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Introduction

Dear Friend of Twelve Stones,

Thank you for your interest in our apprenticeship program. As you read through this manual, we believe you will get a picture of the heart of what Twelve Stones is all about—glorifying God, growing in Christ as a community project, and helping the most hurting in our midst. If you do become an apprentice, you will hear us talk a lot about community. We not only want to talk about biblical community but we are earnestly seeking to live out what we teach. We are excited about each person the Lord allows to live among us for a season. We trust that each TS Apprentice will be blessed in their relationship with the Lord and in their ministry. Thank you again for your interest in this Apprenticeship training.

Please read through this Apprentice Manual carefully, it will provide you a clear overview of what you can expect and what is expected of you. However, if at any time you have questions, please don't hesitate to ask.

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
Apprentice Coordinator
Twelve Stones Ministries



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. TS 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 in Indianapolis the vision continued to strengthen over a 6 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, TS 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: the inclusion of the advocate in counseling sessions and 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.

In 2012 the mission of returning soul care to the church became more clearly defined as *helping the most hurting through Gospel centered counseling, while inviting and equipping their community to engage with grace and truth.* In addition, TS wanted to be intentional about staying on mission and articulated four key values that we will use as guiding principles for our ministry: Counseling, Advocacy, Partnerships, and Equipping. Our “Core 4” are the values we seek to live out to accomplish our mission.



Twelve Stones Core ⁴

Counseling: Sometimes circumstances in life become too hard to handle alone, or even in weekly counseling sessions. We provide one to three day counseling intensives in a retreat setting that is Gospel centered, and carefully tailored to each individual situation.

Advocacy: We believe that community provides invaluable resources, especially in times of difficulty. Therefore, we require those coming for help to bring a friend who will provide support and insight through the counseling process as well as encouragement and accountability upon returning home.

Partnerships: Community is God’s primary context for long term growth and change. Therefore, we are passionate about developing relationships with local churches to help deepen community life and expand kingdom impact together.

Equipping: We desire to come alongside churches in their pursuit of cultivating transformational community through interactive training. To this end we provide our Soul Care Series designed to inform, equip, and excite Individuals on the “why’s and how’s” of intentionally caring for people in their community.



Twelve Stones Apprenticeship Description

An Apprenticeship at Twelve Stones (TS) is a way we seek to fulfill one of our “Core 4” values; **equipping** people within the local church to care for the most hurting in their community with grace and truth.

- For apprentices we combine approximately 100 hours of counseling observation, discussion time with the counselor before, during, and after each intervention, as well as numerous reading assignments that further equip and deepen their 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.



Twelve Stones Apprenticeship Overview

Goal: Equipping TS 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:

- **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. *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 the TS counselor during counseling intensives, meetings with the TS staff, as well as through the writing assignments given.



Twelve Stones Apprenticeship Overview

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



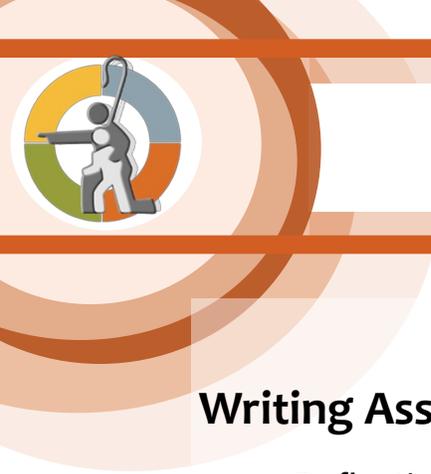
Twelve Stones Apprenticeship Overview

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 Apprentice Coordinator.
- Writing assignments (see assignment page for more information).

Potential on campus schedules (a minimum of six intensive must be observed to complete the apprenticeship and earn a Certificate of Completion from Twelve Stones):

- 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 that do not allow an extended period of time away. This person likely lives within a few hours of the TS campus.
- 2-4 week stay: observe 6 cases, 2-4 intensives per stay.
Ideal for those in full time ministry or others who have the flexibility to be away from home for a few weeks, but too much responsibility to be away for a few months.
- 2-4 month stay: observe 6—9 intensives, and assist TS staff in paperwork and office responsibilities.
Ideal for college students to have a semester or summer apprenticeship. Also ideal for Pastors who are able to take a sabbatical for a few months.
- *Regardless of which type of apprenticeship you are a part of, Truth cabin 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, but lunch will be provided for you when you are observing counseling.*
- We encourage all apprentices to seek financial assistance from their local church or ministry that will benefit from the training received.
- ***The cost for the entire apprenticeship is \$2,000 (\$3,000 for married couples coming together), regardless of the apprenticeship type that you choose. Payment in full is due before the apprenticeship can begin.***



Overview of Assignments

Writing Assignments you will be expected complete:

- Reflection Papers, completed after each intensive observed.
- Self Analysis Paper (after observing the third intensive)
- The Art of Counseling Paper (after observing the third intensive)
- 2 Part Final Project (after observing the final intensive)
- Reading List Papers (one after each book read)

Please see appendix for full description of the assignments. Please see Writing Assignments page for formatting guidelines.

These writing assignments will be in addition to a personally tailored reading plan that will be given to each apprentice at the beginning of the internship.



Structure of a 3-day Intensive

Day 1

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

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 – meet with counselor to discuss the counseling time (discuss themes and patterns, any questions, possible direction, possible homework for the evening, etc.).

2:15pm – 5:30pm – Finish up husband's life-story and then listen to the wife's life-story.

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

If counseling one person, the life-story is typically extended to around 4:00pm or 4:30pm, and perhaps share a few thoughts and finish up by 5:00pm. The goal of the first day is really to get all the information needed to process on the morning of day 2.

Day 2

9:00am-9:40am - meet for prayer with the counselee(s), advocate(s), counselor, and available staff. *After prayer, meet briefly with the advocates to check in with them and get their perspective on how things are going.*

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 themes and patterns, 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 – No one joins in for prayer today. *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.*

9:30am – 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 and invite them to become Joshua Group Partners.

At the end of an intensive, the primary counselor is responsible to write a Summary and Action Plan for the time together. As part of your assistance to the counselor, you may be asked to write the Summary and Action Plan and submit it to the counselor within 24 – 48 hours of the conclusion of the intensive.



General Schedule when not in Counseling

A.M.

9-10am- Work on Reading Assignments.

10-11am- Writing Papers Assigned.

11-noon- Working on specific Assigned Projects.

—LUNCH—

P.M.

1:30-2:30pm- Time with Apprentice Coordinator.

2:30-3:30pm- Staff Interaction Projects.

Questions for Staff Counselors.

Interviews with Specific Questions.

Offer assistance to other staff, see if you can be of help.

3:30-4:30pm- Reflections from afternoon conversations/interviews.

Write-up notes and observations. Prepare questions to be asked of TS staff.

4:30-5:30pm- Completion of any left-over A.M. Projects.



Accommodations and Dress Code

—Accommodations—

During your apprenticeship with Twelve Stones, we make the Truth Cabin available as your home away from home (on a first come first serve basis). You will find a full sized refrigerator, a stove top, a microwave, and basic pots and pans, tableware, linens, towels, and plenty of cabinet space for your food. There is a thermostat near the door as well to allow you to be comfortable, but we do ask that in the winter you set the temperature no higher than 68 degrees and in the summer no lower than 72 degrees.

TS will provide the following:

- Apprentice Handbook
- Lunch (while you are observing counseling)
- Snacks
- Linens, towels, pillows
- Brita pitcher for filtered water to drink in Truth cabin

Each Apprentice needs to provide:

- Breakfast
- Dinner
- Lunch (while you are not observing counseling)
- Toiletries (toothpaste, shampoo, soap, etc.)
- Comfortable Clothing
- 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 have neck-lines no lower than the collar bone
- * Shoes or sandals



Documents to Sign

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

WHEREAS, THE UNDERSIGNED (“The Applicant”) wishes to be accepted for participation in an Apprenticeship 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 acknowledges that during the said Apprenticeship the Applicant has requested to participate in, I certify that I am healthy and capable of participating in this Apprenticeship. **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 apprenticeship.**

In consideration of, and as part payment for the right to participate in this apprenticeship 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 apprenticeship 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 apprenticeship 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



Documents to Sign

Twelve Stones Ministries, Inc.

Agreement to Confidentiality: Assumption of responsibility and liability

Please read before signing:

We at Twelve Stones are so thankful you have taken the time to invest as an apprentice with Twelve Stones Ministries! The manner of work you will be completing and observing 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 apprentices to sign. Thank you for your heart to serve!

WHEREAS, THE UNDERSIGNED (“The 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 as an apprentice:

I, _____, have been informed that the information learned and handled through my work as an apprentice 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: _____



Writing Assignments

All assignments are to be double spaced using Times New Roman, font size 12

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
 - What sins did you hear about?
 - What themes and patterns did you hear?
 - What is the difference between the two?
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?

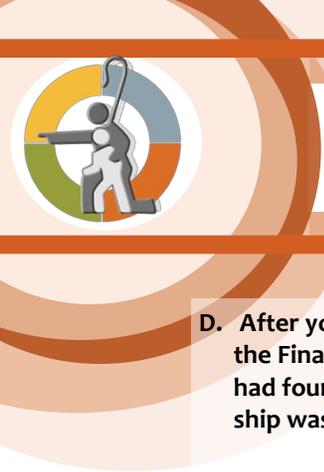
Each paper should be entitled Reflection Paper followed by the number of the paper. For example, the first paper is Reflection Paper 1, the second is Reflection Paper 2, etc.

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?*
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.



Writing Assignments cont'd

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 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?
- 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.