

**SPFM 7504, Spiritual Directing: Listening to the Movement of God with Another**  
**On-line Practicum #2 of the Certificate in Spiritual Direction**  
**North Park Theological Seminary**  
**Fall 2020/Spring 2021, On-line**  
**3 Credit Hours**

**INSTRUCTOR INFORMATION**

Instructor: Tim Harben: tjharben@northpark.edu, 770-310-3476, Office off-campus, email as needed  
Canvas Assistance: Michael Villanueva: mvillanueva@northpark.edu, 773-244-5515

**COURSE DESCRIPTION**

Practicum 2 is designed to develop experience and wisdom in spiritual directing through receiving spiritual direction, giving spiritual direction to others, receiving supervision for spiritual directing, reading and dialoging with supportive literature, discussing and studying specific relevant issues in spiritual direction.

**COURSE OBJECTIVES**

This course contributes toward the Certificate in Spiritual Direction learning outcomes through:

1. Continuing to recognize the movement of God in my life and in the life of others.
2. Offering intern spiritual direction (SD) and receiving feedback on specific ways my life can encourage or inhibit my listening to another.
3. Continuing to read and reflect on issues relevant to the ministry of spiritual direction
4. Seeking to discern God's leading toward a specific spiritual direction vocational area and/or population in the church and the world.

**REQUIRED TEXTS**

**Required Texts**

Green, Thomas H, *The Friend of the Bridegroom: Spiritual Direction and the Encounter with Christ*. Notre Dame, IN: Ave Maria Press, Inc., 2000.

Phillips, Susan, *Candlelight: Illuminating the Art of Spiritual Direction*. Harrisburg/NY: Morehouse Publishing, 2008.

Silver, Anne Winchell, *Trustworthy Connections: Interpersonal Issues in Spiritual Direction*. Cambridge, MA: Cowley Publications, 2004.

**Recommended Texts**

Carney, Glandion, *The Way of Grace: Finding God on the Path of Surrender*. Downers Grove, IL: IVP Books, 2014.

Harben, Timothy J, *The Way We See: Kingdom Paradigms and Christian Formation*. Atlanta, GA: Timothy J. Harben, 2019. ([www.kingdomparadigms.org](http://www.kingdomparadigms.org))

Ruffing, Janet K, *Spiritual Direction: Beyond the Beginnings*. Mahwah, NJ: Paulist Press, 2000.

**ASSESSMENTS AND GRADING SCALE**

This course is Pass/Fail.



Assessments for this course will be based on successful completion of course requirements including:

- 1) All practicum assignments,
- 2) Ministry Plan,
- 3) Reflection Paper,
- 4) Evaluation by Individual Supervisor, and
- 5) Record of Spiritual Direction Training Practices (RSDTP.)

An “Fail” may be assessed for, but not limited to, the following:

- 1) An unsatisfactory Evaluation from the Cohort Member’s Individual Supervisor,
- 2) An unsatisfactory Evaluation from the Director of the Center for Spiritual Direction, or
- 3) Not sufficiently & satisfactorily completing all course assignments.

### **ADDITIONAL COURSE GUIDELINES**

Early papers/assignments are always welcomed. Late papers/assignments are not able to be accepted because the Instructor needs the time to review and enter grades by end of semester. Late papers/assignments will also prevent Cohort Members from getting registered for the next and final course.

Use rubric from RSDTP for all paper writing. Check rubric as you work on each draft. Paste completed rubric into the end of each paper. Papers in need of a rewrite will be returned.

For additional graduate writing guidelines, please refer to the North Park Theological Seminary Writing Handbook.

### **ACADEMIC HONESTY**

In keeping with our Christian heritage and commitment, North Park University is committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating will receive a failing grade on the assignment and are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another’s work as one’s own without giving credit to the individual. This includes using materials from the internet.
2. Copying another’s answers on an examination.
3. Deliberately allowing another to copy one’s answers or work.
4. Signing an attendance roster for another who is not present.

For additional information, see the [Seminary Academic Catalog](#), pp. 25–27.

### **ACCOMMODATIONS**

North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning in this class related to a disability, contact the Center for Student Engagement by email [ada@northpark.edu](mailto:ada@northpark.edu) or phone at 773-244-5737 to schedule an appointment with the Learning Specialist. You can also stop by The Center for Student Engagement, located on the first floor of the Johnson Center.

### **TITLE IX**

Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the Title IX Coordinator (773-244-6276 or [TitleIX@northpark.edu](mailto:TitleIX@northpark.edu)) for

information about reporting, campus resources and support services, including confidential counseling services.

As members of the North Park faculty, we are concerned about the well-being and development of our students, and are available to discuss any concerns. Faculty are legally obligated to share information with the University's Title IX coordinator in certain situations to help ensure that the student's safety and welfare is being addressed, consistent with the requirements of the law. These disclosures include but are not limited to reports of sexual assault, relational/domestic violence, and stalking.

Please refer to North Park's [Safe Community](#) site for reporting, contact information and further details.

### INCOMPLETE GRADES

If, due to extenuating circumstances (specifically, pregnancy, illness, personal and family issues, military assignment, etc.), a student anticipates she will be unable to complete course work within the allotted time, that student may request a grade of incomplete from the course instructor before the last week of class clearly stating the reason(s) for this request. Overscheduling and/or lack of self-discipline are not considered extenuating circumstances. If the request is timely and meets the criteria, student and instructor will submit the incomplete grade form and the grade for that class will be listed as "I" until the last day of the following semester. If coursework is not submitted by the last day of the following semester the listing of "I" will automatically be changed to "F." For the full policy, see page 15 of the [Seminary Academic Catalog](#).

### COURSE SCHEDULE

Course Requirements - Summary	
<b>1) Reading</b>	Read 3 Required books (& 3 Recommended books, if desired.)
<b>2) Receive SD</b>	Receive in-person* SD from your trained spiritual director for at least 7** sessions. (*During the COVID-19 pandemic, sessions can be conducted using remote direction methods) (**Requirements modified due to COVID-19 schedule)
<b>3) Offer SD</b>	Offer in-person*, one-on-one intern SD to directees that you find for at least 10**, one-hour sessions.
<b>4) Peer Supervision</b>	Meet with other cohort members approximately every other month in a small group setting facilitated by a trained supervisor for at least 3 sessions. "Present" in at least 1 session using a direction session NOT used in Individual Supervision.
<b>5) Individual Supervision</b>	Meet with a trained Supervisor approximately every other month for at least 3** sessions using the Reflection for Supervision ("verbatim") preferred by the Individual Supervisor.
<b>6) Consultation/ Progress Update</b>	This is done in 3 ways: a) Email Instructor approximately 1x/month to report progress & ask questions. b) Additionally, meet on the phone with Instructor at 1 specified time. c) You are ALWAYS welcome to email &/or call Instructor at anytime throughout the year.
<b>7) Reflection Paper</b>	Write a 2 page (.doc) Reflection Paper on your experience of offering direction noting both areas with an "easy yoke" and your "growing edges."
<b>8) Ministry Plan</b>	Write a 5-7 page (.doc) plan of how you intend to follow God's particular leading with the ministry of SD using the outline given. You also read the read all of the other cohort members' plans & reply to 2.



<b>9) Evaluations</b>	Submit both a self-evaluation and request your supervisor to send an evaluation.
<b>10) RSDTP (Record of Spiritual Direction Training Practices)</b>	Partially complete & submit this RSDTP for work done through <b>February*</b> . You will then fully complete & submit this RSDTP for all work done through May.

Dues Dates	
11/2/20	Course Starts
11/2/20	<b>Begin immediately:</b> 1) Contacting potential intern directees, and 2) Seeking discernment on the particular context &/or people group that you sense God's leading to offer the ministry of SD.
Nov, 2020 - Jun, 2021	<b>Receive SD:</b> 1x/month for a minium of <b>7**</b> sessions
By 12/4/20	<b>Nov/Dec Consultation (Email):</b> Email Instructor with the following: 1) 3 intern directees located and scheduled (See "Tips for Finding Spiritual Directees" sheet for details), 2) Individual supervisor's name and proposed first date to meet, and 3) Arrangements for peer supervision group.
Nov/Dec, 2020 - May, 2021	<b>Offer SD:</b> Offer in-person <b>1*</b> one-on-one SD, 1x/month to 3 directees for a minium of <b>10**</b> sessions.
By 12/31/20	<b>Reading #1:</b> Complete reading of <i>Candlelight</i>
Jan, 2021 - May, 2021	<b>Individual Supervision:</b> Meet with a trained Supervisor <u>approximately every other month</u> for at least <b>3**</b> sessions.
Jan, 2021 - May, 2021	<b>Peer Supervision:</b> Meet with other cohort members <u>approximately every other month</u> in a small group setting facilitated by a trained supervisor for at least 3 sessions. "Present" in at least 1 session using on a direction session NOT used in Individual Supervision.
By 1/31/21	<b>Jan Consultation (Phone):</b> Based on dates/times offered, have phone call with Instructor discussing progress so far, next steps, & questions.
By 2/28/21	<b>Feb Consultation (RSDTP #1 email):</b> Email Instructor with the following: 1) Partially completed RSDTP identifying work completed so far, and 2) A very brief summary of the particular context &/or people group that you sense God's leading to offer the ministry of SD.
By 2/28/21	<b>Reading #2:</b> Complete reading of <i>Friend of the Bridegroom</i>
By 3/31/21	<b>Mar Consultation (Email):</b> Email Instructor to report progress & ask questions.
By 4/30/21	<b>Apr Consultation (Email):</b> Email Instructor to report progress & ask questions.
By 4/30/21	<b>Reading #3:</b> Complete Reading of <i>Trustworthy Connections</i>
By 5/2/21	<b>Ministry Plan:</b> Post your Ministry Plan to Canvas site.
By 5/9/21	<b>Ministry Plan:</b> Read ALL posted Members' Ministry Plans & send personal emails of encouragement to at least 2 fellow Cohort Members.
By 5/16/21	<b>Evaluations:</b> Request your Individual Supervisor to send Evaluation form to DIRECTOR OF THE CENTER FOR SPIRITUAL DIRECTION.
By 5/16/21	<b>Evaluations:</b> Email self-evaluation form to DIRECTOR OF THE CENTER FOR SPIRITUAL DIRECTION.
By 5/23/21	<b>Reflection Paper:</b> Email your 2 page Reflection Paper to Instructor.
By 5/31/21	<b>May Consultation (RSDTP #2 Email):</b> Email your fully completed RSDTP to Instructor.
6/18/21	Course ends



<b>Course Requirements - Additional Information</b>	
<b>1) Reading</b>	See Required (& Recommended) Texts list in Course Syllabus
<b>2) Receive SD</b>	Receive in person SD from your trained spiritual director
<b>3) Offer SD</b>	a) Notes will be taken after each session. b) You are responsible for 'finding' the persons who will receive direction from you. c) Since this is an internship in spiritual direction, directees need to be informed that you are in a training program and will be using anonymous material from sessions. <b>(Permission form posted on Canvas site.)</b> d) Cohort member directors will not receive payment from directees.
<b>4) Peer Supervision</b>	a) All peer group sessions MUST be facilitated by a trained supervisor. b) You are responsible for finding and making arrangements with a spiritual direction supervisor and peer supervision group. c) Supervisors must be from the approved list or by permission from the Instructor. d) Any payment or honorarium is paid by you. But you can be reimbursed at the end of the course for up to \$50/session for individual supervision and up \$20 for each peer group session facilitated by a supervisor from the Center for Spiritual Direction, not to exceed \$200.00. Supervision may be more than this amount and the cohort member will need to pay any additional amount. <b>(Reimbursement form on Canvas site.)</b> e) Cohort Member "Present" in at least 1 session using a direction session NOT used in Individual Supervision. Cohort Member will use the supplied Reflection for Supervision("verbatim") format. <b>(See Canvas site.)</b>
<b>5) Individual Supervision</b>	a) Cohort Members will use the Reflection for Supervision("verbatim") format preferred by the Individual Supervisor. b) You are responsible for finding and making arrangements with a spiritual direction supervisor and peer supervision group. c) Supervisor must be from the approved list or by permission from the Instructor. d) Any payment or honorarium is paid by you. But you can be reimbursed at the end of the course for up to \$50/session for individual supervision and up \$20 for each peer group session facilitated by a supervisor from the Center for Spiritual Direction, not to exceed \$200.00. Supervision may be more than this amount and the cohort member will need to pay any additional amount. <b>(Reimbursement form on Canvas site.)</b> e) Both the Individual Supervisor and the Cohort Member will be expected to submit an evaluation at the end of the practicum year.
<b>6) Consultation/ Progress Update</b>	All cohort member communication will be through the Canvas Course Announcements (to entire cohort) or individually to your NPU Cohort Member email account. If you do not check this account, you will not receive communication from your Instructor. Alternately, you may forward your NPU cohort member email to another e-mail address. If you need help with this, please contact IT at (773) 244-5540 or IT@northpark.edu.
<b>7) Reflection Paper</b>	Write a 2 page Reflection Paper on your experience of offering direction noting both areas with an "easy yoke" (i.e. what you are more comfortable with in the



	director's chair) and your "growing edges" (what is more difficult for you when you offer direction.) <b>In Word (.doc), not .pdf.</b>
<b>8) Ministry Plan</b>	Write a 5-7 page plan of how you intend to follow God's particular leading with the ministry of SD using the outline given. You also read all of the other cohort members' plans & reply to 2. <b>In Word (.doc), not .pdf.</b>
<b>9) Evaluations</b>	Submit both a self-evaluation and request your Individual Supervisor to send an evaluation to the DIRECTOR OF THE CENTER FOR SPIRITUAL DIRECTION.
<b>10) RSDTP (Record of Spiritual Direction Training Practices)</b>	Partially complete & submit this RSDTP for work done through <b>February**</b> . You will then fully complete & submit this RSDTP for all work done through May.