Application Checklist for Recognition: Contemplatively Forming Tomorrow's Spiritual Directors

Formation Guidelines for Spiritual Directors in Australia (Revised 2018)

APPLICATION CHECKLIST FOR RECOGNITION OF SPIRITUAL DIRECTION FORMATION PROGRAMS

	Checklist item	Reference page, paragraph or numbered item in your documentation
Note: To ensure the AECSD visitors can locate where you have addressed the items in the checklist, please indicate on which page, paragraph or numbered item each of the points below is addressed.		
1.	The name of the spiritual direction formation program;	
2.	The name(s) and contact details of the person(s) who coordinates the application for the program;	
3.	Date of application;	
4.	Recommended financial contribution ($550 in 2017-2018);	
5.	How the application addresses the following:	
5.1	the specific contemplative ethos that underpins the program (See *Formation Guidelines (2018),* section 3);	
5.2	a detailed description of the course content for each segment (See *Formation Guidelines (2018),* sections 4, 5, 6 and 7);	
5.3	a detailed outline of the application process to enter a program (See Formation Guidelines (2018), sections 8 and 9);	
5.4	how the formation team periodically plans to review its program in light of its experience (See *Formation Guidelines (2018)*, section 10).	
5.5	the contemplative learning environment with particular reference to the formative process, the formators, the participants' awareness of the program's contemplative ethos and how a sense of community develops among the formation team and participants during a program (See *Formation Guidelines (2018),* sections 4 & 11);	
5.6	how the program ensures that its formation process and administrative structures support the Outcomes-Based Contemplative Learning (See *Formation Guidelines (2018),* sections 7 and 12);	
5.7	describe teaching methods used. See section 7 in *Formation Guidelines (2018).*	
5.8	list and describe the types of assessment appropriate for the content alongside the desired contemplative learning outcomes being assessed. (See *Formation Guidelines (2018),* section 7.	
5.9	a comprehensive list of the formation team/personnel and their credentials including:	

5.9.1 how long they have been a spiritual director;	
5.9.2 their experience in supervision of ministry and adult education as consistent with the context in which they form spiritual directors. Examples include Practitioner-Apprentice, Academic, Rural and Remote Area, and Distance Education;	
5.9.3 their engagement in ongoing professional development;	
5.9.4 and their current Australian Federal Police Clearance and a Working with Children Card for the respective State or Territory in which the program operates (See *Formation Guidelines (2018),* section 13).	
5.10 a detailed outline of:	
5.10.1 the relevant Occupational, Health and Safety Policies and Procedures necessary to provide a safe contemplative learning environment;	
5.10.2 a code of conduct to address participants' grievances;	
5.10.3 comprehensive Professional Indemnity and Public Risk insurances;	
5.10.4 guidelines about the formation team staying abreast of developments in the field of spiritual direction through taking part in professional development (See *Formation Guidelines (2018),* section 12).	
6 Number of contact hours and supervision sessions: (***see table on following page***)	
6.1 list hours whether contact hours or supervision sessions specifying whether the sessions are one-to-one personal supervision, personal supervision in a group setting or supervisory learning in a group context. See *Formation Guidelines (2018),* section 5*,* (see also Glossary of Terms regarding contact hours and supervision sessions in *Formation Guidelines (2018)* p.15	
7 Recommended Reading list (if applicable).	
8 NB. While acknowledging the confidential nature of the intellectual property of all formation programs submitted for recognition by AECSD, we invite you to consider if you would be willing for your information (some or all) to be shared in a resource bank on AECSD website. Please tick the box if you are open to sharing your work on AECSD website and we will make contact with you regarding what you are willing to share.	☐

APPLICATION CHECKLIST FOR RECOGNITION OF SPIRITUAL DIRECTION FORMATION PROGRAMS

CONTACT HOURS AND SUPERVISION SESSIONS IN PROGRAM BY YEAR

Contact Hours (at least 200 for a course) can include prayer and networking time spent during program sessions. See Formation Guidelines glossary for more detail.

Supervision sessions are to be at least 45 minutes in duration. See Formation Guidelines (pg 3) for description of supervision sessions and more details. Also see Formation Guidelines Glossary of Terms (pg 15).

Programs may run for 2, 3 or 4 years.

	Contact Hours
Yr 1	
Yr 2	
Yr 3	
Yr 4	

		Personal Supervision		Supervisory learning in group
Supervision		1-1 personal	Individual in group	
Yr 1				
Yr 2				
Yr 3				
Yr 4				
Total Hours				