

ELCA Outdoor Ministries

## **Professional Standards Program**

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*Encouraging education, experience and growth*

Congratulations on your decision to participate in the ELCA Outdoor Ministries Professional Standards Program! One of the great strengths of ELCA Outdoor Ministries is the talented, professional staff at our camps and retreat centers. We're sure you'll agree that the better equipped we are, the more effective our ministries will be.

This program is intended to encourage education, experience and growth for individuals to be theologically sound, and administratively and programmatically effective.

We encourage you to have a goal of being as fully trained as possible for the many demanding aspects of serving in outdoor ministries. The Professional Standards Program is designed to help you systematically broaden your education, experience and growth. We hope you can catch this vision to become a well-rounded outdoor ministry leader. It will certainly enhance your professional development, assist your ministry today, and might also help you be better prepared for future positions you enter in outdoor ministries.

This is not a certification program. It is a way for you to discover your educational needs and track your ongoing continuing education efforts. Participating in the ELCA Outdoor Ministries Professional Standards Program is a career-long endeavor.

### **The Process**

- Please fill out the *Participation Form* to begin the process. Document those areas you have completed and submit your form with supporting materials. Continue to update your profile using the *Update Form* as you complete additional components.
- Send the *Participant Form* with documentation to ELCA Outdoor Ministries at the address listed below. You will be notified when your materials are received. The Professional Standards Committee reviews forms twice a year. Materials must be submitted by March 1 for the spring review session and September 1 for the fall review session. However, *Participant Forms* and *Update Forms* can be submitted at any time.
- Your materials will be reviewed by a team of Professional Standards Committee members. The committee makes decisions related to completion of a component. You will receive an annual *Personal Report* showing your current status. This form will also include an *Update Form* for you to submit a record of new continuing education activities and efforts to meet previously unmet components or standards.
- Your file is confidential. You can request a copy for your *Personal Report* at any time. In order for a copy to be sent to potential employers, you must make a request for a copy from ELCA Outdoor Ministries.

- All forms and information about the Professionals Standards Program are available online at [www.elca.org/camps](http://www.elca.org/camps) (Resources for Leaders).

### **Notes Regarding the *Participation Form***

- For most Components, we are looking for documentation. Submit copies of transcripts, certificates of completion, or membership information wherever appropriate. We are aware that finding transcripts and certificates of past continuing education efforts can take some effort, but we believe that keeping track of your education and qualifications can only benefit you in your professional career. It will be time well-spent.
- When considering academic coursework, a course is defined as 30 or more contact hours with a qualified instructor. A seminar is defined as 12-29 hours.
- Annually, Lutheran Outdoor Ministries (LOM) offers a school with either an administration or program emphasis. Please note, in section III (LOM School Component), completing Action Plans and an evaluation at the School serves as the competency assessment. The competency assessment is required for 2003 and after. Prior to 2003, participation alone will satisfy the requirements. Serving on the LOM Education Committee or as an instructor on the faculty at a School will also meet the component requirement.
- In section IV (Administrative Component) and V (Program Component), you may use a combination of academic courses and experience to complete the component. However, all *Key Topics* must be addressed and documentation of experience is required.

### **Notes Regarding the *Key Topics***

- To meet the a component, academic coursework must cover the *Key Topics* listed on the attached sheet. Sometimes more than one course, or a combination of coursework and experience, may be used to meet a standard.
- When professional experience is submitted to meet a standard, please provide written documentation for each required area. Include your position, dates, responsibilities, and be sure to list which *Key Topics* listed on the attached sheet are covered by this experience.

### **Notes Regarding the *Resource List***

- The *Resource List* is an attempt to help you begin your search for local places which provide appropriate educational opportunities. We encourage you to creatively search out avenues of growth. Local outdoor ministry professionals might have insights on nearby opportunities.

- When you complete any component or portion of a component, please complete the *Update Form* and forward the form and necessary paperwork to:

**ELCA Outdoor Ministries**

Professional Standards  
8765 West Higgins Road  
Chicago, IL 60631

If you have any questions, please contact Jon Skogen, Assistant Director for Outdoor Ministry, ELCA (*Jon.Skogen@elca.org* or 800.638.3522 ext. 2573). Jon will connect you with a member of the Professional Standards Committee. We would love to help answer questions and better explain this program.

***Glossary of Terms***

*Participant Form* – The initial form completed to document your education, training and experience.

*Update Form* – The form to annually report back to the Professional Standards Committee recent efforts to meet components.

*Personal Report* – This report is used in two ways:

1. The annual report to participants reporting the current status of meeting the standards.
2. The Personal Report can be requested and sent to potential employers.

*Key Topics* – Academic coursework, workshops, and seminars have key topics or areas which are expected to be covered.

*Resources List* – Potential sources of continuing education opportunities. This list serves as a guide to help a participant start local research for such opportunities.

***Professional Standards Committee:***

Dave Eliason, Green Lake Lutheran Ministries, Minnesota

Louise Johnson, Lutheran Theological Seminary at Philadelphia

Paul Leslie, Voyageurs Lutheran Ministry, Minnesota (Chair)

Sunni Richardson, Nebraska Lutheran Outdoor Ministries

Jon Skogen, ELCA Outdoor Ministries, Chicago (Staff and LOM Board Liaison)

Mike Youse, Lutheran Camping Corporation of Central Pennsylvania

ELCA Outdoor Ministries

## **Professional Standards Program**

*Encouraging education, experience and growth*

<b>Name</b>	<b>Email</b>	<b>Phone</b>		
<b>Address</b>		<b>Fax</b>		
<b>City</b>		<b>State</b>	<b>Zip</b>	
<b>Current Outdoor Ministry Site</b>		<b>Start date</b>		
<b>Position or title</b>				

**Please list other related professional experience:**

Standards Committee

<b>Organization, City, State</b>	<b>Position or title</b>	<b>Dates</b>	<b>Date</b>	<b>Init</b>

### **I. Academic Degree Component**

Minimum requirement is a bachelor's degree from an accredited institution. Please submit a transcript.

Standards Committee

<b>Degree earned</b>	<b>College or University, City, State</b>	<b>Grad.</b>	<b>Date</b>	<b>Init</b>

## II. Theological Education Component

Complete *either* A or B.

- A.** Successfully complete basic foundational studies in theological education from an accredited institution or from an institution approved by the Professional Standards Committee, including at least one academic course in each of the following areas. Please submit a transcript or certificate of completion.

Foundational Studies	Course Title, Institution, City, State	Dates	Standards Committee	
			Date	Init
Biblical Studies, New Testament				
Biblical Studies, Old Testament				
Lutheran Theology and Confessional Writing				
Lutheran Church History, (including North American context)				
Systematic Theology, (minimum of introductory level)				

- B.** Rostered by the ELCA as an ordained minister, Associate in Ministry (AIM), deaconess or diaconal minister.

Category	Synod/District	Date	Standards Committee	
			Date	Init

## III. LOM School Component

Each School will be completed with a competency assessment. Prior to 2003, participation satisfies requirement. Participation may be as a student, faculty or Education committee member. Prior to 2005, ALOMP School satisfies requirement.

LOM School Track	Site	Year	Standards Committee	
			Date	Init
Administrative				
Program				

## IV. Administrative Component

Complete *both* A and B. Please submit a transcript.

**A.** Complete an academic course or LOM School in each of the following.

Standards Committee

Academic Course	Course Title, Institution, City, State	Dates	Date	Init
Nonprofit board governance				
Camp Risk Management				

**B.** Complete *either* of the following #1, or #2.

- Complete an academic course or provide documentation of 10 years of experience in each of the following (documentation needs to address and describe responsibilities listed in Key Topic areas):

Standards Committee

Academic Course	Course Title, Institution, City, State	Dates	Date	Init
Business or nonprofit administration				
Marketing				
Human resources management				
Accounting (nonprofit organizations preferable)				
Finance and fundraising				

- For professionals who administer *only* conference centers. Please submit certification.

Standards Committee

Organization	Initial Date	Renewal Date	Date	Init
IACCA Certification				

## V. Programmatic Component

Complete *both* A and B. Please submit a transcript or documentation.

**A.** Complete a seminar or academic course in each of the following:

			Standards Committee	
Academic course	Course Title, Institution, City, State	Dates	Date	Init
Education or learning theory				
Program development				

**B.** Complete a seminar or academic course, or provide documentation of 10 years experience in *three* of the following (documentation needs to address and describe responsibilities listed in Key Topic areas):

			Standards Committee	
			Date	Init
Christian education program development				
Recreation program development				
Retreat program development				
Environmental education program development				
Challenge program development				
Family or intergenerational program development				

## VI. Philosophy Component

Write a 1000-1500 word paper describing your personal philosophy of outdoor ministries.

			Standards Committee	
			Date	Init
Paper submitted				

## VII. Diversity Component

Complete a seminar. Please submit certificate of completion or similar paperwork.

Course Title	Sponsoring Agency	Dates	Standards Committee	
			Date	Init

## VII. Professional Growth Component

A. Attend at least one ELCA Outdoor Ministries Conference every three years.

Most Recent Conference	Site	Year	Standards Committee	
			Date	Init

B. Maintain current membership in at least one of the following professional organizations. Please submit a copy of membership card.

Organization	Dates	Standards Committee	
		Date	Init
American Camping Association (ACA)			
Christian Camping International (CCI)			
International Association of Conference Center Administrators (IACCA)			

C. Participate in at least 25 contact hours of continuing education annually. Attach additional sheet with information if necessary.

Event Title	Sponsoring Agency	Dates	Standards Committee	
			Date	Init

D. List your continuing education plans for the coming year.

Topic/Standard	Sponsoring Agency	Dates	Standards Committee	
			Date	Init

**Please sign in the box below to register your intent to participate.**

Print name	Sign name	Date submitted

**\*\*\*For Professional Standards Committee Use\*\*\***

Committee Member Name	Date	Init

**Return to:**

ELCA Outdoor Ministries  
 Professional Standards Program  
 8765 W Higgins Rd  
 Chicago, IL 60631