



CENTER for
SPIRITUAL CARE
and PASTORAL
FORMATION

ANNUAL REPORT 2015





TABLE OF CONTENTS

Welcome	3
Year in Review	6
The Program Council	7
The Fiduciary Council	8
CSCPF Communities	9
Relationship Diagram	11
Financial Report	12
Appendix – Team Reports	14
Accreditation	14
Standards & Certification	15
Communication	16
Ethics	17
Governance Development	18
Membership	18
Events	18



WELCOME

Welcome to the first Annual Report of the Center for Spiritual Care and Pastoral Formation. Please review the information in this report and witness the journey we have undertaken as a Community over the past twelve months.

Dear Members of CSCPF,

CSCPF has come a long way since November 2014. I would not have predicted that our *Community of Communities* would be strong enough to have a solid structure of governance in place in less than one year, but here we are. It was a big process, it was challenging, and it was also rewarding to witness the passion our members have about our organization. We had to balance the language we use to be community-based on the one hand with the legal needs of nonprofit organizations on the other.

In all honesty, I would prefer a different title than President, but to be clear enough for legal definitions, it is what it is; along with other titles. The President is an officer of the organization therefore, not a member of the Fiduciary Council. One of my roles is to set the agenda, preside at the Fiduciary Council, and to be the public face of the community/organization, and other duties, as the Governance Task Team decides.

I wish to ask each member to answer a couple of questions, at least in your own mind: What is the meaning of membership in CSCPF? Why is it important to be involved in this new accrediting and certifying Community? I think each person needs to know what their answer is to these two questions before deciding to join and become actively involved in CSCPF. I will share my answer to these questions. I will speak from the 'first person' voice so that you, the reader, will not think this is an official answer of CSCPF.

The meaning of membership in CSCPF is centered on the concept of acceptance. I think our Community intends to accept all persons who want to be part of a community of spiritual care

practitioners. The word *tolerance* is used in many contexts; "religious tolerance," "tolerance of other races," and so on; it is misleading to me. I can tolerate those I do not accept.

There is example after example of accrediting and certifying organizations that tolerate others, and then show lack of acceptance by not integrating the *tolerated* into all aspects of the organization. Being a member of CSCPF means, to me, that I am accepted. I am not *allowed* to participate, I am expected to participate; I am accepted and integrated.

It is important for me to participate because, as an accepted member of this Community, I am also accountable to the Community. The benefits of being certified by CSCPF as a Supervisor and the benefit of my Learning Center being accredited by this Community are so important that it places an expectation that I also participate in assuring that others will receive the same benefits.

It is important for me to participate because, as an accepted member of this Community, I am also accountable to the Community.

Does this make sense? Let me know. Let's start a dialogue about what it means to be a member of CSCPF.



To keep the vision of growth in front of us, in January I will send the Community two numbers. These numbers will be placed on all correspondence from CSCPF throughout 2016.

Let us see what happens if we all believe in one specific vision, and put these numbers “out to the Universe” and just possibly the Universe will conspire with us.

Every newsletter, email, USPS mail, will have these two numbers. The numbers will reflect our vision for growth that the Program Council holds in 2016. How many Learning Centers, and how many certified practitioners will we have by the end of next year?

Thank you for your membership. If you have yet to become involved in a practitioner community or volunteer to serve on one of the Functional Teams, I am asking you to do so. The word practitioner means more than just practicing one discipline. It also means participating in the development and strength of the discipline. Practice with us in CSCPF’s journey of growth and strength.

Sincerely

Roy Sanders,
President

I commit to this community the lay and ordained practitioners representing disciplines of spiritual and pastoral service.



We are a diverse community who find our common ground in providing high quality spiritual and pastoral care services to those we serve.

Practitioner Communities provide peer support, professional development and lifelong collegial relationship



CSCPF accredits Learning Centers that conduct Clinical Pastoral Education and Formation for those seeking professional certification or enhancement of spiritual care skills.

We recognize the importance of new expressions of care and new voices of spirit in the practice of our profession in the 21st century.



I recognize that remarkable and miraculous transformations happen when I work to create a community of honest engagement that fosters an individual as well as the community's self-awareness.



YEAR IN REVIEW

November 2014 - December 2015

In the Beginning.... “The Working Group”

In April of 2014, a group of individuals came together to envision and eventually form a new pastoral care organization that would educate, certify and support chaplains, pastoral counselors and spiritual care practitioners. The aim of this new organization was to create a responsive and relational community that was committed to serve the rapidly changing field of spiritual care.

This group of individuals became known as the *Working Group* and we held several core values: First, we believe that in our profession wisdom rises from the ‘bottom up.’ While we affirmed the critical importance of high quality clinical education we also knew that the experience and expertise of those who ‘do the work’ of pastoral and spiritual care day-in and day-out needs to inform the direction of our organization. Secondly, we committed ourselves to the values of diversity, accessibility, transparency, mutual accountability and high standards of clinical competence and relational intelligence.

The Working Group was originally composed of 13 individuals who assumed specific responsibilities in differing work areas. Many others volunteered for specific short-term tasks and a number of folks, who believed in our vision, supported our work. The composition of the *Working Group* ebbed and flowed with numerous departures and additions as roles, responsibilities and available time changed.

During this period of time we had dynamic and challenging conversations about who and what we, as a new organization, believed ourselves to be. Were we Interfaith? Multi-faith? Inter-spiritual? How

do we serve the growing SBNR population? What does it mean to be grass-roots and inclusive and be recognized in our profession? How do we BE transparent? These are just some of the questions the *Working Group* pondered.

All members of CSCPF were invited to attend and participate in the meetings of the *Working Group*. The *Working Group* facilitated the first member-wide gathering of the Community in Kansas City in November of 2014. That meeting was a monumental event in the life of our organization which by that time came to be known as The Center for Spiritual Care and Pastoral Formation (CSCPF).

*The Community gathered at
Kansas City, overwhelmingly
approved our commitment
to openness, transparency
and inclusiveness, in the
education and certification
of spiritual/pastoral
care professionals.*

The Kansas City gathering gave us our definition, focus and autonomy to become the only true grass-roots pastoral care organization. The Community gathered at Kansas City overwhelmingly approved our commitment to openness, transparency and inclusiveness in the education and certification of spiritual/pastoral care professionals.

Many individuals worked countless hours in getting our organization formed legally and structurally in those early months. We are grateful for their efforts!

The Working Group created the first website, newsletters, certification criterion, accreditation process, COMISS membership and initiated a relationship with ASPA. *The Working Group*, along with the Interim Fiduciary Council, supported the work of governance development which resulted in the creation of our governance structure and creation of organizational bylaws where the membership is fully empowered to lead CSCPF.

In April, the membership voted officially to adopt the new governance structure. At that time we began to 'live into' our new structure where the Working Group divided into two Councils: The Fiduciary Council and the Program Council. The Fiduciary Council is responsible for the legal and administrative operations and the Program Council assumed responsibility for furthering the core mission of CSCPF. The Program Council is composed of the Team Leaders of each Functional Team. Functional Teams are the groups of individuals who do the work of the organization in various areas such as Communications, Certification, Standards, Accreditation, Membership etc. Since we are grassroots, participation on any Functional Team is open to anyone in the membership (we have no Nominations Committee).

CSCPF has dedicated most of its energy over the past 13 months to the creation of its organizational structure, standards for certification and accreditation and the processes to support these professional tasks.

We held two Community Gatherings in 2015. The first was in April held just outside of Loveland, Colorado, where we worked through many issues regarding our standards and practices. The second gathering was in November at the Franciscan Center, in Scottsdale, Arizona, where the theme was *Self-Compassion*.

In 2016 we anticipate our attention will shift toward the heart and soul of our mission to educate and support the formation of spiritual care practitioners and pastoral counselors who embody diversity, compassion, clinical competence and spiritual depth.

The Program Council:

The Program Council is still in formation. As you can see from the above paragraphs, we have done a lot of work together. The Council has not yet determined its own leadership process and until it determines this aspect of its operation, the Fiduciary Council is providing leadership by setting meeting agendas and facilitating meetings.

The 2015 Functional Teams and Team Leaders:

Certification/Standards: Frank Munoz

Communications: Selene Seltzer

Accreditation: CJ Malone

**Governance Development:
Andrew Harriott, Rebecca Williams**

Ethics: Greg Delort, Don Oyao

Events: Paula Belleggie

Membership: Wendy Jones

There are still multiple Teams which have not formed such as: Finance, Spirituality, Development, Outreach, and In-Reach. Any member of CSCPF is welcome to attend and participate in meetings of the Program Council.

The Program Council has met twice each month to hear reports of the specific Teams and to make organizational decisions. The major decisions made by the Program Council have been:

- Adoption of the draft Organizational Standards, Certification Standards, and Process Final Organizational Standards

- Acceptance of a new website

- Increase in membership dues to pay for the hiring of professional administration and support services

- Approval of the Accreditation Manual

- Temporary merger of Standards and Certification Teams

- Affirmation of the Events Team, and the work of the Governance Development Team in approving bylaws

- Election of Fiduciary Council members

Each Functional Team has provided a report which is found in the Appendix of this document.

Submitted with great appreciation,

John Jeffery

I am dedicated to offering transformative and healing education and spiritual care to practitioners in the world community.



The Fiduciary Council:

The Fiduciary Council was formally elected by the full membership in the Fall of 2015. During the first official meetings of the Council, time was dedicated to reviewing our organizational by-laws, and our processes.

At the November meeting the Council affirmed our organizational (corporate) officers. The December meeting saw approval of new ethical protocols and complaint processes.

CSCPF Officers*

Roy Sanders, President

Greg Colley, Secretary

Lilliana Saganich, Treasurer

Fiduciary Council Members*

Rebecca Williams

Don Oyao

Jan Huneycutt-Lightner

Elaine Barry

Aimee Niles

Katrina Yap

Paula Belleggie

Andrew Harriott

Maria Escandor

Richard Lister

*As of Dec. 31, 2015

I accept the profound place of trust that my community places in me.



CSCPF COMMUNITIES

Learning Centers

Life Guidance Center

Supervisor: Barbara McGuire

Merchab Institute

Supervisor: C.J. Malone

Supervisory Education Fellows: 2

Nemours/Alfred I duPont Hospital for Children

Supervisor: Cesar Espineda

SEF:1

Pomona Valley Hospital Medical Center

Supervisor: Frank Munoz

Rocky Mountain Center for Spiritual Caregivers

Supervisors: Wendy Jones,
Dee Jaquet, Scott Hogue

Spiritual Living Center for Education and Training

Supervisor: Paula Belleggie

The University of Kansas Hospital CPE Center

Supervisor: Roy Sanders

SEF: 1

TACTICS, Inc.

Supervisor: Cesar Espineda

Supervisory Education Fellows: 11

Affiliated Learning Centers:

Anawim Community Clinical Pastoral Training Center

SEF: Emeka Nwigwe

Caron Treatment Centers

SEF: Jack Able

Middlesex Hospital

SEF: Susan James

Vanderpol Center for Leadership and Pastoral Formation, Inc.

SEF: Maria Theresita Escandor

Clinical Serving Sites:

Kingsbrook Jewish Medical Center

SEF: Hillel Fox

Parker Jewish Institute

SEF: Andrew Harriott



I believe the foundational goal of our community is to build respect for the inherent worth...

Practitioner Communities

Philadelphia Region CSCPF Community

DTC Community

Kingsbrook Brooklyn

Southern Arizona Spiritual Care Community

East Bay Practitioner Community

Long Beach Community

Spuyten Duyvil Community

Middlesex Community

East-West Community

Western Colorado

Liberty Island Community, New York

NWA International Community

Ozarks Practitioner Community

Front Range Community

Lotus Community

Los Angeles Community

Dayton Practitioner Community

Denver Ark Chaplain Community

Masala Community

Rogue Valley Community

Marin Community

Serving Sites

Colorado Mental Health Institute at Fort Logan

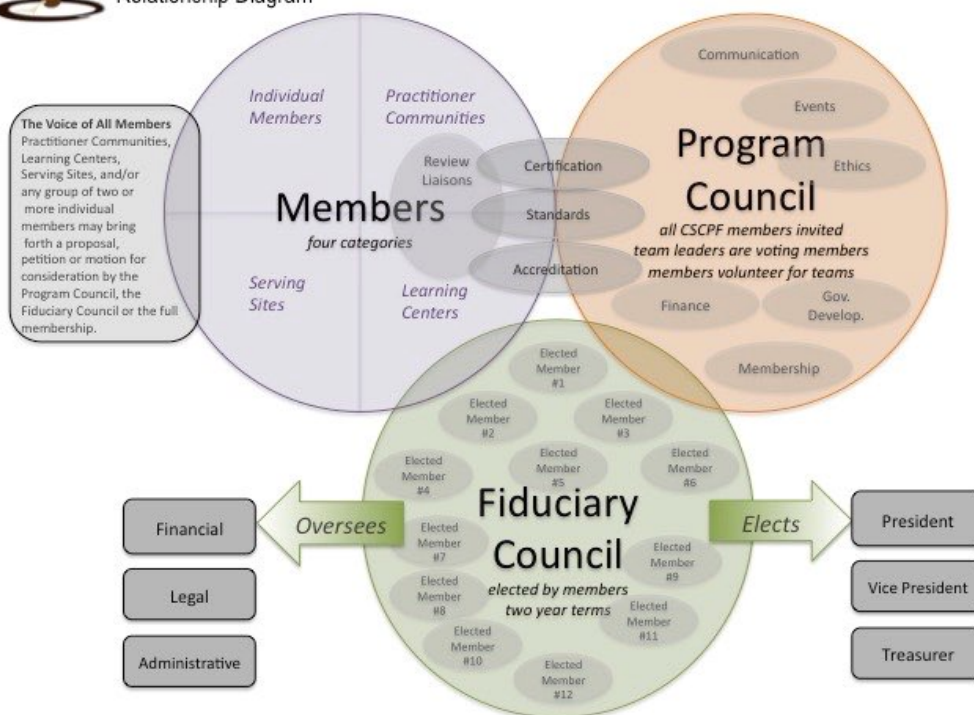
Anawim Community Clinical Pastoral Training Center Inc.



RELATIONSHIP DIAGRAM



Center for Spiritual Care and Pastoral Formation
Relationship Diagram



Members

Individuals: Individuals join CSCPF and affiliate with a Practitioner Community

Practitioner Communities: Autonomous, self-defining communities for support, professional development, certification and accountability

Learning Centers: CSCPF Accredited educational and formation centers offering CPE and other professional programs, under the direction of a CSCPF credentialed Supervisor

Serving Sites: Clinical venues offering CPE students, interns or residents clinical placement opportunities

Fiduciary Council

The legal 'body' of CSCPF responsible for financial, legal and administrative functions. Members elected for two year terms by vote of individual members. Council appoints officers. Council supports Program Council.

Program Council

Responsible for mission, programs, certification and accreditation. All CSCPF members invited. Voting members are the team leaders of the Functional Teams. Functional Team membership is populated by members volunteering to serve.

Functional Teams

Teams of individuals from membership who volunteer to fulfill specific tasks and assume responsibility for core organizational areas. Team leaders are selected by the membership of the team. Members of Practitioner Communities are invited to represent their Community on Functional Teams

Review Liaison

Supervisors who are trained and commissioned by CSCPF to ensure organizational standards are met through the review of certification process of members and accreditation process of Learning Centers.

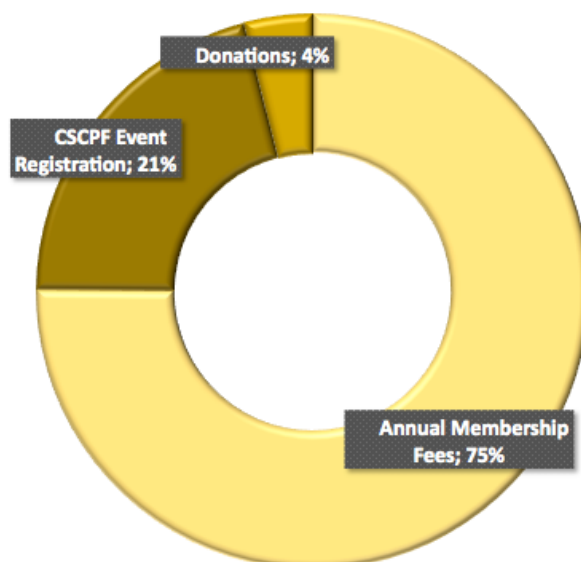


FINANCIAL REPORT

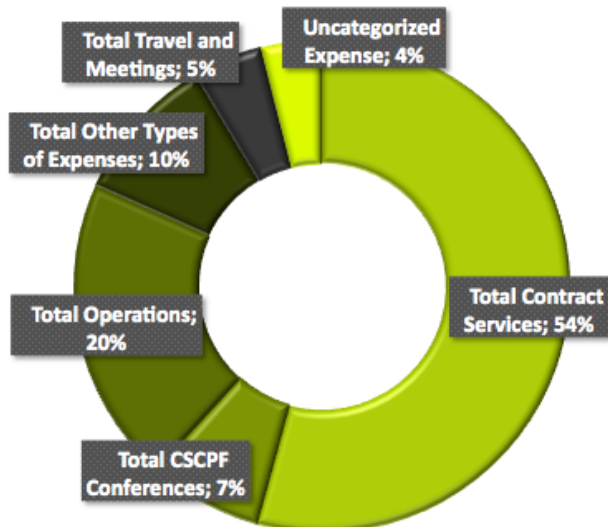
Diagram 1: 2015 CSCPF Income, \$17,760

Diagram 2: 2015 CSCPF Operating Expenses, \$12,595

2015 CSCPF Total Income



2015 CSCPF Operating Expenses





*CSCPF provides
Board Certified
Credentialing of
Chaplains,
Spiritual and
Pastoral
Counselors and
CPE Supervisors*



I come from a place of transparency, trust and inclusivity, which humanizes relationships; allowing them to grow and take place in the context of mutuality.



APPENDIX

Functional Team reports

I. Accreditation

During this year;

1. The Accreditation Manual was approved and is in process of congruency, editing by Communications Team it is available for downloading via Google files
2. Accreditation Liaison changed from Roy Sanders to CJ Malone, with Roy staying on the team and working with the Review Liaison development process
3. Accreditation is working closely with Certification to assure congruence in manual and standard regarding education to certification.
4. Accreditation Certificates will go out as soon as Roy ships the embosser to Markrisworks
5. We have two or three Learning Centers preparing for CSCPF Accreditation Site Visits
6. ASPA membership still in process; on hold until a Learning Center is accredited by CSCPF process, and at least one Center sends in an agreement letter from a school of Higher Education granting academic credit for CPE taken at a CSCPF accredited Learning Centers



I hold a core value of respect for those I serve and embody by maintaining the highest standards in all aspects of my work.



II. Standards/Certification

I. Highlights:

Distributed certificates received from Greg Colley, July 2015.

34 names on the list - 30 resolved and certificates sent.

Four need resolution.

Two not on list resolved and certificates created.

Congratulations to two new chaplains who received certificates - Vicky Dingler and Selene Seltzer.

Special thanks to Jerry Cain for continued production of certificates.

Produced new certificates for ten individuals. (15 certificates).

II. Work ahead:

Integration of standards and certification team.

Ex: Pastoral Counselor

Need assistance for Pastoral Psychotherapy standards.

Confirm the new website has functioning links for the certification process for uploading documents.

Making room for the review liaisons in the certification process.

Change signature blocks on certificate from certification liaison to review liaison.

Transfer production of certification certificates over to Mary, the new project manager.

Schedule meetings on a regular basis to review certification process.

I seek, first and foremost, to conduct my work in a relational and harmonious manner.

III. Communication

We see the Communication Team as a bridge, of what we are creating through CSCPF. We stand on the shoulders of the work that has already occurred:

the **foundational work** of the Ad Hoc Governance Team establishing a community of communities where one's voice may be heard through grassroots participation,

the **long view** of the Accreditation Team that will place CSCPF's credibility on par with 60 other professional organizations,

combining the **specificity** of the Standards Team that deals with both standards of Practice and Behavior, and the **heart-filled work** of the Certifications Team that strives to direct and help our members be the best professional chaplains possible,

the **inclusivity** of the Events Team whose focus is to create a nourishing container for both tasks to be completed and relationships to be built,

the **understanding and oversight** of the Fiduciary Council - Operations, Finance and Legal - that its true strength comes from the members and that they are charged with a sacred duty to preserve and protect the vision of its members.

INTERDEPENDENCY

The Communications Team recognizes that the other Functional Area Teams of the Program Council will be providing content (e.g. processes and standards, Accreditation manual etc) that for the sake of coherence will be edited by the Communications Team.

We ask that other Functional Area Teams respond in a timely manner to any requests by the Communications Team.

The Communications Team will take sole responsibility for posting all content on the website, newsletters, and other platforms-media.

We as the Communications Team have been charged with articulating, in a variety of ways, to our members and the world what true Professional Chaplaincy is and can be. We have been charged with a big task, yet to work truly collaboratively we must include focus on and honor relationships over tasks, for this is where the true healing occurs.

The team will be divided into separate functions: **Production and Editorial Functions** (sub-groups of **Copy Editing, Content/Coherence Editing, Graphics/Design**).

The reason for this is that those who 'produce' the news/information need to be separate from those who 'review' it and establish policy. Our goal is to ensure open, inclusive, timely and accurate information. And to ensure that there is coherence of Policy and Information between all Teams.

GOALS and ACCOMPLISHMENTS

Shortly after the Spring Gathering, we set as our goals:

(affirmed on 4-26-15, by the Program Council AKA (then) Working Group):

(Accomplishments = √)

√ **Branding** for CSCPF, the website, newsletter + other collateral material - Improve intra-organizational photo files

√ **Certificates** - refine and update design

√ **Excerpts for Certification** - edited with Corporate Sec'y (integrated with documents developed by Program Council during Spring Gathering)

Associate Chaplain

Clinical Chaplain

Reciprocal Certification

√ **Brochure** - requested: Middlesex Hospital (Learning Center) for use at event - Wrote, designed, formatted as PDF

√ **Accreditation Manual** - began editing process

√ **Website** - Design and Content Management by Communications Team; (Non-profit/Internal Management by Makrisworks); Implementation by Nicasio Design

Involved merging/migration of two websites: Public site and Community sites

Interface with the Community Site/Internal and Archived Documents

√ **Newsletter** for Direct Member (+ Friend) Communications

Outreach to solicit stories/info from the CSCPF Communities

Reporting on events and happenings

Produced Newsletters—May, July, September

√ **Provided Support for teams:** Accreditation, Events, Certification, Learning Centers

ONGOING PROJECTS

Website refinements:

Coherence of existing pages

Additional info: e.g. FAQs, Ethics Doc etc.

Coherence of Policy and Information between Teams and further into the Community and world

Marketing

Public Relations

Managing data and database

Collateral Material Design - Organizational Emails/Letters/Announcements

Social Media

YouTube Videos

IV. Ethics

The CSCPF Ethics Committee has taken nearly one calendar year to seek and find its identity amongst CSCPF functional teams. During the past year, former CSCPF Ethics Committee chairperson, Greg Delort researched and prepared a detailed CSCPF Code of Ethics/Ethical Standards for Association members. Although Greg has stepped down from the position of Ethics Committee, Chair, we praise him for his past efforts and good standing.

while he was with the CSCPF Ethics Committee. In December a revised protocol was adopted by the Fiduciary Council.

The Ethics Committee is discussing plans to enhance the quality of the Ethics Committee Consultation Service, and intends to facilitate a voice, addressing ethical concerns, for all association members, patients, family, and Community. The committee is looking forward to the Consultation Services in the upcoming year.

V. Governance Development

The task of the Governance Development Team is to provide ongoing consultation to CSCPF regarding matters of governance and structure. As a new organization, we know that it is simply not possible to create structures and procedures that can account for and address every possible situation that arises. The Governance Development Team is charged with the responsibility of making recommendations to the Program and Fiduciary Councils regarding matters of Governance and Structure.

This year the Corporate Secretary drafted By-laws which were adopted by the Fiduciary Council. The Governance Development Team facilitated the community-wide process of nominations and election of the Fiduciary Council. The Team will continue its work of consultation and coordination of twice-yearly voting opportunities for the CSCPF membership.

VI. Membership

No activities were undertaken in this area for 2015.

VII. Events

No report submitted.

I am continuously mindful that all communities are interrelated, and recognize that the actions of one community can affect the well-being of all communities .



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I choose to become all that I have always been.