

**Dear Applicant:**

Below is the application for the Certificate Program in Spiritual Formation and the Art of Spiritual Direction. These materials contain all the information you need regarding the standards, costs, and requirements necessary to apply for the Certificate Program. This packet includes:

1. The application form
2. The Christian faith narrative form
3. Three letters of recommendation forms (professional, spiritual/pastoral, personal)\*

*\*These letters need to be completed separately. They are available to be downloaded individually from the website and may be e-mailed to each of your references.*

Included is an instruction sheet that will guide you through the application process. You will also find the instructions for writing your Christian faith narrative. After you have downloaded this packet, you can save your progress as you go (Save As: "SF-SD Application - Your Name").

**When you complete the application packet, send it to us at:**

[direction@hcminternational.org](mailto:direction@hcminternational.org)  
ZL00ERILUPMLDHPD000DHDYHDESRIRWHRURU00HERUGLWHHYHWWDWZHHHG  
WRUHTHWHPDJDL00HUHERPPHGWDWRU00H00HEHGRWHDPHZLW00HUH00HEH  
IRUPZ] thank you for your help 0WLSUREH0

Should you need any assistance or have any questions, please call us at 0 .612.7785.

God bless you in your pursuit of excellence in ministry to God’s people. It is such an honor for us to partner with you in your growth and development for His glory. We look forward, with great anticipation, to our shared journey.

Sincerely,

- Dr. R. Neal Siler, Program Director
- Sarah Herring, Faculty
- Dr. Robert Woodcock, Faculty
- Michael O Hara, Administrative Coordinator

# APPLICATION PROCEDURE

You are beginning a process that will ultimately provide you with a Certificate in Spiritual Formation and the Art of Spiritual Direction. This is an important step toward your ministry to God's people. Be assured that we take this commitment to serve your personal and professional growth with the utmost seriousness.

## **To complete the process, you will need to provide the following:**

- The application form
- A written Christian faith narrative
- A professional recommendation
- A spiritual/pastoral recommendation: does not need to be a church pastor, but someone who can endorse your aptitude for ministry
- A family/friend recommendation
- Applicant's picture (jpeg and hard copy)
- \$50.00 non-refundable application fee
  - Make payment by check to HCM International
    - Please mail check to:  
HCM International  
PO Box 96  
Ashland OH 44805
  - You can make payment by credit card online at the HCM International website through the online giving link:  
[Program Application Fee: Make Payment](#)  
Go to that link, enter your information, and note that you are paying the application fee for the Spiritual Direction program.

Explanations of these items are included in the material below. If you have further questions call us at 740.503.5637.

# APPLICATION FOR THE CERTIFICATE PROGRAM IN SPIRITUAL FORMATION AND THE ART OF SPIRITUAL DIRECTION

Name Last First Middle Title  
Address  
City State Zip  
Email Address  
Cell/Business phone Home phone  
For Clergy: Ordained? Yes No  
Church affiliation  
Church address  
Current pastor/number of years under his/her leadership  
Church/pastor e-mail/phone #  
Date attended Basic Formational Prayer Seminar  
Optional information: Date of birth Race Male Female  
Food Allergies (for meal prep)

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**TO BE COMPLETED BY ADMINISTRATIVE STAFF:**

Application received  
Application fee paid  
Applicant's picture  
Family/friend recommendation  
Professional recommendation  
Spiritual recommendation  
Written Christian faith narrative  
Notification of acceptance  
Remarks

**EDUCATIONAL BACKGROUND**

In the order attended list the seminaries, universities, and graduate schools in which you have been enrolled.

School & Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_

School & Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_

School & Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_

School & Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_

School & Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_

Please explain the relationship of your past education with your current **desire** to receive a Certificate in Spiritual Formation and the Art of Spiritual Direction.

**MINISTRY EXPERIENCE**

What church vocation and/or ministry experience have you had?

Dates

Where and how employed?

Dates

Where and how employed?

Dates

Where and how employed?

Other

What experience have you had with formational and/or inner healing prayer?

What experience have you had with spiritual formation and/or direction?

**WORK EXPERIENCE**

What business and occupational experience have you had?

Dates

Where and how employed?

Dates

Where and how employed?

Dates

Where and how employed?

Dates

Where and how employed?

Dates

Where and how employed?

Other

**OTHER SEMINARS/TRAINING**

What other seminars have you attended sponsored by Healing Care Ministries (Advanced, Essentials, Summer Intensive, etc.)?

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# SPIRITUAL FORMATION AND THE ART OF SPIRITUAL DIRECTION

## CHRISTIAN FAITH NARRATIVE

Dear Applicant:

Please prepare a written Christian faith narrative that is three-to-five pages in length. The purpose of this exercise is to help us get acquainted with you. Do not merely answer questions, but use the following for your Christian faith narrative:

**Write about your Christian faith journey.**

- Describe your spiritual formation and conversion – your initial sense of awareness of God.
- What is the church and denomination of your present membership?
- What is your role in the life of that congregation?
- What has been the process through which you have discerned your call to pursue training in spiritual formation and direction?
- What encouragement have you received from family or significant friends regarding your desire to serve in the ministry areas of spiritual formational and spiritual direction?
- How do others perceive your abilities and qualities for this ministry?
- Describe your strengths, growth areas and places of struggle as they may affect you personally and in ministry.
- Where do you sense God working most powerfully in your life at present?
- What are your future hopes and aspirations for ministry?

**There is space below to complete your narrative, but you may also type it into a separate (Word) document. In either case, once you have completed it, please send a hard copy to:**

HCM International  
PO Box 96  
Ashland, OH 44805

**Please also send a digital copy\* to us at: [direction@hcminternational.org](mailto:direction@hcminternational.org)**

*\*If you complete the narrative in the space below, it will be sent with the rest of this packet. If you complete it as a separate (Word) document, it will need to be sent separately (Please use the following format for the name: "Faith Narrative - Your Name").*











