



SPIRITUAL GUIDANCE PROGRAM: *NURTURING THE CALL*  
Class of 2013  
APPLICATION FORM

Before filling out the application, we suggest that you look at your situation in relation to the following **ideal** qualifications. Those who combine most of these will be given priority for admission. If you have any hesitation about applying after reading these, please call or write one of the staff for clarification.

**IDEAL CRITERIA: Individuals who**

1. Feel called to spiritual companionship for others. This involves specifically focusing on prayer/meditation experience and discernment of and response to God's activity in a person's life.
2. Have experienced a validation of this call by the fact that others have come to them to attend God in their lives.
3. Have had experience with a spiritual director or companion for themselves.
4. Have life experience and history which reflect an ongoing caring for God.
5. Desire a serious experiential and academic program with an ecumenical mix of peers in a Christian context, open to other faith traditions.
6. Actively express commitment to and seeking of the Truth of God through a religious tradition and open to learning from other traditions.
7. Have evidence of their faith community's support for their ministry of spiritual direction.



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**APPLICATION FORM - PAGE 1**

*Please enclose a non-refundable \$45 application fee and make checks payable to Shalem.*  
**PLEASE DO NOT STAPLE ANY PART OF YOUR APPLICATION.**

(Application Deadlines 12/1/11 & 1/10/12) \*

\* ***Please Note:*** Application deadline is the date that the registrar must RECEIVE completed application.

I prefer the checked residency class, but could consider the other residency class: Yes \_\_\_ No \_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Home City, State Zip

Work City, State Zip

PHONES \_\_\_\_\_  
Home Work e-mail

RELIGIOUS AFFILIATION \_\_\_\_\_  
(Denomination & Community/Congregation)

SPONSORING ORGANIZATION (if any) \_\_\_\_\_

CURRENT OCCUPATION \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HIGHEST EARNED ACADEMIC DEGREE \_\_\_\_\_ MAJOR SUBJECT \_\_\_\_\_

HEALTH CONCERNS THAT may affect your ability to fully participate in the residencies

DO YOU ANTICIPATE A GEOGRAPHIC MOVE WITHIN THE NEXT TWO YEARS? \_\_\_\_\_

How did you hear about this program? (e.g., Personal referral? An ad in a periodical – which one? Web site?)

Please indicate the name(s) of any staff member of Shalem, or graduate/associate of the Spiritual Guidance Program, whom you know fairly well.

Outline your educational background after high school:

Outline your primary vocational history:

Are you applying for scholarship assistance? NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, please enclose the Scholarship Form with this application.



# SPIRITUAL GUIDANCE PROGRAM: *NURTURING THE CALL*

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## APPLICATION FORM - PAGE 2

PLEASE ANSWER QUESTIONS #1 AND #2 ON SEPARATE SHEETS OF PAPER.

### 1. PLANS FOR PROGRAM REQUIREMENTS

- a) Plans for receiving spiritual direction for yourself, and the length of time you have been in direction.
- b) Plans for offering direction to at least two individuals who have agreed, prior to your submitting application, to be in direction with you, and the length of time you have been directing. (Please note that while we expect you to be directing two individuals throughout the Program, they need not be the same two people for the duration of the Program. Ideally they are people you have been seeing or would be directing whether or not you are in the Program.)
- c) In one paragraph, describe what actually happened in a recent, typical time in which you were a spiritual director, guide or companion for someone.
- d) Plans for access to a theological library with resources on spirituality and spiritual direction.
- e) Plans for forming a peer group, including probable members. The members must be both giving and receiving identified one-to-one spiritual direction and be willing to follow Shalem's guidelines for group process in the meetings.

### 2. SHORT ESSAY

Please provide a short essay (no more than two single-spaced or three double-spaced pages) that includes answers to the following questions:

- a) What attracts you to this program?
- b) What important life experiences lie behind this attraction? *Include the nature and extent of your giving and receiving spiritual direction/guidance, including current specific experience both as a guide and as a directee (this information is essential), and any psychological counseling received and/or given that has contributed to your insight into human nature.*
- c) What specifically do you need from such a program?
- d) With whom and where do you expect to use your learnings?
- e) What is your understanding of the intent of spiritual direction/guidance?
- f) What do you feel are the most important qualifications of a spiritual director/guide?
- g) How would you honestly assess your *assets* and *deficits* relevant to spiritual direction/guidance?
- h) What readings and personal experience have influenced your understanding of spiritual guidance?
- i) What is your sense of acceptance and support from those with whom you live and pray (family, religious community, church, etc.) for your participation in the program?
- j) Are there personal constraints (such as an anticipated move, new job responsibilities, etc.) involving spiritual direction, etc. which dictate submitting your application at this particular time only?

Please list the names, addresses and telephone numbers of two or three people whom you would trust *to know your work and potential as a spiritual director/guide.* Ask them to send us a letter of recommendation before the application deadline, following the enclosed form. (Indicate the deadline on the Recommendation Form.)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Please return completed application form to:  
SHALEM INSTITUTE, 3025 Fourth Street, NE, Washington, DC 20017  
Attn: Chris Jeffrey



**SPIRITUAL GUIDANCE PROGRAM: *NURTURING THE CALL***  
**Class of 2013**  
**RECOMMENDATION FORM**

(Deadlines 12/1/11 & 1/10/12) \*

\* Please Note: Application deadline is the date that the registrar must **RECEIVE** the letter of recommendation.

Dear \_\_\_\_\_,

As part of my application for the Shalem Spiritual Guidance Program, I am asking you to write a letter of recommendation for me. Please address the questions listed below, and provide any additional information which might help Shalem evaluate my application. Please send your response, along with this form, to Shalem **by the above deadline**.

Thank you,

\_\_\_\_\_  
(Signature of Applicant)

1. In what way are you acquainted with the applicant and his or her ministry?
2. What is your personal appraisal of the applicant's gifts, calling, and actual work as a spiritual guide for others? (Please note that "spiritual guide" implies attending specifically to people's prayer life, felt relationship with God, spiritual experiences, callings, and the like.)
3. Can you relate any comments from other people regarding the applicant's gifts and abilities as a spiritual guide?
4. What is your appraisal of the applicant's personal spiritual maturity and practice?
5. What is your opinion of the applicant's psychological maturity and stability?
6. Would you have any hesitation in referring someone to the applicant for spiritual guidance? Have you actually done so or know of others who have?
7. Please mention at least one area of the applicant's life or work that you feel is in need of growth.

Thank you again for your assistance.

*Please send your response to:*

SHALEM INSTITUTE FOR SPIRITUAL FORMATION  
CHRIS JEFFREY, C/O SPIRITUAL GUIDANCE PROGRAM  
3025 Fourth Street, NE, Suite 22, Washington, DC 20017  
Telephone: (301) 897-7334, ext. 1005 • Fax: (202) 595-0036  
e-mail: [chris@shalem.org](mailto:chris@shalem.org) • website: [www.shalem.org](http://www.shalem.org)

# Shalem Long-Term Programs in the Contemplative Tradition

## **TUITION ASSISTANCE FORM**

*Shalem is able to offer reduced tuition for a limited number of participants. Reductions are limited to a portion of tuition and are not available for room and board for residencies. Please consider carefully and prayerfully your expenses and income as you apply for assistance.*

*Information you provide relative to this request will be kept confidential.*

Program to which you are applying:

- Spiritual Guidance
- Leading Contemplative Prayer Groups & Retreats
- Clergy Spiritual Life and Leadership

Name _____
Address _____
_____
Telephone _____
E-Mail _____

Faith Tradition _____
Are You: Lay <input type="checkbox"/> Clergy <input type="checkbox"/> Religious <input type="checkbox"/>
If you are able to volunteer in the Shalem office, please add any days/times available here and add any particular skills you have to offer:

Cost of Shalem program tuition _____
Your contribution _____
Amount of reduced tuition you request for this program _____
Estimated family income for the program's duration _____
Estimated essential expenses, total _____
Have you explored a potential contribution from other sources? Please explain: _____
If they are positive, how much might they contribute? _____

Any other comments that would assist us in evaluating your request for tuition assistance:
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PLEASE RETURN THIS FORM WITH YOUR PROGRAM APPLICATION AND/OR REGISTRATION TO:  
**SHALEM INSTITUTE FOR SPIRITUAL FORMATION, INC.**  
3025 Fourth Street, NE, Suite 22  
Washington, DC 20017



## OVERVIEW OF SHALEM LONG-TERM PROGRAMS IN THE CONTEMPLATIVE TRADITION

### INTRODUCTION

At the heart of Shalem's programmatic life are our four in-depth extension programs. As with all Shalem offerings, these programs share a common, central grounding in the contemplative tradition that encourages an awareness of God's immediate presence, humility in understanding God's ways, and a radical trust in God at work in our own lives and the lives of others. Throughout our history, our programs also have been enriched by the contemplative wisdom of other faith traditions.

Participants come from many different denominations, faith traditions, and walks of life—all seeking connection, nurture and support. Over the years, thousands of men and women, nationally and internationally, have immersed themselves in our long-term extension programs.

Shalem programs are uniquely experiential in approach and are grounded in our understanding of classic contemplative wisdom. All offer a rich variety of practices, teachings and leadership styles, and all seek to create a sense of sacred space that fosters authentic spiritual community and spiritual growth.

### THE PROGRAMS

#### **Leading Contemplative Prayer Groups & Retreats: *Transforming Community***

- Do you find yourself leading or being called to lead contemplative groups and retreats for spiritual formation, meditation, prayer, support and spiritual community?
- Have you participated in a contemplative prayer group or retreat yourself?
- Do you feel the need for personal spiritual support and development in this ministry?

This program provides resources and support for leadership of short- and long-term contemplative spiritual formation groups and retreats where the focus is on deepening attentiveness and receptivity to God. The program emphasizes the use of a variety of practices to encourage people in a more contemplative orientation in all of life and the development of leadership that invites direct openness to God. New classes for this 18-month program begin each January, with an application deadline of November 1st of each year.

#### **Spiritual Guidance: *Nurturing the Call***

- Do you companion others on their spiritual journeys?
- Do others see your spiritual commitment and your gift of spiritual companionship?
- Do you desire support and enrichment for this ministry?

This program is designed to provide resources and support for the ministry of one-to-one spiritual guidance and to assist in clarifying a calling to this ministry. At its heart is the radical conviction that spiritual companionship is a form of prayer and that contemplative listening comes not so much from a set of skills but from grounding in one's relationship with God. This program nurtures an increasing openness to the many ways God's Spirit is seeking to be alive in both our participants and

in those whom they companion. New classes of this two-year program begin each winter, with application deadline on October 1st of each year.

### **Clergy Spiritual Life and Leadership: *Going Deeper***

- Do you wish to deepen your spiritual life and open yourself more fully to God?
- Do you yearn to lead from your spiritual heart and a revitalized sense of call?
- Are you searching for an inspiring faith community of peers?

This program provides a dedicated time for congregational clergy to nurture their own souls and to deepen their contemplative orientation as spiritual leaders. It offers a spiritual foundation for authentic vision and action, encouraging openness to God's grace, freedom to embrace both personal and collective risk-taking where called for, and appreciation of the many ways God's Spirit is alive in participants and their congregational life and leadership. New classes start each June for this 16-month program. The application deadline is March 15th of each year.

#### *Discerning Which Program is Right for You*

*While all of our programs have the intent of supporting contemplative living in our world, each program has a particular focus as described above. Shalem staff are happy to assist your discernment process. If you have any questions, please contact the Shalem office.*