

**The Upper Room
Walk to Emmaus/Chrysalis
Clergy Certification Process**

(Approved October 20, 2007 and updated October 31, 2007)

Rationale: In order to honor the service of clergy whose traditions do not require the same level of formal education as the current Emmaus/Chrysalis Clergy Criteria and who have served faithfully as Spiritual Directors, and are in good standing in their communities, a certification process has been established by The Upper Room. This certification process will enable these clergy to continue to serve in the categories of Weekend Spiritual Directors and Assistant Spiritual Directors in their Emmaus/Chrysalis communities.

This certification process will be offered by The Upper Room Walk to Emmaus/Chrysalis International Office through its Clergy Regional Representatives. The Clergy Certification will be done on a case by case basis. The first to apply will be the first considered. The preferred date for request from the local board is on or before March 31, 2008.

This certification process will be limited to clergy who have faithfully served their communities before December 31, 2007. If granted, the certification will remain valid as long the person is in good standing with the community and with The Upper Room Emmaus/Chrysalis Spiritual Director.

This Clergy Certification process includes the following steps:

- 1) The Emmaus/Chrysalis Board of Directors will write a letter of recommendation on behalf of the candidate(s) they would like to be considered for certification. This letter will be submitted to the Clergy Regional Representative of that area and it must include:
 - The current Clergy Team Application Form (available through the WTE/Chrysalis websites) completed by each candidate(s).
 - A letter of recommendation from the local Ministerial Association stating clearly that the candidate is in good standing with other clergy in the area and respected as one who can provide pastoral and spiritual guidance to parishioners of other congregations in an ecumenical setting like Emmaus or Chrysalis.
 - A letter from the local Board of Directors, signed by both the Community Spiritual Director and the Community Lay Director, stating that the board has examined the service record of each candidate within the community and the Clergy Team Application form. This letter should also provide any other import information why this candidate should be certified as clergy for leadership in Emmaus or Chrysalis.
- 2) After the Clergy Regional Representative receives the three documents described in step 1, there will be a telephone interview with each candidate. Those who do not successfully complete this stage will receive word from the Community Spiritual Director.

- 3) Those who successfully complete steps 1 and 2 will be invited to a two-day clergy certification event.
- 4) Clergy successfully completing the Clergy Certification training will be recommended to The Upper Room International Office for certification. If approved by the review committee, these clergy will receive a certificate and a letter signed by the International Spiritual Director authorizing them to serve as a Weekend Spiritual Director or Assistant Spiritual Director for Emmaus and Chrysalis. A copy of this letter of authorization will also be sent to the Community Spiritual Director, the Community Lay Director, and to the Clergy Regional Representative.
- 5) Those who do not successfully completed the Clergy Certification training will receive a letter of appreciation signed by the International Spiritual Director authorizing this person to serve outside the Emmaus or Chrysalis conference room in other setting such as the Prayer Chapel, Worship leader or preacher for Hoots or Gatherings, Pastor for those serving behind the scenes, etc. A copy of this letter of authorization will also be sent to the Community Spiritual Director, the Community Lay Director, and to the Clergy Regional Representative.

** The first Certified Clergy training event will be held in Nashville, TN, April 22-23, 2008. The event will begin a 1 p.m. on Tuesday and conclude no later than 3 p.m. on Wednesday. Additional information about Clergy Certification and other training opportunities will be shared by the Clergy Regional Representative with interested communities as it becomes available.

This document was approved by the Emmaus/Chrysalis Fourth-day Staff after consultation with the Clergy and Lay Regional Representatives, October 20, 2007.

(Revised on 12/17/07)