

Saint Luke's Health System Clinical Pastoral Education Guidelines for Requesting Ruth/Kolb Endowment Fund Assistance

Throughout the history of Saint Luke's Hospital Foundation, donors have established funds that are designated for specific purposes within the general areas of education and research. We are pleased that Saint Luke's Health System (SLHS) Clinical Pastoral Education Program (ACPE, Inc.) is able to provide assistance in the form of tuition scholarships to student applicants and up to \$300 for other identified expenses from the Ruth/Kolb Endowment Fund held at Saint Luke's Hospital Foundation.

SLHS Ruth/Kolb Endowment Fund Grants may be awarded to students enrolled in programs of Clinical Pastoral Education. The maximum grant for assistance is \$1500 per student. The completed application is submitted along with the signed agreement accepting placement. Students who accept placement are responsible for tuition in accord with program payment policy. To enable a greater number of students to benefit from limited funding, a student may not receive financial support in consecutive programs (i.e. Internships or Residencies) except in unique circumstances.

CPE Students may apply for financial support as follows:

1. Students are made aware of possible financial assistance by information placed on the Spiritual Wellness Web-site, CPE Subsection: www.saint-lukes.org. and/or at the time of application.
2. The student completes a "SLHS Clinical Pastoral Education Request for Assistance" form.
3. **The student attaches a one-page letter describing, amount requested, need for funding.**
4. The student submits application to his/her program Supervisor who begins process of review. The request is forwarded to the Director of Clinical Pastoral Education and then to the Director of Spiritual Wellness who ensures it reaches the Stewardship Sub-Committee of the Board Spiritual Wellness Committee.
5. The request is reviewed and approved by the Stewardship Sub-Committee of the Board Spiritual Wellness Committee with assistance from appointed members for this purpose from the CPE Advisory Committee
6. If approved, the Director, of Clinical Pastoral Education Saint Luke's Health System notifies the student of the committee's decision
7. To obtain travel reimbursement, students must submit original receipts and documentation to receive payment.
8. **QUESTIONS:** Contact Spiritual Wellness at 22180 or 816-932-2180

**Travel Expense Reimbursement is specifically to aid the student who may be traveling a considerable distance from out of state to relocate for CPE. The Travel Expense Reimbursement is intended to assist with relocation expense (for example, to/from student's seminary location to Kansas City) that includes a return trip. The amount of such assistance will not exceed \$300.

**Ruth/Kolb Endowment Fund
Request for Assistance**

Name:	
Email Address:	Phone Ext:
Home Address:	
	Requested Amount: \$

Attach a one-page letter describing amount requested, need for funding.

This section indicates application has been seen and read by

CPE Program Supervisor Initials: _____

Director Clinical Pastoral Education, SLHS Initials _____

Director, Spiritual Wellness Initials: _____

Forward to Spiritual Wellness Committee Stewardship Sub-Committee, Attention John B. Pumphrey, Spiritual Wellness Department, via interoffice mail or fax to 816-932-3864.

The Stewardship Sub-Committee

Reviews application and approves by sending an email so declaring to the Director of Spiritual Wellness who submits approve requests for action to the Saint Luke's Hospital Foundation.

This section for Foundation use

Foundation Fund Name: Ruth/Kolb Endowment Fund Fund #: _____ Date Received: _____

Amount Approved: _____ Check #: _____

Date Forwarded to Director of Clinical Pastoral Education: _____

The Reverend Margaret Foster Ruth

Margaret (Peg) Foster Ruth is an Episcopal Deacon in the Diocese of West Missouri. She completed her Clinical Pastoral Education (CPE) at Saint Luke's Hospital of Kansas City during her education for the diaconate. Following her ordination, she served at St. Andrew's Episcopal Church in Kansas City until her retirement in 1993. During that time Reverend Ruth was well known for her warm and sensitive pastoral care. She attributed much of this to what she learned during her CPE at Saint Luke's Hospital.

The Reverend Jerry Warren Kolb

Jerry Kolb arrived in Kansas City after Clinical Pastoral Education at Presbyterian Medical Center in Denver and Saint Elizabeth's Hospital in Washington, D.C. Jerry's compassionate and effective ministry has left its mark on Saint Luke's Hospital in many ways. He began the Clinical Pastoral Education* program in 1973 and served as Director of Saint Luke's Spiritual Wellness and Education department. Although he retired in 1999, he continues to be involved with the spiritual life of Saint Luke's, including serving on the hospital's Ethics Advisory Committee and Internal Review Board (IRB).

*The Association for Clinical Pastoral Education, Inc. (ACPE, Inc.)