United Theological Seminary of the Twin Cities
Spiritual Direction Programs

Student Manual



Letter from the Director of Spiritual Direction

Fall 2026

Dear Spiritual Direction Student,

This manual is meant to be an aid to you as you attend to the different phases of preparatory training for the Spiritual Direction Graduate Certificate at United Seminary of the Twin Cities. This manual is also important for those in the MDiv, MAL and DMin tracks in Spiritual Direction at United. Please be aware that this is a work in progress and details may be adapted during the year.

There are three components to the certificate program: 1) academic, 2) spiritual formation, and 3) supervised internship, which involves the complementary aspects of acquiring practicum hours with directees, while also participating in directed supervision. Please be attentive to the requirements of each component.

You will find that both your academic work and the work of your personal and professional formation are equally important here. It is far easier to evaluate your academic work than your personal spiritual formation. The classroom, supervision and formation aspects of your work are not evaluated on a grade basis, but rather on an account of completion. I do ask, however, that you meet one-on-one with me at least four times throughout your time here: 1) in your first academic term; 2) before you enter into supervision to discern your readiness; 3) mid-way through your supervision experience; 4) a month before you graduate, as an exit interview. During each of these meetings, we will also check in about aspects of spiritual formation.

When you begin your practicum and are actually doing spiritual direction, much of your growth will be interior, some of which will be processed in your supervision group or with your own spiritual director. We ***do*** ask your supervisor to evaluate your progress and recommend you for certification. However, we ***do not*** ask for recommendations or evaluations from your spiritual director or pastor.

Two of the most essential attitudes to foster throughout your time in this program are the contemplative attitude and the idea of ongoing discernment of the call to this ministry. This invites a more holistic approach than much of our American culture is accustomed to. It further presumes that we are not always in as much control as we imagine, and that some things need to simmer a while to come to fruition.

To help our program evolve and at the same time maintain integrity, we work with an Advisory Committee to the Director of Spiritual Direction. These people are experienced in the field of spiritual direction and well qualified to advise the program. I meet formally with this group twice a year.

I hope that these weeks, months, and years of your time here at United will be rich beyond your imagining! I encourage you to ask questions of me or the other faculty members as your need arises – we are here for you.

Blessings to you in this journey,

Rev. T. Michael Rock
Director of Contextual Education and Spiritual Direction
Adjunct Faculty for Spiritual Formation and Contextual Education

Introduction

This manual provides an overview of the Spiritual Direction Program at United. It includes sections about spiritual direction in general, the requirements for obtaining the certificate, and other resources for you to use as you progress in your studies, including a short list of local spiritual direction resources, which is by no means exhaustive. This list does not include a bibliography on spiritual direction, as that is readily available in the context of your courses.

In addition to the required forms for certificate completion, there are a number of additional forms which are designed to support you in your on-going practice of spiritual direction. Please make your own additional copies of these pages as needed.

What is Spiritual Direction?

Spiritual direction is a privileged time and place to reflect with another about your relationship with God, the sacred, some Higher Power, or the universe itself. The focus of spiritual direction is your spiritual life as it is lived out in all your ordinary experiences. Ultimately spiritual direction supports the process of coming home to your deepest self in relationship to God and others.

Spiritual direction meetings are usually scheduled once a month for fifty to sixty minutes but may occur more frequently depending on need and desire. All of your life experience is material for spiritual direction as you seek to become more aware of Spirit/God's presence in your life. The agenda is what the "directee" brings, and that will include prayer, images of God, finding the Sacred, questions of faith, concerns about the church, and also your relationships with others; what worries you, grieves you, frightens you, or gives you cause for joy and celebration. The director helps you to listen to your life with as much care as your life deserves.

Spiritual direction, though practiced in the church for centuries, is increasingly sought by people in contemporary society who desire deeper engagement with God/Spirit/Divine/Cosmos, and who wish to share that journey with someone as a companion in that search. The tradition has consistently defined the practice of spiritual direction as an ***art*** that recognizes the Spirit as true director.

Spiritual directors have spiritual training, knowledge of Christian and other religious traditions and human development, and demonstrate recognized gifts for this ministry. Spiritual Directors stand in service of the relationship between God / Spirit / Source and the one seeking direction and are not someone who tells another what to do or what direction they should be pursuing.

Selecting a Spiritual Director

You have the power to *choose* whether or not to use the services of a particular director. It is your responsibility to interview more than one person. The initial meeting with a potential director should be like an interview. It's a chance to ask questions and learn more about the director's credentials, approach to the spiritual life, and personality. Both the director and the directee must decide whether to work together. Here are some suggestions of questions to ask a spiritual director:

- What is their background and training?
- What is their approach or understanding of spiritual growth? What style or method do they use?
- What kind of supervision does the director have now?

- If you have concerns about your director's attitude towards particular issues, e.g., gender issues, recovery issues, sexual issues, church issues, you have a right to discuss them.
- How long will the spiritual direction continue and how will you know when it's ended?
- Can you be assured of confidentiality? Can you contact your director outside of agreed upon meetings?
- What is the suggested financial offering?

Your gut feelings are one way to assess the relationship between you and the director. Some essential ingredients to a good relationship include:

- You should feel your director is sincere and genuine.
- You need to feel that the director is someone who takes their own faith life seriously, that they are a person of prayer and discernment who tries to listen to the spirit of God moving in themself and others.
- You need to feel you are treated with respect and taken seriously.
- You need to have confidence in your director's skills and training.
- You need to feel at ease with your director and that they are someone whom you can trust.

Spiritual Director Competency Profile

This profile is the product of several groups of experienced spiritual direction educators from across the United States. These groups collaborated over a period of time to produce this document.

Personal qualities of a spiritual director

1. Living a vital spiritual life characterized by:
    - A habit of prayer
    - Participation in the worship/ritual life in a church or community
    - A deepening life of generosity and justice
    - A growing delicacy of conscience
    - Reflective decision making
    - A desire that works for faith and justice
2. Being oneself a recipient of spiritual direction:
    - So one can objectify and evaluate the criteria in a vital spiritual life and psychological maturity with another person
    - To experience and yield even more to the guidance of the Spirit
3. Exhibiting psychological maturity with allied qualities necessary for nurturing faith:
    - Stability: affective equilibrium with responses proportionate to the true state of affairs, constancy, steadiness in pursuing one's life goals
    - Initiative: courage and ability to take the first steps in a new venture
    - Detachment: freedom from undue influence of additive substances, inappropriate human relationships and inordinately preferred situations
4. Exhibiting these additional virtues necessary for spiritual nurturance:
    - Kindness: having and showing a benevolent readiness to intend the good of others

- Gentleness: honoring another's perceptions, judgments, and person; a non-defensiveness of spirit, patience, sympathy, allowing others to be present to their own life experience, a sense of humor
- Respect for confidentiality: a developed sense of the sacredness of personal agenda communicated to a spiritual director
- Non-attachment to directee: allowing directee to have their own values and growth rate and being able to terminate when appropriate

5. Having a sufficiently broad lived experience

Knowledge needed by the spiritual director

1. Lived experience in a historic religious/wisdom tradition
2. Sufficient acquaintance with the basic religious discipline and how faith develops
3. Working knowledge of a variety of religious texts
4. Working knowledge of the various mystical and ascetical traditions
5. Psychological matrix: a working understanding of one of the standard ways of describing human reality and behavior, thus possessing a perspective complimentary to the framework elaborated in spiritual traditions

Skills and abilities needed by the spiritual director

1. Intra personal (affective) awareness: awareness of one's own interior mental and emotional states, mood-swings, and graced states; and possessing the ability to name them without employing defense mechanisms.
2. Discernment: the ability to discover and evaluate the movements of spirit both in one's own life and in the lives of directees.
3. Evaluative skills:
    - Listening
    - Clarifying
    - Suggesting
    - Referring
4. Interpersonal skills:
    - Companioning: able to follow the content and feelings of a discussion and to move with the agenda of the directee
    - Empathy: able to assist the directee in recognizing and facing areas of weakness, deficiency or sinfulness
    - Trustworthiness: worth of confidence, reliable for recommendation as a spiritual director
    - Humility: able to accept one's own limits and willing to refer directees to another when appropriate
    - Faith vision: able to see the movement of the Spirit happening both in one's own life and in the lives of others; experiencing the possibility of transformation here and now
5. Possesses common sense
6. Has opened oneself to the group and supervisory experience, specifically by:
    - Handing in process notes of sufficient number and quality
    - Accepting feedback and then modifying certain behavior or techniques for greater effectiveness
    - Actively working on personal issues which surface in the supervisory process

Graces shown by the spiritual director

1. Possesses spiritual freedom: without undue influence of unhealthy attachments; an inner suppleness of character in those who make decisions and live their lives under the influences of grace and charity, rather than of addictions and unhealthy attachments
2. Called by grace to this work:
    - An affirmative response in one's whole person to the question: "Should I become a spiritual director?"
    - Positive encouragement of one's spiritual director
3. Confirmation of this call by:
    - Being sought out for direction/advice
    - Fruitfulness of the direction given as judged in supervision

Definitions

Psychological Maturity: free from binding emotional, mental, or volitional habits of a neurotic nature; more positively, a pattern of living characterized by adult affectivity, good judgment and balanced choices

Certificate Requirements

In order to obtain a paper copy of the Certificate in Spiritual Direction from United, students must complete the following requirements:

1. Academic requirements
2. Spiritual formation
3. Supervised internship
4. Complete final evaluation from Practicum Supervisor and Director of Spiritual Direction

You will find details for each of these requirements in the following sections:

1. Academic Requirements

There are three tracks for students in the certificate program:

- Certificate only—15 credits, must complete all of the required coursework for the Spiritual Direction Certificate including supervised practicum to be eligible for the certificate
- MAL in Spiritual Direction (48 Credit Hours) or the MDiv in Spiritual Direction (72 Credit Hours)
- DMin in Spiritual Direction - *Some DMin students may enter United with Spiritual Direction Certification and some may not. Those who wish certification will allot their DMin courses to allow for this prior to dissertation.*

3 credit courses:

SD1001 The Art of Discernment
SD1002 Spiritual Direction/Companionship 1: Foundations
SD2001 Spiritual Direction/Companionship 2: Practices
Elective approved in consultation with Director of Spiritual Direction

Recommend: Intro to Personal and Spiritual Formation (FL1001)

FE3041/FE3042/FE3043 Two Terms of Spiritual Direction Practicum
(Includes a $500 lab fee for supervision. Students may extend their supervision following the two terms by engaging in Individual Supervision and paying $150 per session. This extension can last 1-3 extra sessions as students complete their hours.)

2. Spiritual Formation Requirements

You are asked to complete and maintain a personal spiritual formation plan while you complete the certificate. You will be required to meet with the Director of Spiritual Direction to review your personal spiritual formation plan at least four different times:

1. in your first academic term
2. before you enter into supervision to discern your readiness to begin the internship and formally see directees
3. mid-way through your supervision experience, when you will also bring in your spiritual direction logs
4. a month before you graduate, as an exit interview

During each of these meetings, you will check in with the Director of Spiritual Direction about aspects of spiritual formation. These meetings will not be evaluative, but rather will be observational, allowing you a chance to formally reflect on your continued and deepening growth.

Required elements of spiritual formation while you are completing the spiritual direction certificate include:

- Ongoing one-to-one spiritual direction for yourself
- Personal disciplines of prayer and meditation
- Communal experiences of faith
- Meetings with the Director of Spiritual Direction

Following are suggestions to help you in developing your personal spiritual formation plan:

Ongoing Spiritual Direction

This is a prerequisite and absolute requirement of the certificate. It is a requirement of all directors-in-practice for as long as they are in practice. If you need assistance in finding a spiritual director contact the Director of Spiritual Direction.

Deepening Spiritual Growth

Journaling is an excellent tool for deepening spiritual growth, as is dream work, the Enneagram, and experiences in nature and with the arts. There are other spiritual communities in your region that will hopefully become a partner in your spiritual growth.

Prayer and Meditation Disciplines

Spiritual Exercises of St. Ignatius:
One common formation discipline of spiritual direction training programs is the Spiritual Exercises of St. Ignatius. It is possible for students to complete the Exercises with qualified spiritual directors. It is important that the director who takes you through the Spiritual Exercises is experienced, is in supervision for doing the exercises, and, of course, has made the Exercises in their own journey.

Centering Prayer:
There are many groups that offer group Centering Prayer. You may also feel inspired to start one yourself. Using the Centering Prayer app makes this very accessible.

Private Prayer:
Prayer, beginning with only five or ten minutes a day – maybe an hour every day, an afternoon every week – but you do not take the spiritual life seriously if you do not set aside some time to be with God / Spirit / Source and listen.

Communal Prayer:
This is where a formal church affiliation or a regular, committed group that offers you the opportunity for praying in community is considered. The communal element of spiritual practice holds us accountable to others as we journey, and can come from institutional, familial, and informal sources.

Meditation:
Spending time in receptive silence and stillness daily is important to cultivate spiritual depth. Many resources about mediation are available, especially in inter-spiritual settings.

Contemplative Retreat Experiences

You may be encouraged to experience silent, directed retreats. Consider checking retreat offerings online. Expenses at retreat houses vary. If you have occasion to travel to a different part of the country, you might consider extending your visit and experience a retreat in a different climate, e.g. the desert. You may want to create a budget for these experiences. While some may happen in relationship with your ongoing spiritual community, many will charge fees ranging from $300 - $1000 based on length of experience, transportation, lodging and meals.

3. Supervised Practicum (two complementary components)

Once you complete the necessary spiritual direction coursework you may begin doing spiritual direction. **It is absolutely *essential*** to be in supervision if you are doing spiritual direction. *(There is a $500 lab fee for supervision. Students may extend their supervision following the two terms by engaging in Individual Supervision and paying $150 per session. This extension can last 1-3 extra sessions as students complete their hours.)*

The steps to begin your supervised internship are:

1. Meet with the Director of Spiritual Direction of the certificate program to determine your readiness.
2. Start looking for directees to begin working with formally.
3. The Director of Spiritual Direction will assign you to a facilitated supervision group or one-to-one supervision with a supervisor.

4. Begin attending and logging both your spiritual direction and supervision sessions.

Part One: Offering Spiritual Direction Sessions as an Intern

Required number of spiritual direction hours

Eighty hours of listening is required for completion of the supervision internship. The required hours of spiritual listening could possibly be fulfilled in two academic terms, if a student could follow this plan:
Sample:

- Term one: 40 hours (up to 20 hours significant conversations; 20 hours of direction)
- Term two: 40 hours, all of which consist of offering direction (both individual and group)

The required **80** hours of spiritual direction sessions during your supervised internship are from the different "categories" of hours are allowed, though regulated. For example, you can have up to a total of **20** hours of "alternate" hours, which includes the categories of Significant Conversations and Situational Spiritual Direction. You must also log at least **40** hours of "long-term" spiritual direction, which refers to meeting one-on-one with the same directee for at least five sessions and group spiritual direction for at least five sessions. If you are consistently unable to meet with directees for more than five sessions, this should be brought up with both your supervisor and the Director of Spiritual Direction.

A CAUTION: If you consistently have no "real" directees, you might consider postponing supervision for an academic term or two until you can recruit some directees.

Following is a detailed description of the different categories that are allowed as spiritual direction hours, including the number of hours that are allowed for each category:

Types of spiritual direction hours

Significant Conversations, up to 20 hours
These conversations can be with anyone, including friends or relatives. Significant Conversations are a helpful way to "test" your budding skills as a spiritual director, or as a way to "warm up to" potentially formal directees. Significant conversations may take place in unexpected places and need not necessarily be a whole hour in length. Before you have had a "real" spiritual direction session, you may report on a significant conversation during supervision. That should be limited (one or two). Please record all of your significant conversations on the same log sheet and use the "Spiritual Direction Session Notes" form to record notes for your own use.

Situational Spiritual Direction (Incorporated in Significant Conversations)

Short-term settings for spiritual direction include hospice or hospital patients, listening houses, shelters, retreats, and other non-profit settings. Short-term refers to only one or two sessions. In order to record them as formal spiritual direction sessions, they must be at least 45 minutes in length. If your sessions are shorter than 45 minutes, they can be counted as part of your significant conversation hours. If you exceed 20 hours of short-term situational spiritual direction, you may count the additional time as part of your significant conversations – again not to exceed 20 hours in that category. Please record all of your situational spiritual direction sessions on the same log sheet and use the "Spiritual Direction Session Notes" form to record notes for your own use.

Group Spiritual Direction, up to 40 hours*

Group spiritual direction follows a disciplined pattern of sharing, listening, and responding, which is interspersed with periods of contemplative silence, in small groups of usually 4-6 people. Though there are a variety of contexts for group spiritual direction, these models are distinct from many other small group spirituality settings such as Bible studies, book discussions, or faith-sharing groups. These latter examples ***do not*** count toward your hours. If you plan to participate in group spiritual direction as part of your internship experience, please check with the Director of Spiritual Direction in order to be sure that you are following an acceptable model. Please record all of your group spiritual direction sessions on the same log sheet and use the "Spiritual Direction Session Notes" form to record notes for your own use. Each 2-hour group session is logged as 2 hours.

Long-term, One-to-one Spiritual Direction, at least 40 hours*

Traditional Spiritual Direction training has historically focused on the skills of one-to-one spiritual direction. Therefore, the allotment of hours emphasizes one-to-one spiritual direction. Though spiritual direction in the "alternate" forms is rapidly becoming more prominent, the "classic" model of spiritual direction emphasizes the development of a relationship between a guide and a seeker over time on the spiritual journey. It is crucial that you learn how to begin, maintain, refine, and even possibly terminate "on-going" relationships with your directees. Please record all of your long-term spiritual direction sessions with the same person on the same log sheet, and use the "Spiritual Direction Session Notes" form to record notes for your own use. In order to log hours in this category, you must meet with each person for a minimum of five sessions.

Finding Directees

While the Director of Spiritual Direction offers assistance in finding directees, for the most part, you will have to build relationships with your directees on your own. This will require creativity and ingenuity, and in itself is a helpful indicator of charism for this ministry. In the history of spiritual direction, one of the signs of the gift and calling to the ministry has been people coming to the individual (in this case, you) for help with their spiritual concerns. If no one comes forth, despite all your efforts, or no one stays after initial meetings, you must pay attention to that. The Director of Spiritual Direction will help you in every way possible to explore ways for you to gain direction experience.

Please note: While you are an intern, you should not charge directees for your services. Furthermore, you should always clearly communicate to others that you are a spiritual director in training. While there is not a professional accrediting body in spiritual direction, the common ethical stance is that you must complete training by a recognized program before "putting out your hat" as a formal spiritual director.

That being said, there are basically two venues for finding directees:

On Your Own

A good resource for advertising about your services is your own faith community. In small congregations, boundaries and dual relationships can be a problem, so you must take care to avoid such situations. It is not a good idea to be a spiritual director to your friends, fellow employees, or clients from another career. However, those people who are close to you can be helpful in referring others to you. As part of your coursework, you will be required to design a brochure describing your services, which can be distributed. Additionally, you will be required to design a formal presentation and an "elevator speech" (in 30 seconds or less), describing your approach to and beliefs about the ministry of spiritual direction. You may find that some parishes welcome a presentation about spiritual direction, with the hope of finding some references.

United's Designated Internship Sites

The Director of Spiritual Direction works with a variety of community groups and congregations to open up possibilities to offer Spiritual Direction. These include local colleges with religious study programs, prisons, social service groups and congregations. These relationships will vary from year to year depending on many circumstances.

Part two: Receiving Directed Supervision as an Intern

Supervision is quite personally demanding. Since the style of supervision required by the program is director-centered rather than client-centered, you will be taking a long, hard look at yourself and what issues are triggered in you as you sit with people in spiritual direction. Supervision is distinguished from consultation, which may be necessary from time to time when you have specific concerns about a directee.

A satisfactory recommendation from your supervisor(s) is required to obtain the certificate. At this point, we have one Spiritual Direction Supervisor who offers both group and individual supervision. You will need to communicate how best to obtain the required hours of supervision. The Director of Spiritual Direction works in collaboration with the Spiritual Direction Supervisor to best meet the student's needs.

Required number of supervision hours

You are required to receive **a minimum of 40** hours of supervision. The requirements for Group Supervision is met by meeting 2 hours for 12 sessions per academic term. The requirements for Individual Supervision is met by meeting 1.5 hours for 6 sessions per term. (Individual supervision hours are counted on a two-for-one basis.) The requirements of Supervision are met over the timeframe of 2 terms.

The following process makes it possible for a student to complete practicum in two academic terms. It is not that students will be automatically able to complete supervision in two terms, yet we want to make it possible for a student to do so, if they are highly motivated and doing really good work, in the judgment of their supervisor(s).

Both individual and group supervision will be offered each term.

Individual Supervision - Individual supervision will be credited in the following manner:
Each 1.5 hour of individual supervision session equals 3 hours of directed supervision.
Example: 6 (1.5 hour) sessions equals 18 hours of directed supervision. (6x3=18)

Group Supervision – Group supervision will be credited in the following manner:
Each 2-hour session equals 2 hours of directed supervision.
Example: 12 (2-hour sessions) equals 24 hours of directed supervision. (12x2=24)

A student could finish supervision in two terms with 24 hours of (group) supervision per term in twelve sessions of group supervision—at two hours each. At this rate, students would amass forty-eight hours of supervision over a two-term period. Supervisors, in conversation with the Director of Spiritual Direction may always ask for more than forty hours. Yet, if the supervisors think a particular student has made sufficient progress in supervision (and has logged sufficient

hours of listening—see below), a student doing an hour-and-a-half final individual session with a supervisor would finish with enough hours to meet the requirement within the third term.

Notes and Logs

Supervision, either group or individual, requires that you keep process notes or verbatims. Some supervisors require them at each meeting. Forms for both verbatims and for logging your supervision hours are included in the forms section of this manual. Please note that some supervisors may suggest different formats for verbatims and process notes. **Regardless of the form used, confidentiality is an absolute requirement.**

Registration, Fees, Policies

The supervised practicum usually requires 2 terms to complete with an option of extending if necessary. *(Includes a $500 lab fee for supervision. Students may extend their supervision following the two terms by engaging in Individual Supervision and paying $150 per session. This extension can last 1-3 extra sessions as students complete their hours.)*

The Director of Spiritual Direction will help students register for the practicum course for their supervised internship when needed. This will then be recorded on their transcript.

To Re-apply to the Spiritual Direction Internship program

In some cases, due to life circumstances or inability to find enough directees, a student may decide to take a leave of absence from the program. This should be discussed and discerned both with the Director of Spiritual Direction and United's Director of Student Success. In order to re-enter the program, the following steps must be completed:

- Contact the Director of Student Success to request readmission to the program.
- Upon approval of the Director of Spiritual Direction to resume internship, commit to meeting with at least two directees and regular attendance at supervision meetings.
- Agree to pay the full academic term fees.

Spiritual Direction Resources - (Minnesota Based)

Loyola Spirituality Center
389 N. Oxford St., St. Paul, MN 55104
651-641-0008 www.loyolaspiritualitycenter.org e-mail: info@loyolaspiritualitycenter.org
Offers spiritual direction, retreats and programs in the Ignatian tradition including the Spiritual Exercise of St. Ignatius of Loyola

Wisdom Ways Resource Center for Spirituality
1890 Randolph Ave.
St. Paul, MN 55105
651-690-8830 www.wisdomwayscenter.org email: info@wisdomwayscenter.org

Co-sponsored by St. Catherine University and The Sisters of St. Joseph of Carondelet, St. Paul Province. Wisdom Ways offers a wide range of spirituality programming. It does not have a staff of spiritual directors.

Spiritual Directors International
1329 Seventh Ave., San Francisco, CA 94122-2507
415-566-1560 www.sdiworld.org email: Membership@sdiworld.org

Spiritual Directors International, an ecumenical network, fosters the ministry of spiritual direction and on-going development of spiritual directors, women and men, lay and ordained. Spiritual Directors International is committed to tending the holy around the world and across traditions.

PRESENCE, THE JOURNAL OF SPIRITUAL DIRECTORS INTERNATIONAL
(See listing above) This entire journal is available through the United Library

Summary of Criteria and Requirements for Completion of Certificate

1. Complete the academic, formation, and supervised internship components of the program.

2. Demonstrate aptitude and readiness for the ministry:
   - Practical and theoretical understanding of spiritual direction
   - Skill in listening, responding, sharing, attending, waiting, discerning
   - Exemplify a rich and engaged spiritual life as it is lived in practice
   - Acquire basic knowledge of theology, psychology and socio-cultural perspectives

3. Engage various experiences of prayer/retreat/growth that foster an understanding of a vital spiritual life as well as richness of personal life experience.

4. Log at least 80 hours of actual directing experience while being supervised.

5. Log at least 40 hours of directed supervision (may include both group and individual supervision) with appropriate written materials such as process notes. Supervisors will collect these materials during the course of the supervised internship.

6. Complete the written application for certificate using the form included in this manual. This is official notification to the Director of Spiritual Direction that you have completed or plan to complete the requirements. Please submit this application form by **March 1** to be eligible for April graduation and receive a certificate form through the Registrar.

Spiritual Direction Requirements	(5 classes, 3 credits each)
Completion of these 5 courses can be done in 2 years if the student takes one course in the fall, winter, and summer and the final academic course over the practicum year. All core spiritual direction courses meet in the evenings. *The Spiritual Direction Certificate alone is a total of 15 credits.*	SD1001 The Art of Discernment
	SD1002 Spiritual Direction /Companionship 1
	SD2002 Spiritual Direction / Companionship 2
	Elective chosen in consultation with Director of SD
	Spiritual Direction Supervision / Practicum
Formation Requirements	3 Interview Meetings with the Director ● #1 Entry to the program ● #2 Pre-supervision ● #3 Mid-way supervision ● #4 Exit Interview
	On-going Spiritual Direction
	On-going spiritual practices
Practicum Requirements	3 credit hours
	at least 40 hours of supervision
	at least 80 hours of direction

List of Forms

Many of the forms on the following pages are required as part of your preparatory training. Additional forms are included as resources. Some of these forms may be available electronically. Please feel free to also use these pages to make copies as necessary for your own personal use.

Required for Spiritual Direction Certificate Completion

- **Spiritual Formation Plan -** These will be 3-4 meetings with the Director of Spiritual Direction on which the student will engage in discussion and discernment about their process in the program. They will also report on:
    - Engagement in Spiritual Direction
    - Personal Spiritual Life and Spiritual Practice Assessment
    - Connection to Spiritual Community

Spiritual Formation Form - https://forms.gle/Bmpk5MVD6NXvLX769

- **Assessment and Evaluation of a Spiritual Director by Directee**

- **Spiritual Direction Appointment Log** (Hours Log, at least 80 hours)
  As noted earlier, please use a separate sheet for all of the same-type sessions in each of the different "alternate" categories including:
    - Significant Conversations or Situational SD, up to 20 hours
    - Group Spiritual Direction, up to 40 hours (1 session = 1 hour)
    - Individual one-to-one Spiritual Direction, at least 40 hours

  For your one-to-one, on-going spiritual direction sessions, please use a separate sheet for each person. (Minimum of 40 hours)

Spiritual Direction Practicum Log

Other Resources and Examples (for your own use):

- **Spiritual Direction Session Notes**
- **Verbatim of Spiritual Direction Session (template)**
- **Written Reflection on a Supervision Session**

- **Example of a Spiritual Direction Agreement—Spiritual Directors International**
- **Example of a Spiritual Direction Contract**
- **Spiritual Direction Intake**
- **Spiritual Direction Sliding Scale Example**

Spiritual Formation Plan ***- Please fill out this form before your meetings with Director of Spiritual Direction***

Spiritual Direction Certificate—United Seminary of the Twin Cities
Spiritual Formation Plan

Spiritual Formation Form - https://forms.gle/Bmpk5MVD6NXvLX769

Spiritual Direction Appointments Log - Please fill out this form or a similar form and keep it updated for both your Practicum Supervisor and the Director of Spiritual Direction.

Spiritual Direction Practicum Log

Your name:

Date of session	Pseudonymn of Directee	Type of Direction	Length of session	Location of session

The following forms are for your use as prompts for your ongoing discernment and discovery as a Spiritual Director

Engaging Learning as a Spiritual Directee

Evaluation and Assessment of Spiritual Direction Experience - *This is an evaluation of a Spiritual Director that you have seen as a Directee.*

Evaluation of Spiritual Direction Experience

Your name:

Name of your spiritual director:

Number of times you met with your director: **Today's Date:**

Your experience of Spiritual Direction:

- What do you like about spiritual direction? How would you describe it to someone?

- In what ways have you grown in your relationships with God and others because of spiritual direction?

Your experience of the Director who companioned you:

- What attitudes, questions, or practices did your Director share with you that were helpful? In what specific ways have your sessions been helpful?

- What recommendations might you suggest to your Director for the future? Has anything been unhelpful or challenging? If yes, in what specific ways?

Practical Considerations:

- Did your Director discuss his/her approach to spiritual direction with you? **Yes or No**
- Did your Director provide a clearly laid-out covenant/agreement to you? **Yes or No**
- Did your Director arrive on time and communicate clearly to you? **Yes or No**
- Did your sessions begin or end with prayer or a centering practice? **Yes or No**

Spiritual Direction Session Notes

This form is designed to help you "sit with" your experience of your spiritual direction sessions with others. Its focus is on you and your reactions during your actual sessions with directees so that you can become more in tune with your interior movements while directing. You are encouraged to record key images, phrases, and themes from the conversation which may help for your own further reflection. Please respect confidentiality practices for your directee. It is not necessary to record the entire session.

Your name:

Pseudonym of directee:

Date of this session:

Length of time for the session:

Director's (interior) reactions (key feelings, images, intuitions, sensations, insights)	**Director's (external) actions (key words, questions, images, practices, body movements)**	**Directee's (external) actions (key words, questions, images, practices, body movements)**

- **What arenas of experience were addressed in the session? (intra-, inter-personal, communal/structural, environmental)**

- **What dimensions of experience were addressed in the session?** (bodily senses, intuitions, feelings, thoughts)

- **What movements /counter-movements did you notice in the directee? Which were most important for the directee? Where was God in and for the directee?**

- **What movements/counter-movements did you notice in yourself as the director? Which were most important for you as the director? How do they relate to the directee? Where was God for you?**

Verbatim of Spiritual Direction Session—Used in Directed Supervision Session

Your name: **Pseudonym of directee:**

Date of Supervision session: **Date of conversation:**

Length of visit: **Number of visits:**

Total # of supervision sessions:

A. **Brief spiritual background of directee:** (include pertinent descriptive information related to what you wish to focus on, e.g. Joan has been resisting prayer; Diane is dealing with a broken relationship, lost job, etc. Be sure to keep confidentiality for the directee.)

B. **A key Part of the conversation:** After your session with your directee and before you meet in supervision, write down a significant part of the actual conversation, noting carefully your own reactions including interior awareness such as strong feelings and significant images; also take note of your physical responses, e.g. tears, tenseness, tiredness, blushing, body shifts, etc.

C. **USE CHART BELOW**

Director's reactions (key feelings, images, physical sensations, thoughts)	**Speaker**	**Conversation**	**Directee's reactions (key words, body language)**
	D'tee		
	D'tor		
	D'tee		
	D'tor		
	D'tee		
	D'tor		
	D'tee		
	D'tor		
	D'tee		
	D'tor		
	D'tee		
	D'tor	*(for more rows, "right-click," then "insert row below"*	

D. For reflection:

- What was your strongest reaction/feeling during the session?
- When did it occur? What might be "under" this reaction?
- How did you feel at the beginning, middle and end of the session?
- When were you attentive to the directee's experience? When were you distracted or resistant?
- When did you notice God's presence or absence in the session? Describe it.

E. Area of focus:

- *During this supervision session I desire to explore…*
- *I desire to stay with and explore this because…*

F. Questions for clarification or consultation:

G. Key learning, responses from others in group: *(to be noted after the group session)*

Written Reflection on a Supervision Session

Your name:

Name of supervisor:

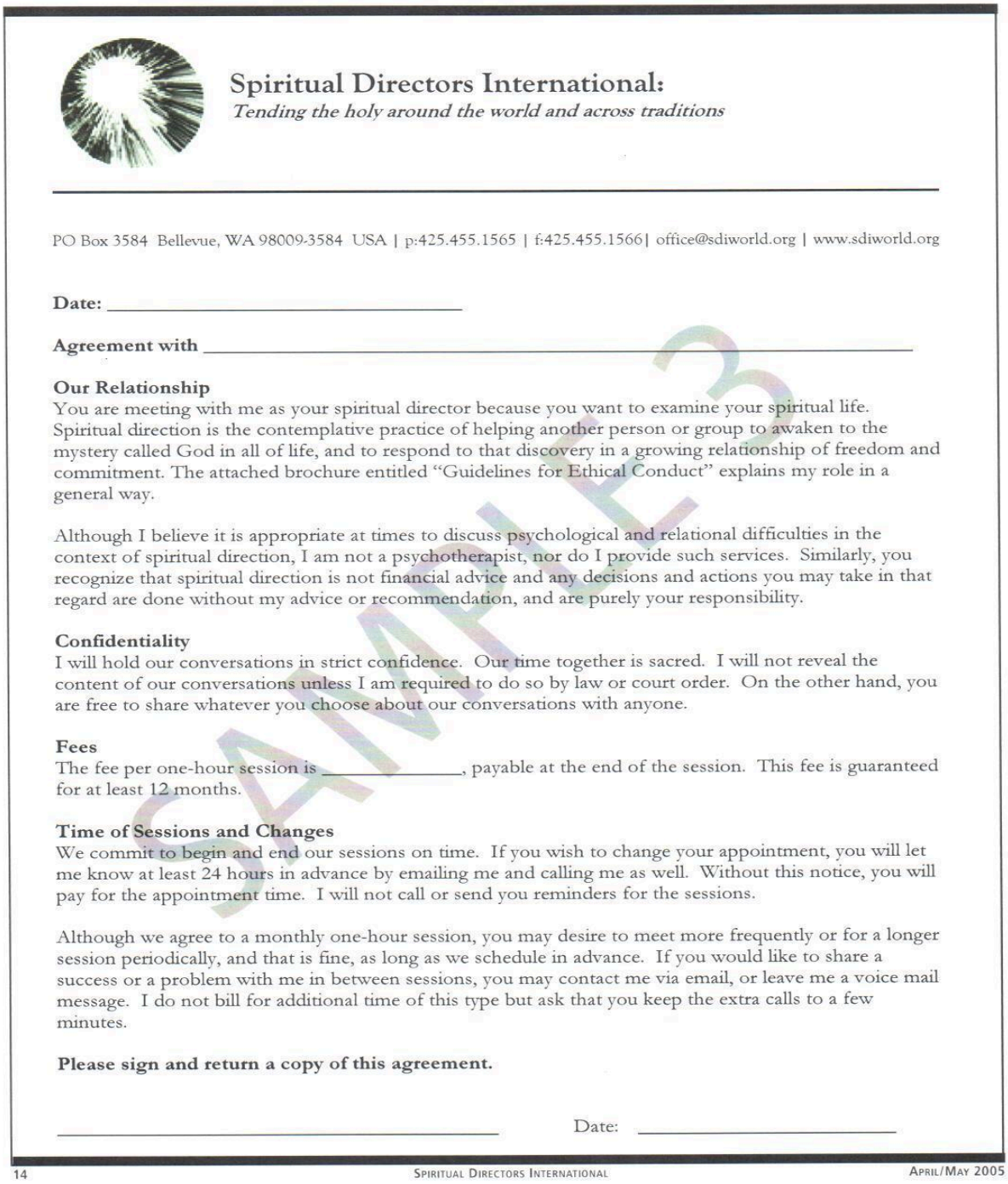
Date of supervision session: **Today's Date:**

Supervision is an opportunity for you to learn more about yourself while you practice spiritual direction, in service to your directees. Supervision is a process that helps you to reflect on what you experience during actual spiritual direction sessions. You begin this reflection when you prepare your verbatim from a particular spiritual direction session with the intention of focusing on a particular area of growth for yourself. During your supervision sessions, you build upon that reflection through the insights offered by your directing supervisor and your peer supervisors. This "reflection on a supervision session" now prompts you to take a further step in naming the area of growth that you have discovered. This "step back" allows you to deepen your self-awareness so that you are better prepared as you continue to offer spiritual direction.

Consider the following questions as you prepare a 1-2 page reflection paper:

- What are the significant personal issues that arose for me during this supervision session? What specific areas of struggle or areas of growth am I more aware of now?
- What did I learn about myself as a spiritual director? What strengths do I offer? What are my limitations?
- What are the "hot button" topics that cause me to move away from the directee's experience? How might I address these areas in order to move toward spiritual freedom?
- What did I learn about relationships? With myself? With Others? With God?
- What skills and attitudes do I need to attend to? In the area of listening? In the area of mind-body-spirit connections? In the area of intercultural interactions?
- What did I learn about God and God's presence? For myself? For my directee? In the world?
- What will I focus on in order to continue my own personal growth and my abilities to serve others well in spiritual direction?

Example of a Spiritual Direction Agreement



Spiritual Directors International:
Tending the holy around the world and across traditions

PO Box 3584 Bellevue, WA 98009-3584 USA | p:425.455.1565 | f:425.455.1566| office@sdiworld.org | www.sdiworld.org

Date: _____

Agreement with _____

Our Relationship
You are meeting with me as your spiritual director because you want to examine your spiritual life. Spiritual direction is the contemplative practice of helping another person or group to awaken to the mystery called God in all of life, and to respond to that discovery in a growing relationship of freedom and commitment. The attached brochure entitled "Guidelines for Ethical Conduct" explains my role in a general way.

Although I believe it is appropriate at times to discuss psychological and relational difficulties in the context of spiritual direction, I am not a psychotherapist, nor do I provide such services. Similarly, you recognize that spiritual direction is not financial advice and any decisions and actions you may take in that regard are done without my advice or recommendation, and are purely your responsibility.

Confidentiality
I will hold our conversations in strict confidence. Our time together is sacred. I will not reveal the content of our conversations unless I am required to do so by law or court order. On the other hand, you are free to share whatever you choose about our conversations with anyone.

Fees
The fee per one-hour session is _____, payable at the end of the session. This fee is guaranteed for at least 12 months.

Time of Sessions and Changes
We commit to begin and end our sessions on time. If you wish to change your appointment, you will let me know at least 24 hours in advance by emailing me and calling me as well. Without this notice, you will pay for the appointment time. I will not call or send you reminders for the sessions.

Although we agree to a monthly one-hour session, you may desire to meet more frequently or for a longer session periodically, and that is fine, as long as we schedule in advance. If you would like to share a success or a problem with me in between sessions, you may contact me via email, or leave me a voice mail message. I do not bill for additional time of this type but ask that you keep the extra calls to a few minutes.

Please sign and return a copy of this agreement.

_____ Date: _____

SAMPLE

Spiritual Direction Agreement

Agreement with:_____

Phone:_____

Address: _____

email:_____

Receiving direction with:_____

Phone:_____

Our relationship
Spiritual direction is a practice of listening for, sharing with, and responding to God, yourself, and others. In spiritual direction, we discern the Presence of the sacred in the midst of ordinary life.
You are meeting with me as your spiritual director because you want to examine your spiritual life.
I confirm that I have been trained as a spiritual director and will practice this ministry in accordance with "Guidelines for Ethical Conduct" which can be found online at www.sdiworld.org . I also confirm that I practice supervision as a director.
I believe that spiritual direction attends to God's desire for our healing and wholeness. While I believe that it is appropriate to discuss psychological and relational difficulties in the context of spiritual direction, I am not a psychotherapist, nor do I provide such services. Similarly, while our relationship may be friendly, it is not intended as a source of social friendship.
My approach to spiritual direction is contemplative, evocative, and inclusive. I believe that God is always, already active in all aspects of our lives, that we have the capacity to notice and respond to God's activity in daily life, and that a companion on the journey can help us listen more fully to God's sacred Presence. I intend to meet you, right where you already are, as you engage your spiritual journey. This means that I steer away from offering advice or providing answers.

Confidentiality
I will hold our conversations in strict confidence. Our time together is sacred, and I strive to honor the unfolding of your sacred story. I will not reveal the content of our conversations unless I am required to do so by law or court order, or in order to uphold your personal well-being and/or that of others. You are welcome to share appropriately with others whatever you choose from our conversations.

Meeting Space & Exchange
Our sessions will take place at_____. I use a sliding scale to determine the appropriate exchange for the time in our sessions. I ask that we work together to determine what is appropriate for you at this time in your life. Money should never be a reason to not practice spiritual direction. After reviewing the sliding scale, we have determined the following
exchange:_____.

Timing, Frequency, and number of sessions
Our sessions are normally monthly and one hour-long, though they may occasionally be longer or shorter or more or less frequent. We commit to begin and end our sessions on time. If either

of us needs to change the session time, we will provide at least a 24-hour notice in advance by e-mail or phone. I will not provide reminders for our sessions.
This agreement is set for a total of _____ sessions, beginning on _____.
After this time, we will co-evaluate our time together and decide upon the circumstances of our future relationship and agreement.

Your Signature/date_____

My Signature/date_____

Spiritual Direction Intake

Name: _____

Phone:_____

Address:_____

e-mail:_____

EMERGENCY CONTACT

Name: _____

Phone:_____

Address: _____

e-mail:_____

Is there anything else you would like me to know about you?

Your Signature/date_____

My Signature/date_____

Sliding Scale

Sliding Scale of Suggested Offerings for Spiritual Direction Services *Review the following chart and discern together with your director what most appropriately matches your situation.*		
Suggested offering*	**Possible Income Range****	**Daily Money Matters**
$75-100	More than $75,000	"I rarely or never worry or think about money when I spend it."
$50-75	$45,000-75,000	"I am generally able to spend money without worrying about it."
$35-50	$25,000-45,000	"I have to think about how my finances will add up within each pay check."
$15-35	$15,000-25,000/year	"I have to think about money every single time I spend it."
Intentional Act of Service (This option is possible for all income ranges.)	Less than $15,000/year	"I do not have enough money to meet my basic needs."

*there are different practices regarding the language of money, including: fees, offerings, donations, charge for services. Furthermore, there are different practices regarding who receives such offerings, which can include offerings made: directly to an individual director, to a spirituality center or religious order associated with the director, or even on behalf of a director to a general non-profit organization.

**this possible income range does <u>not explicitly</u> include calculation of the number of household members who may depend on an income range, though that should also be a part of consideration.