

Bay Area Center for Clinical Pastoral Education

Clinical Pastoral Education (CPE) is interfaith professional education for ministry. It brings you into supervised encounters with people in crisis. Through intense involvement with people in need of spiritual care, and the feedback you receive from peers and teachers, you develop new awareness of yourself as a person, your abilities as a caregiver, and the needs of those whom you serve. Through reflection on specific human situations, you learn to use your faith tradition as a lens that focuses your understanding of spiritual care. Within the interdisciplinary process of helping others, you develop skills in interpersonal and inter-professional relationships.

Our CPE program benefits from the expertise of many health care professionals, including ACPE Supervisors, Supervisory Education Students, and Staff Chaplains. CPE students regularly participate in educational workshops that include didactic sessions with guest speakers and group and individual reflection opportunities.

The Bay Area Center for CPE program is designed for people preparing to enter professional hospital or hospice chaplaincy, congregational ministry, or sangha service. Many are seminary students, completing CPE to fulfill denominational requirements. Students can participate either as interns (for a single unit) or residents (for four consecutive units).

The Bay Area Center for CPE program strives to maintain a diverse faculty and student population, including women and men of various ethnic and cultural backgrounds and faith traditions. The CPE Center is committed to providing equal opportunity in the admissions process, without discrimination based on age, gender, gender identity, race, national origin, disability, religious affiliation, sexual orientation, or veteran status.

How You Can Participate

As a CPE student, you can expect to participate in the following ways:

Direct Ministry with Patients, Residents, Loved Ones, Families, and Staff

Most of your time will involve working as a chaplain in a specific unit of Saint Francis Memorial Hospital or Sequoia Hospital providing spiritual care to the people who come onto your unit. In addition, you will participate in the overnight and weekend on-call rotation, serving as the chaplain for the entire hospital on a rotating basis (usually once every five to six days).

Clinical Supervision

You will receive individual and group supervision in all areas of your training. This includes 100 hours of supervised education for every 300 hours of clinical work. A final evaluation will be presented at the end of each unit of CPE. Supervisors in our center are certified with the Association of Clinical Pastoral Education (ACPE) and the Association of Professional Chaplains (APC).

Peer Group Work

You will join a group with other CPE students and a supervisor. You will present cases that are based on your clinical work, reflect on your faith tradition, simulate incidents, practice pastoral responses, and engage in interpersonal group relations.

Didactic Workshops and Seminars

You will attend presentations on topics related to spiritual care and assessment, ethics, behavioral sciences, hospital chaplaincy, cultural sensitivity, interfaith awareness, and other issues.

Reading and Writing Assignments

You will be expected to do supplemental reading and prepare papers related to your learning goals and the ACPE objectives.

Skills You Will Learn

The Bay Area Center for CPE program is designed to help you gain experience and expertise in the following areas:

Pastoral Reflection

Reflecting on yourself as a person and minister in relation to people in crisis, your supervisor, and your peers, as well as the CPE curriculum and the hospital in which you are serving

Pastoral Formation

Focusing on your personal and pastoral identity issues in learning and ministry

Pastoral Competence

Deepening and unfolding your competence in functioning as a spiritual caregiver including skill development and knowledge of faith traditions and the behavioral sciences

Pastoral Specialization

Supporting your desire to become competent and knowledgeable in a particular area of clinical service, e.g., oncology, emergency, outpatient, general medical-surgical, palliative care, cardiology, rehabilitation, psychiatry, etc.

Types of Programs Available

The Bay Area Center for CPE is accredited for Level I, Level II and Supervisory CPE by the Association for Clinical Pastoral Education (acpe.edu). With this accreditation, we offer three formats for CPE.

Residency

Residency consists of four units of training in a calendar year. Residents receive an annual stipend of \$34,000, plus up to \$400/month in reimbursement for medical insurance premiums paid by the resident. Residents serve full-time, five days a week, with on-call

responsibilities. In addition to the stipend, students receive 15 personal leave days, and eight hospital holidays. Tuition is \$400 per unit.

Internship

An internship consists of one unit of training, usually in the summer. Interns work full-time, five days a week, with on-call responsibilities. Tuition is \$500 per unit.

Admission Requirements, Application and Accreditation

Admission Process

Bay Area Center for CPE is committed to giving fair and thorough consideration to all qualified applicants and to enhancing the educational experience by selecting students with a variety of backgrounds and perspectives. We select students who are seminarians, ministers, religious professionals, and lay persons according to aptitude, ability, and potential for ministry without regard to race, gender, gender identity, age, faith group, national origin, sexual orientation, or disability.

Application Requirements

1. A completed ACPE application form
 - The application form can be found at www.acpe.edu. Click on “Resources,” and then “Forms.”
 - Please follow the instructions on the application thoroughly.
 - A typical CPE application consists of 10 to 15 pages.
 - Student and supervisory evaluations from any prior units of CPE.
2. There is no application fee

You may submit your application via email, fax, or mail. For further questions or information on Dignity Health's CPE programs, please contact:

For Sequoia Hospital

Eric Nefstead
Clinical Pastoral Educator
170 Alameda de las Pulgas
Redwood City, CA 94062
Phone: 650.367.5947
Email: DignityHealth-CPE@dignityhealth.org

For Saint Francis Memorial Hospital

Rev. Doug Lubbers
Director, Spiritual Care, Interpretive Services
900 Hyde Street
San Francisco, CA 94109
Phone: 415.353.6737
Email: DignityHealth-CPE@dignityhealth.org

Admission Interview

After a completed application has been screened by our CPE faculty, the applicant may be invited to visit one of our component sites for an admission interview. The purpose of the interview is both to acquaint the applicant with the program and to learn more about the applicant in a personal encounter. If the applicant is unable to come to the Bay Area, he or she may be interviewed online on video.

Minimum Admissions Criteria

- Academic preparation: Bachelor's degree and at least one year of theological education at the graduate level, or specialized training in the applicant's faith tradition.
- Educational readiness: motivation, openness to clinical learning, participation in individual and group supervision, and capacity for self-reflection.
- Aptitude for interpersonal work: capacity to function professionally in a hospital environment and ability to minister in a multicultural, multifaith setting.
- Writing and word processing skills sufficient to manage use of the hospitals' computerized information systems and to produce weekly written assignments off-site.
- Practical considerations related to fulfilling program requirements, including clinical assignments, educational components, and on-call responsibilities.

Admission to Supervisory Education entails additional criteria, including sufficient ministry experience to demonstrate pastoral competence, completion of four units of CPE with successful attainment of Level II outcomes, a consultation on readiness with a regional consultation committee, and clinical membership in the Association for Clinical Pastoral Education (ACPE).

Rolling Admissions Process

We do not have application deadlines. Applicants are encouraged to apply beginning October 1 for admission to the Fall program beginning the next Fall. Persons accepted into the program will be informed in writing and allowed ten (10) business days to accept an offer of admission by sending in a \$200 non-refundable deposit. Any application not accepted for admission will be destroyed unless the applicant requests in writing that it be returned to the applicant, forwarded to another center, or retained for consideration for future units of CPE.

Accreditation

Bay Area Center for CPE is accredited to offer Levels I and II CPE and Supervisory CPE by the Association for Clinical Pastoral Education (www.acpe.edu).

Frequently Asked Questions

1. How much does it cost to take CPE?

The tuition for the year-long program is \$400 per unit. This amount is due in the first week of the unit. Your non-refundable \$200 deposit is applied toward the first unit's tuition cost.

Other costs, such as registration fees for retreats, are paid for you by the CPE center.

2. How much will I be paid?

Fulltime year-long residents receive \$34,000 per year, paid in twelve and a half monthly installments, one at the end of each month of training and a half payment in the concluding September of your training year. This money will be paid to you in the form of a check without tax withholding. Because you will not be an employee of Dignity Health, automatic tax withholding is not available. You are advised to plan accordingly to ensure that you can fulfill your income tax obligations. Interns completing one unit are not paid a stipend.

3. Will I receive any days off?

If you are a resident, you will accrue five days of personal leave for each unit of CPE that you complete except for the fourth unit; in other words, you will have accrued fifteen total days of personal leave. These days may be used for vacation time between units (or during Christmas week), for personal appointments, or if you are ill and cannot report for clinical duty. Any personal leave days you intend to use must be approved by your individual supervisor. In addition, CPE students are not required to work on recognized hospital holidays (with the exception of the chaplain on-call, who then receives a compensatory day off from clinical duty). Interns do not accrue personal leave days.

4. Is housing provided?

No. We will inform you of housing opportunities as we learn of them.

5. Is medical insurance provided?

No. However, year-long residents receive up to \$400 per month in reimbursement for medical insurance premiums they pay. This can result in additional \$3,600 in stipend received.

6. Is parking provided?

Currently parking is free for chaplain students at both sites. You will need to contact the

supervisor at the site where you are assigned to learn about parking policies. Both are accessible by public transit.

7. What is a typical day in the CPE program?

On Monday through Thursday mornings and all day on Fridays, you will serve in your assigned clinical areas, providing spiritual care to patients, family members, and employees. On Mondays through Thursdays, you will have approximately nine hours of class sessions with your peers. You also will have a one-hour individual meeting with your CPE supervisor each week. In addition, you and your peers will share in covering the overnight on-call system.

8. What is on-call coverage?

Each hospital requires that chaplains be available to respond to emergencies no matter when they occur, 24 hours a day, 365 days a year. In order to fulfill this responsibility, we assign a chaplain each day to serve as the overnight or weekend on-call chaplain. You can expect to be assigned on-call duty approximately once every five to six nights. While it is possible that you may be awakened at night or in the early morning during your call shift, we estimate that such an event occurs only about once every three or four times you are on-call. Furthermore, if you are on-call for a weekend day, you receive the preceding Friday as a compensatory day off.

9. What is required to complete a CPE unit?

In order to receive credit for a full unit of CPE training, you must complete at least 300 hours of clinical service (providing spiritual care) and 100 hours of educational time, which includes group sessions and individual supervision sessions. If you are absent during a unit, you may be required to make up clinical hours in order to receive credit. You must also fulfill the written and reading requirements, which include a weekly verbatim report (i.e., a record of a conversation you have with a patient or other care recipient), a weekly highlight report, a weekly review/summary of your individual supervisory session, assigned reading, a mid-unit self-evaluation, and a final self-evaluation.

10. There seems to be so much to know. Will I receive any orientation?

Yes. We provide a full orientation to the CPE program, including a comprehensive student handbook that should answer many of your questions about working as a chaplain in a hospital environment. In addition, the hospital where you will serve will give you an orientation within the first month of your arrival.

11. Will I have the same supervisor?

You may have more than one supervisor during the course of your residency year.

12. Will my individual supervisor be qualified?

Yes. All of the supervisory staff are certified to supervise CPE students, either independently or with on-site certified supervision. In addition to CPE certification, several of us also hold credentials as board certified chaplains with the Association of Professional Chaplains (APC).

13. Can I be certified as a chaplain after taking CPE?

Four units of ACPE are required to apply to become a Board Certified Chaplain. However, certifying organizations such as APC, NACC, and NAJC have other requirements, and so the answer to this question depends to a great extent upon whether or not you meet these other requirements. Our supervisory staff will be happy to assist you in determining your status in pursuing board certification as a chaplain.

14. Will I be able to find work as a chaplain after taking CPE?

While we can offer no guarantees, we do have a very good track record in placing our CPE students in chaplaincy positions. Dignity Health puts a high emphasis on providing spiritual care to its patients, and frequently Dignity Health facilities consult us to locate potential candidates for available staff chaplain jobs.

15. Does your center have a summer internship program?

The Bay Area Center for CPE does not offer a dedicated summer internship program. On occasion, we accept interns to complete a unit of CPE, who join in a group that also includes year-long residents. You are welcome to apply for an internship position, and a supervisor may call you for an interview if a summer internship position is available.

If you have other questions, please call our offices:

Saint Francis Memorial Hospital: **415.353.6737**

Sequoia Hospital: **650.367.5947**