

The background of the entire page is a photograph of a misty forest. A dirt path leads into the distance, flanked by tall, thin trees. The ground is covered with fallen leaves and some patches of grass. The overall atmosphere is serene and quiet.

# Certificate in Spiritual Formation

## Pittsburgh Theological Seminary

### PARTICIPANT HANDBOOK

*A Program in Partnership with Columbia Theological Seminary*

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## TABLE OF CONTENTS

Introduction .....	3
Components of the Program .....	4
Seminary Partnerships .....	5
SFC Program Registration Form .....	6
Frequently Asked Questions.....	7
Other Details (Registration, Housing, etc.) .....	9
Potential Course Design .....	10
The Immersion Experience.....	11
Elective Courses .....	13
Guidelines for One-Page Reflection Papers .....	14
Guidelines for Ten-Page Reflection Papers.....	15
The Practicum.....	16
The Pilgrimage .....	21
Completion of the Certificate Program.....	23



## **Certificate in Spiritual Formation**

### **~ An Introduction ~**

Interest in Christian spirituality has exploded in the last decade. Christian spirituality explores our relationship with God ~ how it is initiated, affirmed, and nurtured. Spiritual development demands that hard, ethical questions be asked about the living of faith in a changing world.

To respond to this growing demand, Pittsburgh Theological Seminary, in cooperation with Columbia Theological Seminary, offers a special Certificate in Spiritual Formation. The program is designed for both lay leaders and ministers who want to encourage others in their spiritual growth. While the work is challenging, no specific degree is required as a prerequisite. The program is designed to be completed in three to five years. This booklet provides an overview of the program, discussion of the specific requirements for each phase of the Certificate, and information about registration, housing and other details at Pittsburgh Theological Seminary.

Today's theological climate has fostered a growing interest in Christian spirituality, especially as men and women everywhere make serious inquiry into the nature, practice and significance of a life in the Spirit of Christ. In response, the Certificate in Spiritual Formation was created to be a non-degree program specifically for committed laypersons and church professionals who wish to help others on their spiritual journeys and to learn more about Christianity's rich spiritual heritage. This intentional learning opportunity offers a serious exploration of community-grounded spirituality that is rooted in Scripture, theology and practice.

#### **Benefits of the Program**

Participants in the Certificate program will gain a broad understanding of the Christian spiritual tradition and the various practices which have emerged from it. They will learn spiritual practices experientially and will develop skills for helping others in their growth. Finally, persons in this structured study experience will discover the relationship of Christian Spirituality to compassion, justice and effective ministry.

#### **Tuition Cost** *(as of June 2019)*

\*In general, Immersion Experience and Electives range between \$375 and \$395.

\*Practicum - \$400.00

\*Spiritual Pilgrimage - \$600.00 tuition plus additional travel costs



## **Components of the Program**

### **Immersion: Invitation to a Deeper Spiritual Life**

This is the basic course and the normal prerequisite for other courses. The class provides opportunities to reflect on one's spiritual journey and to develop resources for helping others on such a journey. Insights gleaned here will provide focus regarding each individual's strengths and weaknesses, helping participants to discern a structure for selecting future courses.

### **Electives Courses (6 courses)**

Candidates are required to complete six elective courses. Pittsburgh Theological Seminary usually offers four electives each year, and candidates may also take electives offered at Columbia Theological Seminary. The electives will examine spirituality from biblical, theological, historical, literary, social, doctrinal, and/or practical dimensions. The courses have various formats; however, an experiential dimension will be a part of all the electives. The course structure will include lectures, group discussions, worship, and the practice of new insights and models.

Because the Program is designed to provide a foundational and balanced course of study in Christian Spiritual Formation, particular elective courses are not normally required. The Program allows for flexibility and allows seekers to discern which courses God may be inviting them to take, so that they may grow in their own spiritual life and be better equipped for a ministry to which God may be calling them. We ask only that participants seek to balance their learning and course of study.

### **Practicum**

In this phase of the program, each student will conceive, design, conduct and evaluate a practical act of ministry. The Practicum may include such projects as forming a small group for prayer, study, support, or outreach; leading a retreat; or teaching a school of prayer.

### **Pilgrimage**

The final segment of the Certificate program involves a pilgrimage to a place of theological and spiritual significance such as the desert, Jerusalem, Iona, Assisi, Rome, or Spain. The pilgrimage will provide an opportunity to reflect on what you have learned from the program, share an important pilgrimage with other participants, and deepen one's faith by visiting holy places for prayer, reflection and meditation.

If necessary and wise, participants are permitted to substitute two elective courses for the pilgrimage.



## Seminary Partnerships

The vision of the Spiritual Formation Certificate Program continues to grow and expand. At its core is the partnership that has grown between Columbia Theological Seminary and Pittsburgh Theological Seminary. The benefits of partnership are many. Participants are able to take Certificate elective courses offered at either of the participating seminaries. Each seminary is responsible for planning and hosting the yearly pilgrimages.

When participants enter the program, they decide from which institution they wish to receive their Certificate. If, for example, a participant wishes to receive their Certificate in Spiritual Formation from Columbia Theological Seminary, they will register for the Immersion Experience held there. Application forms to enter the Spiritual Formation program are available online ([www.pts.edu/CE](http://www.pts.edu/CE)). Ordinarily, participants take at least four electives at their home seminary and work with the institution to complete the requirements for the practicum. Participants will be able to choose the pilgrimage they wish to make.

Schedules for all classes at the participating seminaries will be available on their respective websites. Please register for your desired elective with the seminary that is hosting the course. Tuition costs will be paid to the hosting seminary; information regarding the course(s) and reading assignments will be obtained through that seminary; and reflection papers will be returned there.

**Please note that it is the responsibility of the participant taking courses at the partner school to request a transfer of credit to their home school when all course work is complete. Ask the partner school to notify your home school that you have completed all requirements for that course.**



## Frequently Asked Questions

*Q: Are there any prerequisites for beginning the Certificate Program?*

A: No. There are no prerequisites for the Certificate program. It is necessary, however, that participants be able to read and write English. Students will be asked to read several books and write reflection papers for each class.

*Q: Can I transfer other courses into the Certificate Program and get credit?*

A: Except in very unusual circumstances, we do not accept courses from other programs. While we encourage involvement with other programs whenever they benefit you, the partnership has developed a coordinated program of learning and spiritual formation that is intended to be experienced as an integral whole. In those rare cases when a course is accepted, a \$50.00 fee will be charged for credit in the Program.

*Q: When is tuition money due for the courses?*

A: Tuition is due when a participant registers for a course.

*Q: May I take these courses for academic credit?*

A: In general, these classes are not designed for academic credit. They provide a different kind of learning experience, e.g., in teaching style, evaluation, and course length. If you believe that a given Certificate class is appropriate for academic credit, please make your own arrangements with your seminary or school's program.

*Q: Do I have to take all my courses at one location?*

A: No. You must take at least four of your electives and your Practicum at the same location as you did your Immersion Experience, i.e., your home school. Up to two electives may be taken through our partner, Columbia Theological Seminary.

*Q: How many people are there in each class?*

A: Registration for classes is generally from fifteen to twenty participants.

*Q: Can I get a single room?*

A: Yes.

*Q: How many classes may I take each year?*

A: In most cases we recommend that participants take two to three classes per year so that they can finish within five years. One may take more if their time and finances permit.

*Q: What if I need an extension on a paper?*

A: Please submit requests for extensions in writing to the instructor of the class and provide a copy to the Office of Continuing Education.

*Q: Can I continue to take courses even if I do not complete the papers?*

A: Yes. You may continue to take courses even if you do not complete the papers; however, priority registration will be given to those pursuing the Certificate.



## Other Details

### **Registration**

You can register for the Immersion Experience or an elective course in the Spiritual Formation Certificate (SFC) Program by going online ([www.pts.edu/CE](http://www.pts.edu/CE)). If you experience any difficulties using the online system, please email [ConEd@pts.edu](mailto:ConEd@pts.edu) or call 412-924-1345 for assistance. Payment can be made with MasterCard, Visa, or Discover. It is the responsibility of each participant to pay all tuition costs at the time of registration.

Should a class be full, we will notify you and place your name on a wait-list. Details about required readings, campus housing, etc. are available online ([www.pts.edu/CE](http://www.pts.edu/CE)).

### **Cancellation**

We are aware that circumstances occur that will preclude you from taking a course you have registered for. If this should happen, please inform us in writing by U.S. mail or by E-mail ([ConEd@pts.edu](mailto:ConEd@pts.edu)). **We will refund tuition payments in full up to two weeks prior to the course start date.** Afterward, we will refund your tuition minus a \$25 administration fee. We may grant exceptions for extenuating circumstances, e.g., death in one's family or illness.

A full refund of tuition and other payments will be made should our Office have to cancel a course. Registrants will be notified of a class cancellation at the earliest possible time.

### **Housing**

Participants should make housing reservations at the time of registration with the Seminary's Hospitality Office (412-362-5610 or [reception@pts.edu](mailto:reception@pts.edu)). In order to foster the development of community, we strongly recommend that all participants plan to be in residence for the entire length of the course. This enables each participant to be fully present during the class and accept the gift of a break from one's normal routine. Please let us know if you have any dietary or physical limitations. If you would like to room with a particular person, make this request at the time of registration.

Rooms are available for \$66/night. If you request a double, you must arrange for your own roommate. There will be a charge of \$20 for breakage. Meals can be purchased in Kadel Dining Hall during the school year at a very reasonable cost. There are also several restaurants within a short distance of the seminary. Details about restaurants are available in the guest rooms and will be available for reference in the classroom.



## Potential Course Design

Outlined below are possible plans for a course of study over a three-, four- or five-year period.

### Three-Year Plan

Year 1  
Immersion  
1st Elective  
2nd Elective

Year 2  
3rd Elective  
4th Elective  
5th Elective

Year 3  
6th Elective  
Practicum  
Pilgrimage

### Four-Year Plan

Year 1  
Immersion  
1st Elective

Year 2  
2nd Elective  
3rd Elective

Year 3  
4th Elective  
5th Elective

Year 4  
6th Elective  
Practicum  
Pilgrimage

### Five-Year Plan

Year 1  
Immersion  
1st Elective

Year 2  
2nd Elective  
3rd Elective

Year 3  
4th Elective

Year 4  
5th Elective  
6th Elective

Year 5  
Practicum  
Pilgrimage



## **Immersion: Invitation to a Deeper Spiritual Life**

Participants typically begin the Certificate in Spiritual Formation by enrolling in the Immersion retreat. Immersion has both online and face-to-face components. The initial 2 weeks of meeting will be online to discuss required readings and get to engage with each other. Following this time, there will be a face-to-face class beginning on a Sunday evening and ending on Wednesday afternoon. The class consists of presentations, small group discussion, *lectio divina*, worship, prayer practices, guided meditation, writing, and times for reading and reflection. The final segment of Immersion involves several weeks of spiritual direction that can be done in person or online.

### **Requirements for Immersion**

1. Register and pay all tuition.
2. Attend the full course and actively participate.
3. Complete all required readings.
4. Discuss and blog with each other about the required books. See guidelines on page 12.
5. Write a ten-page spiritual autobiography. See the guidelines on page 13.

### **Writing the Spiritual Autobiography**

#### **Purpose**

- To assist persons in the program to engage in their journey with a greater seriousness and clarity.
- To provide an opportunity to review one's life and become aware of one's life story.
- To provide a basic tool for working with others who are on their journeys.

When we have an understanding of our own narratives, we are better able to help others see God's hand in their life and history. We are also able to speak personally to people about what we know to be true about the life of faith. We believe this process will enrich your ministry and your life with God.

#### **Format**

- Ten doubled-spaced, typed pages.
- No title or bibliography needed.
- Submit the original (by U.S. mail or e-mail) and retain a back-up copy.

#### **Spiritual Autobiography Process ~ What this paper is:**

- This paper is about *you* and *your* life. It is about how God's providential care has guided and sustained you.
- This paper is a story about who God has shaped you to be, the ways in which this formation has taken place and God's presence and action in all the seasons of your life.
- This paper is a reflection of your spiritual journey. It recalls the "God moments" in the ordinary and memorable events of your life.



**Process ~ What this paper is *not*:**

- This paper is not a report about your devotional life or spiritual practices, although there might be instances where you mention them.
- This paper is not a catalogue of your religious experiences or highlights.
- This paper is not a report about the Immersion Experience or a review of the presentations or books

**Suggestions**

You might try arranging your paper by:

- life chapters or life themes;
- marker events or life changes;
- important people throughout your life;
- special occasions or memorable places; or
- colors or symbols or pictures

**. Due Date**

- Papers are due 6 weeks after the completion of the course.
- E-mail or mail your paper and a self-addressed, stamped envelope to the instructor at the address they provide. If an electronic copy is provided, comments will be made on that file and returned to you.



## **Elective Courses**

Participants in the Certificate in Spiritual Formation are required to take six elective courses. A variety of courses are offered. Participants may choose the courses and location that best suit their interests. Historically, participants have taken most of their courses at one location, while traveling to a different site to take a course in which they had a particular interest.

### **Requirements for Elective Courses**

1. Register and pay all tuition.
2. Attend course and actively participate.
3. Complete all required readings.
4. Write a one-page reflection on each of the required books. Normally, these reflections are to be completed before the course begins and handed in upon arrival. See the guidelines on page 12.
5. Write a ten-page reflection paper or other project as offered by the instructor. See the guidelines below and on page 13.

### **Writing reflection papers**

- Ten typed pages ~ double-spaced.
- Reflect on the week ~ both the content and the experience.
- This should not be a report about the reading and lectures, but rather a reflection about how you have integrated your learning into your life and current ministry. Write in a "formative" fashion.
- Papers are due 6 weeks after the end of the course. Any requests and permission for an extension must be made in writing to the instructor and the Office of Continuing Education.
- Please keep a copy of your paper.
- Email your papers to the instructor or mail hard copy papers with a self-addressed, stamped envelope to your course instructor. If a self-addressed/stamped envelope is not included with the hard copy papers, they will not be returned to you.

### ***Questions to ponder when writing your reflection paper:***

- What insights did I gain or what did I learn this week?
- What questions or challenges am I dealing with?
- Something that deeply moved me was . . .
- When I reflect on the lectures, small group discussions and readings, I remember . . .
- How does all that I have experienced affect my spiritual life and/or devotional practices?
- What applications to my ministry can I make from what I have learned this week?
- One thing I never knew or realized before . . .
- I pray that God will help me remember and live into . . .



## Guidelines for One-Page Reflection Papers

### ***Introduction***

The instructor(s) for each offering has chosen the recommended books to assist you in your learning and formation. Unless otherwise stated, please read all books BEFORE the course begins. A one-page reflection paper per book is due upon arrival. We believe that reading the books prior to the course will begin to acquaint you with the material in a foundational way. Allow this reading time to shape and encourage your spiritual life.

### ***How should I read?***

Much of the reading we do is for acquiring *information*. We read the newspaper to learn about current events, stock prices or sports scores. Often, we read books this way, too . . . even the Bible. We read to know who did what, when and why. While reading for *information* is important, we ask you to read for *formation*. Formative spiritual reading is an essential discipline in the Christian life. Try following these steps:

- (1) Set aside a portion of uninterrupted time.
- (2) Find a private and comfortable space.
- (3) Begin with a prayer that asks God to make this time and space sacred.
- (4) Linger for a few minutes in quietness.
- (5) Pray to God asking that the Holy Spirit will guide your reading.
- (6) Begin reading and pay special attention not only to the details or thematic content but to "holy intuitive nudges."
- (7) When something inside "clicks" or causes you to have an "aha" moment, stop reading . . . at least for now.
- (8) In a notebook or journal briefly write down what thoughts or feelings arise. Wonder how God might be using these words or this book to shape or form your life.
- (9) Return to your reading, continuing the same prayerful process.
- (10) End your reading with prayer.

This discipline of spiritual reading will be both *formative* and *transformational* in your life.

### ***How shall I share?***

After you complete each book, look back over your notations and prayerful insights. Gather these insights into a one-page reflection paper. The paper should contain three paragraphs. In the first paragraph give a brief overview of the book and its themes. The second and third paragraphs should contain a summary of one or two of the formative or transformational insights from your reading. On the back of your paper, write two or three questions you have about something you read. These will be shared during the week in small group discussions.

### ***Conclusion***

Formative reading may be a new discipline for you. Be gentle with yourself as you learn a new way to listen to God. May God meet you in your seeking.



# **Guidelines for Ten-Page Reflection Papers**

## ***Introduction***

Participants in the Spiritual Formation Certificate Program will write several ten page reflection papers. The spiritual autobiography and reflection papers on each elective course are *due 6 weeks after the completion of the course*.

It is our hope that in the writing of these papers discernment and learning will continue to occur. Participants are encouraged to write not to impress the instructor or reader, but to articulate insights gained throughout the week of learning and subsequent reflections on the experience afterwards. Specifics about the assignment will be provided by the instructor(s) of each elective course.

## ***Process***

- 1) Participant takes the course.
- 2) Participant writes the papers.
- 3) Participant sends the papers to course instructor.
  - a. Keep a copy.
  - b. Include a self-addressed, stamped envelope for return of papers and comments.
  - c. E-mail attachments are acceptable depending on the wishes of the instructor.
- 4) Papers with comments from the instructor will be returned to participants within two months.

## ***Reading Rationale***

Papers are read in a prayerful and discerning manner. Readers are asked to remember that they are, in essence, "reading someone's life." Similar to the focus in spiritual guidance or direction, each reader endeavors to listen to the story and watch for God's movement and interaction. Confidentiality and prayer are vital to the integrity of this process.



# **The Practicum**

## **I. *Prerequisites for the Practicum***

- A. Completion of the Immersion retreat.
- B. Completion of at least four of the Elective Courses.
- C. Payment of tuition of \$400.00 for the Practicum.

## **II. *General Information***

- A. The Practicum may be done within or outside the participant's ordinary faith community.
- B. If the Practicum is done within the church or community of faith, participants must speak with the pastor or governing body to obtain permission, support and counsel.
- C. The Practicum should relate to the learning goals of the participant.

## **III. *Arranging for the Practicum for the Certificate in Spiritual Formation***

- A. Once the prerequisites are satisfied (completion of Immersion Experience and four elective classes), the student may begin formulating detailed plans for the Practicum. The following is a summary of the process the student should follow:
  - 1. STEP 1. Submit a 3-page proposal defining (1) the goals of the practicum and (2) the program you have designed to accomplish your goals. The proposal should spell out the goals, the content of each session, the process to be used (small groups, discussion, one-on-one) and how presentations will be made (lecture, movies, slides, etc.) With your proposal, fill-out and submit the Practicum Proposal form found in this document. The proposal and a \$50 deposit will serve as your registration for the practicum.
  - 2. STEP 2. Secure a supervisor with the help of the Director of the Certificate Program. You may wish to secure a supervisor in the local community. Guidelines for your supervisor can be found on p. 17 and are also available from the Office of Continuing Education. Your supervisor will receive a small honorarium (outlined in the guidelines) from the Office of Continuing Education once the completed practicum is received by their office.
  - 3. STEP 3. Receive written approval from the Office of Continuing Education before proceeding with the practicum.

## **IV. *Time Requirement***

- A. 20 hours minimum, including preparation time and supervision
- B. Three 1½-hour supervisory meetings:
  - 1. Before the act of ministry
  - 2. During or shortly after the act of ministry begins
  - 3. Closure of the supervisory process.



**V. *Completing the Practicum for the Certificate in Spiritual Formation***

- A. When the Practicum is complete, the participant will engage in a time of reflection and evaluation. This evaluation will be done both with the supervisor and individually by the participant.
- B. The participant will then submit:
  - 1. A three-page summary of what transpired in the Practicum.
  - 2. A three-page self-evaluation paper.
  - 3. A two to three page reflection about the Practicum experience. (Total 8-9 pages)
  - 4. The supervisor will prepare a three- to five-page evaluation paper.
  - 5. Send all materials to:  
Office of Continuing Education  
Pittsburgh Theological Seminary  
616 North Highland Avenue  
Pittsburgh, PA 15206-2596





## Practicum Proposal Spiritual Formation Certificate Pittsburgh Theological Seminary

Name \_\_\_\_\_

Proposal Title \_\_\_\_\_

Projected Timeframe \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Occupation/Title \_\_\_\_\_

*Please attach this sheet to the information specified in the SFC Program Handbook along with your \$50 deposit. The Office of Continuing Education will contact you regarding approval of your proposal. A balance of \$350 is due upon completion of the practicum.*

*The practicum subject is agreed upon by the Spiritual Formation Certificate student, the practicum supervisor, and the Director of Continuing Education at Pittsburgh Theological Seminary.*

Return with a \$50 deposit (payable to PTS) to:  
Office of Continuing Education  
Pittsburgh Theological Seminary  
616 North Highland Avenue  
Pittsburgh, PA 15206-2596  
Phone: 412-924-1345

**FOR OFFICE USE**

Proposal included \_\_\_\_\_ Deposit included \_\_\_\_\_

Proposal approved by \_\_\_\_\_ Date \_\_\_\_\_



## **Guidelines for Practicum Supervisors Certificate in Spiritual Formation**

Thank you for agreeing to be a practicum supervisor for the Certificate in Spiritual Formation. You are an integral part of the learning and formation process for the participant you have agreed to supervise.

### ***Supervision Models***

Most of us have a dominant model of supervision that may be unconsciously informing our understanding of the supervisory relationship. Some of these models come from previous experiences of being supervised by others. Some reflect different theological understandings about human relationships and Christian mission. Preferred styles of learning can also inform expectations about supervision.

For more on supervision models, see (Beisswenger, D.F. (1974). Differentiating models of supervision in theological field education. In Ziegler, J.H. (Ed.), *The Needs within Theological Education*. Theological Education, 11(Autumn; 1):50-58. He identifies seven different models that are frequently employed in pastoral supervision. For each model, the author has asked the following pertinent questions:

- What is the primary goal of supervision?
- What is the primary task of the supervisor in this relationship?
- What is the general focus of supervisory conferences?
- What metaphor shapes the relationship between these two persons?
- Who, if anyone, should be in control in this relationship?

Since the participant has been working to grow in faith and ministry through the Certificate in Spiritual Formation Program, we would like to encourage the practicum supervisor to continue this process. Here, the Spiritual Guide Model found in Beisswenger's article may be helpful to you.

### ***Supervisor as Spiritual Guide***

It is our hope that supervisors will prayerfully and intentionally serve as companions to the Certificate participants through the practicum process.

Plan to have three face-to-face meetings during the practicum experience. One meeting should occur before the act of ministry to offer support and guidance, one during the experience to observe the participant, and one afterwards to offer feedback and encouragement.

Consider how to include silence, prayer, scripture and ritual during your times together. Seek to listen for God's voice and direction as you listen to the participant's plans and stories.



### ***Feedback and Prayers***

At the conclusion of the practicum, please write a three- to five-page paper reflecting on how this experience was spiritually informative for the participant. In what ways did you see God's tender teaching? How did the participant listen for God during the process? What growth areas do you see in the participant's leadership? How has this process or the participant's ministry affected you?

After you have written the paper, please share it first with the participant. Enter into conversation and prayer about the practicum and the participant's leadership. The participant is responsible for sending your portion of the paper along with his/her final reflection paper to Pittsburgh Theological Seminary.

### ***Honorarium***

We are grateful for your willingness to provide spiritual leadership for the Certificate in Spiritual Formation. We hope that the practicum will be a meaningful experience for both you and the participant.

We are pleased to be able to offer you a small honorarium of \$150. Although this will not cover all of the time you will invest in conversation, prayer, and writing, we hope that you will see this as our way of saying thank you. Your stipend will be sent to you after completion of the practicum.

### ***Questions?***

If you have further questions, please call the Office of Continuing Education at Pittsburgh Theological Seminary, 412-924-1345, or email [ConEd@pts.edu](mailto:ConEd@pts.edu).



## **The Pilgrimage**

Participants will conclude the Spiritual Formation Certificate program with a spiritual pilgrimage. The pilgrimage will be held periodically according to the number of participants in the program.

The pilgrimage will run approximately ten days to two weeks in duration. Pilgrims will live as a community and travel to various sites where worship and prayer will be offered. Intentional study and provocative lectures will be offered by various instructors on the tour or at the host facility. Please note that we can offer credit only for pilgrimages that are led by the partner institutions.

### ***Requirement for the Pilgrimage***

1. Completion of all other courses, papers and requirements, no later than 90 days prior to the pilgrimage.
2. Register and pay all tuition and travel expenses.
3. Attend pilgrimage and actively participate.
4. Complete all required readings.
5. Write a one-page reflection on each of the required books.
6. Write a ten-page reflection paper about the pilgrimage.

### ***Information regarding the Pilgrimages***

Information and dates about current pilgrimages will be available throughout the year. As participants near completion of the Certificate program, specific information will be available.

### ***Some Past Pilgrimages:***

- ~ Holy Land: Jerusalem and other sites within Israel.
- ~ Spain and the holy sites of St. Teresa and John of the Cross.
- ~ Iona, the holy island off the coast of Scotland.
- ~ Taizé, an ecumenical monastic community outside of Lyon.

### ***Cost of the Pilgrimage***

- ~ Tuition fee                      \$600.00
- ~ Remaining trip cost        \$2,000.00 – \$3,000.00, depending on site(s) visited
- ~ Miscellaneous costs:        souvenirs, offerings, and books
- ~ Travel costs normally include air transportation, hotels, tips and 1-2 meals a day.  
Miscellaneous cost of souvenirs, books and gifts are the responsibility of each pilgrim.



### ***Writing the Reflection paper***

- Format
  - ~Ten double-spaced, typed pages
  - ~No title page or bibliography needed
  - ~Submit one copy and preserve one back-up copy
- Due Date
  - ~ Please submit your papers no later than two months after the completion of the pilgrimage.
  - ~No extensions will be granted.
  - ~Mail your papers and a self-addressed, stamped envelope to:  
Continuing Education  
Pittsburgh Theological Seminary  
616 North Highland Avenue  
Pittsburgh, PA 15206-2596
- Purpose
  - ~This is an opportunity to review the events, feelings, and thoughts surrounding the pilgrimage. We are interested in what happened to "you" and how your ministry will be different as a result of the pilgrimage.
  - ~This is not a paper recounting the itinerary of the pilgrimage but, rather, an opportunity to review holy moments and life-changing experiences that occurred during the pilgrimage.



## **Completion of the Certificate Program**

Upon completion of the pilgrimage, participants will be awarded a certificate indicating that all work was completed in a faithful and satisfactory manner.

Alumni/ae may continue to take courses in the Certificate in Spiritual Formation at a reduced rate (\$100 discount on the registration fee). In addition, specialty courses may be offered for those who have completed the program.