:

- Preparation of publicity
- Mailing of publicity

SIX MONTHS IN ADVANCE:

- Second mailing of publicity

PERIODICALLY:

- Report to President and secretary of progress

ONE MONTH BEFORE:

- Review of applications
- Mailing to all registrants, leaders and the President:
 - Program, list of registrants and leaders, travel directions, what to bring, etc.

IMMEDIATELY FOLLOWING CONFERENCE:

Send to President of SPC

- 1) List of all who attended with name, address including zip code
- 2) Financial statement and cheque for assessment
- 3) A cheque for the Thank offering taken at the School
- 4) List of interested persons unable to attend
- 5) Letter with a report concerning the session.
- 6) Completed Evaluations

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ADVERTISING

Advertising of the School in your area is of prime importance and so I would like to suggest that the following methods have proved to be helpful in the past. First, advise the president of the Schools so your information can be published on the SPC website before it appears elsewhere. Second, ensure the website address www.schoolofpastoralcare.net appears on ALL advertising and on the front cover of your brochure.

Because the Schools are ecumenical in nature, one might consider advertising such an event in local church papers of the various denominations. Also, the endorsement of the School by local church leaders, such as Bishops, Programme Directors, heads of Presbytery and local clergy, is also helpful. This can be done by personal contact, letters and telephone calls. Upon request, SPC will provide a professionally prepared News Release for distribution to above.

Since 1989, the Schools of Pastoral Care have been working in co-operation with the Order of St. Luke and as part of this agreement, they will provide for us mailing labels of all persons who receive **Sharing Magazine**, for the area in which the School is to be held. These names and addresses can be obtained by writing to:

The Office Manger, OSL International
PO Box 13701
SAN ANTONIO, TEXAS 78213
USA

Sharing Magazine is published ten times a year and has always been willing to help advertise the Schools of Pastoral Care. Therefore, as soon as the necessary details are known for your particular school, such as leadership, price and place and you have first advised the President of SPC (so information can be published to the website before it appears elsewhere), an advertisement should be placed in SHARING magazine giving the name, address and telephone number of the registrar. This should be done by sending the information to:

The Editor, Sharing Magazine
PO Box 13701
San Antonio, TX
USA 78213

If requested, the editor will also communicate details of your event to the webmaster of The Order of St Luke the Physician website at www.orderofstluke.org

Finally, personal contacts that you might have through your own local pastor, pastoral care teams, doctors, nurses, etc. will also be very beneficial.

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REGISTRAR

The Registrar for a local area is primarily responsible for setting up the School in co-operation with the President of the Schools of Pastoral Care.

The President, along with the Registrar, decides upon the leadership which is required to help the local area, keeping in mind the aims and objectives of the Schools. Having ascertained this information, a place to hold the School is secured and the dates for the school settled.

Once this has been done, various means of advertising need to be decided upon and a brochure giving all pertinent information needs to be printed. If seed money is required for initial start-up costs, then the President needs to be consulted.

The Registrar, or his or her designate, will be responsible for acknowledging, by letter, the receipt of all applications within a few days of receiving them. (A sample letter is included with this kit).

A few weeks prior to the School, in consultation with the President, a decision needs to be made as to whether there are enough applicants to go ahead and conduct the School.

Finally, it needs to be emphasized that the Registrar is responsible for all local arrangements leading up to the School and during the School itself. These are as follows:

Coordinate with chaplain for book table. It may be necessary to arrange with a local bookstore to supply books for a book table. Make sure that there is an ample selection of Agnes Sanford's books available for purchase.

Check with retreat/conference centre to make sure there will be a flip chart and/or blackboard and appropriate markers.

Bring boxes of facial tissue for conference room and individual counselling rooms.

Compile a list of names and addresses - including email addresses - of all participants and leaders, and bring copies for everyone. Enclose a copy of the list with financial returns when reporting to the president of SPC following your school.

Coordinate with chaplain to ensure that all materials for Eucharist are furnished. If retreat/conference centre does not have candles for the altar, make sure they are brought.

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If retreat/conference centre does not provide snacks, make sure that there is a sufficient supply, as well as cups, napkins, etc. for the duration.

Bring bank deposit slips and bank-by-mail supplies and stamps to mail from School if appropriate. Bring cheque book for honoraria/travel expenses for leaders. If foreign currency exchange may be involved, plan accordingly.

Assign someone at beginning of School to act on altar guild for the duration of the School.

Coordinate music program. Attempt to identify individuals prior to School who will be responsible for music. Work with chaplain to ensure adequate supply of songbooks.

Coordinate transportation arrangements for leaders so that the team can meet prior to the beginning of the first session.

If taping is desired for a school:

1. Obtain permission from all speakers.
2. Ensure that quality taping is done by one person, and copies are made available.
3. Do not permit any other taping.

Arrange for a wake-up bell each morning.

Arrange for a staff meeting each morning, and preferably a few minutes for prayer after the last evening service so that leaders can pray together before retiring for the evening.

Attempt to identify some time after the last event, when evaluations have been completed, for leaders to meet to review evaluation forms.

Just prior to the School, name tags need to be made for each person registered and room assignment decided upon, so that on the day of registration each person is made to feel welcome and comfortable.

Finally, various people, such as the leaders and possibly others, may be arriving by air and so arrangements need to be made to pick up these persons at the airport and to convey them

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to the locale of the School. Hopefully, these persons will have indicated to you ahead of time the necessity for such transportation, in response to your request for such information in the letter acknowledging the application.

There are, of course, a number of other matters that require decisions to be made by the Registrar, but hopefully, the above, with other information provided in this kit, will suffice.

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CHAPLAIN

The Chaplain for the School should be a person who is ordained as a pastor of a recognized Christian denomination and hopefully, has attended at least one School of Pastoral Care and is interested in the healing ministry.

The Chaplain should be present for the entire school and his/her responsibilities include the following:

- (1) To hear confessions during the hours set aside for counselling.
- (2) To prepare timetables for people to sign to receive, if they so desire, time for private counselling with the leaders (sample included).
- (3) To be responsible for grace at meals.
- (4) To preside at all services of worship.
- (5) To assist in the laying on of hands at the consecration service.
- (6) To hand out and collect the evaluation sheets (sample included).
- (7) On the last day, introduce people to **Sharing Magazine** and the Order of St. Luke
- (8) Make available subscription order forms for **Sharing Magazine**. (sample enclosed).

A list of necessities for the Chaplain is included overleaf.

LOGISTICS REQUIREMENTS FOR SPC

CHAPLAIN

- (1) Oil Stock
- (2) Vestments, if it is customary
- (3) Burse, Veil, Chalice, Patten, Corporal, 4 Purificators, Breads, Purificators, Wine, Cruets, Bread Box, or according to the tradition of the Chaplain.
- (4) Readings for each day. Lectionary book.
- (5) Sunday readings. (Large print)
- (6) Prayer books
- (7) Song Books
- (8) Schedules
- (9) Appointment sheets. (Counselling and confessions)
- (10) Evaluation Sheets
- (11) Book Table
- (12) Flip charts and markers
- (13) White board and markers **or** blackboard and chalk
- (14) Overhead projector and screen

PARISH TRAINING WEEKEND

LEADERSHIP

Lay/Clergy And/or Medical	to cover spiritual, biblical and theological topics. to cover medical and/or psychological aspects of healing.
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Various types of Parish Training Weekends are suggested for a congregation or area to assist in meeting the needs and aspirations of a particular local area.

In areas where there is a desire to learn about and begin a healing ministry, it is suggested that the curriculum ought to cover the basic teachings as set forth by Agnes Sanford. Topics suggested on page 15 would serve as a useful guide.

In settings where people already have a good understanding of the basic tenets of the healing ministry, a School of Pastoral Care is able to provide resources to give a much greater in-depth study of a particular theme. Such topics might include the Healing of Memories, the Sacraments and Healing, Bible Studies to emphasize the way in which Jesus healed, an integration of Medicine, Psychology and Spirituality, Personal Spiritual Growth, or some other topic. Again, the topics suggested on page 15 may serve as a useful guide, but are in no way exhaustive. It is important to remember that if such themes are chosen, it is necessary that the majority of participants have a basic understanding of the tenets of the Church's healing ministry.

Finally, themes that are decided upon should be discussed with the President of the Schools of Pastoral Care ahead of time to assist in choosing suitable lecturers. The intention of all of the lectures is to give the participants the basic teaching of the church's ministry on healing in a parish setting.

The weekend would run from a Friday evening to Sunday lunch time, although in some cases it has proved to be useful to begin with a session on Thursday evening.

The parish would look after advertising and registrations. **The parish would be responsible for paying the S.P.C. \$10.00 per registrant, honoraria, and travel costs of the lecturers.** Remember, all amounts are expressed in the currency of the country where the course is held. The parish provides room and board for lecturers.

LOCATION

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A Training Weekend is held in suitable parish facilities, making use of the Sanctuary space, halls and rooms. Meals that are eaten together can either be pot-luck or catered to by a parish organization. As those who participate would be returning home each evening, a conference centre is not required. A Training Weekend would not need to have times set aside for counselling and confessions.

Such an event could involve a number of churches co-operating together.

GUIDELINES FOR PARISH TRAINING WEEKEND

The School of Pastoral Care will hold sessions at the invitation of diocesan or regional denominational authorities, other responsible denominational groups, or councils of churches.

It is advisable to have a committee in charge of local arrangements, to secure necessary space, handle publicity and registrations and, where necessary, to secure financial subsidy. One person should be designated as the session registrar and usually this person will handle all of the responsibilities for the committee.

The Size of the School will depend on the space available. They range in size from twenty five to seventy. There ought to be a **minimum of twenty-five persons attending** a session. These Schools are suitable for the clergy, seminarians, church workers, physicians, psychologists, nurses, counsellors, social workers, and other professionals in the healing arts, and their spouses and other persons with a desire to learn more about the integration of the restoring power of God through the Holy Spirit with an enlightened understanding of medical realities and human nature.

IF SUFFICIENT APPLICATIONS ARE NOT RECEIVED ONE MONTH PRIOR TO THE CONFERENCE, THE SESSIONS SHOULD BE CANCELLED AND FEES RETURNED.

The School of Pastoral Care arranges the program and invites the leaders. The Regional Directors and the President will put together a balanced team of leaders.

The School of Pastoral Care office is willing to help with publicity, either by furnishing an address list for the general area or by sending out a small brochure or announcement, as well as listing the session in our regular publicity. Therefore, arrangements should be completed

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All sessions must be approved by the President and **all publicity should carry** (in very small type, if preferred) **this statement:**

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It is not always possible for the regional director to attend every session in his area and he may designate someone else to oversee the program. The director of the session should co-ordinate the topics to be covered by each leader. All staff should meet in advance of the opening of the session and each morning before the day's lectures begin.

Lectures should start and end on time. Give a few minutes at the end of lectures for questions relating to the subject matter of that lecture only. Other questions can be raised during the discussion period when all leaders should be present.

A **thank offering** may be taken at the Saturday Eucharist. An announcement should be made earlier in the day. **This offering is to be sent to the President.** If sufficient funds are received from the **\$10.00 assessment** for the office overhead, this offering will go to the scholarship fund.

Expenses: Each leader is given an **honorarium of \$200.00**, plus **travel expenses**. A **registration fee** of \$25.00 should accompany each application. (**Registration fees are refundable up to six weeks before the conference opens if a change of plans occurs except in cases of extreme emergencies**). A \$10.00 assessment per person attending the conference is to be sent to the central office to cover the office overhead. Enclose a copy of the list of participants with your remittance.

Interested persons or groups in the local area may wish to contribute towards the expenses. In this way the expenses of the school, including leaders' travel, honorarium, board and room, are taken care of.

The Board of Directors of the School of Pastoral Care, Inc. are hopeful that all sessions will be self supporting. Therefore, the sponsoring committee, or group, is expected to plan for all expenses. There are certain instances where the school is willing to contribute toward expenses if necessary. Generally, this is for the first session held in a new location.

A full financial statement (in duplicate) within 30 days must be sent to the central office, following each conference, together with a cheque for the assessment and a copy of the list of participants. Any large **BALANCE SHOULD BE TURNED OVER TO THE**

SCHOOL OF PASTORAL CARE INC

PRESIDENT, small balances can be kept for future Schools. Check with the Regional Director or President on this matter. A letter from the local chairman should be sent to the President, giving a report concerning the session.

As mentioned above, a complete list of names, addresses - including email addresses - and zip codes of those attending is to be sent to the president immediately following the session. It would also be helpful to the School office to include a list of **those who showed interest** in the School but were unable to attend so their names could be added to the mailing list.

The School must receive, from the sponsor or sponsors of each session, a letter acknowledging the receipt of a copy of the "**Guidelines for School of Pastoral Care**" and agreeing to abide by them.

The Chairman or Registrar of the regional session should keep in touch with the President during the time leading up to the session, reporting on plans, progress and so on.

Copies of all reports and statements should be sent to the President of SPC.

SCHOOL OF PASTORAL CARE INC

PARISH TRAINING WEEKEND SCHEDULE

FRIDAY

7:00 - 7:30 P.M.	Meet and Greet!
7:30 - 8:15 P.M.	<u>Lecture 1</u> -
8:15 - 8:30 P.M.	Short break
8:30 - 9:15 P.M.	<u>Lecture 2</u> -
9:15 - 9:45 P.M.	Questions and Discussion
9:45 - 10:00 P.M.	Closing Prayers (Compline)

SATURDAY

9:00 - 9:30 A.M.	Opening Prayers and praise
9:30 - 10:15 A.M.	<u>Lecture 3</u> -
10:15 - 10:45 A.M.	Coffee and Questions
10:45 - 11:30 A.M.	<u>Lecture 4</u> -
11:30 - 12:00 NOON	Questions and Noonday Prayers
12:00 - 1:00 P.M.	Lunch: Catered or shared
1:00 - 1:45 P.M.	<u>Lecture 5</u> -
1:45 - 2:00 P.M.	Break
2:00 - 2:45 P.M.	<u>Lecture 6</u> -
2:45 - 3:00 P.M.	Break
3:00 - 5:00 P.M.	Eucharist incorporating the time for the Homily and the Intercessions as the time for introductory teaching on the Prayer Clinic and the Prayer Clinic.

Submit completed evaluation to staff member before leaving

SUNDAY

Before main parish service.

PARISH SERVICE: with the offer extended to all the congregation to come forward for prayers for healing. Those who have attended the School prior to this service would have the opportunity to pray with people. (Of course this would be optional depending on the nature of the parish and the maturity that it has already attained in the ministry of healing.) One of the lecturers can be responsible for the Homily at this service.

Leaders for the Parish Training weekend are available, upon request, to conduct a teaching session before the main Sunday morning service.

SCHOOL OF PASTORAL CARE INC

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5. If taping is desired for a school:
 - a. Obtain permission from all speakers.
 - b. Ensure that quality taping is done by one person, and copies made available.
 - c. Do not permit any other taping.

ADDRESS OF CONFERENCE CENTRE

TELEPHONE NUMBER OF CONFERENCE CENTRE

"THIS SESSION HAS BEEN ARRANGED WITH THE APPROVAL OF THE SCHOOLS OF PASTORAL CARE, INC., A NON-PROFIT ORGANIZATION INCORPORATED IN THE COMMONWEALTH OF MASSACHUSETTS."

GUIDELINES FOR FOUR DAY RESIDENTIAL SCHOOL

The School of Pastoral Care will hold sessions at the invitation of diocesan or regional denominational authorities, other responsible denominational groups, or councils of churches.

It is advisable to have a committee in charge of local arrangements to secure a conference centre, handle publicity and registrations and, where necessary, to secure financial subsidy. One person should be designated as the session registrar and usually this person will handle all of the responsibilities for the committee.

It is a great advantage to have a retreat house or conference centre where the group can be together, apart from distractions. It is almost essential to have the exclusive use of the conference centre. If this is not possible, the President should be consulted.

The size of the School will depend on the rooms available at the conference centre being used. They range in size from twenty-five to seventy. There ought to be a **minimum of twenty-five persons attending** a session. These Schools are suitable for the clergy, seminarians, church workers, physicians, psychologists, nurses, counsellors, social workers, and other professionals in the healing arts, and their spouses and other persons with a desire to learn more about the integration of the restoring power of the Holy Spirit with an enlightened understanding of medical realities and human nature.

IF SUFFICIENT APPLICATIONS ARE NOT RECEIVED ONE MONTH PRIOR TO THE CONFERENCE, THE SESSIONS SHOULD BE CANCELLED AND FEES RETURNED.

The School of Pastoral Care arranges the program and invites the leaders. The Regional Directors and the President will put together a balanced team of leaders for each type of school.

The School of Pastoral Care office is willing to help with publicity, either by furnishing an address list for the general area or by sending out a small brochure or announcement, as well as listing the session in our regular publicity. Therefore, arrangements should be completed far in advance, preferably a year, so that the dates may be included in our schedule and clergy can make their plans.

All sessions must be approved by the President and **all publicity should carry** (in very small type, if preferred) **this statement:**

"This session has been arranged with the approval of the Schools of Pastoral Care, Inc., a non-profit organization, incorporated in the Commonwealth of Massachusetts."

SCHOOL OF PASTORAL CARE INC

It is not always possible for the regional director to attend every session in his area and he may designate someone else to oversee the program. The director of the session should co-ordinate the topics to be covered by each leader. All leaders should meet in advance of the opening of the session and each morning before the day's lectures begin.

The suggested program may be adjusted for local conditions, but generally should include for a Five Day Residential School, twelve to fifteen lecture periods, three prayer clinics, four discussion periods, morning and evening prayer, early afternoon rest periods. Any major changes from this format would not be a School of Pastoral Care.

Lectures should start and end on time. Give a few minutes at the end of lectures for questions relating to the subject matter of that lecture only. Other questions can be raised during the discussion period when all leaders should be present.

Leaders should plan to attend all lectures, prayer clinics and discussion periods, and schedule appointments at other times. Interviews with registrants should be for personal problems and/or questions. Questions of possible interest to the whole group can be covered during regular discussion periods.

Lights Out and **Rule of Silence from 11 P.M. to 7:00 A.M.** should be observed by the leaders as well as the students. The hour from 10-11 P.M. should be sufficient for small group discussions following the day's events. The founders of the S.P.C. felt this quiet time is necessary to absorb the material given and be ready for the next day's lectures and prayer.

A **thank offering** should be taken on the last day of a School. Announcement should be made the previous day. **This offering is to be sent to the President.** If sufficient funds are received from the **\$25.00 assessment** for the office overhead, this offering will go to the scholarship fund.

Expenses: Each leader is given an **honorarium of \$350.00**, plus **travel expenses**. A **registration fee of \$75.00** should accompany each application. (**Registration fees are refundable up to six weeks before the conference opens except in cases of extreme emergencies** if a change of plans occurs). A \$25.00 assessment per person attending the conference is to be sent to the President to cover the office overhead.

In addition, the conference fee charged each person should be slightly more than the conference centre charges to offset the balance of all expenses. Interested persons or groups in the local area may wish to contribute towards the expenses. In this way the expenses of the school, including leaders' travel, honorarium, board and room, are taken care of.

The Board of Directors of the School of Pastoral Care, Inc. are hopeful that all sessions will be self supporting. Therefore, the sponsoring committee, or group, is expected to plan for

SCHOOL OF PASTORAL CARE INC

all expenses. There are certain instances where the school is willing to contribute toward expenses if necessary. Generally, this is for the first session held in a new location.

A full financial statement (in duplicate) within 30 days must be sent to the President, following each conference, together with a cheque for the assessment. Any large **BALANCE SHOULD BE TURNED OVER TO THE PRESIDENT**, small balances can be kept for future Schools. Check with the Regional Director or President on this matter. A letter from the local chairman should be sent to the President, giving a report concerning the session.

Also, **a complete list of names, addresses and zip codes of those attending is to be sent to the central office**, immediately following the session. It would also be helpful to the School office if **a list of those who showed interest** in the School, but were unable to attend, could be sent, so their names could be added to the mailing list.

The School must receive, from the sponsor or sponsors of each session, a letter acknowledging the receipt of a copy of the "**Guidelines for School of Pastoral Care**" and agreeing to abide by them.

The Chairman or Registrar of the regional session should keep in touch with the President during the time leading up to the session, reporting on plans, progress and so on.

Copies of all reports and statements should be sent to the President:

SCHOOL OF PASTORAL CARE INC

FOUR DAY RESIDENTIAL SCHOOL SCHEDULE

DAY 1

2:30 - 3:00	Registration and Room Assignment
4:00 - 4:50	Introductions
5:00 - 5:50	Lecture
6:00	Dinner
7:30 - 8:15	Lecture
8:30 - 9:15	Lecture
9:30 - 9:50	Evening Prayers
10:00	Snack
11:00	Lights Out and Rule of Silence until 7:30 A.M.

DAY 2 AND 3

7:30	Morning Prayers or Eucharist
8:00	Breakfast
9:30 - 10:30	Lecture
10:30	Coffee-Tea Break
10:45 - 11:45	Lecture
12:00	Luncheon

Afternoon free for rest, recreation, or appointment with leaders.

3:00	Coffee-Tea Break
4:00 - 5:50	Lecture and Prayer Clinic
6:00	Dinner
7:30 - 8:15	Hymn Sing and Discussion of Material Covered
8:30 - 9:30	Lecture
9:30 - 9:50	Evening Prayers
10:00	Snack
11:00	Lights Out and Rule of Silence Until 7:30 A.M.

DAY 4

7:30 - 8:00	Pack
8:00	Breakfast
9:00 - 9:45	Closing Lecture - "Landing Instructions"
10:00 - 11:45	Holy Communion and Commissioning Service
12:00	Lunch - submit completed evaluation to staff member by end of lunch. Safe journey home!

SCHOOL OF PASTORAL CARE INC

1. Please do not arrive until after lunch of Day 1 and be prepared to leave immediately after lunch of Day 4.
2. No visitors are permitted. Everyone is expected to attend all lectures.
3. Dress is informal. Bring a Bible and notebook.
4. If you play a musical instrument, please bring it.
5. Informal small group discussions are encouraged, but we ask that these be held only in the meeting rooms.
6. If taping is desired for a school:
 - a. Obtain permission from all speakers.
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ADDRESS OF CONFERENCE CENTRE

TELEPHONE NUMBER OF CONFERENCE CENTRE

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**GUIDELINES FOR
FIVE DAY RESIDENTIAL SCHOOL**

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It is a great advantage to have a retreat house or conference centre where the group can be together, and apart from distractions. It is almost essential to have the exclusive use of the conference centre. If this is not possible, the President should be consulted.

The size of the School will depend on the rooms available at the conference centre being used. They range in size from forty to seventy. There ought to be a **minimum of twenty-five persons attending** a session. These Schools are suitable for the clergy, seminarians, church workers, physicians, psychologists, nurses, counsellors, social workers, and other professionals in the healing arts, and their spouses and other persons with a desire to learn more about the integration of the restoring power of the Holy Spirit with an enlightened understanding of medical realities and human nature.

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Lectures should start and end on time. Give a few minutes at the end of lectures for questions relating to the subject matter of that lecture only. Other questions can be raised during the discussion period when all leaders should be present.

Leaders should plan to attend all lectures, prayer clinics and discussion periods, and schedule appointments at other times. Interviews with registrants should be for personal problems and/or questions. Questions of possible interest to the whole group can be covered during regular discussion periods.

Lights Out and **Rule of Silence from 11 P.M. to 7:00 A.M.** should be observed by the leaders as well as the students. The hour from 10-11 P.M. should be sufficient for small group discussions following the day's events. The founders of the S.P.C. felt this quiet time is necessary to absorb the material given and be ready for the next day's lectures and prayer.

A **thank offering** should be taken on the last day of a School. Announcement should be made the previous day. **This offering is to be sent to the President.** If sufficient funds are received from the **\$25.00 assessment** for the office overhead, this offering will go to the scholarship fund.

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SCHOOL OF PASTORAL CARE INC

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SCHOOL OF PASTORAL CARE INC

FIVE DAY RESIDENTIAL SCHOOL SCHEDULE

DAY 1

- 1:30 - 3:00 Registration and Room Assignment
- 4:00 - 4:45 Lecture
- 5:00 - 5:45 Lecture
- 6:00 Dinner
- 7:30 - 7:45 Hymn Sing
- 8:00 - 8:45 Lecture
- 8:45 - 9:15 Discussion
- 9:30 - 9:50 Evening Prayers
- 10:00 Snack
- 11:00 Lights Out (Rule of Silence until 7:30 A.M.)

DAYS 2 & 3 & 4

- 7:30 Morning Prayers or Eucharist
- 8:00 Breakfast
- 9:30 - 10:30 Lecture
- 10:30 Coffee Break
- 10:45 - 11:45 Lecture
- 12:30 Luncheon

Afternoon free for rest, recreation, interviews with leaders

- 3:00 Coffee Break
- 4:00 - 4:45 Lecture and/or Prayer Clinic
- 5:00 - 5:45 Lecture and/or Prayer Clinic
- 6:00 Dinner
- 7:30 - 8:15 Hymn Sing and Discussion
- 8:30 - 9:30 Lecture
- 9:30 - 9:50 Evening Prayers
- 10:00 Snack
- 11:00 Lights Out (Rule of Silence until 7:30 A.M.)

DAY 5

- 8:00 Breakfast
- 8:30 Pack
- 9:30 Preparation Lecture
- 10:30 Consecration Service (Thank Offering to SPC)
- 12:00 Lunch - submit completed evaluation to staff member by end of lunch
Safe journey home!

SCHOOL OF PASTORAL CARE INC

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2. No visitors are permitted. Everyone is expected to attend all lectures.
3. Dress is informal. Bring a Bible and notebook.
4. If you play a musical instrument, please bring it.
5. Informal small group discussions are encouraged, but we ask that these be held only in the meeting rooms.
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GUIDELINES FOR ADVANCED SCHOOL OF PASTORAL CARE

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SCHOOL OF PASTORAL CARE INC

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Lights Out and **Rule of Silence from 11 P.M. to 7:00 A.M.** should be observed by the leaders as well as the students. The hour from 10-11 P.M. should be sufficient for small group discussions following the day's events. The founders of the S.P.C. felt this quiet time is necessary to absorb the material given and be ready for the next day's lectures and prayer.

A **thank offering** should be taken on the last day of a School. Announcement should be made the previous day. **This offering is to be sent to the President.** If sufficient funds are received from the **\$25.00 assessment** for the office overhead, this offering will go to the scholarship fund.

Expenses: Each leader is given a minimum **honorarium of \$350.00**, plus **travel expenses** in the currency of the country where the school is held. **A registration fee of \$75.00 should accompany each application** (registration fees are refundable up to six weeks before the school begins except in cases of extreme emergencies if a change of plans occurs). A \$25.00 assessment per person attending the conference is to be sent to the President to cover the office overhead.

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SCHOOL OF PASTORAL CARE INC

ADVANCED SCHOOL OF PASTORAL CARE SCHEDULE

DAY 1

1:30 - 3:00	Registration and Room Assignment
4:00 - 4:45	Lecture
5:00 - 5:45	Lecture
6:00	Dinner
7:30 - 7:45	Hymn Sing
8:00 - 8:45	Lecture
8:45 - 9:15	Discussion
9:30 - 9:50	Evening Prayers
10:00	Snack
11:00	Lights Out (Rule of Silence until 7:30 A.M.)

DAYS 2 & 3 & 4

7:30	Morning Prayers or Eucharist
8:00	Breakfast
9:30 - 10:30	Lecture
10:30	Coffee Break
10:45 - 11:45	Lecture
12:30	Luncheon

Afternoon free for rest, recreation, interviews with leaders

3:00	Coffee Break
4:00 - 4:45	Lecture and/or Prayer Clinic
5:00 - 5:45	Lecture and/or Prayer Clinic
6:00	Dinner
7:30 - 8:15	Hymn Sing and Discussion
8:30 - 9:30	Lecture
9:30 - 9:50	Evening Prayers
10:00	Snack
11:00	Lights Out (Rule of Silence until 7:30 A.M.)

DAY 5

8:00	Breakfast
8:30	Pack
9:30	Preparation Lecture
10:30	Consecration Service (Thank Offering to SPC)
12:00 lunch	Lunch - submit completed evaluation to staff person by end of lunch

SCHOOL OF PASTORAL CARE INC

1. Please do not arrive until after lunch of Day 1 and be prepared to leave immediately after lunch of Day 5.
2. No visitors are permitted. Everyone is expected to attend all lectures.
3. Dress is informal. Bring a Bible and notebook.
4. If you play a musical instrument, please bring it.
5. Informal small group discussions are encouraged, but we ask that these be held only in the meeting rooms.
6. If taping is desired for a school:
 - a. Obtain permission from all speakers.
 - b. Ensure that quality taping is done by one person, and copies made available. A set of the tapes may be sent, with the permission of the lecturer(s), to
 - c. Do not permit any other taping.

ADDRESS AND TELEPHONE NUMBER OF CONFERENCE CENTRE

"THIS SESSION HAS BEEN ARRANGED WITH THE APPROVAL OF THE SCHOOLS OF PASTORAL CARE, INC., A NON-PROFIT ORGANIZATION INCORPORATED IN THE COMMONWEALTH OF MASSACHUSETTS."

APPLICATION FORM
SCHOOL OF PASTORAL CARE INC

APPLICATION FORM

Mail with registration fee payable to The School of Pastoral Care

Please print or type.

Location and date of conference desired:

Name & Title (The Rev., Mr., Mrs., Miss, Ms, M.D., R.N.)

Street

City

State/Prov

Postal code/ZIP

Church

Denomination

Age (Circle one: Male Female for assistance in room assignment)

This is a school of instruction, not a healing mission. Are you in good health?

Are you a pastor's spouse? YES NO Are you a Pastor? YES NO

If no, give the name and address of your pastor: :

Do you give his/her name as a reference?

If not, give a reference:

Are you active in a prayer group?

Occupation:

Please use reverse side to advise us of any special religious concerns, questions or problems you may have, and your involvement in the healing ministry.

Registration fee enclosed..... \$

Balance payable upon arrival\$

Questions? Food restrictions?

**FINANCIAL WORKSHEET
SCHOOL OF PASTORAL CARE INC**

EXPENSES

Leaders' travel	\$
Leaders' honoraria	\$
Leaders' room and board at session	\$
Publicity: printing, postage	\$
Deposit for conference centre (if required)	\$
Daily rate per person at conference centre multiplied by minimum number of expected registrations	
Other conference centre charges	\$
Miscellaneous	
Telephone	\$
Paper, copy facilities.....	\$
postage	\$
Secretarial help	\$
TOTAL EXPECTED EXPENSES	\$
LESS gifts from local area	\$
NET EXPENSES	\$
DIVIDE net expenses by number of expected registrations	\$
Conference charge per registrant	\$
(usually placed at the next highest even \$5.00)	
ADD \$25 per registrant for SPC Central Office expenses	\$ 25.00
(\$10 for parish weekend)	
COST TO REGISTRANT	\$ <u> </u>

**FINANCIAL STATEMENT
SCHOOL OF PASTORAL CARE INC**

REVENUES

Registrations	\$
Gifts from local area	
Total Revenues	\$ <u> </u>

Expenses

Leaders' travel	\$
Leaders' honoraria (List attached)	
Leaders' room and board at session	
Publicity: printing, postage	
Conference centre fees	
Other conference centre charges	
\$25 per registrant for S.P.C. Central Office expenses	
(\$10 for parish weekend)	

Miscellaneous

Telephone	
Paper, copy facilities, postage	
Secretarial help	\$

Total Expenses	\$ <u> </u>
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Net Revenue or Expense (Revenues - Expenses)	\$ <u> </u>
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REGISTRAR'S NAME AND ADDRESS

DATE

SCHOOL OF PASTORAL CARE

**FINANCIAL STATEMENT
SCHOOL OF PASTORAL CARE INC**

(Date)

Dear

I would like to thank you very much for your application to the forthcoming School of Pastoral Care. It is with pleasure that I accept your application and look forward to meeting you at the beginning of the School. If you have a musical instrument and would like to assist with the times of worship, please feel free to bring the instrument with you.

The balance of the fees for the School of \$ is due at the time of arrival.
Registration will begin at .

If you are arriving by air and require transportation to the conference centre, please give me ahead of time, the name of the airline, date of arrival, time of arrival and flight number, so that I can arrange to have someone meet you at the airport.

A map is included to assist you in getting to the conference centre.

I hope that this School will prove to be a rewarding time for you.

Yours in His peace,

REGISTRAR

(full address, telephone number(s) and email address)

**APPOINTMENT SCHEDULE
SCHOOL OF PASTORAL CARE INC**

4-Day School

PERSONAL APPOINTMENT SCHEDULE

In fairness to all, every student must first have the opportunity
to book an appointment before anyone may book "more than one"

LEADERS NAME _____

Day _____

2:00 P.M.

2:30 P.M.

3:00 P.M.

3:30 P.M.

4:00 P.M.

Day _____

2:00 P.M.

2:30 P.M.

3:00 P.M.

3:30 P.M.

4:00 P.M.

**APPOINTMENT SCHEDULE
SCHOOL OF PASTORAL CARE INC**

5-Day School

PERSONAL APPOINTMENT SCHEDULE

In fairness to all, every student must first have the opportunity
to book an appointment before anyone may book "more than one"

LEADERS NAME _____

Day _____

2:00 P.M.

2:30 P.M.

3:00 P.M.

3:30 P.M.

4:00 P.M.

Day _____

2:00 P.M.

2:30 P.M.

3:00 P.M.

3:30 P.M.

4:00 P.M.

Day _____

2:00 P.M.

2:30 P.M.

3:00 P.M.

3:30 P.M.

4:00 P.M.

**APPOINTMENT SCHEDULE
SCHOOL OF PASTORAL CARE INC**

EVALUATION

Schools of Pastoral Care are intended to be primarily an educational experience. To assist us in the development of other schools please complete this evaluation and give to a member of the staff by end of lunch on closing day. **Use reverse side of this page if more space is required**

Location of School and dates:

1. What did you like best about the School?

2. What did you like least about the School - and how might it be improved?

3. Did the School meet any of your expectations? In what ways?

4. Did the School help your spiritual growth? If so, in what area?

5. Do you have any suggestions regarding future Schools in this location or elsewhere?

6. Would You like to share in the planning and administration of a School? If so, please speak to the Director or Registrar of this school, and **provide your name, address, telephone numbers and email address here:**

7. The lecturers would appreciate your comments on their presentations (ie: method, clarity, content, effectiveness, etc.)

Please record your comments on the reverse side of this page

**APPOINTMENT SCHEDULE
SCHOOL OF PASTORAL CARE INC**

**APPOINTMENT SCHEDULE
SCHOOL OF PASTORAL CARE INC**

SCHOOL OF PASTORAL CARE

4 Ways To Learn!

4 Ways To Grow !

- 2-Day Parish Weekend
 - 4-Day School
 - 5-Day School
- 5-Day Advanced School

Schools are held throughout Canada and the USA

www.schoolofpastoralcare.net

