

# **AUUA CERTIFICATION PROGRAM**

## **PROFESSIONAL DEVELOPMENT & SELF CARE MODULE**

### **Section 1**

#### **Goal/Area of Focus:**

Boundaries

#### **Task:**

Level 1: Pick one of the frequent boundary issues listed below (or another that has been significant within the framework of your job) and describe how it has been an issue in your role, and how it was resolved.

Level 2: Find a resource you did not use to address this issue and describe how it could have benefited you.

- Ability to Say No.
- Avoid Triangulation
- Confidentiality
- Conflict of Interest
- Time Management

### **Section 2**

#### **Goal/Area of Focus:**

Have a Plan

Level 1: Develop and write a plan for self care ensuring that it includes both personal and peer support.

Level 2: Attempt to implement this plan for a month and report on the results.

### **Section 3**

#### **Goal/Area of Focus:**

Spiritual Practice

Level 1: Describe spiritual practices that you have used. Do you still use any of these? Did you become so busy in your role in the organization that you have dropped this practice? Describe how you would reallocate your resources to restart this or another spiritual practice.

Level 2: Have a conversation with your minister or another religious professional regarding this and report on the results of the conversation.

### **Section 4**

#### **Goal/Area of Focus:**

## Stress Management

Level 1: Describe one stress management activity that you do regularly and its affect on you.

Level 2: Explore other options and how you might incorporate them.

## **Suggested Reference Materials**

*This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.*

### **Personal Plan for Self Care**

Domar, Alice D. and Henry Dreher. *Self-Nurture. Learning to Care for Yourself as Effectively as You Care for Everyone Else.* Penguin, 2001.

Melander, Rochelle and Harole Eppley. *The Spiritual Leader's Guide to Self Care.* Herndon, VA: The Alban Institute. 2002

Oswald, Roy M. *Clergy Self-Care. Finding a Balance for Effective Ministry.* Bethesda, MA: The Alban Institute, 1991.

[www.Amazon.com](http://www.Amazon.com) – Has thousands of titles on self care

### **Spiritual Practice**

Alexander, Scott W. *Everyday Spiritual Practice.* Boston: Skinner House Books, 1999.

Kornfield, Jack. *Mediation for Beginners.* Sounds True, 2004. Book and CD.

Oswald, Roy and Jean Morris Trumbauer. *Transforming Rituals. Daily Practices for Changing Lives.* The Alban Institute, 1999.

Salzberg, Sharon and Joseph Goldstein. *Insight Meditation. A Step-By-Step Course on How to Meditate.* Sounds True, 2002.

[www.Amazon.com](http://www.Amazon.com). – Has thousands of resources on meditation.

### **Boundaries**

Briggs Meyers, Isabel. *Gifts Differing. Understanding Personality Types.* 1995.

Keirsey, David. *Please Understand Me.* 1984.

Lawrence, Gordon. *Tiger Stripes and People Types* 1993.

Oswald, Roy M., Otto Kroeger. *Personality Type and Religious Leadership.* Washington, D.C.: The Alban Institute, 1988.

Ware, Corrine. *Discover Your Spiritual Type: A Guide to Individual and Congregational Growth.* Herndon, VA.: The Alban Institute. 1995.

[www.keirsey.com](http://www.keirsey.com)

[www.myersbrigg.org](http://www.myersbrigg.org)

[www.enneagraminstitute.com](http://www.enneagraminstitute.com)

## **Stress Management**

Hanson, Peter G. *Stress for Success. How to Make Stress on the Job Work for You.* New York: Doubleday, 1989.

Maslach, Christina and Michael P. Leiter. *The Truth About Burnout. How Organizations Cause Personal Stress and What to Do About It.* San Francisco: Jossey-Bass Inc., 1997.

McGee-Cooper, Ann. *You Don't Have to Go Home From Work Exhausted.* NY: Bantam Books, 1992.