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*Application  
Checklist for  
Recognition:  
Contemplatively  
Forming  
Tomorrow's  
Spiritual  
Directors*

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*Formation Guidelines for  
Spiritual Directors in  
Australia ( Revised 2018, updated 2023)*

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*Australian Ecumenical Council for  
Spiritual Direction*

*- serving the spiritual direction community of Australia*

[www.spiritualdirection.org.au](http://www.spiritualdirection.org.au)

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## APPLICATION CHECKLIST FOR RECOGNITION OF SPIRITUAL DIRECTION FORMATION PROGRAMS

<b>Note: To ensure the AECSD visitors can locate where you have addressed the items in the checklist, please indicate on which page, paragraph or numbered item each of the points below is addressed.</b>		
<b>Checklist item</b>	<b>Relevant section of Formation Guidelines (2022)</b>	<b>Your reference</b>
1. The name of the spiritual direction formation program;		
2. The name(s) and contact details of the person(s) who coordinates the application for the program;		
3. Date of application;		
4. Recommended financial contribution \$750 ;		
5. How the application addresses the following:		
5.1 the specific contemplative ethos that underpins the program	3, Appendix A, Glossary of Terms	
5.2 an outline of the course content, teaching methods and assessment for each segment. How this is presented will necessarily vary depending on the style and structure of the program. Some may find Appendix C helpful	4, 5, 6, 7 and Appendix A	
5.3 a description of the application process to enter a program	8, 9	
5.4 how the formation team plan for periodic review of the program in light of its experience	10	
5.5 the contemplative learning environment with particular reference to the formative process, the formators, the participants' awareness of the program's contemplative ethos and how a sense of community develops among the formation team and participants during a program	4, 11, Glossary of Terms	
5.6 How the program ensure that its formation process (assessment) and administrative structure support the Outcomes-Bases Contemplative Learning	7, 12, Glossary of Terms	
5.7 a comprehensive list of the formation team/personnel and their credentials including:	13	
5.7.1 how long they have been a spiritual director;	13.1	
5.7.2 experience in supervision of ministry and adult education as consistent with the context in which they form spiritual directors. Examples include Practitioner-Apprentice, Academic, Rural and Remote Area, and Distance Education;	13.2	
5.7.3 engagement in ongoing professional development;	13.3	
5.7.4 current Australian Federal Police Clearance and a Working with Vulnerable People/Children Card (or equivalent - for the respective State or Territory in which the program operates)	13.4	
5.8 Provide reference to the <b>administrative processes</b> for:	7, 12.1	
5.8.1. relevant Work Health and Safety Policies and Procedures necessary to provide a safe contemplative learning environment;		
5.8.2 a code of conduct to address participants' grievances.	12.2	
5.8.3 comprehensive Professional Indemnity and Public Risk insurances;	12.3	

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5.8.4 guidelines about the formation team staying abreast of developments in the field of spiritual direction through taking part in professional development	12.5	
5.8.5 Description of board of reference/oversight for general accountability (as well as a grievance process), for discernment and support.		
5.8.6 Description of discernment process for recognition as a spiritual director.		
6 Number of contact hours and supervision sessions: <b>(see table on following page)</b>		
6.1 list hours whether contact hours or supervision sessions specifying whether the sessions are one-to-one personal supervision, personal supervision in a group setting or supervisory learning in a group context. See <i>Formation Guidelines (2018)</i> , section 5, (see also Glossary of Terms regarding contact hours and supervision sessions in <i>Formation Guidelines (2018)</i> p.15	5, Glossary of Terms	
7 Recommended Reading list (if applicable).		
<b>8 NB.</b> While acknowledging the confidential nature of the intellectual property of all formation programs submitted for recognition by AECSD, we invite you to consider if you would be willing for your information (some or all) to be shared in a resource bank on AECSD website. Please tick the box if you are open to sharing your work on AECSD website and we will make contact with you regarding what you are willing to share.		

**APPLICATION CHECKLIST FOR RECOGNITION OF SPIRITUAL DIRECTION FORMATION PROGRAMS**

**CONTACT HOURS AND SUPERVISION SESSIONS IN PROGRAM BY YEAR**

Contact Hours (at least 200 for a course) can include prayer and networking time spent during program sessions. See Formation Guidelines glossary for more detail.

Supervision sessions are to be at least 45 minutes in duration. See Formation Guidelines (pg 3) for description of supervision sessions and more details. Also see Formation Guidelines Glossary of Terms (pg 15).

Programs may run for 2, 3 or 4 years.

	Contact Hours	Personal Supervision		Supervisory learning in group
Supervision		1-1 personal	Individual in group	
Yr 1				
Yr 2				
Yr 3				
Yr 4				
Yr 1				
Yr 2				
Yr 3				
Yr 4				
Total Hours				

Included in the formation program should be guidelines of how to continue supervision after the course is completed, and help in finding good supervision.