

**Academic Year, Parish-based CPE**  
**Offered by**  
**Duke University Medical Center's**  
**Department of Pastoral Care**

<b>Type of CPE Program:</b>	Extended Parish Based
<b>Program Open to:</b>	Student Pastors, Field Education Students, and Recent Seminary Graduates
<b>Program Dates:</b>	August – April (includes a 4 week break between semesters)
<b>Length of Program:</b>	30 weeks
<b>Enrollment:</b>	Maximum of five students
<b>Focus of Program:</b>	Pastoral Care of Persons at the End of Life

The extended parish based CPE program is open to students who are interested in:

- taking CPE but unable to work it into their schedule
- exploring their attitudes and theological assumptions about dying and death
- learning about the practice of ministry to persons at the end of life
- developing Advance Care Planning tools for the parish
- engaging in research looking at the implications and outcomes of a CPE program topically focused and based within the parish

The weekly schedule would be developed based upon student availability. Each week would involve 15-16 hours of CPE and pastoral care in the parish to include:

- 2 – one hour group verbatim sessions
- 1 – one and one-half hour group didactic
- 1 – one and one-half hour group
- 1 – one hour individual supervisory session (every other week)
- 10 – hours of pastoral care in the parish (Sunday worship services would count as pastoral care)

Written requirements due to the Duke CPE office include:

- 1) application
- 2) a contract between the parish and the CPE program
- 3) a learning serving covenant
- 3) six verbatims per semester
- 4) weekly process note
- 5) mid-unit evaluation at end of first semester
- 6) final evaluation at end of second semester
- 7) one, 5-10 page paper each semester, addressing an end of life issue

Additional requirements:

- 1) four on-calls, in the hospital, per semester, not over a Saturday night

- 2) the Office of Field Education will pay travel expenses for three visits of the CPE supervisor to Duke Endowment eligible churches

Field Education Component:

- The student would need to apply to the Office of Field Education by April 1 each spring and be interviewed by the Field Education staff for placement the following fall. The Office of Field Education would then submit a list of candidates to the Duke CPE program for their consideration by April 15.
- The Office of Field Education will recruit pastors serving churches within 30 miles of DDS to be the on-site pastoral supervisors of those students who are not serving churches as student pastors.
- The student would be placed in a church setting where the pastor is one of our partners in this program OR as a Student Pastor, the student would use his/her congregation as the base from which to fulfill these requirements.
- The student will receive one course credit in the fall and one course credit in the spring as is current policy related to 1 basic unit of CPE.
- The parish-based CPE program will NOT count as the student's required church-related placement for Field Education; however it may count as one of the two required Field Education units.
- Assuming the student registers for academic credit (one course), then the Office of Field Education will pay the CPE-related fee to Duke Medical Center (up to \$450), but the student is still required to pay DDS tuition for the course credit.
- In order to receive Field Education credit students must register for CPE with the Office of Field Education and turn in to the Office of Field Education a copy of their final evaluation from their CPE supervisor.
- Written requirements due to the Office of Field Education (to be completed in conjunction with CPE written requirements):
  - CPE Field Ed application form (parish-based) due April 1
  - Confirmation of CPE Approval form (after acceptance)
  - A copy of the contract between the parish and the CPE program
  - Learning Serving Covenant (same as CPE form)
  - Mid-year evaluation (same as CPE form)
  - Final evaluation (in addition to a copy of the one from the CPE site)
  - All of these forms are available on the Field Ed website at <http://divinity.duke.edu/academics/field-education/forms>

If you are interested or have questions, please contact Jim Rawlings, Jr. at 684-2561 or [rawli001@notes.duke.edu](mailto:rawli001@notes.duke.edu). Also see the Duke Divinity Field Education website at: <http://divinity.duke.edu/academics/field-education/forms>

MEMORANDUM OF AGREEMENT FOR PARISH-BASED CPE SITE VISITS

Pastoral Services, Duke Hospital

\_\_\_\_\_ (Church/Charge)

\_\_\_\_\_ (Student Pastor/Field Ed. Student (FES))

This agreement sets forth the responsibilities of Pastoral Services,  
\_\_\_\_\_ (Church/Charge), and  
\_\_\_\_\_ (Student Pastor/FES) who has elected to enroll in  
the \_\_\_\_\_ (Year) course of Parish-Based Clinical Pastoral  
Education.

I. Duke Hospital Pastoral Services will:

- a) offer an accredited unit of Clinical Pastoral Education which fulfills the goals and objectives of Level One CPE according to the Standards of the Association for Clinical Pastoral Education (ACPE);
- b) offer the unit of CPE concurrently with the academic calendar of Duke Divinity School;
- c) send the primary CPE supervisor to visit representatives of the Church/Charge on three occasions. 1) at the beginning of the fall semester for the purpose of explaining the course requirements and eliciting resource person(s) for continuing consultation about the Student Pastor's/FES's participation in the course; 2) in January, and 3) in April for the purpose of dialoguing with resource person(s) regarding Student Pastor's/FES's functioning within the setting of the Church/Charge.

II. \_\_\_\_\_ (Church/Charge) will:

- a) designate representatives to meet with the Student Pastor/FES for the purpose of discussing the student's participation in the course; and
- b) designate member(s) of the Church/Charge as contact person for the Student Pastor/FES and CPE Supervisor.

III. \_\_\_\_\_ (Student Pastor/FES) will:

- a) arrange for the CPE Supervisor to meet with the Pastor-Parish Relations Committee or a representative committee for the Church/Charge at the beginning of the course;
- b) plan and coordinate arrangements for subsequent site visits by the CPE supervisor.

We agree to do these things. \_\_\_\_\_ (date)

\_\_\_\_\_  
Student Pastor/Field Ed. Student

\_\_\_\_\_  
CPE Supervisor,  
Pastoral Services, Duke Hospital

\_\_\_\_\_  
Designated Contact Person  
(Telephone)

\_\_\_\_\_  
Director of Pastoral Services  
Telephone: (919) 684-2561  
Email: rawli001@notes.duke.edu

Department of Pastoral Services contact information:

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