



# CPSP

MANUAL  
*for*  
CHAPTER  
CONVENERS

# CPSP MANUAL FOR CHAPTER CONVENERS

FROM THE CPSP COVENANT:

*We, the CPSP members see ourselves as spiritual pilgrims seeking a truly collegial professional community. Our calling and commitments are, therefore, first and last theological. We covenant to address one another and to be addressed by one another in a profound theological sense. We commit to being mutually responsible to one another for our professional work and direction.*

## CPSP CHAPTERS

Chapter life is the heart and soul of the CPSP Community. Chapters function as a small covenant community of clinically trained practitioners of no fewer than four and no more than twelve members who are dedicated to professional competence within the clinical pastoral movement. Members covenant to both support and challenge one another in their "...professional work and direction."

## CHAPTER MEETINGS

Chapters are encouraged to have extended meetings, preferably overnight meetings. Experience has taught us that extended work sessions mixed with socializing events and sharing meals, enables a Chapter to make more lasting bonds among its membership. Frequent meetings of a Chapter that are limited in time are discouraged, since it limits the development of the process for the deeper personal/professional work required of a chapter and does not provide for the needed informal and social engagements necessary for community building and maintenance.

Training supervisors and their clinical trainees should not be members of the same Chapter. This is a boundary issue. Failure to do so leaves both the training supervisors and the training supervisor without the rich benefit of chapter life where both personal/professional issues can be fully addressed. Even if a trainee has completed the supervisory process, serious consideration and reflection is to be given to the advisability of a former trainee and supervisor being members of the same Chapter.

On-going peer review is the cornerstone of CPSP certification. A Diplomate must belong to a Chapter with a minimum of two additional Diplomates in their Chapter in order to maintain credentials. If this is not feasible, the Diplomate in question must secure an

annual review with another Chapter that has three or more Diplomates. This consultation is to be documented in the Annual Chapter Life Report each year.

Chapters are not only charged with the responsibility of supporting and challenging its members in their personal and professional journeys, but to provide responsible oversight of its members clinical training and service programs to insure the programs reflect CPSP's Standards and CPSP's commitment to the highest standards of clinical practice.

An Outside Consultant appointed by the Governing Council via contact with the General Secretary is required for all certification and accreditation reviews. Chapters are strongly encouraged to also use an Outside Consultant to review and assess the life and vitality of their Chapter, especially in times of transition.

Chapter meetings generally should:

- Allow time for each credentialed person to share a clinical event, or some other matter of concern.
- Allow time for sharing of personal concerns as well as socializing.
- Highlight and integrate the CPSP Covenant
- Monitor member's personal and professional well being and professional functioning.
- Confirm that each certified member is worthy of continuing certification.
- Assist the Convener in preparing the Annual Chapter Report, which is due each January.
- Plan meetings far enough in advance to avoid conflicts with other important events.
- Avoid a "business meeting" approach to chapter meetings.
- Limit inquirers/visitors meeting with the chapter as this disrupts chapter bonding and life.
- Establish protocols for certification reviews and training center accreditations.

## CHAPTERS AND THE CPSP GOVERNING COUNCIL

Each Chapter is entitled to a seat on the Governing Council of CPSP. The Governing Council is the highest governing entity in CPSP. It establishes policies and creates

official CPSP documents. The Governing Council meets twice yearly, usually in late November/early December, and at the yearly Plenary (our name for our annual conference, usually held in March or April). Each Chapter is encouraged to send a representative to meetings of the Governing Council. There you will experience the larger CPSP community at work, meet other conveners and share ideas and information.

When appropriate, the chapter is to facilitate the Convener attending the Governing Council meeting by contributing financially to defray the expense. Although the Convener is to encourage members to attend the CPSP Plenary, it is understood that the Convener will share with the Chapter not only their experience of the Plenary and the gathered CPSP community but important information and developments that affect the life of the CPSP community.

## ESTABLISHING A NEW CHAPTER

New chapters may be spin-offs from parent Chapters when a Chapter has a membership of more than twelve. Persons who commit to the creation and development of a CPSP Chapter may also create chapters.

The first step to form a new chapter (Chapter-in-Formation) is to seek the permission of the Governing Council. This is done by contacting the General Secretary. If granted, an Outside Consultant is appointed to guide the development of the Chapter. All Chapters-in-Formation must make active use of the appointed Outside Consultant. In addition, Chapters-in-Formation and their appointed Outside Consultant are to be in conversation with the Chapter Life Committee.

When the Chapter-in-Formation and the Outside Consultant agree that they are now ready to be a “CPSP Chapter”, the Convener is to make a formal request for such by writing the General Secretary. Ultimately, the Governing Council must act to accept or deny the request. If denied, concrete recommendations will be made to assist the Chapter-in-Formation to reach full chapter status.

## THE ADMINISTRATIVE DUTIES OF THE CHAPTER CONVENER

As convener the Chapter itself establishes your role. However, you will be the primary communication link with the larger CPSP community. From time to time you will receive communications from someone in leadership, communications that normally should be shared with your fellow Chapter members. Typically, your main duties as convener are to convene Chapter Meetings, and make connections within the larger CPSP community.

Administrative duties include but are not limited to the following:

*Submitted to the Registrar:* ([cpspreistrar@gmail.com](mailto:cpspreistrar@gmail.com))

- New member Data Sheets
- Changes to ensure accuracy of chapter members' information listed in CPSP Directory. Contact: CPSP Administrative Assistant: ([cpspadmin@gmail.com](mailto:cpspadmin@gmail.com))
- Certification applications and Letter of Endorsement (specific to CPSP) for persons seeking certification
- Training Programs Accreditation Report following CPSP site visit
- Annual Chapter Report by January 31<sup>st</sup> of each year
- Notification if/when a member's certification is withdrawn, and why

*Submitted to the CPSP Treasurer:* ([cpsptreasurer@gmail.com](mailto:cpsptreasurer@gmail.com))

- Conflicts between the Treasurer's Report and the member's record
- Reasons a members is listed as Not in Good Standing (NGS)

*Submitted to a member's religious endorser:*

- Notification if/when a member's ratification of certification is not renewed. (The *Religious Endorser* is listed on the member's ratification face sheet. A list of Religious Endorsers is also found as a link on the CPSP web site.)
- Any changes in the members religious affliction

*Certification Reviews*

- Determine with chapter members how reviews for certification and annual re-ratification will be conducted, utilizing competencies listed in the Standards

*Accreditation Reviews*

- Be in contact with the General Secretary who will appoint the members of the Accreditation Visitation Team to represent the Governing Council.
- Select members of the Chapter to serve as members of the Accreditation Visitation Team. (Keep in mind that generally the entire team should not exceed four members.)

- Plan with the Accreditation Visitation Team the details of the visit.

*Ethical Complaints:*

- Respond to ethical complaints, as outlined in the CPSP Code of Professional Ethics and Principles for Processing Ethical Complaints.
- Such complaints must be handled with the upmost level of professional confidentiality to protect all parties. Failure to do so might result in serious consequences for those who breach confidences.
- An Outside Consultant must be employed in the face of a formal ethical charge.

If there are CPSP Diplomates in your Chapter conducting clinical training programs, or CPE, your Chapter is accountable for ongoing review of their programs. See the Accreditation Standards, listed at the end of this Handbook, for more information.

As convener the Chapter itself establishes your role. However, you will be the primary communication link with the larger CPSP community. From time to time you will receive communications from someone in leadership, communications that normally should be shared with your fellow Chapter members. Typically, your main duties as convener are to convene Chapter Meetings, and make connections within the larger CPSP community. Inform chapter members of communications received from leadership and the larger community.

## APPENDIX

### OUTLINE FOR CPSP CERTIFICATION PROCESS

- Candidate expresses interest in CPSP, and possible CPSP certification.
- The Chapter or representatives from the Chapter confer with the candidate and determine the suitability and qualifications of the candidate.
- Chapter may or may not decide to meet with the Candidate for a certification review.
- Chapters are discouraged from inviting visitors to Chapter meetings. The work of Chapters is serious and confidential.
- If the person is considered a viable candidate and possible chapter member, the candidate is to present the written certification materials as required by the Standards. These written materials are to be reviewed by the Chapter's appointed Certification Committee and when possible by the Chapter as a whole.
- A date and time for the certification review of the candidate is established with no more than three persons and an Outside Consultant, comprising the Certification Committee. This committee reports its recommendation to the Chapter as a whole. The Chapter can accept or overrule the decision of the review committee.
- (If a Candidate is accepted into a Chapter as a non-certified Member, the Membership Data Form and membership dues should be submitted to the Registrar and Treasurer.)

### OUTLINE OF PROCESS FOLLOWING CHAPTER CERTIFICATION:

- Convener completes Certification application, Face Sheet regarding the certification review, collects the certification fees\*, and forwards the Face Sheet, Letter of Endorsement from the Religious Endorsing Body representative where applicable, -and fee to [cpspadmin@gmail.com](mailto:cpspadmin@gmail.com) by the submission deadline.
- CPSP administrative assistant reviews the Certification Face Sheet for completion. If areas are not complete, CPSP administrative assistant contacts convener for input and/or clarification.
- CPSP administrative assistant forwards completed Certification Face Sheet to Certification Committee for review.

- Certification Committee reviews form, and if needed, contacts convener for clarification/information.
- Certification Committee forwards completed, approved Certification Face Sheet to General Secretary to have candidate's name presented for ratification at the next Governing Council meeting.
- General Secretary forwards candidate's name and certification category (ies) for certificate to be made.
- Candidate's name is presented at Governing Council meeting for certification.
- Candidate receives certificate(s) at next Plenary.
- Certified member's certification categories (ies) are updated in the next revision of the CPSP Directory, following receipt of certificate(s) at Plenary.
- Certified member remains an active member of chapter life and pays annual dues \* appropriate to the certification category (ies).
- Certified member's name is presented for re- certification on the Annual Chapter Report, if approved annually by chapter.

\* See Dues and Fees Schedule

## CPSP ACCREDITATION SITE VISIT PROCEDURES FOR TRAINING CENTERS (from CPSP Standards, Section 150)

<i>How often are Accreditation Site Visits conducted?</i>	Accreditation Site Visits are required every seven (7) years for Training Centers. The date of the last Site Visit shall be included in the Directory Listing by the Accreditation Chair.
<i>Under whose authority do the Training Centers fall?</i>	Training Centers come primarily under the authority of the Chapter, with the Governing Council and its Accreditation Committee ratifying their accreditation.
<i>Who is responsible for organizing the Accreditation Site Visits?</i>	The responsible Chapter in consultation with the Governing Council's Accreditation Committee organizes accreditation Site Visits.
<i>Are there any special requirements for Site Visit Teams?</i>	Site Visit Teams must include at least one representative of the Governing Council. Said representative must be approved in advance in consultation with the Chair and/or General Secretary.
<i>How are the Site Visit Reports distributed?</i>	Site Visit Reports are sent to the responsible Chapter, the Chair of the Accreditation Committee, and the General Secretary. Such reports are presented to the Governing Council for ratification.
<i>What are the guidelines for Training Centers directed by Supervisors-in-Training?</i>	The following applies to Training Centers directed by Supervisors-in-Training: <ol style="list-style-type: none"><li>1. Training Centers directed by Supervisors-in-Training will be accountable to their Training Supervisor and his/her Chapter.</li><li>2. The Training Centers will have provisional Accreditation as long as the SIT is in training.</li><li>3. Such Training Centers will pay the same accreditation fees as all other accredited centers.</li><li>4. After the SIT is granted Diplomate credentials, an Accreditation Site Visit will be held within one year.</li></ol>

## CPSP ACCREDITATION SITE VISITS & CPSP STANDARDS

- 150.1 An institution is immediately accredited, provisionally, as a clinical pastoral education center by virtue of a certified CPSP Diplomate holding a position in the institution, or having a contract with the institution to provide such a program.
- 150.2 Within one year of such employment or contract a self-study and accreditation site visit must take place in order for accreditation to be continued.
- 150.3 The self-study shall be an examination and evaluation of the program by a committee within the institution comprised of persons appointed by the CPSP Diplomate. The self-study will document the manner in which the program conforms to the minimal requirements for a training program under published CPSP Standards.
- 150.4 The accreditation site visit will be organized by the CPSP Diplomate in concert with both the Chapter to which the Diplomate is accountable and the Chair of the CPSP Accreditation Committee. The latter will appoint a representative to the site visit team.
- 150.5 Expenses for the site visit will be borne by the institution that is being reviewed.
- 150.6 A summary of the site visit in the form of a site visit report will be forwarded to the Diplomates Chapter and to the Chair of the CPSP Accreditation Committee, who will in turn report the findings to the CPSP Executive Committee and finally to the Governing Council.
- 150.7 The Governing Council will accept and approve the report of the site visit, or send the report back to the Chapter for further review.
- 150.8 If the site visit report is accepted, the clinical pastoral education center will remain accredited for the subsequent seven years. The Chapter of the CPSP Diplomate will continue to provide oversight as is required for all centers functioning under the auspices of a given Chapter.
- 150.9 Institutions where the Director of Training is in process as a Supervisor-in-Training (SIT) are provisionally accredited as long as the training program continues. On the date of certification of the SIT, items 1-8 apply.

## CPSP DUES AND FEE SCHEDULE

Revised and adopted by governing council meeting April 10, 2010  
Changes effective March 17, 2011

I. Diplomates	
A. Annual Dues	\$125.00
B. Initial Certification Fee	\$100.00
III. <u>Diplomate Candidates</u>	
Annual Dues	\$ 50.00

III. <u>Pastoral Counselors /Clinical Chaplains/Associate Clinical Chaplains</u>	
A. Annual Dues	\$50.00
B. Initial Certification Fee	\$50.00

### IV. CANDIDATES for: Pastoral Counselor / Clinical Chaplains /Associate Clinical Chaplains

Annual Dues \$ 50.00

V. <u>Members (Non-Certified)</u>	
Annual Dues	\$ 50.00

### VI. Accreditation Fees

A. Annual Fee (for "Stand alone" Centers with less than \$1 million annual budget)	\$250.00
B. Annual Fee (for Centers connected with institutions with \$1 million or more annual budget)	\$500.00

## GUIDELINES for CPSP DUES and FEES

*CPSP Diplomate Dues*

- There is an Initial Fee for certification/ratification as a Diplomate of \$100.00. This fee is due when the individual's Chapter certification is to be ratified by the Council.

- The annual dues for Diplomates are \$125.00. The annual dues for Diplomate Candidates are \$50.00. The dues come due and are payable on March 17<sup>th</sup> each year for the calendar year March 17<sup>th</sup> to the following March 17<sup>th</sup>.
- Diplomate dues are to be paid directly to the CPSP Treasurer, not to the Chapter.
- Diplomates whose dues are not paid by September 16 of the given calendar year shall be considered delinquent.
- Diplomates whose dues for a given calendar year are not paid by March 16 of the next calendar year shall be considered **NGS** – Not in Good Standing.  
*CPSP Pastoral Counselor, Clinical Chaplain Dues or Associate Clinical Chaplain Dues*
  - There is an Initial Fee for certification/ratification as a Pastoral Counsel, Clinical Chaplain or Associate Clinical Chaplain of \$50.00. This fee is due when the individual's Chapter certification is to be ratified by the Council.
  - The annual dues for Pastoral Counselors, Clinical Chaplain or Associate Clinical Chaplain are \$50.00. The annual dues for Candidates are \$50.00. The dues come due and are payable on 17<sup>th</sup> each year for the calendar year March 17<sup>th</sup> to the following March 17<sup>th</sup>.
  - Pastoral Counselor, Clinical Chaplain or Associate Clinical Chaplain dues are to be paid directly to the CPSP Treasurer, not to the Chapter.
  - Pastoral Counselors, Clinical Chaplain or Associate Clinical Chaplain whose dues are not paid by September 16 of the given calendar year shall be considered delinquent.
  - Pastoral Counselors, Clinical Chaplain or Associate Clinical Chaplain whose dues for a given calendar year are not paid by March 16 of next calendar year shall be considered **NGS** – Not in Good Standing.

#### *CPSP Accreditation Fees*

- CPSP Training (Stand alone) Centers with total annual budgets under \$1 million owe an annual accreditation fee of \$250.00, which is to be sent to the CPSP Treasurer.
- CPSP Training Centers associated with an institution with total annual budgets of \$1 million or more owe an annual accreditation fee of \$500.00, which is to be sent to the CPSP Treasurer.

- Annual Accreditation Fees come due and are payable on March 17 each year for that calendar year March 17<sup>th</sup> to the following March 17<sup>th</sup>. Makes checks payable to:

**College of Pastoral Supervision and Psychotherapy or CPSP**

(Please indicate the name of the individual payer, and Center on your check or check stub.)

Send checks to:

**Charles Kirby, CPSP Treasurer**  
P.O. Box 6551  
Hendersonville, NC 28793-6551  
[cpsptreasurer@gmail.com](mailto:cpsptreasurer@gmail.com)

\*PERSONS CONVENERERS MIGHT BE IN CONTACT WITH:

The General Secretary who serves as an overseer of all CPSP matters, and can answer questions or refers you to those who can assist you.

Raymond J. Lawrence  
P.O. Box 3647  
Wantagh, New York, NY 11793  
(212) 246-6410  
[lawrence@csp.org](mailto:lawrence@csp.org)

The President of the CPSP convenes the meetings of the Executive Committee, the CPSP Governing Council meeting and represents the mission and the spirit of CPSP.

Esteban Montilla  
1 Camino Santa Maria San Antonio, TX 78228  
210) 431-6775  
(210) 690-2674 mobile:  
[remontilla@gmail.com](mailto:remontilla@gmail.com)

The Chairperson of the Chapter Life Committee who can offer consult to you in your role as chapter convener and issues of concern and conflict that emerge in chapter life.

Perry Miller  
  
Cedar Terrace Office Plaza  
3325 Chapel Hill Blvd. Suite 220  
Durham, NC 27707  
[perrymiller@gmail.com](mailto:perrymiller@gmail.com)

The Registrar who handles all record keeping of members and updates the CPSP Directory.

Barbara A. McGuire  
  
P.O. Box 3647  
Wantagh, New York 11793  
[cpspreistrar@gmail.com](mailto:cpspreistrar@gmail.com)

The Treasurer who handles all fees and dues. He can give you templates for CPSP dues/fees invoices.

Charles Kirby  
P.O. Box 6551  
  
Hendersonville, NC 28793-6551  
[cpsptreasurer@gmail.com](mailto:cpsptreasurer@gmail.com)

The CPSP Certification Chair handles all matters related to certification.

Jonathan Freeman

1615 Polo Rd. Winston-Salem, NC 27106

(336) 655-7993 mobile:

[jonathanfreeman@gmail.com](mailto:jonathanfreeman@gmail.com)

The CPSP Accreditation Chair handles all matters related to Accreditation.

Espineda, Rev. Dr. Cesar

PO Box 375 New York, NY 10040

(917) 302-1834

[cespineda0151@gmail.com](mailto:cespineda0151@gmail.com)

The CPSP Administrative Assistant, who receives all ratification forms, annual chapter reports, and serves as the communication center.

Krista Argiropolis

114 Frank C. Gilman Hwy

Alton, NH 03809

(603) 875-0452 / (603) 581-4903

[cpspadmin@gmail.com](mailto:cpspadmin@gmail.com)

*(All resource persons in the Leadership of CPSP are listed in the [CPSP Directory](#).)*