



Reverend Emeritus Professor John Paver Memorial Fund

About John Paver:

John Paver was passionate about Clinical Pastoral Education (CPE) as a means of personal and professional formation for ministry. Originally ordained as a Churches of Christ minister in 1965, John was received by transfer to the Uniting Church in 1995. John founded both the Peter MacCallum Cancer Centre and Heidelberg Repatriation Hospital CPE Centres. He was appointed Director of Pastoral Care and CPE at Heidelberg Repatriation Hospital in 1990. At this time John was also the Director of Ministry Studies at the Melbourne College of Divinity. In 1993 John was appointed Professor of Ministry with the Uniting Church Theological Hall. He pioneered the development of the Supervised Urban Ministry Program. He founded the Victorian Association for Theological Field Education (for more details see the *Memorial Minute* at www.asacpev.org.au - : go to '[About](#)' in the dropdown menu then to '[History](#)').

Establishment of John Paver Memorial Fund:

The John Paver Memorial Fund was established by the then Association for Supervised Pastoral Education in Australia Incorporated (ASPEA Inc.). It was set up to encourage people wanting to complete a unit of CPE within a Victorian CPE Centre. This encouragement will come in the form of an amount of funding provided according to the merits of each case. Applicants must have already successfully completed a Level 1 CPE Unit.

While it is intended that one scholarship per year be considered/approved, at any time an ASACPEV Inc accredited CPE Centre may request additional scholarships (up to a maximum of two per Centre) for CPE positions under the auspices of the John Paver Fund. These requests will follow the same application process.

Applicants are asked to contact the Centre Director of the CPE Centre to which they are applying for a CPE unit to discuss their application and the information required.

Application Requirements:

Applicants need to provide the following information (refer Appendix 1 for Application form):

- Reasons for requesting the funded position to complete a unit of CPE;
- Declaration of any other financial assistance to be received.
- Information about previous experience and training including CPE Unit(s) completed and any other experience within ministry settings;
- Congruence of applicant's ministry aspirations with the vision of John Paver; (NOTE: for further information pertaining to John Paver [click here](#) and scroll down to the 'Memorial Minute to John Paver').

- Expected enhancement and benefits gained for applicant's ministry practice through completing a CPE unit;
- Centre name, CPE unit fees and dates of the program for which an application has been submitted;
- A letter of support from the Centre Director receiving application for CPE Unit participation.
- A letter of offer from the CPE Centre for an upcoming CPE unit

Process of Application

- The applicant shall forward their application to the President of ASACPEV Inc. (**president@asacpev.org.au**)
- The application must be received within two weeks of receiving a letter of offer for the CPE program **and by first week of December, or first week of June.**
- Upon receipt of an offer of a place within the CPE unit, the application will be considered by the ASACPEV Inc. President, Chair of ASACPEV Inc. Registration & Certification Committee and the applicant's Centre Director.
- If the application is successful, the Centre Director will be advised by receipt of letter from ASACPEV President, with a copy to ASACPEV Treasurer, to enable approved payment to be made. The letter will include the name and address of the applicant, the reimbursement value and process of reimbursement. If the applicant has been unsuccessful, then the Centre Director will be notified by phone or email.

NOTE: On completion of the CPE Unit the applicant is required to present a written report to the President of ASACPEV Inc. regarding his or her CPE experience.

Memorandum of Understanding

John Paver Memorial Trust, established by the then Association for Supervised Pastoral Education in Australia Incorporated (ASPEA Inc.)

It is understood and agreed that up to two scholarships for an amount of funding towards CPE positions per annum will be made available within ASACPEV Inc Accredited CPE Centres within Victoria funded by the John Paver Memorial Fund. This arrangement is subject to revision as negotiated by the ASACPEV Inc. Executive Committee. Those CPE participants receiving Fee help or scholarships through the University of Divinity accreditation processes are not eligible for a John Paver Memorial Fund scholarship.

All applications are to be submitted to the ASACPEV Inc. President by the first week in December and June each year to meet the Executive meeting schedule. The final decision regarding the successful applicant will be determined in consultation with the President of ASACPEV Inc., the Chair of ASACPEV Inc. Registration and Certification Committee, and the applicant's Centre Director. (In the event that the ASACPEV Inc. President, or the Chair of the Registration and Certification Committee is also the CPE Centre Director then the past President or Chairperson, or a person delegated by either the Executive or Registration and Certification Committee, will be a third member of this consultation group.)

Additional Notes for Centre Directors.

1. Treasurer to be invoiced by the CPE Centre to whom the scholarship recipient is to complete a unit of CPE (for accounting and auditing purposes)
2. The Treasurer will make recommendations for any changes to the scholarship amount when preparing the annual budget for approval by Exec prior to presentation of the Budget at the AGM.
3. The Executive is responsible for oversight of the fund, including decisions regarding the annual contribution to the John Paver Fund from accredited CPE Centres. Annual contributions will be reported at the ASACPEV Inc. AGM.

Appendix 1:

Application form for access to John Paver Memorial Fund

Name:.....

CPE Centre to which you have applied:

CPE Centre Director who is assisting you with this application:

Dates of the CPE Program you have applied for:.....

CPE unit fees applicable for this unit:.....\$.....

Are you receiving any other financial assistance to cover the fees for this unit?

Yes / No. (Circle as appropriate) If Yes, please describe:

List previous experience and training including CPE unit(s) completed, and any other experience within ministry settings.

Describe how you expect this CPE unit to enhance / benefit your ministry practice?

Describe how your ministry aspirations align with the vision of John Paver

Have you attached the Letter of Support from the CPE Centre Director at the CPE Centre to which you have applied?

Have you attached your letter of offer from the CPE Centre?

Signature Date:

Appendix 2:

Letter to CPE Centre Director confirming result of application

Insert Date

Insert CPE Centre Director's Name

Insert CPE Centre

Insert CPE Centre Address

Dear (*insert CPE Centre Director's first name*)

Re: John Memorial Funding application.

Applicant's Name:

Applicant's Address:

The application for funding from the John Paver Memorial Fund for the above named applicant has / has not been (*circle as appropriate*) approved.

Amount of funding approved:

Process for reimbursement:

Please invoice the ASACPEV Treasurer for the amount listed above.

Please advise the applicant that on completion of the CPE Unit they will be required to present a written report to the President of ASACPEV Inc. regarding their CPE experience.

President: (*insert name*)

Association for Supervised and Clinical Pastoral Education in Victoria (ASACPEV) Inc.

Signature:.....Date:

Chairperson: (*insert name*)

ASACPEV Registration and Certification Committee

Signature:Date.....