



# IDAHO CHAPLAINS ASSOCIATION

## Ordination and Endorsement

### Requirements for each unit

1. Read one chapter per week (Go at your own pace, do not rush your reading assignments)
  - a. You may complete the assignments faster or slower, If it takes longer, that is fine
2. Complete a Reading Summary for each Chapter of each book
  - a. Assignment explanations listed below
3. Complete a Ministry Project for each Book/Unit
4. Reflection Paper as indicated at the end of each unit
5. Exegetical Project per Training Track (Ordination and Certification Tracks)
6. Unit Exams

### Reading Summaries:

Each unit has assigned textbooks which are read and discussed throughout the course. We encourage you to read, reflect upon, and respond to these with your instructors, mentors, and fellow learners.

It is important that the student read the assigned readings from the text in order to be prepared for class discussion. Please send your completed "Reading Summary" once you complete each chapter.

You can print or copy the structure below for each chapter.

Turn in your summaries to your instructor or send to [howard@idahoca.org](mailto:howard@idahoca.org)

### Field Details

Name	[Your Name]
Date	[Date of Submission/Completion]
Book Title	[Full Title of the Book]
Author	[Author's Name]
Chapter	[Number/Title], Pages [Start Page-End Page]

**Chapter Summary (in your own words)**

Write a brief, objective summary (2-3 sentences minimum) of the main ideas, events, or plot points in the chapter. Focus on the core content and avoid inserting personal opinions.

**Key Points/Supporting Details**

List the most important details, facts, or events that support the main idea of the chapter. (list evidence or key terms).

[Point 1/Detail 1]

[Point 2/Detail 2]

[Point 3/Detail 3]

[Add more points as needed...]

**Personal Reflection/Questions:**

Note any questions you have, connections to previous chapters, or thoughts the reading sparked.

# UNIT 1 – THE BASICS OF CHAPLAINCY

*Originally developed by Barry Surratt.*

## **Reading Assignments** (One Chapter per week)

- **Chapter 1** –Chaplaincy Defined
- **Chapter 2** – The Heart of Chaplaincy
- **Chapter 3** – Ministry in Community
- **Chapter 4** – Expectations and Requirements
- **Chapter 5** – Roles and Work of Chaplains
- **Chapter 6** – Chaplains’ Commitment to Growth
- **Chapter 7** – Services, Weddings, and Funerals
- **Chapter 8** – CPE and Gospel Centered Life Coaching
- **Appendix Review**
- **Course Evaluation** (Due after the course)
- **Complete Reading Assignments for each Chapter**
- **Complete Exegetical Project**
- **Complete Ministry Project**

# UNIT 2 – CHRISTIAN GRIEF COUNSELING

(Textbook – HEALING RELATIONSHIPS – provided by ICA)

- **Section 1** – Understanding Grief (Preface, Chapter 1)
- **Section 2** – Theology of Christian Counseling (Chapter 2)
- **Section 3** – Relationship as Priority (Chapter 3)
- **Section 4** – Responsibility and Accountability (Chapter 4)
- **Section 5** – Religion and Counseling (Chapter 5 & 6)
- **Section 6** – Crisis Counseling (Chapter 7)
- **Section 7** – Grief, Death, and Dying (Chapter 8)
- **Section 8** – Referring to Professionals (Chapter 13)
- **Final** – Reflection Paper on Christian Grief Counseling

Guidelines for Reflection Paper: At least 750 words (approximately 1.5 pages single-spaced or three pages double-spaced - 12-point font) or more, if needed, to convey your thoughts.

- **NOTE: This is NOT a book report** - engage with the chosen topic and report where you agree and any areas you disagree have concerns or other ideas, etc. Briefly write why this topic interests you, and deal with how this chapter's activities have enabled you to understand better the issue discussed. Make it personal – your viewpoint and feelings about the topic.

# MINISTRY PROJECT

Our expectation is that all students will apply their learning practically in their lives and in their ministry responsibilities. For each unit, the student will be responsible for developing a ministry project that combines principles learned with practical ministry.

There are many ways to fulfill this requirement of your studies. You can use one or more principles learned through your studies. Simply share your insights with an individual, or Sunday school class, youth or adult group or Bible study, etc.

Afterwards, write and turn in a one-page summary or evaluation of your time of sharing. Include the following:

1. Your Name
2. The place where you shared, and the audience with whom you shared
3. A brief summary of how you time went, how you felt, and how they responded
4. What you learned from your time spent

If you have any question about what is required by these or when they are due, please ask your Instructor.

# UNIT EXAM

At the end of each unit, your instructor will give you a unit exam to be completed at home. You will be asked a question that helps you reflect on what you have learned in the unit and how it affects the way you think about or practice ministry. Your Instructor will give you due dates and other information when the Unit Exam is handed out.

# UNIT REFLECTION PAPER

Guidelines for Reflection Paper: At least 750 words (approximately 1.5 pages single-spaced or three pages double-spaced - 12-point font) or more, if needed, to convey your thoughts. This is NOT a book report - engage with the chosen topic and report where you agree and any areas you disagree have concerns or other ideas, etc. Briefly write why this topic interests you, and deal with how this chapter's activities have enabled you to understand better the issue discussed. **Make it personal – your viewpoint and feelings about the topic.**

# EXEGETICAL PROJECT

As part of your training as a Chaplain, you will be asked to complete an inductive Bible study (i.e., an exegetical study) for some units. This is still being developed, so this will be assigned as a separate assignment.

Each study should be about five pages in length (double spaced, typed or neatly handwritten) and deal with one of the aspects of Chaplaincy found in the Word of God.

Our desire and hope is that you will be deeply convinced of Scripture's ability to change and practically affect your life and the lives of those to whom you minister. As you go through each unit, be open to finding an extended passage (roughly 4-9 verses) on a subject you would like to study more intensely, related to aspects of Chaplaincy or ministry.

This is a Bible study project, and, in order to do exegesis, you must be committed to understand the meaning of the passage in its own setting. Once you know what it meant, you can draw out principles that apply to all of us, and then relate those principles to life. A simple three-step process can guide you in your personal study of the Bible passage:

1. What was God saying to the people in the text's original situation?
2. What principle(s) does the text teach that is true for all people everywhere, including today?
3. What is the Holy Spirit asking me to do with this principle here, today, in my life and ministry?

Once you have answered these questions in your personal study, you are ready to write out your insights for your paper assignment.

1. List what you believe is the main theme or Idea of the text you selected.
2. Summarize the meaning of the passage (Two to three paragraphs or a short verse-by-verse commentary on the passage).
3. Outline one to three key principles or insights this text provides on the nature, meaning or function of the word of God.
4. Tell how one, some, or all of the principles may relate to one or more of the following:
  - a. Your Personal spirituality and walk with Christ
  - b. Your life and ministry in your local church
  - c. Situations or challenges in your community and general society

Feel free to integrate course texts and/or commentaries into your work. Make sure to give credit to whom credit is due if you borrow or build upon someone else's insights. Use in-the-text references, footnotes or endnotes. Any way you choose to cite references is acceptable, just be consistent throughout your paper.

Do not let this intimidate you; this is a Bible study project! All you need to show in this paper is that you studied the passage, summarized its meaning, drew out a few key principles from it, and related them to your own life and ministry.

Further instructions/examples will be sent in separate documents.