



## SYLLABUS

### FULL BASIC CCM TRAINING COURSE

#### Course Description:

This course presented by The Caring Congregation (TCC) is designed to train pastors, staff, and volunteers so that together they can organize methods of care that are relevant to the needs of our current era. The ministry of congregational care is the heart of the church and should be carefully designed to help persons in need through challenging times. Congregational Care Ministers (CCMs) or "Care Ministers" are key volunteers who work alongside their pastor to help provide Christlike care for the church family and the community in which the church serves.

The training is based on two books co-authored by Rev. Karen Lampe and Rev. Melissa Gepford:

Lampe, Karen and Gepford, Melissa, *The Caring Congregation Ministry: Implementation Guide*, May 2021, Nashville, TN, Abingdon Press Publishers, ISBN: 978-1-7910-1338-7

Lampe, Karen and Gepford, Melissa, *The Caring Congregation Ministry: Care Ministers Manual*, May 2021, Nashville, TN, Abingdon Press Publishers, ISBN: 978-1-7910-1340-0

#### General Objectives:

Upon completion of this course, the participant will be equipped with new information to create a culture of care and be able to:

- Establish a Care Ministry utilizing five essential steps for organizing a culture of care:
  1. **Recruit & Equip** laity who embody Jesus' model of servant leadership, prayer, mutual love, care, and concern to become Congregational Care Ministers. The training empowers laity to use their gifts and unique life experiences to care for others.
  2. Determine the **Roles and Responsibilities** of each CCM based on assessment of church/community needs. Gifts and graces of each CCM will be considered while creating a diverse culture of care.
  3. **Establish the Documentation System** that works well for each setting. An emphasis on confidentiality, efficiency, and compassion is clearly articulated throughout the training.
  4. **Evaluate** the actual care needs of the congregation/community, resources available. A short and long-term plan will be discussed.
  5. **Build the Congregational Need** through various channels to maximize the impact of the Congregational Care Ministry.

- Provide Training for Congregational Care Ministers including:
  1. **Theological Foundations** – The teaching emphasizes a consistent Wesleyan theology considering scripture, reason, traditional and experiences. A Christ-like model of care is emphasized for the needs of the people in the community,
  2. **Prayer** – The teaching emphasizes prayer as the first and most important tool for encouragement, transformation, and restoration. Opportunities to practice and model varieties of prayer are provided. Consideration of holy, prayerful spaces is discussed.
  3. **Boundaries** - The teaching considers concepts regarding healthy boundaries that protect and respect the care-receiver and care-giver.
  4. **Listening & Spiritual Guidance** – The teaching features skills to provide authentic listening and spiritual guidance for almost any human situation through scripture, prayer, readiness, and resources. Role playing and case studies are included.
  5. **Visitation** – The teaching offers guidelines for visitation in homes, hospitals, in nursing home and assisted living facilities. Special situations are included such as care for children.
  6. **Care for the Dying** - The teaching considers end-of-life choices, the active phase of dying, and the responsibility of a care ministry to implement continuity of care specific to the patient and family’s spiritual needs. Important emphasis is given to presence, scriptures, prayers, funeral planning, and follow-up care.

### **Instructional Procedures:**

The Caring Congregation (TCC) offers laity and pastors different options to receive training required to create a culture of care. Care is the heart of the church as Jesus has called us to do healing ministry. The main goal of TCC is to create excellent care ministries for church, community, or faith-based organizations. To that end, TCC has developed four options for training. Upon completion of each option, individuals will receive a certificate of completion for 10 contact hours in congregational care.

#### **OPTION 1: WEBINAR**

National CCM Basic Training Webinars - offered semi-annually (spring & fall) for individuals to participate in a live streaming intensive Basic CCM Training course (usually over 2 days - approx. 14 hours total). This live-streamed webinar offers detailed training designed for pastors and laity to learn the basics on how to establish and conduct an effective care ministry based on Reverends Karen Lampe and Melissa Gepford's books, *The Caring Congregation Ministry: Implementation Guide* and the *Care Minister's Manual*.

Customized CCM Basic Training Webinars - same training received in the above National CCM Basic Training Webinar, but customized for a church, conference, district, or faith-based organization on a date mutually agreed upon for training (typically a Fri/Sat). This intensive live-streamed event is customizable to include representation by the host as a presenter with emphasis on certain aspects of the training as requested.

#### **OPTION 2: ONLINE COURSES FROM THE CARING CONGREGATION ACADEMY**

The Basic Training Course is available online in the Caring Congregation Academy at Teachable.com. It is available as a full course or broken into separate parts by topic, offering multiple ways to train individual staff and laity when establishing a care ministry. These courses are self-paced.

### **OPTION 3: IN-PERSON SEMINAR**

This option involves a one or two-day seminar whereby a host church, district, conference, or faith-based organization invites one of our seminar leaders to provide an on-site, in-person conference. These are the "in-person" equivalent of the Customized CCM Basic Training Webinars mentioned previously in Option 1. Most seminars are held on Friday and Saturday to allow for greatest participation. The host church receives additional consultation for three months after the seminar as requested.

### **OPTION 4: CLM SPECIALIZATION IN CONGREGATIONAL CARE**

Specialized training in Congregational Care is also provided for Certified Lay Ministers (CLMs) in collaboration with the Lay Servant Ministries of the United Methodist Church. This course is offered in the Caring Congregation Academy as an online course as well as in webinar and seminar formats. It includes an additional final "Care Ministry Action Plan" project and resulting certificate of completion showing CLM Specialization in Congregational Care from UMC Discipleship Ministries.

#### **Reading Requirements and Recommended Course Materials:**

Lampe, Karen and Gepford, Melissa, *The Caring Congregation Ministry: Implementation Guide*, May 2021, Nashville, TN, Abingdon Press Publishers, ISBN: 978-1-7910-1338-7

Lampe, Karen and Gepford, Melissa, *The Caring Congregation Ministry: Care Ministers Manual*, May 2021, Nashville, TN, Abingdon Press Publishers, ISBN: 978-1-7910-1340-0

- Congregational Care Card set – includes Death is Imminent and Anointing cards from The Well Bookstore: online at [www.thewell.cor.org](http://www.thewell.cor.org) under the Pastoral Care link.
- Anointing vials for participant: [www.discountvials.com](http://www.discountvials.com)
- Additional handouts are provided for participants (originals will be e-mailed before the event)

## **About The Caring Congregation, LLC:**

The Caring Congregation (TCC) offers guidance on best Christian practices to help people move through life's challenges. Their method of care is based on a team approach that empowers both pastors and laity (serving as Congregational Care Ministers or CCMs) working together to support the congregation and community. Rev. Karen Lampe, along with Senior Pastor Rev. Adam Hamilton, church staff and the Congregational Care Ministers (CCM) at Church of the Resurrection, created and implemented this method of care for churches of all sizes to create a community of hope and assurance in our complex world.

Through speaking engagements, webinars, online courses, and private consultation, Rev. Lampe and the national team of seminar leaders and consultants provide capable, adaptable, and scalable guidance. They provide seminars and webinars based on our latest books by Pastors Karen Lampe and Melissa Gepford for churches, pastors, and faith-based organizations to empower laity and organize their care ministries. They also offer e-learning courses on congregational care in The Caring Congregation Academy. Their podcast series includes current topics related to their training which is available on Soundcloud and Apple Podcasts. Students are encouraged to connect with their Facebook community to receive ongoing information on events and other tools helpful in creating a culture of care. For more information, visit the website at *thecaringcongregation.com*.