

# INDEX

Rod & Staff Counseling & Training Center	3
Statement of Faith	4
Confidentiality Policy	5
Sexual Temptation Policy	6
Statement of Services	7
Training Center Policies	8
Attendance Policy	9
Dress Code Policy	9
Student Expectations	10
Training Requirements (Coursework)	11
Homework	12
Homework Specifications	12
Pastor's Letter of Recommendation	13
Level 3 - Observation Procedures	14-15
Level 4 - Assisting	16
Level 5 - Leading	17
Texts	18



## ***TEXTS FOR TRAINING***

### **ROD & STAFF MINISTRIES NANC CERTIFIED COUNSELING & TRAINING CENTER**

<b><i>TEXT</i></b>	<b><i>LEVEL</i></b>
Self Confrontation Manual	1
Ready To Restore / Jay Adams	2
Intro to Biblical Counseling / Mack, MacArthur	2
Competent to Counsel / Jay Adams	4
Christian Counselor's Manual / Jay Adams	4
Theology of Christian Counseling / Jay Adams	5
Assorted Resources	5

It is the mission of this ministry to share and spread the gospel of Jesus Christ by training and equipping pastors, missionaries, church leaders, and church members to provide Biblical counseling in the local church. The following are activities that support our mission:

- To assist local churches in the implementation and establishment of counseling centers
- To provide Biblical counseling services to individuals
- To hold and present seminars on various topics such as Biblical counseling, pre-marriage, marriage, parenting, and grief

## STATEMENT OF FAITH

We believe and teach:

1. that the Bible is the inspired, sufficient, the only infallible and authoritative Word of God;
2. that there is one God, eternally existent in three persons: Father, Son and Holy Spirit;
3. the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory;
4. that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential;
5. that a person becomes justified by grace through faith in the Lord Jesus Christ;
6. that those accepting Jesus Christ as Savior and Lord should repent of their sin, confess their faith in Him, and be obedient to Him in baptism;
7. that the Christian has the ability to live a godly life by the present ministry of the Holy Spirit who indwells the believer;
8. the resurrection of both the saved and the lost, they are saved for the resurrection of life eternal and they are lost for the resurrection of eternal damnation;
9. the spiritual unity of believers in our Lord Jesus Christ and His Church.

## LEAD COUNSELING – LEVEL 5

1. Trainees are required to complete no less than four hours of lead counseling to complete Level 5. No one will assist at this level, although a supervising counselor will be present.
2. The trainee will be scheduled to lead the same case for the required four hours.
3. Trainees are required to complete the NANC Case Report Form to document the counseling session.

The student's counseling skills will be evaluated by the supervising counselor to determine if the trainee can become a lay biblical counselor.

#### **ASSISTED COUNSELING – LEVEL 4**

1. Trainees are required to complete no less than four hours of assisting in counseling to complete Level 4. Only one trainee will be scheduled to assist in a counseling session at a time. No Level 3 observations will be scheduled at the same time a trainee is assisting with counseling.
2. Trainees will participate in planning and conducting the counseling session. Whenever possible, the trainee will be scheduled to assist with the same case for the required four hours.
3. Counselors will determine the degree of participation relative to the level of counseling knowledge, experience and skill of the trainee.
4. Trainees are required to complete the NANC Case Report Form to document the counseling session.
5. The student's counseling skills will be evaluated during this process to determine whether or not the trainee is ready to be a lead counselor. If not, the trainee may be required to complete additional hours of assisting in counseling

#### **ROD & STAFF MINISTRIES CONFIDENTIALITY POLICY**

Biblical counseling at Rod and Staff is considered a ministry. We use the Bible, the Holy Spirit, and prayer as resources. The Bible tells us in Proverbs 11:13 “A gossip betrays the confidence, but a trustworthy man keeps a secret.” James 4:11-12 says “Brothers do not slander one another. Anyone who speaks against his brother or judges him speaks against the law and judges it. When you judge the law, you are not keeping it, but sitting in judgment on it. There is only one Lawgiver and Judge, the One who is able to save and destroy. But you – who are you to judge your neighbor?”

In order to protect the confidentiality of counselees and their families and to avoid the sins of gossip, slander, and judgment of others, Rod and Staff Ministries has adopted the following policy on confidentiality.

All information disclosed by the counselee during the counseling session or in written documents and records will be held in confidence, except when given to authorized individuals in cases where there is a “need to know” as defined by compliance with state and federal laws and regulations, adherence to sound Biblical principles or with regard for the safety of that individual or others. This required reporting includes, but is not limited to the following circumstances:

- When a counselee is homicidal
- When a counselee is suicidal
- When a counselee is under 18 and is being sexually or physically abused
- When a counselee is 16 or under and the sexual partner is over 18
- When the counselee is under 14 regardless of the age of the sexual partner

In the before-mentioned circumstances and whenever possible, the counselee will be notified of the disclosure of information. Otherwise, information may not be revealed without written consent from the counselee.

The above-mentioned policy will be implemented according to procedures outlined in the Rod and Staff Policies Manual.

## **POLICY ON CONDUCT RELATED TO SEXUAL TEMPTATION**

*Rod and Staff Ministries believes Christian workers are not exempt from sexual temptation. However, we believe with God's help it is possible to live sexually pure lives.*

As stated in Randy Alcorn's booklet "*Sexual Temptation: How Christian Workers Can Win the Battle*," there are three critical facts Christian workers must understand.

The first is that believers "are targeted for sexual immorality." According to Ephesians 6:12, "our battle is not against flesh and blood, but against principalities and powers of darkness, against forces of evil in the invisible realm." Therefore, we have a responsibility to make every effort to prevent sexual sin.

The second fact is that "all Christians, including those active in ministry, are susceptible to sexual sin." The Word gives us warnings that require our utmost attention as a measure of prevention. Galatians 6:1 warns us, "But watch yourselves, or you also may be tempted." I Corinthians 10:12 also reminds us, "If you think you are standing firm, be careful that you don't fall!"

The third critical fact is that "we are fully responsible for our moral choices." We have to realize immorality is a choice, and we are responsible for the choices we make. Biblical Counselors have an obligation to protect the vulnerability of their counselees.

In response to these critical facts, Rod and Staff employees will take the following steps to prevent sexual sin:

- Upon hire, and annually, all Rod and Staff employees are required to read and discuss with their supervisors, this policy and Randy Alcorn's booklet "*Sexual Temptation: How Christian Workers Can Win the Battle*."
- All counseling and training will be provided in accordance with the National Association of Nouthetic Counselors Standard of Conduct and Code of Ethics.
- Generally speaking, no one-on-one cross gender counseling will take place at Rod and Staff Ministries.

Any grievance of a sexual nature will be addressed by the grievance procedure outlined in the employee handbook.

- a. Complete the form (in duplicate)–
- b. Place in designated tray in the Rod & Staff Office.
- c. After the counselor has reviewed and made comments, the original form is returned to the designated tray for the student to retrieve. The carbon copy is put in the counselee's file.
- d. Hours of counseling will be recorded only when a case report has been completed.

*NOTE: If before your first observation scheduled you have not received any instruction in completing a Case Report Form, please call the office to talk with the Training Coordinator. It is CRUCIAL that you understand the form's format before attending your first observation.*

9. For students who have already been counseling as lead counselors, 4 hours of comparable counseling time will be accepted. A letter of recommendation from the student's counseling supervisor including dates of the counseling sessions will be accepted in lieu of the 4 hours required through Rod & Staff.
10. Due to the number of students needing the 4 hours of observation and 4 hours of assisting, Rod & Staff cannot schedule more than 4 hours per student.
11. DO NOT SHOW UP WITHOUT AN APPOINTMENT.

## **PROCEDURES FOR OBSERVING COUNSELING VIA DVD OR YOUR PASTOR:**

1. Make appointments for viewing video tapes with the Rod & Staff Office. Viewings will need to be on-site. Tapes cannot leave the office – sorry!
2. Observations with your pastor ***must be pre-approved by Rod & Staff***. If not pre-approved, the observation cannot be credited.
3. Four case report forms are required – see procedure #8 above for details.

**OBSERVATION & ASSISTING PROCEDURES LEVELS 3 & 4**

Policies for Student Observing and Assisting at Rod & Staff:

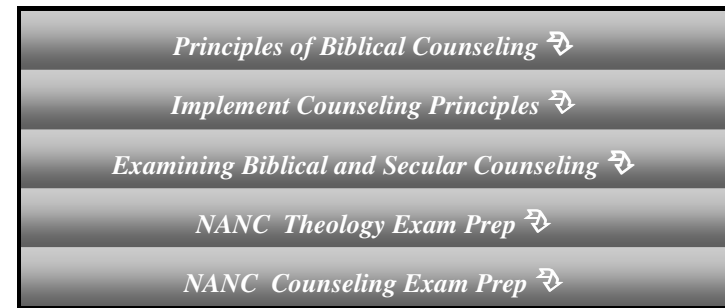
1. Counseling sessions at Rod & Staff provide both daytime and evening opportunities to observe counseling. Appointments to observe must be scheduled at least 3 days in advance due to preparation necessary by counselor. Anything under 3 days may be denied. There is a MAXIMUM of 2 student observers per appointment.
2. All sessions are confidential. Please refer to Rod & Staff policy on confidentiality. When enrolling in Level 3 the student is agreeing to abide by this policy.
3. Scheduled counseling sessions in which the counselee does not show ARE NOT COUNTED toward the required hours of observation or assisting. If however, there is another counseling session available to observe at that time, the student, under direction of the scheduling secretary, may take advantage of another appointment.
4. Please understand it is not uncommon for the counselee to be a no-show for their appointment and one can expect to be in the situation stated in #3. The counselees are not given a reminder notice or phone call for their appointment; for 2 reasons:
  - A. The scheduling secretary cannot afford the time and because the counselee names are confidential, a volunteer cannot provide the labor for that task.
  - B. Part of the expectation in changing biblically is to be responsible to do what is required. Keeping appointments is the counselee’s responsibility.
5. Rod & Staff maintains the right to assign the student on the basis of availability. Preferences may be noted but CANNOT be guaranteed.
6. Scheduling of appointments: The STUDENT is responsible to call the Rod & Staff scheduling secretary to schedule appointments.
7. Students will need to arrive for the appointment *10 minutes early* to receive instructions and prep from the counselor. Plan on 10 minutes following the appointment for any follow up discussion or questions.
8. A Case Report Form is required for each counseling observation or assisting. The completed form will be reviewed and discussed with the counselor whose case the student observes. The student will:

**STATEMENT OF SERVICES**

Rod and Staff Ministries (RSM) provides training in Biblical counseling. All training and counseling is provided in accordance with the National Association of Nouthetic Counselors (NANC) Standard of Conduct and Code of Ethics.

All Biblical Counselors at RSM are certified, or are in the process of being certified, by NANC.

It is the vision of RSM to equip a network of counselors who work out of a Biblical counseling ministry within their local churches. To bring that vision to reality, we have developed a 5-level apprenticeship-training program. The levels are as follows:



The counseling services are a part of the Biblical Counseling Training Program. These services provide an actual Biblical counseling setting in which trainees can observe or assist in the Biblical Counseling process.

We believe in the sufficiency of Christ and His Word for solving problems in life. Therefore, counsel given at Rod and Staff is based on sound Biblical principles derived from the resources of the Bible, the Holy Spirit, and prayer. Written resources other than the Bible may be used, but only when they are based on sound Biblical principles found in God’s Word.

As a part of the training program, counselees should be aware that one or more trainees might observe their counseling sessions.

### **TRAINING CENTER POLICIES**

1. Homework required for each level must be turned in before registration for the next level.
2. **STUDENTS WILL NOT ADVANCE TO NEXT LEVEL UNTIL ALL COURSE REQUIREMENTS HAVE BEEN MET.**
3. Students may not advance to the next level if there are any outstanding fees.
4. Individualized tracks **CANNOT BE ACCOMMODATED** – all students must participate in scheduled quarters.
5. Students are expected to attend every class – **Four** absences *will* require retaking the quarter for Levels 1, 2, 4, and 5. **Two** absences in Level 3 requires retaking the quarter.
6. A paying student with perfect attendance will receive a \$50.00 refund from Rod & Staff. (Refunds will only be given when paying student does not have any outstanding fees.)
7. If a student wishes to repeat a quarter, a \$100 administrative fee will be charged. The \$50.00 refund does apply again.
8. Couple registrations are defined as a married couple.
9. The registration fee is not refundable; however, it may be applied to a future class for the same registered individual.
10. New registrations will not be accepted after the second class for Level 1. Levels 2-5 must be pre-registered before the first class date.
11. ALL registrations must be delivered or mailed to the Rod & Staff Ministries (RSM) office. Please do not send registrations to the office via Woody Church.
12. Class sizes may be limited depending on staff support.
13. Training classes located over 30 miles from RSM must have a minimum registration of 50 students. Training classes located over 60 miles from RSM must have a minimum registration of 60 students.
14. If RSM has to cancel a class due to low registration, full refund will be given to those already registered.
15. The dress code applies to all students for all counseling sessions.

### **PASTOR'S RECOMMENDATION LETTER**

Before enrolling in Level 3, it is vital that the student has the support and approval of his/her pastor and church. Therefore, the Training Committee of the Board of Directors has determined that a Pastor's *Letter of Recommendation* be submitted by each student pursuing further training as a certified lay counselor.

This letter must be mailed directly from the pastor..

This letter should simply and clearly state that the pastor:

1. Understands the student (their parishioner) is pursuing lay counseling training at Rod & Staff Ministries
2. Believes the student is a person of good character and spiritual maturity.
3. Can recommend without hesitation the student as a candidate for being a lay biblical counselor pursuant to additional training from Rod & Staff Ministries.

## HOMEWORK

1. Homework will be graded by Training Coordinator or her designee.
2. Each individual student file has a Training Record Log – which requires the signature of Woody Church to validate completion of requirements.
3. Once all requirements have been met for each level, the Training Coordinator signs the appropriate item on the Training Log and a Certificate Of Completion is then sent to the student.
4. Graded homework will be returned to the student during the semester if at all possible. If not, the homework is to be picked up by the student at the Rod & Staff Offices. In instances where the student lives outside of the Indianapolis area, arrangements shall be made in advance by the student to have his/her homework returned to them.

## HOMEWORK SPECIFICATIONS

Homework turned in by students must have the following:

1. Student's Name.
2. Class Level.
3. Date class taken (i.e. Sept. 2006, June 2007).
4. Location of class.
5. Typed if possible on 8 ½ X 11 paper. *If handwritten please use black ink.*
6. Submitted homework needs to be neat, organized, and orderly. Submissions not on clean 8 ½ X 11 paper will be returned to you to re-submit for credit.
7. Books reports are to be a minimum of 250 words.

## ATTENDANCE POLICY

Rod & Staff Ministries expects your complete attendance 2 hours weekly for the entire class quarter.

If at the end of the quarter you have perfect attendance, you will be re-funded \$50.00.

If you miss four classes, you will be expected to repeat the entire course level and will not be approved to progress on to the next level.

Any unavoidable absences (3 or less) must be cleared with the training coordinator and arrangements made for make up classes and materials.

## DRESS CODE POLICY

Out of a desire to honor the Lord and respect our clients, Rod and Staff will make every effort to exhibit a standard of professionalism in the counseling ministry. The following dress code will be required for all students and counselors when observing, assisting, or leading counseling sessions:

### Appropriate:

- Business casual – slacks, dress shirts, sweaters, denim skirt or dress
- Tidy appearance – i.e. clean hands, styled hair,
- Clean shoes

### Not Appropriate:

- Shorts, skorts, or short dresses/skirts
- Sweats
- T shirts
- Tennis shoes, flip flops
- Noticeable body odors (*bad breath, sweat, cigar or cigarette smoke, heavy perfume or powder*)

This policy is for counseling sessions only. It is not required when attending classes or coming in to the Rod & Staff offices for business or meetings.

## STUDENT EXPECTATIONS

1. Commitment to seek God's guidance in learning.
2. Commitment to:
  - a. Complete homework assignments – and submit in a neat and organized manner – typed or neatly handwritten in black ink.
  - b. Attend each class and make up any unavoidable missed sessions
  - c. Uphold and abide by the confidentiality policy
3. If a paying student has perfect attendance and no outstanding fees, a \$50.00 refund will be issued to the student.
4. If a student needs to repeat a level, full registration will not be required. However, a \$100 administrative fee will be charged. *The \$50.00 refund does apply again.*
5. Couple registrations are defined as a married couple
6. As this is a certified training program, Rod & Staff maintains the right at any time to suggest that a student not pursue or postpone training as a Biblical counselor.
7. You must pre-register to attend our classes. A \$45 late fee will be added to your tuition if your registration is after the registration deadline listed on the class brochure.

The student should expect willing support and encouragement from the Rod & Staff Ministries staff in this training process. Each student is a joy to the training center staff and there is a sense of great honor and privilege to be able to serve God's people in this way.

However, due to the volume of students and a small staff at the training center, **Rod & Staff expects all students to take full responsibility for understanding and meeting all requirements.**

## TRAINING REQUIREMENTS - 5 LEVELS OF TRAINING

Homework required to progress to each level of training:

### Level 1

1. Class attendance – recorded weekly
2. Self-Confrontation Manual homework–required but will not be turned in for grading.
3. Self Confrontation Exam (Lesson 23) – by end of quarter
4. Two 1-pg. book reports from Bibliography – due during quarter

### Level 2

1. Class attendance – recorded weekly
2. Two 1-page book reports from Bibliography – due any time during quarter
3. Reading assignments from the books:
  - *Introduction to Biblical Counseling/Mack & MacArthur – part III*
  - *Ready To Restore/Adams* – in its entirety

### Level 3

1. Pastor's letter of recommendation
2. Class attendance – recorded weekly
3. 10 page paper titled: *Biblical Counseling vs. Secular Counseling*
4. 4 hours counseling observation\* – begun immediately upon entering class.
5. 4 case notes – one per observation

### Level 4 – Theological Exam\*\*

1. Class Attendance
2. Meet with study group weekly until all 28 questions covered.
3. Research and present assigned questions from exam
4. 4 hours assisted counseling + case notes – begun immediately\*
5. Pass evaluation by certified Biblical counselor

### Level 5 – Biblical Counseling Exam101.1\*\*

1. Class Attendance
2. Meet weekly with study group until all 18 questions covered
3. Research and present assigned questions from exam
4. 4 hours lead counseling + case notes – begun immediately\*

*\*Level 3 observation, Level 4 assisting, and Level 5 leading sessions may be completed by watching DVDs available at Rod & Staff, or by observing your pastor.*

*\*\*The Theology and the Counseling Exams will be submitted at the same time—after completion of Level 5 class.*