



Word Of Hope Ministries
Biblical Counseling Training for Individuals (local AND distance)

We are affiliated with the International Association of Biblical Counselors as an approved Training Center. Completion of this entire training program will earn you a Certificate as a Biblical Counselor from the IABC.

1. Please let us know when you are firm in your decision to enroll in this training. You may email us or use the website contact form.
2. Prior to beginning the course, you are required to have your pastor or an elder (or similar church leader) fill out the recommendation form found at the end of this document. (please copy/paste the recommendation to a new document.) Please instruct the person to email the completed form to:
ellen.wordofhope@gmail.com
3. Become a member of the IABC. The Membership application is at IABC.net (**do not** send in the certification application yet, **ONLY** send in the membership application until you begin Part Two of our training.) Check their membership manual for current membership fees.

If you have not done so, please go to the www.wordofhopeministries.com website and look through the entire website, including all of the training pages. Please read all of the content in order to make an informed decision about this training. You are welcome to contact Ellen with any further questions.

NOTE: Our training course consists of two parts, which you will pay for separately:

***Part one is the “prerequisite” course. (We occasionally offer an alternative to Part one in a local classroom setting – please ask us if we have a class scheduled soon if this interests you.)**

***Part two is the certification course. You may pay for and complete the prerequisite course before you commit to the certification course (which you will pay for separately at the time you are ready to begin it.)**

COSTS:

Part One (prerequisite course) is \$500.00 nonrefundable. We appreciate payment in full at the beginning of your course, but will also accept payments of \$100.00 per month for 5 months. This balance is due whether or not you complete the course.

Make checks out to Word of Hope Ministries, Inc. or pay on our website's "Training Details" page. Please contact us for our street mailing address if you prefer to mail checks.

Part Two is an additional \$500.00 nonrefundable. We appreciate payment in full at the beginning of your Part Two course, but will also accept payments of \$100.00 per month for 5 months. This balance is due whether or not you complete the course.

Make checks out to Word of Hope Ministries, Inc. or pay on our website's "Training Details" page. Please contact us for our street mailing address if you prefer to mail checks.

NOTE: churches will often assist with these costs. We suggest you explain the need and ask for assistance if you need it.

Additional Purchases Required:

*Two approximately \$20.00 Workbooks from IBCD (you will be able to purchase them directly online as you need them, more info below.) You may opt to download these on the IBCD site instead. These are called "Level One and Level Two", not to be confused with our course "Part One" and "Part Two".

*All Required Reading books can be purchased through Amazon (including Kindle versions). More info below. Costs will vary.

*Observation video purchases may be necessary, depending on your location. No need to purchase until you near the end of the prerequisite course. Ask us about this at that time.

To PURCHASE IBCD WORKBOOKS:

Both Level 1 and Level 2 workbooks can be purchased from IBCD. DO NOT purchase the observation workbook, you will not need it:

Go to these two links to purchase workbooks (copy and paste if you are not able to use the link directly):

<https://ibcd.org/product/level-1-handbook/>

<https://ibcd.org/product/cdc2-hbk/>

NOTE: There are pdf download versions of these workbooks available, but you will have to print out all the pages to use them, which would be quite a lot of printing. It's up to you. This option is a bit cheaper initially but more cumbersome and potentially expensive.

Part One SELF PACED COURSE of study:

*Listen to all free mp3 “Care and Discipleship” teaching sessions at the IBCD website www.IBCD.org (more specific links below)- Level 1, Level 2. (You are welcome to purchase the video version instead, but the audios will suffice and are at no cost.) There are 38 sessions total.

*You will need to view 10 hours of observation videos as well. The observation videos do not have free mp3’s, so we will give you instructions regarding which ones to purchase and/or view when you are ready, please ask at that time. (For local people, we have them at the ministry office for viewing there. Distance students will need to purchase, but they are well worth owning for your ministry).

To access the free mp3 sessions, use these links (or copy and paste if you are unable to access the link directly):

LEVEL ONE sessions: <https://ibcd.org/Series/care-discipleship-level-1/>

LEVEL TWO sessions: <https://ibcd.org/Series/care-discipleship-level-2/>

*Do the required reading simultaneously with the above mp3s.

*Complete homework summaries of teaching sessions and required reading (instructions below.)

*******DO NOT complete the IBCD forms or certification documents – you will not be seeking their certification. We are only using their video/audio as curriculum, you will not be doing any of their other certification requirements.*******

HOMEWORK Requirements:

For every mp3 you complete, be sure to check the website for more resource suggestions. On the Word of Hope Ministries resources page you will also find additional resources we recommend per topic, pdf’s of some helpful counseling tools we use, and some audios of workshops Ellen gives at conferences. You will find this page at:

<http://www.wordofhopeministries.com/traineeestudent-resources.html>

I. For every teaching mp3 you listen to (all 38), your assignment is to then write a summary and email it to Ellen as you complete them. Keep sending them even when she has not yet returned prior summaries. She gets to them as time allows.

The length of the summary is less important than the content, but be thorough and write it in “essay” form.

(The purpose in writing summaries is to be sure that you have grasped the teaching from the videos and discussions.)

Summarize the videos and discussions utilizing these guidelines:

The outline in your workbook is a good overview of the content you need to focus on. If you have taken notes during the teaching sessions, you will be well prepared to write a thorough summary.

Here are several points that should be included in your summaries in no particular order. Do not write it in question/answer format, but use an essay format that covers all of these points (unless it is clear that the point does not apply to that particular topic.)

1. The main theme of the video teaching in a sentence or two.
2. A fairly thorough overview of the teaching video key points.
3. What new concepts did you learn?
4. Has your idea of how to offer counsel to someone changed because of this teaching?
5. What challenged you?
6. What caused you to consider your own life struggles and how you approach them?
7. How will this teaching change your approach to your current ministry?
8. How might this teaching impact your future ministry?
9. What questions do you still have related to the teaching?
10. How confident are you that you have grasped the concepts taught?
11. Have you been in a situation helping someone that would have benefitted from something you learned from the teaching; how?
12. If you were presented with a person who needed help today, what concepts did you learn that would benefit your ability to help?
13. If the teaching addressed a specific life issue (such as depression, anxiety, a marriage problem, etc.) – imagine that a person with that struggle came to you for help. Talk about how you might approach this, to the best of your ability based on what you know thus far in our course. (in other words, you are inventing your own “mini-case study” so that you can think through how to help someone with this life struggle in general.)
14. Can you think of anything else from Scripture that either supports or contrasts the teaching but wasn’t included in the video? (if you believe there is a contrast, how have you sorted that out?)
15. Feel free to add anything else you wish to your summary as it pertains to the topic of the video.

In addition, before you write your summary, dig a bit deeper: look up the Scripture that is in the workbook, point by point, studying it more deeply as you are able (even though

they were covered in your notes during the session.) Consider context, use study tools, and stick to the application to the topic. The deeper you study, the more your own heart will be impacted and the more equipped you will be for counseling. It is a good idea to make this a guideline for your personal Bible Study and devotions' focus during your training.

When you complete a summary, please email it (as a Pages OR Word-compatible document) to Ellen at ellen.wordofhope@gmail.com

Be sure to note in the title of the document which summary it is. For example: "Summary #13" – the number corresponds to the # video or mp3.

Note: As time allows, Ellen will review your summary and send it back to you with feedback. Again, you do not need to wait for her to reply with comments before sending in the next summaries.

II. Over the course of this portion of your Part One training, you will be required to read and do 5 book review/summaries. Pace yourself so that these are completed while you are also completing the session summaries.

Below are the books that you will be required to purchase and read, in any order you choose.

1. ***Scripture and Counseling, God's Word for Life in a Broken World*** by Bob Kellemen and Jeff Forrey
2. ***Counsel from the Cross, Connecting Broken People to the Love of Christ*** by Elyse Fitzpatrick and Dennis Johnson
3. ***Instruments in the Redeemer's Hands: People in Need of Change Helping People in Need of Change*** by Paul David Tripp
4. Women: ***Women Counseling Women, Biblical Answers to Life's Difficult Problems*** by Elyse Fitzpatrick
Men: ***Men Counseling Men: A Biblical Guide to the Major Issues Men Face*** by John Street and John MacArthur
5. ***Because He Loves Me***, by Elyse Fitzpatrick

The length of the summary is not as important as the content, but do be thorough. Here are several points that should be included in your summaries in no particular order. Do not write it in question/answer format, but use an essay format that covers all of these points (unless it is clear that the point does not apply to that particular book.)

1. What is the main theme/topic of this book? Summarize, in your own words, what the book offers.
2. How does this book apply to Biblical Counseling ministry?
3. What insights did you glean from this book that you didn't have before?

4. How might this book impact your counseling ministry?
5. What questions did this book answer for you?
6. What questions do you still have after reading this book?
7. What is the most difficult concept for you to grasp in this book?
8. Did you disagree with anything in this book? Why?
9. What challenged you in this book?
10. What was the most encouraging thing about this book?
11. How did this book impact your own heart?
12. Include anything else that struck you about this book.

Tips for writing your summaries:

*Answer any chapter questions as you read. This will help the content to take root in your heart, and it will also help you with your summary later.

*When you come across Scripture as you read, open up your Bible and look at the passage there. Do some deeper study as it pertains to your reading. Read it in context, use study tools, etc. The deeper you study, the more you will find your own heart changed and your ministry to others impacted.

When all summaries are turned in and comments have been returned to you, your coursework is complete and you may then proceed towards certification (with our Part Two training). Upon completion of all Part One and Part Two requirements, you will be recommended to the IABC for certification.

Completion of only a portion of our course does not qualify you as a Biblical Counselor.

Please do not call yourself a “Biblical Counselor” unless you complete the entire certification training process and achieve a certificate.

We are able to mentor and supervise you through this entire IABC Certification process. (This process also requires your church’s approval and some involvement on their part as well.)

QUESTIONS? Here are several ways to get ahold of Ellen Castillo:

Email: ellen.wordofhope@gmail.com

Website contact form: www.wordofhopeministries.com OR www.biblicalmentor.com

TEXT or Phone: 805-478-6892

Friend me on Facebook: Ellen Conover Castillo

“Like” the [Word of Hope Ministries](#) Facebook Page

Follow us on Twitter: [@EllenWordOfHope](#)

Word of Hope Ministries, Inc.

Ellen Castillo, Certified Biblical Counselor and Executive Director

The following is the pastoral recommendation form. Please copy/paste it in to a separate document (including the logo), add your name to the first sentence and send it to your pastor or church leadership. Include an explanation of your desire to do this training and encourage him to read through our website for more information about the training.



Dear Pastor or Church Leader,

_____ has enrolled in Biblical Counseling Training with Word of Hope Ministries, Inc. This is a video and discussion based training for men and women in Santa Maria. We utilize the *Institute for Biblical Counseling and Discipleship Training* materials along with our own required reading. If you would like to learn more about this training and the materials we utilize, please visit our training pages at: www.wordofhopeministries.com. It is our desire that the ministry of Biblical Counseling would spread throughout our local area churches so that people are helped with the hope of The Gospel and God's Word.

Biblical Counseling is in-depth discipleship based on the sufficiency of Scripture to address life's struggles. The goal is transformation towards Christ-likeness as the counselor teaches the practical application of the Gospel and God's Word to promote change at the heart level.

Please answer the following questions about the applicant. We will keep your responses confidential. We intend to only enroll students who are gifted for counseling ministry and recommended by their church leadership, so please do not hesitate to let us know if you have any caution about this applicant.

Please email the document to: Ellen.wordofhope@gmail.com

1. How long have you known the applicant?
2. Do you know what kind of experience this applicant has had in any kind of discipleship ministry? (ie, Sunday School teacher, Awana leader, Bible Study leader, Youth leader, mentor, counselor, or anywhere that teaching God's Word is involved.)
3. Have you observed this applicant in a discipleship context? What type? What is your impression of their abilities?

4. Do you view this applicant as a mature believer?

5. Do you believe this applicant handles God's Word well and is able to understand and articulate a clear Gospel message?

6. Do you believe that this applicant is well suited for in-depth discipleship ministry? Why or why not?

7. Do you have any other concerns?

Thank you for helping us to determine the suitability of this applicant for Biblical Counseling Training. It is our privilege to serve local churches!

Your Name _____

Your position _____

Your contact information _____

Date _____

Ellen Castillo, Biblical Counselor and Executive Director

Word of Hope Ministries, Inc.

www.wordofhopeministries.com

ellen.wordofhope@gmail.com

805-478-6892

Part Two SELF PACED COURSE of study:

INSTRUCTIONS:

Certification Process:

1. Complete the PREREQUISITE (Part One) Word of Hope Ministries training course (all summaries and book summaries turned in and approved by Ellen.)
2. Upon completion of the prerequisite course, please inform your pastor(s) that you have done so and are beginning the process of certification as a Biblical Counselor. Be sure that you have his support and the church's willingness to provide you with accountability and ministry opportunities. They may be contacted by us to assist us with your supervision, which might at times include sitting in on counseling with you to observe your abilities and/or to partner on cases with you (this could be a pastor or another church or ministry leader who has authority over you.) It is critical that you have this leadership support, input and assistance.
3. Complete the Word of Hope Ministries Self-Evaluation/Desire for Certification questionnaire and email it to Ellen.wordofhope@gmail.com (you will find it at the end of this document.)
4. A. Assuming you are already an IABC member, and once we have received the above self-evaluation, you must now turn in the IABC certification application and fees to IABC, following the steps listed here. The Certification application is at IABC.net. There is a processing fee payable to IABC, not to Word of Hope.

NOTE: If your membership dues are current, you can wait to send in the additional certified member fee later, when you are closer to completing your training. (this fee is mentioned in the IABC manual.)

ALSO NOTE: Our fees are \$500.00, payable to Word of Hope Ministries, not to the IABC.

Steps to complete your application:

*Download the Certification Manual and read through it. (IABC.net) NOTE: there is a checklist included that will help you to be sure you complete everything as you proceed with training.

*Complete the Certification Application.

*Obtain a letter of recommendation from your church or ministry as requested, to

be mailed in with your application.

*Complete the Criminal Background Check form to be mailed in with your application.

*Attach a brief cover letter to your application, mentioning that you are doing your training with Ellen Castillo at Word of Hope Ministries.

*Mail all of the above to the IABC Member Services, NOT TO Word of Hope. Include your processing fee. Only include the certification if you are not current on your membership.

*After you have mailed the above, follow instructions to obtain THREE character references. Note that on the certification checklist in the manual, these references need to come from a friend, a pastor, and a colleague. If you have unique or special circumstances, please ask for help from Ellen.

Use the template provided with the following addition: Go ahead and fill out your name before you give it to your 3 references, and next to your name put “Training with Ellen Castillo, Word of Hope Ministries.”

B. Pay your supervision fee to Word of Hope Ministries (\$500 payable upfront or in monthly installments of \$100 for 5 months.) *Nonrefundable, total is due whether or not you complete the process and whether or not you pass.* Many churches will assist you with costs, so don't hesitate to ask your church.

You may pay by check mailed to Word of Hope Ministries, 3773 Corta Bella Way, Santa Maria, CA 93455 OR use the PayPal link on our website training page.

6. Complete the “Course of Study Syllabus” contained in THIS document. You do not need to do the coursework in the IABC manual.

You will need to purchase all required books. You can purchase them as you need them, and several are available on Kindle for a lower price. All audios and articles online are at no cost.

This course of study is self-paced but you are expected to complete work at a steady and reasonable pace.

7. Upon completion of all assignments in the Part Two Course of Study, take the **Theology Evaluation** (contained in the IABC Certification Manual, this is an open-book exam.) Email it to us for review. We will return it to you with any corrections or changes that you may need to make. Please follow these instructions rather than the instructions at the top of the evaluation:

Directions for writing the evaluation:

Type all answers in one document with numbered pages. **Type the question and question number at the top of the page.** Note – no less than three-quarter page to one page per question. Upon completion, submit to Word of Hope Ministries via email.

Footnotes should identify resources, and quotes need to be cited. Originality is required.

NOTE: Please do not rely solely on Grudem's book, but you must also read other sources to formulate your own answers. You can borrow these from your church or pastor, purchase them, or see if your library can get them for you. Some IABC suggested resources are:

Theology of Christian Counseling, Jay Adams; Zondervan, Grand Rapids 1979
Systematic Theology, Louis Berkhof; Eerdmans, Grand Rapids MI; 1932 / 1996
Christian Theology, Millard Erickson; Baker, Grand Rapids MI; 1983
Systematic Theology, Wayne Grudem; Zondervan, Grand Rapids MI; 1994
Basic Theology, Charles C. Ryrie; Moody, Chicago IL; 1986
Systematic Theology, Augustus H. Strong; Griffith & Rowland, Phil PA; 1907

8. Take the **Counselor's Evaluation** (contained in the IABC Certification Manual, this is an open-book exam.) Email it to us for review. We will return it to you with any corrections or changes that you may need to make. Please follow these instructions rather than the instructions at the top of the evaluation:

Directions for writing the evaluation:

Type all answers in one document with numbered pages. **Type the question and question number at the top of the page.** Note – no less than three-quarter page to one page per question. Upon completion, submit to Word of Hope Ministries via email.

Footnotes should identify resources, and quotes need to be cited. Originality is required.

9. Work together with your church leadership to acquire counselees to begin your 50 required supervised counseling hours UNLESS you have an agreement to counsel with Word of Hope Ministries as a staff member. If you are working with us, we will be assigning you counselees.

*You will not charge any session fees if you are counseling in your church while in training. (If you are counseling for Word of Hope Ministries, we will be charging the fees for your counseling sessions, but you will not be paid for student hours.)

*We are not able to provide you with counseling space unless you join the staff of Word of Hope Ministries.

If you do not join our staff, you will need to use a quiet and private place in your church to do your counseling – often a classroom will work just fine, or a borrowed office. Do not meet in a public place for these counseling sessions – we find that it hinders transparency and does not allow for total privacy.

*Men only counsel men, women only counsel women. If you have a couple that needs counseling and both spouses are in our training, we will work with you regarding how to each accrue hours on that one case (typically the wives will meet individually, the husbands will meet individually, and there will be occasional joint sessions as well.)

Individuals training without their spouse will not do any couples counseling for these 50 hours unless you are counseling with Word of Hope Ministries (in that case, we can possibly provide a team counselor of the opposite sex to work along with you.

*You will plan and implement your counseling sessions independently, and we will review your sessions with you as stated below. Utilize the resources you have gathered during your training and come up with appropriate homework assignments. Feel free to use what we have on our resources page on the Word of Hope website.

*We will not be guiding you in this prior to a counseling session due to time and logistics, our role is to critique your sessions later. (If you are counseling with Word of Hope Ministries, you will have access to our resources at the office.)

* For your initial session, have the counselee fill out the PDI prior to your first session. Review it so that you can discuss it when you first meet. You can use the one on the Word of Hope Ministries website, but be sure to tell the counselee that their counseling is being done by you through your church or parachurch as a trainee and not by Word of Hope Ministries (UNLESS you have an agreement to do so with us.) You should also type up an Informed Consent form of your own to use during your training. Use ours as a template, but do not include the fees and do not use the name “Word of Hope Ministries” (again, UNLESS you have an agreement to work on staff with us and will therefore use our forms.) Use your church or parachurch name instead if you are counseling for them, and be sure to let your church/ministry know about the use of these forms.

*In order for us to supervise and mentor you as you accrue your hours, you are required to fill out a thorough session summary (found at the end of these instructions) for every session you do with a counselee.

Email each session summary to ellen.wordofhope@gmail.com. Every so often we will arrange a phone or Skype call with you to discuss the summaries you have emailed thus far. We may also occasionally send you some email feedback. If you are local, we may be able to schedule in-person mentoring now and then as time allows. Eventually we will mentor/supervise and critique every session summary.

*Be sure to note how much time you spent in a counseling session. 1-1.5 hours is the maximum time you can accrue per session, even if you go a bit longer than that. We will be keeping a record of your accrued hours. Keep a copy of the summaries and hours for yourself, too.

10. Upon completion of all above requirements, we will write a letter of recommendation to the IABC to obtain your certificate.

ONCE I AM A CERTIFIED BIBLICAL COUNSELOR, what is next?

Most of you will serve within the context of your own church, doing counseling under their authority. These counselors are not running a business or charging fees, but doing it as a ministry of the church. Some counselors work on staff at their church, many are volunteers.

Some will serve within the context of other ministries you are already involved in (Crisis Pregnancy Centers, Homeschool Support Groups, campus ministries, camps, clubs, etc.)

Only some of you who are local may qualify to work at WOHM as a counselor (employee status). We cannot guarantee this, nor do we know if we can anticipate any openings. If we have an opening we believe you might be suited for, we will let you know.

If your desire is to counsel as a business or nonprofit parachurch, we strongly suggest you wait until you have quite a bit of counseling experience (a few years at least) under your belt. You will need much experience, credibility and reputation to succeed at this. Ellen would be happy to advise you in this endeavor.

Con't.....for Course of Study

CERTIFICATION COURSE OF STUDY:

These assignments will prepare you for your exams and your 50 hours of supervised counseling. They also prepare you to implement Biblical Counseling ministry in your local church or parachurch. You are to work through these at your own pace and complete them prior to beginning your 50 hours.

1. Work through “The Process of Biblical Heart Change” yourself in its entirety before doing the remaining assignments. Write a one paragraph summary of what you learned from each chapter (in one total document) and email it to us.

At Amazon, purchase “The Process of Biblical Heart Change” by Julie Ganschow and Bruce Roeder. Be sure to get the workbook version (read description below book title on Amazon.)

The following assignments can be done in any order. Please send them in as you complete them, not all at once. Plan to work on your assignments consistently each week in order to complete them before you begin your 50 counseling hours.

2. Grudem’s Systematic Theology – Read the following assigned chapters, and write a .5-1 page general summary on each (single spaced, 12pt. regular font.) Please note in your summary whether or not you basically agree with the theology as written and if not, why not.

- Ch. 2 – The Word of God
- Ch. 8 – The Four Characteristics of Scripture
- Ch. 16 – God’s Providence
- Ch. 18 – Prayer
- Ch. 20 – Satan and Demons
- Ch. 22 – Man as Male and Female
- Ch. 24 – Sin
- Ch. 27 – The Atonement
- Ch. 30 – The Work of the Holy Spirit
- Ch. 38 - Sanctification
- Ch. 43 – Union With Christ

NOTE: to prepare best for the Theology Evaluation/Exam and to benefit your future ministry greatly, it would be an excellent idea to take the time to read this entire book, and/or other systematic theology books. It is not required, but it would be worthwhile.

Be sure to purchase Systematic Theology: An Introduction to Biblical Doctrine by Wayne Grudem.

3. Required reading response papers:

Write a response paper on each of these books. This is somewhat different than the summaries you did in the prerequisite training course. This is not a book report where you simply summarize the book, it is a response paper which requires you to interact with the book's content according to these instructions:

For each of the required reading books, submit a minimum 4 page (regular font 12pt. double-spaced) reading response which includes the following three points:

1. Explain in summary form what this book is about. What is the author trying to convince you of and why?
2. Explain what impacted you the most about this book. What did you learn about yourself and about Biblical Counseling, and how will this potentially impact your counseling ministry?
3. Explain how this book contributes to your understanding of how to care for and disciple people.

*Gospel-Centered Counseling: How Christ Changes Lives (Equipping Biblical Counselors) by Robert W. Kellemen

*Gospel Conversations: How to Care Like Christ (Equipping Biblical Counselors) by Robert W. Kellemen

*The Biblical Counseling Movement After Adams by Heath Lambert

*Biblical Counseling and the Church: God's Care Through God's People by Bob Kellemen, edited by Kevin Carson

4. IBCD audios: Go to IBCD.org, click on "resources".

From the many choices at this site, choose 12 audio messages on topics of your choosing (based on your own counseling-related interests, choose a variety – you can choose by speaker or category. If a message is 2 parts, that counts as 2 audios.) Email each message's questions separately as you complete them.

For each message, thoroughly answer the following questions:

1. What is the title and who is the speaker. Why did you choose this topic?
2. What did you learn about your own heart? Explain.
3. What did you learn that will be useful in a counseling session? Explain.
4. What did you learn that was new information to you? Explain.
5. Would this audio be useful as a counseling homework assignment, if so in what context would you utilize it? Explain.
6. Over all, was this an impactful audio for you – what else would you like to say about it?

At the end of these assignments, you are ready to take your Counselor Evaluation/Exam and Theology Evaluation/Exam.

When all assignments are turned in and supervised, both exams are turned in and passed you will be ready to begin your 50 counseling hours, the final part of your certification training. Please wait until we notify you that you are cleared to begin counseling hours.

HOW TO FIND COUNSELEES for your 50 hours of mentored/supervised counseling:

You must work with your church leadership, or parachurch leadership, to find counselees - unless you are counseling with an agreement with Word of Hope Ministries. Generally when offering to counsel in your church, this is done by word of mouth. Be sure not to do too many at once. In fact, beginning with one counselee is a good idea, and you can add more as you gain confidence and ability.

Here are a few ideas for those who are not counseling with Word of Hope Ministries (if you are counseling with us, just send us any referrals that come to you so that we can use proper protocol before you agree to take the case):

Consider every conversation with a friend or acquaintance about “problems” as a potential counseling opportunity. You can tell the person that you are working with a mentor to help you to become a certified Biblical Counselor. Ask if they would be willing to help you in the process. Explain that you could talk about the problem for about an hour a week, and that you would take notes and offer counsel according to your training. You would want them to know that you would be submitting those notes to your mentor who would help you to help them.

Ask your pastors and other church leaders to be alert to anyone who might benefit from this kind of counseling relationship with you. They can refer those people to you.

Be sure your friends and ministry co-workers know you are in training. Spread the word and ask them to be alert to anyone with a need for counseling. Ask them to refer those people to you.

Ask a Biblical Counseling ministry in your area to refer people to you for training purposes. They can determine whether or not they will oversee the case and charge any fees, or simply hand it off to you.

Be patient. God will bring people to you who need your help in His timing. Pray.

Copy/paste this counseling form in to a separate document for your use for the 50 hours (it is fine to remove our notes):

Con't. for Counseling Session Summary Form.....

COUNSELING SESSION SUMMARY

DATE _____ Counselee's Name: _____

COUNSELOR _____ Session # _____

Length of Session (1 or 1.5 hours) _____

1. Review of last week's homework:

(NOTE: in the first session, use this time to go through the PDI thoroughly if they brought it with them (if not, have them bring it next time and just gather data verbally for now and review it next time), finish gathering data as needed and get to know each other. Be sure they understand the Informed Consent and sign it.

2. Summarize the session. What further data did you collect and what was the general flow of the session? What topics did you discuss and what Scriptures did you go over? What Biblical solutions did you offer?

3. Note what the counselee is doing or not doing or thinking of biblically. Be specific:

4. Agenda: what needs to be addressed in coming sessions, what do you plan to focus on and why? What are the most immediate issues, and what are the issues that can be addressed later?

5. HOPE: how did you give hope? What Scriptures did you use?

6. HOMEWORK: describe the homework given (NOTE: ideas to include: Scripture memorization; Scripture reading; Scripture study; Scripture meditation; Prayer, Practical Application; reading topical articles and books; topical audios; journaling)

NOTE: the first homework assignments should include "Changing Your Thought Patterns" and the "Heart Diagram", both of which can be obtained from Word of Hope Ministries' website on the password protected trainee's-only resource page (email us for password if you do not have it. You will also find recommended books and other resources suggestions there. Be sure to refer back to your IBCD course manual for planning sessions and resource ideas as well.) con't.....

7. When is your next appointment scheduled?

8. Did you seek any help or assistance from another counselor, leader or pastor for this session? Describe.

9. What else should we know about this session before we discuss it with you? NOTE: Here are some examples of things you could tell us about if you feel it would be helpful:

*Was there any unique body language?

*Was there anything challenging about the counselee's attitude, behavior, or response to your counsel? Any other heart issues reveal themselves (such as motives, desires/idols, emotions, etc.)?

*Do you and the counselee see the problem in the same way?

*Do you think the counselee is invested in the process and willing to do the work in a cooperative manner?

SELF EVALUATION, Desire for Certification:

Complete this Self-Evaluation/Desire for Certification and email it to Ellen.wordofhope@gmail.com: (copy/paste it in to a separate document please.)

Be thorough in your answers.

1. What are some concepts that you have found most helpful in the Care & Discipleship training?
2. What life-experiences have you had that the Lord may use as you help others?
3. Read 1 Timothy 3:1-7. While these are qualifications for elders, the characteristics listed are exemplary for all Christians. In light of those qualifications, what are your strengths and weaknesses at this time?
4. How do you hope to continue to grow in your ability to care for and disciple other believers?
5. What types of needs or situations do you have a particular desire to help?
6. What are you most excited about now that you have completed this training?
7. Is your church leadership aware that you are planning on going through the certification portion of this training? Are they supportive and willing to help you and assist you as needed (including possibly sitting in on counseling with you at times which we may require in some cases.)
8. Is there anything else we should know about you or your ministry intentions at this point?