



**ACPE Clinical Placement Agreement
Placement of CPE Student at San Francisco Night Ministry (SFNM)**

This document serves as a formal Clinical Placement Agreement between and among San Francisco Night Ministry (“SFNM”) and the below-named center (“CPE Center”) and the below-named student at the CPE Center (“CPE Student”). This agreement documents that all of the requirements for the CPE Student’s supervised clinical practice of ministry are met.

1. The clinical ministry location for hours under this agreement will be the San Francisco Night Ministry in San Francisco, California, a location separate from the CPE Center.
2. The CPE Student commits to serving in these two clinical settings within SFNM:
 - a. Telephone Care Line – Provision of spiritual care by phone on SFNM’s nightly telephone line in 5-hour call shifts (7:30 PM – 12:30 AM and 9:30 PM – 2:30 AM PST). After completing the Care Line Counselor (CLC) training program, the CPE Student commits to completing at least _____ **CLC shifts** (_____ hours) over _____ **months** (i.e., not including training shifts). The student will be trained as, and act as, a shift supervisor, at SFNM’s discretion. SFNM controls the scheduling of all shifts. The CPE Student agrees to fill any open shifts first, after non-student volunteer CLCs are scheduled. The parties understand that this commitment may extend beyond the CPE Student’s CPE unit. The CPE Center will manage the CPE Student’s clinical hours, timing, and obligations with respect to the CPE unit.
 - b. Ministry of Awareness – By end of the CPE Student’s CPE Unit, completion of awareness-raising services on behalf of the clinical context of SFNM, a multi-faith non-profit, in the form of either [CHECK ONE]:

_____ 10 hours of promoting the Care Line with other organizations, referrals with other telephone services, social media, and the like;

– OR –

_____ completion of a peer-to-peer fundraising campaign to benefit SFNM, with a goal of raising \$500 among at least 5 distinct donors.
3. The CPE Student shall be a volunteer at SFNM. The following persons at SFNM are authorized to mentor and supervise the CPE Student as a volunteer in the usual course and manner of all volunteers at SFNM: Executive Director, SFNM CPE Educator, Care Line Director, Care Line Coordinator, Care Line Supervisors, Night Minister, and Assistant Night Ministers.

4. The CPE Student agrees to adhere to all SFNM policies, procedures, and practices, including without limitation the Oath of Confidentiality and CLC Training Manual. The CPE Student will comply with caller time limits and the one-call-per-night limit.
5. The CPE Center and the ACPE Clinical Educator who is supervising the CPE Student shall supervise and certify all aspects of the CPE Student's CPE training.
6. The CPE Student is ensured access to a cared-for population that offers significant opportunity for spiritual care, ongoing support and consultation, opportunity for interdisciplinary and professional interchange, and an environment that encourages human growth and dignity. The CPE Student will document all contact with people receiving spiritual care. SFNM cannot guarantee the student more than four CLC shifts per month; however, SFNM will endeavor in good faith to accommodate any additional needs for clinical hours that the CPE Student has for completion of their CPE unit.
7. SFNM and the CPE Center will include relevant information related to this agreement in their annual reports and other reporting obligations to ACPE, and both parties will retain this document in their files, subject to their usual document retention policy.

The dates of the CPE Student's CPE Unit relevant to this agreement:

CPE Unit Starts: _____ CPE Unit Ends: _____

This agreement is effective as of the last date signed below. ACCEPTED AND AGREED:

CPE Student:

[Name] Date

CPE Center & ACPE Clinical Educator:

[Name of Clinical Educator] Date
[Name of CPE Center]

San Francisco Night Ministry:

Rev. Trent J. Thornley Date
Executive Director & Director of CPE