

**Minutes - Membership Meeting
NCR Annual Conference, October 13-15, 2002**

Sunday, October 13, 4:30 p.m.

1. **T. Thorstenson, Chair, called the meeting to order** after an opening worship service, and determined the presence of a quorum. 72 members of the Region registered their attendance.

This was the 35th Annual Meeting of the Region.

2. **The Agenda was approved.** No new members or guests responded to an invitation to introduce themselves. Greetings were conveyed from Oz Anderson and the presence of long time members, John Thomas (84 years old), and Larry Murtaugh (75 years old), was acknowledged.

3. **The minutes of the Spring 2002 meeting were approved** as distributed in the Newsletter

4. **Reports**

• **Chair/Board T. Thorstenson**

Tim issued a charge to the membership asking for:

- a) Recommitment to a policy of quality improvement with respect to process, practice, and product. It is not enough to do what has always been done, but do it better.
- b) b) Need to respond with new vision and creativity, to get outside of the box, the reconfigured Theological Education and Development Committee may be an agent for helping to do so.

• **Finance/Budget – W. Wagner**

Will presented the expenditures and income for the current year through Sept. along with the 2003 budget (attached)

· Moved, seconded and carried to approve the 2003 budget as presented. (roughly a \$14,000 deficit)

· The Board approved a redistribution of the Investment Funds which currently total roughly \$190, 790 – Wells Fargo, \$35,000; Lutheran Brotherhood , \$115,669 and the Pax Fund, \$39,000

• **Nominating Committee – L Easterling**

· It was moved, seconded and carried to accept the slate of candidates as distributed with the Agenda. Each of the six candidates for board positions was then presented by members in one minute nominating speeches.

· An invitation for nominations from the floor resulted in the nomination of Steve Melby for membership on the Clinical Members Committee and Steve Pohlman for Board of Representatives (had been mistakenly omitted)

· It was moved, seconded and carried to close nominations. The election will be held on Tuesday.

• **The following committees presented written reports:** (attached)

- Standards – Noel Brown
- Certification – Corum
- Accreditation – Wigdahl (in absentia)
- REM – Brown-Daniels (in absentia)
- Development and Theological Education – Holland
- Ethics – Weigel

• **ACPE Board of Representatives – Labrecque**

· Attention was directed to the questionnaire asking for an assessment of the National Conference and the Board of Representatives. Members were asked to complete and submit the questionnaire.

5. None of the Committees had additional issues to bring before the membership for decision/action.

6. Regional Director's Report – G. Sartain

- Mention was made of illness or family situation which prevented the attendance of several members.
- D. Dinsmore is to be returning to the state after his time in Asia; D. Brown-Daniels is being honored by her alma mater.
- The membership was commended for its use of the web site which is receiving about 8,000 hits per year.
- The newsletter schedule is currently to print four times a year.
- Work is ongoing with several vacant centers in their search for new leadership.
- Members were reminded of the importance of Peer Reviews. Current ACPE standards expect Peer Review every five years.

7. The meeting was recessed until Tuesday October 15.

Tuesday, October 15, 9:30 am

1. T. Thorstenson reconvened the business meeting and opened it with prayer followed by a few announcements.

2. Report from ACPE – J. Gibbons (standing in for Teresa Snorton)

· Re-organization of the National Office and reconfiguration of the staff prevented Teresa's attendance

· Fall Board meeting is coming. A new way of doing certification is being proposed as a Pilot: in view of the product we want, what is the best way to achieve it. Report of the multi-cultural task force is expected with respect to what constitutes competency in supervising multi-cultural students. Thought is also being given to issues around ecclesiastical endorsement.

3. Mary Wilkins Lecture Endowment was announced by L. Easterling (attached). A gift of \$1,000 was given by Advocate Health Care System to the Chair.

4. Committee Restructuring Proposal was presented for discussion.

5. Proposed Governance Manual Revision was presented and discussed (attached)

- The proposal was changed at Section 7.4 by eliminating the words “the Nominating Committee and” from the first line and eliminating Section 7.5.b.
- A suggestion for more direct and more regular communication between Committee Chairs and the Administrative Board was offered.

6. Proposed Financial Policy revision was presented and discussed (attached)

- Item III B was amended to read “ from 15 to 30 days.”

7. Old Business – None

8. New business – None

9. Elections – L.Easterling introduced the ballot.

- It was **moved, seconded and carried** that all unopposed candidates be elected by acclamation
- Ballots were distributed and the election took place.

10. Actions

- **The Committee Restructuring Proposal was adopted as proposed. Moved, seconded and carried**
- **The Governance Manual Revision was adopted as amended. Moved, seconded and carried**
- **The Financial Policy Revision was adopted as amended. Moved, seconded and carried.**
- Amend IIIb. By changing “15 days” to “30 days”. Moved, seconded and carried.
- It was moved, seconded and carried, to **extend Gary’s appointment** for an additional two-year period with appreciation
- It was moved, seconded and carried to **adopt the 2003 budget as presented.**

11. The next Regional Gathering will be held in the Spring of 2004. Members were asked to hold the dates of April 25 – 27, 2004.

12. It was moved, seconded and carried to **urge the ACPE Board of Representatives to hold the Spring meeting of the ACPE Commissions and Board in May** (to allow April for Regional Meetings)

13. It was moved, seconded and carried to **have the NCR Board decide on date and place for the Spring 2004 NCR Annual Meeting.**

Several comments were made and asked to be considered by the Board:

- Fewer numbers seem to be in attendance.
- Systems demands on supervisors are increasing.
- Use Web site to survey supervisors about need and issues
- Question about conducting business on a Sunday
- Survey the non-attendees
- Poll all members about the Regional Gathering
- Attendance of seminary representatives is down: Why?

14. The following persons were elected to the Board:

- **Kate Sullivan** –Chair elect
- **Laura Kelly** – Treasurer
- **Kathy Turner** - Member at Large

· Diane, Mike and Joann were thanked for their candidacies

15. Meeting was adjourned at 10:45 am.

respectfully submitted,

Randy Nelson, NCR Secretary

**THE NORTH CENTRAL REGION
OF THE ASSOCIATION FOR CLINICAL
PASTORAL EDUCATION, INC.**

September 30, 2002

<u>INCOME</u>	<u>BUDGET</u>	<u>1/1/2002</u> <u>9/30/2002</u>
UNIT FEES	\$105,000.00	\$71,905.00
CERTIFICATION REVIEW FEES	1,500.00	2,439.50
ACCREDITATION REVIEW FEES	3,600.00	1,500.00
REVENUE SHARING-ACPE	1,000.00	1,065.62
INVESTMENT INCOME	5,000.00	-7,335.61
MISCELLANEOUS INCOME	0.00	30.00
CENTER FEES (20%)	9,000.00	11,329.00
REG. FOR REGIONAL MEETING	7,500.00	4,852.50
ANNUAL CONF. GUEST FEES	<u>1,500.00</u>	<u>0.00</u>

TOTAL INCOME	\$134,100.00	\$85,786.01
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EXPENSES

COMMITTEES

NOMINATION	\$500.00	\$96.00
CERTIFICATION	3,400.00	3,579.68
APPEALS	1,000.00	0.00
REVIEWS	800.00	0.00
ACCREDITATION-COMMITTEE	5,900.00	6,227.20
ACCREDITATION-SITE VISIT	5,800.00	1,896.29
STANDARDS	1,400.00	779.40
THEOLOGICAL EDUCATION	2,000.00	477.70
DEVELOPMENT	2,000.00	564.17
HISTORY & RESEARCH COMMITTEE	1,700.00	753.26
RESEARCH AWARDS & GRANTS	3,000.00	3,000.00
ANNUAL CONFERENCE	1,000.00	548.04
PROFESSIONAL ETHICS	300.00	173.61
HEARINGS	1,000.00	0.00
BUDGET & INVESTMENT	300.00	268.00
CLINICAL MEMBERS SERVICES	2,000.00	1,065.64
NCR REM NETWORK	<u>2,500.00</u>	530.40

TOTAL COMMITTEE EXPENSE	\$34,600.00	\$19,959.39
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ANNUAL CONFERENCE: EXPENSE	\$25,000.00	\$0.00
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PROGRAM	500.00	0.00
<u>ADMINISTRATION</u>		
RD'S COMPENSATION	\$32,087.00	\$35,830.07
RD'S BENEFITS	9,369.00	0.00
RD'S EXPENSES	5,500.00	1,730.36
RD'S CONTINUING EDUCATION	1,000.00	437.00
SECRETARY'S COMPENSATION	7,000.00	7,593.80
OFFICE EXPENSE	6,500.00	2,256.00
ACCOUNTING	5,100.00	2,570.00
BOARD OF DIRECTOR'S EXPENSE	4,800.00	2,760.21
SCHOLARSHIP (INTL)	0.00	0.00
TAXES & MISCELLANEOUS	500.00	1,006.40
HOSPITALITY EXPENSE	0.00	0.00
CONSULTATION & TRAVEL	<u>1,000.00</u>	<u>0.00</u>
TOTAL ADMINISTRATION EXPENSE	\$72,856.00	\$54,183.84
CAPITAL EQUIPMENT & MAINTENANCE	\$500.00	\$331.14
CONTINUING EDUCATION	\$10,000.00	\$5,682.99
TOTAL EXPENSES	\$143,956.00	\$80,157.36
NET SURPLUS OR (DEFICIT)	(\$9,856.00)	\$5,628.65

NORTH CENTRAL REGION
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION

	Budget 1999	Actual 1999	Budget 2000	Actual 2000	Budget 2001	Actual 2001	Budget 2003	PROPOSED 2003	PROPOSED 2004
<u>INCOME</u>									
Unit Fees	\$90,000	\$94,236	\$90,000	\$93,643	\$105,000	\$111,170	\$105,000	<u>\$110,000.00</u>	\$110,000.00
Certification Review Fees	1,500	1,350	1,500	1,650	1,500	1,650	1,500	\$ 1,500.00	\$ 1,500.00
Accreditation Review Fees	900	3,600	2,700	2,100	3,600	2,700	3,600	2,000	2,000
Revenue Sharing-A.C.P.E.	1,400	1,369	1,000	987	1,000	1,039	1,000	1,000	1,000
Investment Income	10,000	6,959	7,500	1,654	8,000	-1,154	5,000	2,500	3,000
Miscellaneous Income	0	40	0	30	0	30	0	0	0
Center Fees (20%)	9,000	10,650	9,000	8,760	9,000	10,771	9,000	9,000	10,000
Registration For Regional Meeting	2,000	4,260	2,500	7,860	6,500	6,755	7,500	0	7,500
Annual Conference Guest Fees	2,500	2,825	2,000	1,412	3,000	2,298	1,500	0	1,500
TOTAL INCOME	\$117,300	\$125,289	\$116,200	\$118,006	\$137,600	\$135,259	\$134,100	\$126,000	\$136,500
<u>EXPENSES</u>									
COMMITTEES:									
Nomination	500	696	500	0	1,000	\$323	500	500	500
Certification	2,800	3,860	2,900	5,012	3,400	4,654	3,400	3,400	3,400
Appeals	1,000	0	1,000	0	1,000	0	1,000	1,000	1,000
Reviews	800	0	800	0	800	0	800	800	500
Accreditation-Committee	4,000	5,718	4,000	3,575	5,800	6,300	5,900	6,000	6,000
Accreditation-Site Visits	3,000	2,331	4,500	844	5,500	1,614	5,800	6,000	6,000
Standards	1,900	1,268	2,000	1,360	1,400	1,031	1,400	1,400	1,400
Theological Education	2,000	1,612	2,000	975	2,000	775	2,000	1,500	1,000
Development	2,000	1,321	2,000	1,187	2,000	981	2,000	1,500	1,000
History and Research Committee	1,500	1,819	2,250	1,705	2,035	1,715	1,700	1,000	1,000
Research Awards and Grants	3,000	2,167	3,000	3,000	3,000	2,000	3,000	3,000	3,000
Annual Conference	1,000	741	1,000	738	1,000	1,759	1,000	300	300
Professional Ethics	300	0	300	0	300	300	300	300	300
Hearings	1,000	0	1,000	0	1,000	0	1,000	1,000	1,000
Budget and Investment	300	300	300	288	300	75	300	100	100
Clinical Member Services	2,500	869	2,500	733	2,000	702	2,000	2,000	2,000
NCR REM Network	2,900	1,037	2,900	288	2,500	354	2,500	2,900	2,900
TOTAL COMMITTEE EXPENSES	\$30,500	\$23,849	\$32,950	\$19,705	\$35,035	\$22,583	\$34,600	\$32,700	\$31,400

	Budget 1999	Actual 1999	Budget 2000	Actual 2000	Budget 2001	Actual 2001	Budget 2003	PROPOSED 2003	PROPOSED 2004
ANNUAL CONFERENCE:	21,500	25,423	23,500	21,784	25,500	23,862	25,500	15,000	25,000
Program	2,500	0	2,500	500	1,000	0	500	1,000	1,000
TOTAL CONFERENCE EXPENSE	\$24,000	\$25,423	\$26,000	\$22,284	\$26,500	\$23,862	\$26,000	\$16,000	\$26,000
ADMINISTRATION:									
Regional Director's Compensation	26,000	26,000	26,000	30,548	30,900	40,245	32,087	48,000	50,000
Regional Director's Benefits	4,700	4,700	4,700	3,132	7,725	0	9,369	---	---
Regional Director's Expenses	4,725	4,026	5,500	4,190	5,500	5,255	5,500	5,500	5,500
Regional Director's Continuing Education	1,000	737	1,000	595	1,000	100	1,000	1,000	1,000
Secretary's Compensation	7,000	7,000	7,000	4,667	7,000	2,400	7,000	11,500	12,000
Office Expense	6,500	6,524	6,500	8,872	6,500	4,138	6,500	7,000	7,000
Accounting and Audit	5,100	5,100	5,100	5,100	5,100	5,100	5,100	1,500	1,500
Office Rent	0	0	0	0	0	0	0	0	0
Board's Expenses	4,500	5,895	4,500	4,806	4,500	3,378	4,800	4,800	4,800
Scholarship	0	0	2,000	0	0	0	0	0	0
Taxes and Miscellaneous	500	5,219	500	0	500	399	500	500	500
Hospitality Expense	500	0	0	0	0	0	0	0	0
Consultation and Travel	1,500	1,176	1,500	0	1,500	0	1,000	1,000	1,000
TOTAL ADMINISTRATION EXPENSE	\$ 62,025	\$ 66,377	\$ 64,300	\$61,910	\$ 70,225	\$61,015	\$ 72,856.00	\$80,800.00	\$83,300.00
CAPITAL EQUIPMENT & MAINTENANCE	\$2,000	\$0	\$2,000	0	\$2,000	\$0	\$500	\$500	\$500
CONTINUING EDUCATION	\$10,000	\$10,766	\$10,000	\$9,904	\$10,000	\$9,112	\$10,000	\$10,000	\$10,000
TOTAL EXPENSES	\$126,525	\$126,415	\$122,005	\$112,903	\$143,760	\$116,572	\$143,956	\$140,000	\$151,200

REPORT OF THE STANDARDS COMMITTEE

to the
North Central Region
October 2002

At the spring meeting in Pittsburgh, PA April 21-24,2002, the National Standards Committee initiated no new major changes in the Standards, a fact that we believe will trigger a sigh of relief from those supervisors who felt that they were being flooded with too many change in recent years. There were two reason for the slow-down. The first was that the Committee had heard the feedback that the large number of changes had been causing problems for centers. The second was that there were a number of new members on the national committee, which meant that we had to take some time to settle into the agenda. The result was that the committee concentrated on ensuring that there are no ambiguities or infernal inconsistencies within the standards themselves, as well as taking up a number of new issues which have been raised by supervisors in different regions.

1) The matter of Competence

It was agreed that we recommend that 312.2.1,312.2.2, and 312.2.3 which all refer to "professional competence" be changed by inserting the words "both in writing and orally". So that 312.2.1 would read in full: *"Supervisory competence as demonstrated both in writing and orally by:"*

2) A matter of conceptual competence

Standard 312.2.2.1 lists a variety of fields of knowledge that the developing supervisor should be familiar with - pastoral theology, personality theory, learning theory, group process theory, cultural anthropology, social organization and change. In order to have this standard point more clearly at the task of supervision we have proposed that the standard will read: *"Familiarity with diverse conceptual frameworks in pastoral theology and the behavioral and social sciences as they relate to supervisory functioning."* We think this better places the focus of the standard on supervisory competence rather than conceptual competence.

3) A matter of practice competence

Standard 312.2.1.1 states that an Associate Supervisor should be able to demonstrate an "Ability to chose among methods of individual and group supervision". We have proposed that this read: *"Ability to choose among and apply methods of individual and group supervision."*

4) A Standard relating to research

This subject was first discussed in 2000, and it was decided that the time is right for the next step. The committee decided to propose to the Professional Ethics Commission that a policy concerning research be developed and reflected in Standards.

5) The pre-certification phase of supervisory CPE training

A significant amount of time was spent walking through the Standards as they presently exist in order to ensure that what is now stated is consistent with known practices, and to ensure that there is internal consistency within the standards themselves as to requirements etc. in this phase of a person's training. This subject will be the focus of further discussion in November 2002.

6) The development of distant education in CPE

There are a variety of innovative approaches being considered and used within CPE to make learning possible, both to overcome geographic distances, but also to use electronic technology. The committee felt that it would be best to wait and observe before deciding whether or not to draft standards pertaining to such developments.

With the growing use of e-mail to transmit material from supervisors to students, the committee wishes to draw attention to the fact that such materials can easily land in the wrong hands. The committee decided that a standard relating to this issue was not appropriate but recommends that supervisors include a reference to this issue in their manuals.

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There was a good spirit within the committee, and I am looking forward to building on the foundation that was laid last April.

W. Noel Brown
Chair - NCR Standards Committee

NCR ACPE REGIONAL CERTIFICATION COMMITTEE

Chula Vista
Wisconsin Dells, WI

October 13-15, 2002

I. Actions by the North Central Region Certification Committee (2002) and National Certification Commission (April, 2002)

A. Supervisory Candidates

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Nan Hirleman Aalborg	University of Iowa Hospitals	Granted	8/02
Mary Yansook Ahn	Advocate Health Care System	Granted	1/02
Jan McCabe	Alexian Brothers	Granted	1/02
Grace Chen McClone	ACTS Urban ACPE Center	Granted	7/02

B. Extensions

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Inbarasu Anantharaj	Iowa Methodist Lutheran	Denied	3/02
Patrick Clay-Joyner	Sinai Samaritan Medical	Granted	3/02
Dean Hokel	Northwest Community	Granted	7/02
Susan Allers Hatlie	Good Samaritan Society	Granted	7/02
Dean Staffanson	Gundersen Lutheran	Granted	7/02
Therese Becker	Rush Presbyterian St. Luke's	Granted	1/02

C. Associates (National Commission)

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Corky DeBoer	Advocate Health Care System	Denied	4/02
JoJo Orosa	St. Luke's	Denied	4/02

D. Extensions

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Walter Balk	Mendota Mental Health Center	Granted	7/02
Janis Blean-Kachigan	St. Luke's	Granted	1/02
Mark Mallinger	Advocate Health Care System	Granted	7/02
Romulo Manching	St. Francis	Granted	3/02
Sue Ott-Holland	Sinai Samaritan	Granted	7/02

II. Rosters

A. Associate Supervisors

<u>Name</u>	<u>Center</u>	<u>Granted</u>	<u>Extensions</u>	<u>Next Due</u>
Walter Balk	Mendota Mental Health Center		1	7/03
Janis Blean-Kachigan	St. Luke's	4/97	2	1/03
**Jay Hillestad	Fairview CPE Center	4/01		4/03
Susan Ott-Holland	St. Luke's	5/00	1	7/03
Mark Mallinger	Advocate Health Care System	11/96	3	7/03
Romulo Manching	Resurrection	11/98	2	3/03

Augustin JoJo Orosa	St. Luke's	4/01		4/03
*Ellen Swinford	Northwest Community	5/99	1	10/02
**Emilie Wolf	Genesis Medical	11/01		11/03

B. Supervisory Candidates

<u>Name</u>	<u>Center</u>	<u>Date Granted</u>	<u>Extensions</u>	<u>Next Appearance Due</u>
Nan Hirleman Aalborg	University of Iowa Hospitals	7/02		7/04
Philip Abraham	Gunderson Lutheran	3/01		3/03
Mary Yansook Ahn	Advocate Health Care System	1/02		1/04
**Mary Albing	Allina CPE Center	7/01		7/03
*Inbarasu Anantharaj	Iowa Methodist Lutheran	3/99	1	10/02
Therese Becker	Rush Presbyterian St. Luke's	12/00		12/02
Rene Brandt	Advocate Health Care System	10/01		10/03
Patrick Clay-Joyner	Sinai Samaritan	12/98	2	3/03
*Corky DeBoer	Advocate Health Care System	3/00		10/02
Susan Allers Hatlie	Good Samaritan Society	9/99	1	7/03
*Verlyn Hemmen	Allina CPE Center	9/98	1	10/02
Dean Hokel	Rush Presbyterian St. Luke's	5/00	1	7/03
Brenda Jackson	Advocate Health Care System	3/00		3/02
Jerry Kaelin	Rush Presbyterian St. Luke's	4/01		4/03
Jan McCabe	Alexian Brothers	1/02		1/04
Grace Chen McClone	ACTS Urban CPE Center	7/02		7/04
Amy Snedecker	Advocate Health Care System	3/97	3	7/03
David Sorensen	Alexian Village	10/98	1	9/02
**Dean Staffanson	Gundersen Lutheran	3/00	1	7/03
Mark Tabbut	Rush Presbyterian St. Luke's	10/99	1	10/02
Audrey Zimmerman	Good Samaritan Society	3/01		3/03

* Meeting the Regional Committee for Extension, Chula Vista, 10/02

** Meeting the National Commission, November, 2002

C. Supervisors-in-Training

<u>Name</u>	<u>Center</u>	<u>Date Admitted</u>
Mark Clem	Alexian Brothers	3/00
Mary Ann Kehoe Ford	University of Iowa Hospitals	11/00
David Rasmussen	Advocate Health Care System	
Abraham Vettuvellil	Alexian Brothers	3/01

D. Withdrawals

<u>Name</u>	<u>Center</u>
Arlene Bowie	Advocate Health Care System
Barbara Condon	Advocate Health Care System

NCR REGIONAL COMMITTEE

We plan to hold certification committee meetings in the Chicago area, January, 2003. Please let the chair know if you need to meet a committee for candidacy or extension requests.

NATIONAL COMMISSION

The National Commission is now meeting three times a year at the REM Conference, the April Board meeting and the November National Conference.

The commission plans to consider a proposal regarding the position papers requirement. Essentially, if the proposal is adopted, the position papers would no longer require a separate reading; they would become part of the candidate's materials. The theology paper would be presented for candidacy. The personality and education papers would be presented for associate and an additional paper dealing with group theory would now become part of the ACPE supervisor appearance.

Steve Corum
Acting Chair, Certification Committee

NCR ACCREDITATION
REPORT TO REGION
OCTOBER 2002

Actions taken at the September meeting of the NCR Accreditation Committee:
Regarding center reviews with final action by the Commission in November:

1. Rush-Presbyterian-St. Lukes: Recommend grant continued accredited membership to offer Programs of CPE (Level I & II) and Supervisory CPE, no notations.
2. Veterans Integrated Service Network 23: Recommend granting accredited membership as a system center to offer Programs of CPE (Level I & II). Component sites are at St. Cloud and Sioux Falls.
3. Resurrection Health Care: Recommend granting Candidacy as a System Center.
4. North Memorial Medical Center: Recommend granting continued accredited membership to offer Programs of CPE (Level I and II).
5. Alexian Brothers Health System: Recommend addition of Supervisory CPE.
6. Avera Health Clinical Pastoral Education Center Recommend that, with the completed component site visits (July 2002), granting accredited membership as a system center to offer Programs of CPE (Level I & II) and Supervisory.
7. CPE Ministry Program of Green Bay / Fox Valley: Recommend that this satellite of Lutheran Homes of Oshkosh be listed in the Directory (site visit August 2002).
8. University of Chicago Medical Center: Recommend granting the center's request to withdraw accreditation, with regrets, and with encouragement that the center work toward establishing a candidate center as soon as it is feasible.
9. Five year reviews:
 - Loyola University Medical Center: grant continued accredited membership
 - IMMC, ILH, and Blank Children's: grant continued accredited membership

Remember that Annual Center Reports for 2002 are due on JANUARY 15, 2003

The proposed Accreditation Manual, 2003 edition is on the ACPE website; your comments are welcome. This manual will be finalized for publication at the November Accreditation Commission.

NORTH CENTRAL REGION
REM REPORT
October 14, 2002

The REM committee met on March 11, 2002 at the spring Convocation at the Edgewater Hotel. The meeting included reflecting on the REM Invitational in Washington, D.C. and current needs within the NCR in which REM may have an impact. The following are highlights from those meetings:

- Create and maintain database for REM at the regional level.
- Identify mentors through REM to serve students.
- Create REM brochure to be given to all CPE students in all programs during orientation.
- Decision to identify REM members as those who join REM at a membership level (as opposed to those who only participate in the REM conference); membership forms are to be sent out in the fall of 2002.
- ACPE certification experiences continue to confirm the need for people of color on each committee (not just the committee for students of color) to help raise the awareness of how **every** supervisor deals with racial diversity in supervision.
- Host a NCR REM educational event in the fall that will focus on worship in a -multi-faith/multi-cultural context.
- Next national REM is to be held in Birmingham, Alabama on Feb. 6-8 at the Sheraton Birmingham Hotel Convention Center.
- NCR REM has been asked to host the National REM convention in 2004.

PROFESSIONAL ETHICS COMMISSION

Report to the Membership
October 15, 2002

The Professional Ethics Commission sponsored a pre-conference workshop to train panelists who are called upon from time to time to constitute Regional Review and Hearing Panels. From our Region, Phyllis Toback, Janet Labrecque, Laura Kelley and Jim Tonneson participated in this training. They join other trained panelists Larry Shostrom, Will Wagner, Mary Wilkins, Kathy Turner, and Sue Breiner. When a Regional Review Panel or a Hearing Panel needs to be formed, it takes a lot of time and energy from those who step forward in this volunteer organization especially as our institutions are reminding us of efficiencies and accountability of our time. I am grateful for a larger cadre of volunteers from which to organize panels.

OTHER ISSUES

-the Joint Taskforce on Standards and Educational Quality will be setting up a systemic review of the Standards 100, the Code of Professional Ethics, and the Professional Ethics Manual. This review is to be completed by 2003 in time for a new Manual, 2004. Feedback from key constituents will be elicited. You will be asked.

-Self reporting of charges of ethical violations continues to be an issue discussed on the Commission level. Many of you know APC has instituted this policy.

-Education on Professional Ethics in the Centers is an important concern and the Commission has developed some suggested outlines of curriculum items for inclusion in the Centers' curricula. Those are posted on our section of the ACPE website for your reference and use.

-A reminder that each Center needs to have in place a grievance procedure including the essential elements listed on the Website and highlighted in ACPE News.

-Finally, a financial concern. Adequate support for doing the work of the Regional business of Ethics is probably insufficiently budgeted. I foresee a good possibility for deficit spending as cases for review come before us from this Region.

Respectfully submitted,

Mary Ann Weigel, ACPE Rep
Professional Ethics Commission

October, 2002

Announcing the The Mary Wilkins Lecture Endowment

The occasion of her recent retirement is a fitting time to recognize Mary Wilkins' long and dedicated career as a pastoral educator. As the first woman to be trained and certified as a CPE supervisor in the North Central Region, and as a woman who has devoted a considerable portion of her career to training new CPE supervisors, an appropriate way to honor Mary is to support supervisory education in the North Central Region, ACPE.

In the Spring, 2002, the Board of the North Central Region, ACPE approved a proposal to create an endowment to support the annual Mary Wilkins Lecture. The Lecture will address the theoretical foundations of clinical pastoral education. The Lecturer will be an experienced CPE supervisor. The Lecturer will be encouraged to use current ACPE certification theory paper guidelines to address one or more aspects of the theoretical foundations of CPE. It is expected that the Lecture will also be submitted for publication in an appropriate journal.

By specifying that the Lecturer be an experienced supervisor, we affirm that reflection on the theoretical foundations of our work is important for all supervisors, not just for those in supervisory education. Further, we hope that by encouraging reflection on the theoretical foundations of CPE by experienced supervisors we will help supervisors-in-training articulate the theoretical foundations of their supervision. Lecturers may be chosen from the supervisors in the Region or other ACPE regions. In some years the Lecturer may be selected from cognate organizations such as NACC. As resources permit, supervisors from other countries might be selected as the Lecturer. It is envisioned that being selected as the annual Wilkins Lecturer will be considered an honor among pastoral supervisors.

The Lecture shall be followed by several formal responses and general discussion. Appropriate respondents would include other CPE supervisors, members of ACPE, or others. The Region's annual conference committee may select the Wilkins Lecturer and respondents or delegate these decisions to a sub-committee.

We plan to raise an initial endowment of \$10,000. Five percent of this amount will permit an initial honorarium of \$500 for the Wilkins Lecturer. If the endowment earns more than five percent, the additional amount may be used to build the endowment and/or increase the honorarium.

We hope that the Wilkins Lecture may be inaugurated at the earliest possible date.

A committee has been formed of persons who will help raise the endowment for the Wilkins Lecture. The names of current members of the committee are listed below. Additional members of the committee are welcomed.

Committee Members

Jim Gibbons
George Fitchett
Beth Burbank

Jim Creighton
JoAnn O'Reilly

Larry Easterling
Mark Mallinger

Contributions

At the present time, we have contributions of \$4,000 toward the endowment:

North Central Region	\$1,000
Advocate Health Care System	\$1,000
Rush-Presbyterian-St. Luke's Medical Center	\$1,000
Jim and Helen Gibbons	\$500
George and Judy Fitchett	\$500

We invite you and/or your organization to join us in contributing to the fund.

To do so, please tear off and return the form printed below to the Regional Director, North Central Region, ACPE, 22 27th Ave. SE, Minneapolis, MN 55414-3198

Contributions should be payable to the North Central Region, ACPE.
Please indicate Mary Wilkins Lecture Endowment on your contribution.

The Mary Wilkins Lecture Endowment

_____ My contribution of \$_____ to the Mary Wilkins Lecture Endowment, North Central Region, ACPE, is enclosed.

_____ I wish to pledge \$_____ to the Mary Wilkins Lecture Endowment, North Central Region, ACPE.

Name _____

Address _____

Rev. Mary M. Wilkins

Mary Wilkins has been a pioneer and leader in Clinical Pastoral Education for over twenty-five years. The North Central Region of ACPE has been the setting for her career. She received her CPE supervisory education at Rush-Presbyterian-St. Luke's Medical Center in Chicago. Jim Gibbons and Bernie Pennington were her training supervisors. She was certified as an Acting supervisor in 1973 and as a Full Supervisor in 1975. She was a chaplain supervisor at several Chicago area institutions, including: Swedish Covenant Hospital (1973-1977), University of Chicago Medical Center (1977-1993), Christ Hospital (1993-1997), and Advocate Health Care System (1997-2002). She served on the field education staff and taught courses at several Chicago area seminaries, including: Seabury-Western, McCormick, Garrett-Evangelical, and the University of Chicago Divinity School.

Mary was one of the first women supervisors in the North Central Region and after completing her own supervisory training Mary began playing an important role in helping other women in CPE. Beginning in 1974 she convened some of the first Women in CPE gatherings at the ACPE annual meeting. She was a consultant to the national ACPE Development Committee and Executive Committee on women's concerns. She has organized and led numerous regional and national conferences and workshops on women in CPE.

At the University of Chicago, Mary helped develop some of the early programs for sexual assault crisis intervention counseling. She has also provided training and education on this counseling for many hospital, community, and church groups.

Mary has been a member of many regional and national ACPE committees, including: Nominations Committee, History and Research Committee, and the Standards Committee. She served on the regional and national Certification Committees and served as chair of the regional committee from 1980-1984. She has also served on the ACPE Appeal Panel. Mary was a founding member of the Board of the *Journal of Supervision and Training in Ministry*, and has served on the editorial committees of the *Journal of Pastoral Psychology* and *Journal of Pastoral Care*.

Mary is an Ordained Elder in the United Methodist Church and has served on several committees and task forces for the Division of Chaplaincy and Related Ministries of the United Methodist Church. Prior to her supervisory certification she worked in youth ministry, religious education, pastoral counseling, and parish ministry in Virginia, her home state.

In 1995 and 1996 Mary supervised two units of CPE at the Christian Medical College and Hospital, Vellore, India in a project to develop CPE in India sponsored by the Hospital, the Board of Missions of the ELCA, and Advocate Health Care. During her time in India she also lectured at the United Seminary, Bangalore, and consulted with Indian denominational leaders about CPE.

Mary has been a supervisor, role model, and friend for countless CPE interns and residents. In addition, she has been the Training Supervisor for twenty Supervisors in Training. In addition, many other SITs and Associate Supervisors have turned to her for consultation and support in their certification journey. Many other Supervisors in Training have benefited from her feedback at the Chicago sub-regional supervisory training peer group.

In recognition of her contribution to CPE, Mary received the North Central Region's Distinguished Service Award in 1998. Mary officially retired from full-time employment in 2001. However, she continues to supervise part-time, and has recently agreed to assist in the development of a new CPE program at the Stateville Correctional Center, Joliet, IL.

Motions to restructure the Region's Committees, amend the Region's Governance Manual, and amend the Region's Financial policy

Following are three very significant items worthy of your careful attention before our Fall Conference. They are proposals from your Administrative Board to restructure the Region's Committees and update the Region's Governance Manual and Financial Policy Manual. They will be voted upon at the business meeting. Please bring these materials with you to the Conference!!!

The committee restructuring proposal has been modified from the original put forward in Pittsburgh to accommodate the will of the body expressed at that meeting and in consideration of the feedback provided the Board through correspondence and direct contact.

The Governance Manual and Financial Policy are printed in their entirety with the changes bolded and the original wording provided afterwards in parenthesis and italics. The Governance Manual as presented assumes acceptance of the following committee restructuring proposal. It is our hope that we can act on these items so that the Governance Manual can be brought to the ACPE Board of Representatives for consideration at their November meeting.

Committee Restructuring Proposal

The following committees would stay the same:

Accreditation	13 members (including the chair)
Certification	12 members (including the chair)
History and Research	7 members (including chair)
REM	8 members (including chair)
Standards	7 members (including chair)
Nominations	8 members (including chair) representing the sub-Regions

The **Theological Education Committee** and the **Development Committee** would evolve into a new committee: the **Committee for Development, Theological Education, and Process Improvement**. Its purpose would be to foster the growth and development of the NCR as it relates to external constituencies and internal processes.

The functions of the **Budget and Investment Committee** would become the responsibilities of the Board under the direction of the Treasurer. The Committee itself would cease to exist, although a task force for particular issues would be created when/if necessary.

The **Conference and Continuing Education Committee** would be replaced by a three person **Annual Conference Advisory Committee** designed to assist the Board in planning the Annual Conference. Members would be appointed by the Board for three year terms staggered in such a way that continuity would be assured in two of the three persons. The Continuing Education dimension of the current committee has been the responsibility of persons at the sub-regional level for some time.

5.. Conversation about how to serve the interests of clinical members, how to invite and enhance their participation, and how their involvement can contribute to the overall purposes of the Region is necessary before any decision can be made about the future of Clinical Members or the Clinical Members Committee in the NCR.

PROPOSED 2002 REVISIONS FOR
GOVERNANCE MANUAL
of the
NORTH CENTRAL REGION
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

When there are proposed changes from the current governance manual, the changed section is bolded and the current wording follows in italics.

ARTICLE 1. DEFINITIONS AND ABBREVIATIONS

Section 1.1. "Region" shall mean the North Central Region of the Association for Clinical Pastoral Education, Inc.

Section 1.2. "ACPE" shall mean the Association for Clinical Pastoral Education, Inc.

Section 1.3. "Annual Business Meeting" shall mean the meeting of the membership of the Region which shall occur annually at which time the business of the Region will be conducted.

ARTICLE 2. GOVERNANCE, IDENTIFICATION AND PURPOSE

Section 2.1. Governance. The Region shall function and operate under and be governed by this governance manual and the Administrative Board of the Region in compliance with the Bylaws, Governance, Standards, and directives of the Board of Representatives of ACPE, Inc.

Section 2.1. Governance. The Region shall function under, operate and be governed by this governance manual, the Administrative Board of the Region, the ACPE bylaws, ACPE Standards and directives of the Board of Representatives of ACPE.

Section 2.2. Purposes. The Region's purposes shall include:

- a) promoting and facilitating clinical pastoral education in the Region as a part of theological education and as a part of continuing education for the ministry;
- b) recommending, interpreting and implementing the ACPE Standards for clinical pastoral education;
- c) providing conferences and publications for the professional concerns of the members; and
- d) providing opportunities for the nurture, pastoral care, and mutual support of the members.

ARTICLE 3. MEMBERSHIP AND VOTING RIGHTS

Section 3.1. Eligibility. All members of the ACPE who reside or serve within the boundaries of the Region shall be eligible for membership in the Region.

Section 3.2. Membership Maintenance. Membership is maintained by maintaining membership in ACPE, by meeting ACPE Standards and by payment of membership fees.

Section 3.3. Voting Rights. All ACPE Members residing or serving within the boundaries of the Region are eligible to vote at the Annual Business Meeting and at any other time or times when a vote of the membership is required. The exceptions are Student Affiliates, Center Members and International Affiliate Organization Members, who shall not have voting rights.

Section 3.3. Voting Rights. *Certified Supervisors, Inactive Supervisors, Retired Members, Clinical Members, Individual Members, Seminary Representatives, and Denominational/Faith Group/Agency Representatives shall have voting rights in the Annual Business Meeting and at any other time or times when a vote of the membership is required. Student Affiliates, Center Members and Cluster Members shall have no voting rights.*

Section 3.4. Officers. Only voting members shall be eligible to serve as Regional officers, members of committees of the Region, **or NCR representatives on the ACPE Board of Representatives or any ACPE Commissions or Committees.**

Section 3.4. Officers. Only voting members shall be eligible to serve as Region officers and members of committees of the Region.

ARTICLE 4. MEETING OF THE MEMBERS

Section 4.1. Annual Business Meeting. The Annual Business Meeting of the members shall be held at such time and place as may be designated by the Administrative Board. Written notice of the meeting shall be mailed at least thirty (30) days prior to the date of the meeting.

Section 4.2. Elections. At the Annual Business Meeting members shall elect representatives to the ACPE Board, shall make nominations for the ACPE Commissions and Committees and shall elect regional officers, administrative board members, and committee members for the Region.

Section 4.3. Quorum. **A quorum for any vote is 10% of the membership of the Region with voting rights.**

Section 4.3. Quorum. A minimum of 50 of the votes entitled to be cast on a matter must be represented at a meeting of members to constitute a quorum on that matter.

Section 4.4. Proxy. **Voting by proxy shall not be permitted.**

Section 4.4. Proxy. Voting by proxy at any meeting of members shall not be permitted.

ARTICLE 5. THE ADMINISTRATIVE BOARD

Section 5.1. General Powers. The business and affairs of the Region shall be managed by an Administrative Board.

Section 5.2. Composition. **The members of the Administrative Board shall consist of the Chairperson, Chairperson Elect, Secretary, Treasurer, and three (3) members at large.** The member at large positions shall be used to ensure inclusive representation.

Section 5.2. Composition. The members of the Administrative Board shall consist of the Chairperson, Chairperson Elect, Secretary, Chairperson of Budget and Investment, and three (3) members at large.

Section 5.3. Election of Administrative Board Members. Members of the Administrative Board shall be nominated by the Nominating Committee for the Region and elected at the Annual Business Meeting to take office the following January 1. Approximately 1/3 of the Administrative Board will be elected each year according to the following schedule: Chair, Chair Elect, and one member at large; Secretary and one member at large; Treasurer and one member at large.

Section 5.4. Terms of Office. The Chair and Chair Elect shall be elected for one three (3) year term. The Secretary and at-large members may serve three (3) year terms and may succeed themselves one time after serving a full or partial term.

Section 5.5. Meetings and Quorum. **The Administrative Board will meet at least twice annually at times determined by the Regional chair who shall give a minimum of fifteen (15) days prior notice.** It may meet at additional times as deemed necessary and called for by the Regional Chair or any three (3) Board members. A majority of the members of the Administrative Board shall constitute a quorum.

Section 5.5. Meetings and Quorum. The Administrative Board shall meet annually prior to the Annual Business Meeting and may meet at other times deemed necessary and called by the Chairperson or any three (3) members. A majority of the members of the Administrative Board shall constitute a quorum.

Section 5.6 Duties of Administrative Board. **The Administrative Board shall provide direction, address pastoral and professional concerns of the members, and manage the functions of the North Central Region.** (section added.)

(Board responsibilities below combine the responsibilities of the Board and the Finance and Investment committee from the current governance manual with editorial changes to reflect current practice and the proposed committee restructuring.)

The Administrative Board shall:

- a) act on behalf of the Region between designated meetings of the Region;
- b) fill all vacancies until the next Business Meeting;
- c) **establish the duties and size, and review and approve the policies and authorities of all Regional Standing Committees and Task Forces in Compliance with this governance manual and ACPE Bylaws, Governance, and Standards.**
- d) **meet once each calendar year for planning and review, and invite the participation of Regional Committee Chairpersons and designated National Representatives for the purpose of sharing visions and concerns for the Region;**
- e) **report through the Regional Newsletter and at all business meetings the actions of the Board since the previous business meeting;**
- f) **evaluate the performance of and establish the compensation package for the Regional Director and other regional staff, as well as provide them consultation, direction and support.**
- g) **raise funds and make disbursements in accordance with the purposes of the ACPE and the North Central Region.**
- c) **prepare an annual Income and Expense Budget for adoption by the region at its business meeting;**
- d) **invest and manage all regional funds, including cash reserves, memorial monies, and center funds which are held by the Region;**
- e) **annually authorize and receive an independent audit of the Region's finances to be completed and forwarded to the ACPE office prior to March 15th.**
- f) **appoint members to the Annual Conference Planning Committee.**

Section 5.6 Duties of Administrative Board. The Administrative Board shall

- a) *act on behalf of the Region between designated meetings of the Region;*
- b) *fill all vacancies until the next Business Meeting;*
- c) *meet early each calendar year for planning and review, and invite Regional Committee Chairpersons and designated National Representatives for the purpose of sharing visions and concerns for the Region;*
- d) *report at all business meetings the actions of the Board since the previous business meeting;*
- e) *evaluate the performance of the Regional Director and provide consultation and direction to the Regional Director.*

Section 7.9. Budget and Investment Committee. The Budget and Investment Committee shall:

- a) *recommend financial policies and procedures to the Administrative Board;*
- b) *raise funds and recommend disbursements in accordance with the purposes of the ACPE and the North Central Region.*
- c) *prepare an annual Income and Expense Budget for adoption by the region at its business meeting;*

- d) invest and manage all regional funds, including cash reserves, memorial monies, and center funds which are held by the Region;
- e) appoint and supervise a bookkeeper who manages the Region's financial activities and provides quarterly reports;
- f) be represented on the Administrative Board through the Committee Chairperson

ARTICLE 6. OFFICERS

Section 6.1. Officers. Officers of the Region shall include a Chairperson, Chairperson Elect, Secretary, and Treasurer.

Section 6.1. Officers. Officers of the Region shall include a Chairperson, Chairperson Elect, Secretary, and Chairperson of Budget and Finance Committee.

Section 6.2. Chairperson. The Chairperson shall serve as the Chairperson of the Administrative Board and shall preside at all business meetings of the Region.

Section 6.3. Chairperson-Elect. In the absence or disability of the Chairperson, the Chairperson-Elect shall perform the duties of the Chairperson. The Chairperson-Elect shall take office as the Chairperson upon the completion of the term of the outgoing Chairperson **or upon the Chairperson's resignation or permanent inability to carry out the functions of the office.**

Section 6.3. Chairperson-Elect. In the absence or disability of the Chairperson, the Chairperson-Elect shall perform the duties of the Chairperson. The Chairperson-Elect shall take office as the Chairperson upon the completion of the term of the outgoing Chairperson.

Section 6.4. Secretary. The Secretary shall record, keep, and publish for the constituency minutes of all meetings of the Regional Board and all business meetings of the Region.

Section 6.5. Treasurer. The Treasurer shall oversee the financial affairs of the Region, including receiving and reviewing quarterly financial statements, and monitoring the investment portfolio of the Region. He or she will guide the Regional Board in financial decision making and will request the Board establish an Ad Hoc committee to assist in this function when necessary.

Section 6.4. Officer Duties. The officers shall assume the duties generally associated with their offices, or those duties designated by the Administrative Board.

ARTICLE 7. COMMITTEES

Section 7.1. Standing Committees. The standing committees shall be: Accreditation; Annual Conference Advisory; Certification; Development, Theological Education and Process Improvement; Nominating; Racial, Ethnic & Multicultural; Clinical Member; History and Research; and Standards.

Section 7.1. Standing Committees. The standing committees shall be: Accreditation, Annual Conference/Continuing Education, Budget and Investment, Certification, Development, Nominating, Racial and Ethnic, Clinical Member, Theological Education, History and Research, and Standards.

Section 7.2. Special Committees. The Administrative Board shall have power to create and appoint additional committees and task forces as needed.

Section 7.3. Numbers of Members. In addition to the chairperson, each standing committee shall consist of not fewer than two (2) members. It shall be the responsibility of the Administrative Board to determine the specific number of members on each committee and to change these numbers when deemed advisable.

Section 7.5. Numbers of Members. In addition to the chairperson, each standing committee shall consist of not fewer than two (2) members. It shall be the responsibility of the Administrative Board to determine the specific number of members on each committee and to change these numbers when deemed advisable. No person shall hold more than two (2) elected offices at any given time.

Section 7.4. Election and Term. With the exception of the Nominating Committee **and the Annual Conference Advisory Committee**, (bolded/underlined words added) the members and chairpersons of all standing committees shall be elected at the Annual Business Meeting for a term of three (3) years and shall take office on January 1 of the following year. Committee members and chairpersons may serve three (3) year terms and may succeed themselves one time after serving a full or partial term, with the exception of Accreditation committee members who may succeed themselves two (2) times when the first term of service was a partial term. Committee members shall be elected on a staggered basis so that approximately one-third of each committee shall be elected each year. **No person shall hold more than two (2) elected offices at any given time.** (bolded/underlined words added)

Section 7.5. Nominating Committee.

a) **this committee shall make nominations for all regional officers and committee members and all regional representatives to ACPE Boards, Commissions and Committees to the Annual Regional Business Meeting;**

b) the chair and committee members for the following year shall be nominated from the floor and elected at the Annual Regional Business Meeting for one (1) year terms.

a) this Committee shall make nominations for all officers and committee members to the Annual Regional Business Meeting;

Section 7.6. Annual Conference Advisory Committee.

a) the Annual Conference Advisory Committee shall function as the Program Committee for the Annual Conference of the Region.

b) **members of this committee will be appointed by the Board for three year terms staggered in such a way that approximately one-third of the committee would be appointed each year.**

Section 7.13. Annual Conference/Continuing Education Committee. The Annual Conference/Continuing Education Committee shall:

a) function as the Program Committee for the Annual Conference of the Region;

b) encourage and promote continuing education among the members of the Region

Section 7.7. Certification Committee. The Certification Committee shall act on behalf of the ACPE Certification Commission as ordered by the ACPE Standards and the Policies and Procedures of the Certification Commission.

Section 7.8. Accreditation Committee. The Accreditation Committee shall act on behalf of the ACPE Accreditation Commission as ordered by the ACPE Standards and the Policies and Procedures of the Accreditation Commission.

Section 7.9. Development, Theological Education and Process Improvement Committee. The Development, Theological Education and Process Improvement Committee shall foster the growth and development of the NCR as it relates to external constituencies and internal processes.

Section 7.8. Development Committee. The Development Committee shall further the growth and development of the ACPE within the boundaries of the North Central Region as it relates to institutions, seminaries, ecclesiastical bodies, and the public.

Section 7.12. Theological Education Committee. The Theological Education Committee shall maintain relationships with and provide consultation as requested by the seminaries and theological institutions located in the North Central Region.

Section 7.10. History and Research Committee. The History and Research Committee shall:
a) supervise the collection, recording, and preservation of historical documents and data of historical significance;
b) maintain the regional archives and decide what materials are to be placed in the archives;
c) stimulate interest in research, coordinate studies and research projects, facilitate communication between researchers and centers, and provide funding for selected researchers and research projects.

Section 7.11. Standards Committee. The Standards Committee shall:
a) recommend and help develop the Standards of the ACPE, Inc.;
b) interpret ACPE Standards to the Region and facilitate the carrying out of these Standards within the Region.

Section 7.12. Racial and Ethnic Committee. The Racial and Ethnic Committee shall:
a) promote inclusiveness and cross cultural educational opportunities;
b) encourage persons of color and other ethnic minority groups to enroll in programs of CPE and to enter Supervisory CPE;
c) encourage the development of non-traditional programs of CPE in racial and ethnic settings.

Section 7.13. Clinical Member Committee. The Clinical Member Committee shall:
a) encourage and support Clinical Member participation in the affairs of the Region and the ACPE;
b) advise the Administrative Board about the concerns of Clinical Members.

ARTICLE 8. REGIONAL DIRECTOR

Section 8.1. Regional Director. There shall be a Regional Director, appointed by the Administrative Board, subject to ratification by the members. The appointment shall be reviewed annually by the Board and every two (2) years by the voting membership.

Section 8.2. Duties. The Regional Director shall:
a) manage the Regional office, publish a newsletter, and perform such other functions as described by the Job Description or assigned by the Administrative Board.
b) appoint and supervise an administrative assistant who provides secretarial services and manages the Region's financial activities and provides financial reports.

Section 8.2. Duties. The Regional Director shall manage the Regional office, publish a newsletter, and perform such other functions as described by the Job Description or assigned by the Administrative Board.

Section 8.3. Memberships. The Regional Director shall be an ex-officio member of the Administrative Board and of all Committees and Task Forces of the Region.

ARTICLE 9. FINANCES

Section 9.1. General Powers. The Administrative Board shall have authority to collect and disburse funds and to order the regional finances in order to:
a) support regional activities through the work of its officers, committees, and Regional Director, as defined by the budget adopted by the membership annually;
b) participate responsibly in the financial affairs of the ACPE as directed by the membership;
c) provide an annual financial report to the ACPE, Inc. at such times as required by ACPE;
d) provide a financial report to the membership at all Regional business meetings.

Section 9.2. Financial Policies. The Administrative Board shall establish financial policies of the Region, and annually update fee and reimbursement schedules.

Section 9.3. Fiscal Year. The fiscal year shall be the calendar year.

ARTICLE 10. ACPE REPRESENTATION

The representatives to the ACPE, Inc. shall be a Regional Director; two (2) representatives to the ACPE Board of Representatives; members of the ACPE Accreditation, Certification, and Professional Ethics Commissions; members of the ACPE Standards and the ACPE Representation and Nomination Committees. Other members of the Region may be elected or appointed by the Board of Representatives to serve on committees or task forces as needed. Election to the ACPE Boards, Commissions, and Committees, shall be as defined in the ACPE Bylaws and Governance Manual.

ARTICLE 11. INDEMNIFICATION

Indemnification for Representatives of the ACPE is defined for this region in the ACPE BYLAWS, Article 13.

ARTICLE 12. COMPLAINTS AND APPEALS

Section 12.1. Complaint Procedure. **This Region shall abide by the Complaint Procedures as outlined in the ACPE Standards and the ACPE Professional Ethics Manual.**

Section 12.2. Appeal Procedure. **This region shall abide by the Appeals Procedures outlined in the ACPE Standards and the ACPE Professional Ethics Manual.**

Section 12.1. Complaint Procedure. This region shall abide by the Complaint Procedures as defined in the ACPE Standards.

Section 12.2. Appeal Procedure. This region shall abide by the Appeals Procedures as defined in the ACPE Standards.

ARTICLE 13. AMENDMENTS

This Governance Manual may be altered, amended, or repealed by a 2/3 vote of the eligible voting members present and voting at a meeting of the Region **at which there is a quorum.** (*bolded/underlined words added*) Written notice of the general nature of the proposed change shall be given to the membership at least 15 days before the meeting in which it is to be acted upon. The meeting of the voting members may amend the proposed change and adopt the amended proposal provided that the amendment is germane to the subject of the original proposal of change.

Any amendment of this Governance Manual shall become effective when approved by the Board of Representatives of the Association for Clinical Pastoral Education, Inc.

Date adopted by the North Central Region: (currently April 27, 1993) _____

Date ratified by the ACPE Board of Representatives: (currently May 1, 1993) _____

Proposed 2002 NCR FINANCIAL POLICY

Changed sections are **bolded and underlined**;
previous wording is in *(parenthesis & italics)*

In order to insure that financial resources of the North Central Region are utilized for the accomplishment of the Region's goals and objectives, the following policies are adopted by the Region.

I. The fiscal year is the calendar year.

II. "The Body" refers to the total voting membership of the Region as defined in the **NCR Governance Manual**. *(NCR by-laws.)*

III. NCR Income:

A. NCR Centers & System Centers are responsible to remit to the regional office a fee for each student unit of CPE training conducted under their accreditation umbrella (including those of their satellites). *(NCR supervisors are responsible to remit to the regional treasurer a fee for each unit of CPE training they conduct, for purposes of pursuing the goals of the NCR.)* The amount of this fee is set by the Body, and is due **immediately** *(word immediately added)* upon the completion of each unit. **This fee is to be sent in with an NCR income voucher plus copies of ACPE unit report forms for each unit of training for which payment is submitted. (Original ACPE unit report forms are to be submitted to the ACPE national office in Decatur, GA.)** *(delineation of procedure added)*

B. NCR Centers & System Centers *(NCR supervisors)* are responsible to remit annually to the **regional office** *(regional treasurer)* a center surcharge. The amount of this surcharge is set by the Body as a percentage of the center's annual ACPE accreditation fee and is due **within 15 days of receiving an invoice from the NCR—usually in April of each year.** *(at the time of payment of this ACPE fee.)*

C. The Body sets fees for Accreditation and Certification reviews, and the chairpersons of these committees are responsible to **collect and remit these fees to the regional office with properly documented income vouchers.** *(remit fees collected to the regional treasurer.)*

D. **The Region** *(treasurer)* receives revenue sharing funds from the ACPE in proportion to the number of dues paying clinical members, retired members, and regular members of the ACPE residing in the NCR.

E. **The regional office** *(treasurer)* **is available to maintain funds for Centers.** Centers utilizing this service are charged an annual fee by the Region. The fee is set by the Body.

F. **The Region** *(treasurer)* maintains its funds in accounts that **allow** *(provide)* access to them when needed for the goals and purposes of the region and income from them when held in reserve. **The Region will maintain** *(The treasurer maintains)* reserve funds in an amount **at minimum** *(words added)* approximately equal to two thirds of the annual operating budget.

IV. Budgeting and the Expenditure of NCR Funds:

- A. The Body is responsible to:
1. Set all financial policies of the region.
 2. Continually monitor the financial affairs of the region, receiving regular reports from the regional treasurer and regional Board.
 3. Give final approval to the budget.
 4. Set all fees of the Region.
(The fees are to be expediently remitted to the regional office with income vouchers when due.)
 5. Designate the portion of the Centers' student/unit fees to be credited to the sub-region continuing education accounts.
 6. Elect a member to the ACPE finance committee.
 7. Comprehend the purpose of all task forces, caucuses, and special projects it creates; designate a member responsible for the expenditure of each project's funds and receive reports from these persons regarding progress, activities and expenditures of the budgeted funds.
- B. The NCR Board is responsible to:
1. Operate as a personnel committee in providing evaluation and ongoing direction **to the regional director (RD) and administrative assistant as staff persons of the region, negotiating with them regarding compensation and benefits.** *(to a regional director (RD) as a staff person of the region, negotiating with him/her regarding compensation and benefits.)*
 2. Provide data to the **Body** *(finance committee)* regarding RD **and administrative assistant** *(words added)* compensation, administrative costs and other funded projects and activities.
 3. Receive, review and approve all Committee/Task Force budget requests.
 4. Approve in advance all expenditures that exceed the budget.
 5. Annually review and set per diem and mileage reimbursement rates, including rates for travel expenses to the NCR Annual Conference.
 6. **Formulate a proposed annual operation budget for consideration and approval by the Body at its Annual Business Meeting.** *(previously the task of the NCR Finance Committee:*
 - C. *The NCR Finance Committee is responsible to:*
Receive direction from the Board regarding budget requests and formulate this data into a proposed annual operating budget for consideration by the board and the Body at the Annual Business Meeting and for final approval by the Body at the fall regional meeting which is usually held at the ACPE Annual Conference.)
 7. **Appoint a professional auditor to annually audit the Region's finances.** *(new)*
 8. Develop a budget and designate a member responsible for the expenditure of funds for all committees, task forces, caucuses, and special projects it creates; receive reports from these persons regarding activities and expenditures.
 9. **Review at least bi-annually the Region's holdings in mutual and money market funds, authorizing the treasurer and regional staff to make changes according to its desires.** *(new)*

- C. Committee, Task Force, Caucus & Special Project Chairpersons are responsible to:
1. Estimate budget needs of their committee and communicate this information to the Board. (*removed “at its annual meeting in January”*)
 2. Manage expenditure of funds within the parameters of the budget established for their committee's work.

- D. The NCR Regional Director **and Administrative Assistant are** responsible to:
(*administrative assistant added*)

(*Responsibilities that follow are combined from those previously listed separately for treasurer and RD with minor editorial and procedural changes to reflect current practice. The exception is the check signing practice, which is noted.*)

1. **Receive and manage all funds of the region in accordance with the annual budget and directives of the Body, the NCR Board, and the NCR treasurer through account maintenance, resource investment, and the generating and providing of monthly and quarterly reports to the Board and the Body.**
2. Implement procedures necessary for maintenance of the NCR charter in the state in which the Regional office is located.
3. Secure an annual audit of regional finances and submit that report to the ACPE.
4. **The Regional Director will sign all checks drawn on the NCR Account for which expenditure has been properly authorized, except for checks made payable to him or her self. These checks are to be signed by an officer of the NCR Board. An officer of the Board will sign in the RD’s absence (but may not sign checks made payable to him or her self).** (*new practice—checks previously signed by NCR elected treasurer; RD signed only in his/her absence.*)
5. Maintain records of which reserve funds are restricted for designated use such as unspent continuing education funds of sub-regions carried over to the following year, memorial funds*, endowment funds, and funds held for NCR-CPE centers.
* Memorial funds collected by the region are restricted for use designated by the NCR Board in accordance with the values and wishes of the person memorialized.
6. Maintain a list of those members responsible for line item amounts of budgeted funds, and disburse no funds without expense vouchers signed by them. (see Section IV. E. below)
7. Provide assistance to the board regarding the keeping and communicating of historical financial data, billing procedures, and secretarial services, particularly but not exclusively regarding work generated by the annual conference.
8. Inform NCR Membership of current fees, rates, and policies.

(*E. The NCR treasurer is responsible to:*

1. *Receive all funds of the region and maintain accounts of these funds through budget maintenance, resource investment, and the*

- generating and giving of at least bi-annual reports to the board and the Body.*
- 2. Implement procedures necessary for maintenance of the NCR charter in the state of Wisconsin.*
 - 3. Secure an annual audit of regional finances and submit that report to the ACPE.*
 - 4. Utilize the services of an accountant in maintaining the region's funds and financial records.*
 - 5. Sign all checks drawn on the NCR Account with the RD authorized to sign in absence of the Treasurer.*
 - 6. Maintain records of which reserve funds are restricted for designated use such as unspent continuing education funds of sub-regions carried over to the following year, memorial funds*, and funds held for NCR-CPE centers.*
- *Memorial funds collected by the region are restricted for use designated by the board in accordance with the values and wishes of the person memorialized.*
- 7. Maintain a list of those members responsible for line item amounts of budgeted funds, and disburse no funds without expense vouchers signed by them*

F. The regional director is responsible to:

- 1. Provide assistance to the board and treasurer regarding the keeping and communicating of historical financial data, billing procedures, and secretarial services, particularly but not exclusively regarding work generated by the annual conference.*
- 2. Inform NCR Membership of current fees, rates, and policies.*
- 3. Function as interim treasurer in the absence or disability of the Body elected treasurer and is authorized to sign checks.)*

E. Expense Vouchers are to be submitted for all expenditures. Below is a list of who my sign them and for whom they may sign. No person may sign his/her own expense voucher. (new)

- 1. Officers of the Region -** Board Member Expenses other than their own
(*previously treasurer*)
Board Expenses
Caucus Expenses
Special Project Expenses
R.D. Compensation & Expenses
Committee & Task Force Chair Expenses
- 2. Committee & Task Force Chairpersons –** Expenses of their committee other their own
- 3. Regional Director – Administrative Assistant Expenses (new)**
Office Expenses
Miscellaneous

Accountant Fees

Committee & Task Force Chair Expenses (new)
Expenses for Board approved contracts (new)

4. Sub-Regional Continuing Education Coordinators - Area Education Funds for their respective area
5. Clinical Member Coordinator(s) – Clinical Member budget expenditures other than their own

(Previous wording regarding expense voucher sign-off:

*Below is a list of members responsible for the various line items of the budget:
Note: No person may sign his/her own expense voucher.*

<i>Chairperson of Region-</i>	<i>Board Expense, Caucuses Special Projects, RD expenses, Committee & Task Force Chair Expenses</i>
<i>Committee Chairpersons – Regional Director-</i>	<i>Standing Committees Secretary Expense, Office Rent, Office Expense, Consultation and Travel Miscellaneous</i>
<i>Treasurer -</i>	<i>RD Compensation, RD Benefits, Taxes, Accountant Fees, NCR Chairperson expenses Sub-Regional Continuing</i>
<i>Education Coordinators - Clinical Member Coordinators - Task Force Chairpersons -</i>	<i>Area Education Funds Clinical Member Budget Task Force Budget)</i>

F. Clinical members of the ACPE residing in the NCR are responsible to:

Designate one or two members responsible to authorize expenditure of funds budgeted for clinical members' continuing education or other projects contributing to the goals and purposes of the NCR.

G.. Sub-regions of the NCR:

A portion of unit fees collected from CPE conducted in each sub-region is made available for continuing education of supervisors in that **sub-region**. (*region*) Each sub- region is responsible to designate one of its members as a continuing education coordinator authorized to approve the expenditure of these funds. **Funds not spent in a given year may be carried over, not to exceed three times the annual budget for continuing education for that sub-region.** (*Funds not spent in a given year are carried over to the following year.*)

Adopted by the NCR, (previous was January 1990) _____