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1. Introduction

Dear Friend of Twelve Stones,

Thank you for your interest in our apprenticeship program!

As you read through this manual, you will get a picture of the heart of what Twelve Stones (TS) is all about—glorifying God, growing in Christ as a community project, and helping the most hurting in our midst.

We talk a lot about the importance of community. However, we do not only want to talk about biblical community, we are earnestly seeking to live out what we teach. That is why we are excited about each person the Lord allows to live among us for a season—we get to build community with them.

We trust that each apprentice will be blessed in their relationship with the Lord and with us and look forward to hearing how God is bearing fruit in the apprentice's ministry.

Please read through this manual carefully. It will provide you a clear overview of what you can expect and what is expected of you. If at any time you have questions, please don't hesitate to connect with us.

Thank you so much for your desire to serve the Lord. We are so excited for you and all that God has planned for you.

For Christ and the Fame of His Name,

Scott O'Malley
Executive Director/Apprenticeship Coordinator
Twelve Stones Ministries

2. History of Twelve Stones

Psalm 115:1 says, “Not to us, O Lord, not to us, but to your name give glory, for the sake of your steadfast love and your faithfulness.” As we recount the beginnings of Twelve Stones Ministries (TS) we never want to overshadow that God has guided, blessed, and led the formation of this ministry for the glory of His name. In God’s grace, He chooses to use imperfect people to accomplish His will in the world. Twelve Stones is no different. Early in the 1990’s Garrett Higbee began to realize that even the most hurting person could get help and hope from God through the Scriptures, illuminated by His Spirit, in the context of loving community. In God’s providence, Garrett later went into full-time ministry working with troubled youth. That is where he met Robb Besosa and they began to dream together about what God could do to help not only children, but entire families.

Through years of prayer, planning, and dreaming, along with the help of College Park Church (CPC) in Indianapolis, the vision continued to strengthen over a six year period in the late 90’s and early 2000’s. In 2002, Robb moved to Indianapolis to become Garrett’s assistant at College Park Church and assess the feasibility of launching a ministry that would care for entire families. In the middle of this time of prayer, dreaming, and planning, the pastor at CPC preached a sermon from Joshua 4 that put a name to this vision. Telling the story of the Israelites crossing the Jordan River on dry ground on their way to the Promised Land, twelve stones were placed in a pile as a monument of rocks so that the children would know what God did and “so that all the peoples of the earth may know that the hand of the Lord is mighty, that you may fear the Lord your God forever” (Joshua 4:24).

In August 2004, Twelve Stones was born and became a recognized non-profit organization whose mission was to return soul care to the church. Practically, this played out in two unique ways: (1) the inclusion of the advocate in counseling sessions and (2) the intentional use of a 3-day retreat.

Recognizing the importance of community in a person's growth and healing, TS developed the advocate model which requires each counselee to bring an advocate alongside them for counseling. The advocate sits in on each counseling session while at TS and will be the primary person encouraging the counselee and helping with follow-through upon returning home.

Though TS began offering intensives for up to 10 days at a time, the ministry quickly shortened the length of each intensive to 3-days as this would provide enough time for a counselor to help counselees recognize heart themes, give God's directions, equip advocates, and provide an action plan for the counselee, advocate, and local church community to experience long-term growth and change.

3. Apprenticeship Description

An apprenticeship at Twelve Stones is a way to equip people within the local church to care with grace and truth for the most hurting in their community.

- We combine approximately 100 hours of counseling observation and discussion time with our counselors before, during, and after each intervention. Moreover, numerous reading assignments help further equip and deepen the apprentice's relationship with Christ and their ability to help others.
- Apprentices will also have approximately 6 hours per week on top of the actual counseling time of access to the TS community to help them interpret, understand, and apply what they have learned in their reading and counseling cases.
- To further enrich the impact of our program, apprentices are personally and professionally mentored by our Apprentice Coordinator, providing a unique experience that will anchor them in their own faith and growth, even as they learn to help others.

4. Apprenticeship Overview

Goal: Equipping apprentices to live a life with God so they embrace God’s mission of helping the most hurting through gospel-centered counseling, and then be able to equip others to do the same.

To reach our goal, we have established 4 key objectives.

Objectives to be reached:

1. Conviction – a biblical understanding of the gospel; the nature of man; the importance of community in spiritual growth, and viewing the Scriptures as the source of truth for counseling.
2. Compassion – an ability to enter a hurting person’s life in such a way that exemplifies the gospel of grace and truth.
3. Character – understood to be the ability to do the right thing at the right time. Thus, character is not only measured by a person’s lifestyle and Christ-like character; but also through the power of the Holy Spirit being able to consistently know when to be silent, when to speak, and what to say.
4. Competence – the overflow of biblical convictions, a compassionate heart, and Christ-like character will be a skilled servant of God who will be able to help hurting people and train others to do the same. The following criteria will be used to measure if an apprentice has demonstrated competence successfully, and thus earned a *Certificate of Completion*:
 - Enter the story of a person as a brother or sister in Christ; not as a superior.
 - Understand the narrative of a person’s life experiences as it relates to the issues at hand.
 - Interpret the themes and patterns of a person’s story biblically.
 - Explain heart issues and themes in a redemptive manner.
 - Engage the whole person with God’s revealed truth.
 - Invite the struggling person into community centered transformation.
 - Create practical, biblical steps to encourage the change process.

These criteria will be evaluated through interaction with TS counselors during counseling intensives, meetings with the TS counselors, as well as through the completion of the writing assignments given.

4. Apprenticeship Overview (continued)

Expectations of the Apprentice:

A. During Counseling:

- Please do not talk during the counseling intensives unless specifically asked to do so by the counselor.
- Do not provide opposing counsel to the counsees and/or advocates in public or private. If at any time you have difficulty with the counsel given, address those concerns with the counselor in private.
- On breaks, be sensitive to the counselee's situation and follow the counselor's lead as to talking with the counsees or advocates. For example, during breaks you should be relaxing or informally meeting with the counselor but during lunch it is fine to talk openly and ask questions with counsees and advocates about life in general (not counseling related).
- Listen intently and take good notes, gathering questions to be asked to the counselor on breaks, after lunch, at the end of the day, or after the entire intervention is over.
- If you have difficulty understanding the counsel given, address this with the counselor alone.
- Consider the direction the counselor is going and ask yourself "do you understand why he or she is doing what is being done?"
- Be prepared to share your thoughts or suggestions if asked by the counselor, especially regarding helpful Scripture or homework assignments that could be used. This will most commonly happen on breaks, at lunch, or at the end of the day.

B. While in the office (when not in counseling)

- Check in with Apprenticeship Coordinator for a daily schedule.
- Exhibit sensitivity to staff's responsibilities (i.e. ask if staff has time for your question(s)).
- Jump in and help wherever possible.
- When unsure what to do, spend time reading assigned counseling material or other assignments given by the Apprenticeship Coordinator.

Directed activities:

- Counseling observation.
- Reading assignments.
- Listen to or watch audio or video messages; be prepared to discuss.
- Interaction with the counselor throughout the counseling case.
- Debriefing after the case with Apprenticeship Coordinator.
- Writing assignments (see **Assignment Overview** page for more information).

A minimum of six intensives must be observed to complete the apprenticeship and earn a *Certificate of Completion* from Twelve Stones

4. Apprenticeship Overview (continued)

Examples of on-campus Schedules:

- *3-6 days a month for up to 6 months:*
Observe 6 intensives (stay on campus or commute). Ideal for those who have responsibilities at home which do not allow for an extended period of time away; this person likely lives within a few hours of the TS campus.
- *2-4 week stay:*
Observe 6 intensives (2-4 per stay). Ideal for those in full-time ministry or those who have the flexibility to be away from home for a few weeks, but too much responsibility to be away for all 6 weeks at one time.
- *6 week stay:*
Observe 6 intensives. Ideal for college students to have a semester or summer apprenticeship. Also ideal for Pastors who are able to take a sabbatical.

Accommodations:

Regardless of which type of apprenticeship you are a part of, our Hope Cabin apartment will be made available for you throughout your stay with us on a first come first serve basis. You will need to provide your own food for breakfasts and dinners; lunch will be provided for you but only while you are observing counseling.

Cost:

We encourage all apprentices to seek financial assistance from their local church or ministry that may benefit from the training you received.

The cost for the entire apprenticeship is

\$2,000 for an individual

\$3,000 for married couples doing the apprenticeship together

Payment in full is due before the apprenticeship can begin.

5. Assignments Overview

Assignments you will be expected complete:

- Complete your **Apprenticeship Reading Plan**
- Write **Reading List Papers** (one after each book read)
- Write six **Reflection Papers** (one after each intensive observed)
- Write **Self-analysis Paper** (after observing the third intensive)
- Write **The Art of Counseling Paper** (after observing the third intensive)
- 2-Part Final Project (after observing the final intensive)

Please see **appendix** for full description of the assignments and the **writing assignments page** for formatting guidelines.

The **Apprenticeship Reading Plan** will be tailored to your particular needs and experience at the beginning of the apprenticeship in collaboration with the Apprenticeship Coordinator.

All assignments are to be double-spaced using Times New Roman, font size 12, 1-inch margins, and page numbers.

6. Details of Writing Assignments

A. After each intensive, write a Reflection Paper. Please reflect on what you have learned to help you grow as a counselor as well as personally. Please spend some time reflecting on the case and write a 1-2 page reflection paper that includes the following:

1. A recap of the counselee's story.
 - How would you briefly describe the counselee(s) personality?
 - What struggles did you hear about?
 - What themes and patterns did you observe?
2. A recap of the direction the counselor took, and if you agreed with that direction. Explain your answer, support with Scripture.
3. Write what you determined to be the primary goal for this counseling case and how you saw the counselor going after that goal.
4. What Christ-like character qualities did you see in the counselor? Which ones, if any, would you like to grow in the most?
5. How were you personally impacted by the intervention and what is your response? Each paper should be entitled Reflection Paper followed by the number of the paper. For example, the first paper is Reflection Paper 1, the second is Reflection Paper 2, etc.

B. After each reading assignment you are given on your reading list, please write a short 1-2 page paper (use the book title as title of your paper) that answers the following questions (Be prepared to discuss):

1. What are 3-5 highlights from the book?
2. Describe if you learned anything new or in what ways you were challenged from reading this book?
3. After reading this book, was there anything you disagreed with, found troubling, or thought was hard to understand?

C. After observing your 3rd Intervention, please complete the following two assignments:

1. Write a 2-4 page self-analysis paper, explaining how this apprenticeship has impacted you personally. Please entitle this paper "Self-analysis Paper."
 - Look back over your counseling notes to examine how the teaching you have observed in counseling is impacting your life or how you would like to see it impact your life.
 - Review your reading assignments as well as anything the Lord is teaching you through your own study of the Bible.
 - Be sure to answer the following three questions are part of your self-analysis paper:
 - i. As you consider the themes and patterns in your own life, what do you believe is the primary motive(s) of your heart? Explain your answer.
 - ii. In considering areas of struggle/sin in your life, what do you most frequently find your identity in rather than in Christ?
 - iii. In what areas of your life do you see a gap between your spoken and lived theology? How do you intend to close that gap?

6. Details of Writing Assignments (cont.)

2. Write a 2-3 page paper on how this apprenticeship has/will impact your counseling and deepened your understanding of the art of counseling. Please entitle this paper “The Art of Counseling Paper.” Be sure to include the following things in your paper:
 - Why is hearing a person’s life-story so important to the counseling process?
 - What is the process of how you go about determining the motives of the heart? Explain, if applicable, how this is different from how you counseled before participating in the TS apprenticeship?
 - What are the benefits of involving community in the counseling process (this involves advocates but also additional people within the church)?
 - What are the one or two most helpful homework assignments you have come across while at TS? Explain your answer.
 - Please provide any additional comments that indicate how your counseling or view of counseling has changed as a result of this apprenticeship.

D. After you have observed your final intensive, please complete this 2 Part Final Project. To best describe the Final Project, let’s review a few things. When your apprenticeship began, TS explained to you we had four main objectives that we desired to help solidify in your life and ministry before your apprenticeship was complete.

Those four objectives were:

- Conviction – a biblical understanding of the gospel; the nature of man; the importance of community in spiritual growth, and viewing the Scriptures as the source of truth for counseling.
- Compassion – an ability to enter a hurting person’s life in such a way that exemplifies the gospel of grace and truth.
- Character – understood to be the ability to do the right thing at the right time. Thus, character is not only measured by a person’s lifestyle and Christ-like character; but also through the power of the Holy Spirit being able to consistently know when to be silent, when to speak, and what to say.
- Competence – the overflow of biblical convictions, a compassionate heart, and Christ-like character will be a skilled servant of God who will be able to help hurting people and train others to do the same.

1. As a tangible way to assess the progress that has been made in the areas listed above, please answer the questions listed below. Each question should be at the top of a page, centered, and underlined, with the font size 12 using Times New Roman. On the first page of the entire document, above the first question, please bold the title as Final Project. Then write 1-2 pages to answer each question, thus making this part of the assignment 5-10 pages in total (be sure to include information from the counseling you observed, the reading assignments, conversations with TS staff, etc.):

- What are the key objectives when listening to a life-story? *In other words, what questions do you want answered? What is your mind-set throughout the process?*

6. Details of Writing Assignments (cont.)

- What is the process you will go through in identifying the motives of the heart?
- What does it look like to teach to the heart and not just behavior? *Explain the importance of teaching to the heart, and give a couple of examples of how you would accomplish this task, including what Scripture you would use.*
- What are three homework assignments that you intend to use that address the heart? *Explain the assignment, what type of scenario you will use it, and what you hope to accomplish.*
- What are 3 visual aids you intend to use in your counseling? *Explain each visual aid, what type of scenario you will use it, and what you hope to accomplish.*

2. Your evaluation of the apprenticeship. **Please bold this section Final Project – Evaluation.** Please answer the questions below in 2-3 pages:

- What are the two or three most important lessons learned during your apprenticeship.
- Would you recommend this apprenticeship to someone interested in counseling? Please explain your answer.
- What suggestions do you have for us to make this apprenticeship even better?

This paper is due 2 weeks after your last intensive ended.

7. Structure of a 3-day Intensive

Day 1

9:00am – meet for prayer with the counselee(s), advocate(s), counselor.

9:30am – 12:30pm – Listen to the husband’s life-story.

12:30pm – 1:00pm – eat lunch with the family and counselor

1:00pm – 2:15pm – break & meet with counselor to discuss the counseling time (discuss observations, any questions, possible direction, possible homework for the evening, etc.).

2:15pm – 5:30pm – Listen to the wife’s life-story.

5:30pm – set expectations for tomorrow and assign homework.

Note: If counseling a single individual, the life-story is typically extended to around 4:00-4:30pm, and the counselor may share a few thoughts before finishing up around 5:00pm. Remember, the goal of the first day is really to get all the information needed to provide the counselee with a clear picture of what’s going on in the heart on the morning of day 2.

Day 2

9:00am-9:40am - Meet with the counselor and advocates to check in with them and get their perspective on how things are going. Then come together and pray for the day.

9:40am – 12:30pm – identify the motives of the heart for each counselee; use the homework to help in this process. If counseling an individual, it shouldn’t take all morning so you will just have more time to address the heart themes through the Scriptures and with visual aids.

12:30pm – 1:00pm – eat lunch with the family and counselor

1:00pm – 2:15pm – meet with counselor to discuss the counseling time (discuss observations, any questions, possible direction, possible homework for the evening, etc.).

2:15pm – 5:30pm – teach to the heart, use visual aids to help them to understand the teaching.

Day 3

9:00am-9:30am – Meet with the advocates to check in with them and get their perspective on how things are going and what else still needs to be covered. Then come together and pray for the day.

9:40am – 10:00am – review homework, clarify where the counselee(s) are at, assess what else needs to be covered before you can finish today.

10:00am – 11:45am or 12:45pm – teach to any topics that still needed to be covered (this should be minimal), help prepare the counselee(s) for temptations heading home, review and solidify what has been covered.

11:45am or 12:45pm – 12:00pm or 1:00pm – provide the counselee(s) and advocate(s) a plan of action to send them home with to begin working on right away.

12:00pm or 1:00pm – close in prayer and ask counselee(s) and advocate(s) to fill out a thank you to our donors. At the end of an intensive, the primary counselor is responsible to write a Summary and Action Plan for the time together.

8. Apprenticeship Schedule

You will receive a **specific schedule** for the each week at the beginning of that week. **In general**, when not in counseling, you should be in the office working on your reading and writing assignments throughout the day. At some point during the day, you will have a meeting with one of our counselors for 1-2 hours that will allow you to ask any questions about what you are learning, counseling cases you are working on back home, or anything else on your mind.

9. Accommodations and Dress Code

During your apprenticeship with Twelve Stones, we make the Hope Cabin apartment available as your home away from home (on a first come first serve basis). You will find a refrigerator, a stove top, a microwave, and basic pots and pans, tableware, linens, towels, and plenty of cabinet space for your food.

TS will provide the following:

- Apprentice Handbook
- Lunch (while you are observing counseling)
- Linens, towels, pillows
- Kitchenware – including pots, pans, dishes, etc.

Each Apprentice needs to provide:

- Food for breakfast and dinner
- Lunch (**when not observing** counseling)
- Toiletries (toothpaste, shampoo, soap, etc.)
- Comfortable clothing (and, if desired, hiking boots for the trails on our property)
- Binder, notebook or computer to keep all your notes
- Upon your departure if you would please refer to the cleaning instruction sheet located in your cabin for tasks to complete before leaving the cabin.

Clothing

Please consider that you are working at a ministry with both men and women who are struggling. Please seek to love both them and our staff by considering the ways in which you dress. The dress code for your stay at Twelve Stones is casual, but please comply with the following:

—Men—

- * Jeans or slacks or shorts to the knees
- * Polo, button-up shirt, or nice t-shirt
- * Sweater (if needed)
- * Shoes or sandals

—Women—

- * Jeans or slacks
- * Skirts or shorts that reach your knees and are not form fitting
- * Shirts that cover the shoulders and are not low cut
- * Shoes or sandals

10. Documents to Sign

Please print off the last two pages, sign them, and bring them with you to the office on your first visit to Twelve Stones.

Twelve Stones Ministries, Inc.
Agreement to Participate: Apprenticeship
Assumption of risk and release of liability

Please read carefully before signing

WHEREAS, THE UNDERSIGNED (“The Applicant”) wishes to be accepted for participation in a Family Personalized Retreat to be organized and conducted by Twelve Stones Ministries (TSM) of Morgantown, Indiana: and in consideration of TSM action in the allowing the applicant to participate in such a program:

The undersigned acknowledge(s) that during the said Internship the Applicant has requested to participate in, I certify that I am healthy and capable of participating in this Internship. **I understand that it is solely my responsibility to determine whether there is any medical reason that I should not participate in any portions of the internship.**

In consideration of, and as part payment for the right to participate in this internship at times food will be arranged for me by TSM, and the Board of Trustees, Shareholders, Directors, Officers, Employees, Agents, and/or Associates. I have and do hereby assume all the above risks and any other ordinary risk incidental to the nature of the internship which are not specifically foreseeable, and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever, whether for bodily injury, property damage or loss or otherwise, which I now have or which may arise from or in connection with my program or participation in any other activities arranged for me by TSM. You acknowledge you have had the opportunity to review, consider and ask questions about this agreement for a sufficient time. In addition, I will be liable for attorney and court fees associated with any litigation against TSM. I also state that I am not under, and will not be under the influence of any chemical substance including alcohol. I also state that I am not a registered sex offender and have not been arrested for a sexual offense of any kind. I fully understand that outdoor and physical activities may involve the risk of injury. I also understand that my participation in this TSM internship program is entirely VOLUNTARY. I enter this program and take full responsibility for my decision to participate or not participate and agree to follow all safety instructions.

I authorize and release to TSM the use of images in any photographs for any purpose of TSM.
Initials _____

NAME OF PARTICIPANT (PLEASE PRINT)

SIGNATURE OF PARTICIPANT

DATE OF SIGNATURE

SIGNATURE OF WITNESS

DATE OF SIGNATURE

Twelve Stones Ministries, Inc.
Agreement to Confidentiality:
Assumption of responsibility and liability

Please read carefully before signing

We at Twelve Stones are so thankful you have taken the time to invest in an internship with Twelve Stones Ministries! The manner of work you will be completing includes information that is highly private and confidential. We care about the trust given us by donors, counselees, advocates, and pastors. Below is a standard agreement to confidentiality we ask all interns to sign. Thank you for your heart to serve!

WHEREAS, THE UNDERSIGNED (“Apprentice”) wishes to participate in an act of voluntary service to be organized and conducted at Twelve Stones Ministries (TSM) of Morgantown, Indiana: and in consideration of TSM action in the allowing the applicant to participate in internship:

I, _____, have been informed that the information learned and handled through my work as an intern at Twelve Stones Ministries is highly confidential and subject to legal consequences if shared with any parties outside of the Twelve Stones Ministries Staff. The documents, files or e-mail transmissions used during my work for Twelve Stones Ministries contain information that is confidential and may be legally privileged. Any disclosure, copying, printing, distribution or use of any of the information held by Twelve Stones is STRICTLY PROHIBITED. I will not copy or save any of the information read, transferred, written, emailed, or discussed relating to Twelve Stones Ministries, current or previous donors, counselees, advocates, or staff, and financial transactions. Should I violate this contract, I accept ALL LEGAL CONSEQUENCES that come with disclosing ANY information handled relating to Twelve Stones Ministries.

Apprentice Signature: _____ Date: _____

Apprentice Printed Name: _____

Staff Signature: _____ Date: _____

Staff Printed Name: _____