



**HOUSTON MARITIME MINISTRY TRAINING PROGRAM**

**APPLICATION-INFORMATION SHEET**

**Dates of Training: February 18 – March 2, 2018**

**Please fill out application and mail, email ([elder.tom.edwards@gmail.com](mailto:elder.tom.edwards@gmail.com)) or fax (713.672.2444) as soon as possible to Rev. Tom Edwards, Coordinator (application deadline is December 1, 2017):**

Rev. Tom Edwards, Coordinator  
Houston Maritime Ministry Training Program  
Houston International Seafarers' Center  
P.O. Box 9506  
Houston, TX 77261-9506

**Rev. Tom Edwards – Coordinator**  
**Coordinator's Email:** [elder.tom.edwards@gmail.com](mailto:elder.tom.edwards@gmail.com)  
**Coordinator's Cell Phone:** 713.540.4377

**Center Telephone:** 713.672.0511 **Center Fax:** 713.672.2444

**Center Website:** [www.houstonseafarers.com](http://www.houstonseafarers.com) (school application can be downloaded)

**Student Name:** \_\_\_\_\_  
(First) (Middle) (Last)

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **Gender:** Male Female **Nationality:** \_\_\_\_\_  
MM /DD/ YR

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Nominated by (Seafarers' Agency):** \_\_\_\_\_

**Agency Head:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Agency Telephone:** \_\_\_\_\_ **Agency Email:** \_\_\_\_\_

*Student's employing organization or church judicatory may be different from above agency. Please give full name or organization, Diocese, district, company, etc., and the address and telephone number of its chief officer.*

## STUDENT INFORMATION AND SELF-ASSESSMENT SHEET

How do you want your name written on your Official Certificate at the completion of the program (usually the formal written title of your name)?

\_\_\_\_\_

By what name would you like others to address you? \_\_\_\_\_

Denomination: \_\_\_\_\_ Port(s) Served: \_\_\_\_\_

Length of Time in Maritime Ministry: \_\_\_\_\_

\_\_\_\_\_ **Clergy**  
number of years ordained: \_\_\_\_\_

\_\_\_\_\_ **Religious**  
number of years in religious life: \_\_\_\_\_

\_\_\_\_\_ **Laity**

Do you have any special dietary requests? \_\_\_\_\_

### GENERAL INFORMATION

#### STUDENTS' ROSTER

We can only place **12 students** in the training program. The application **deadline is on December 01, 2017** (You may contact us after this date to see if there is any space available, however). If we don't acknowledge receipt of your application in 7 days, contact us immediately as we may not have received the application. You will be notified either of your acceptance or placement on a waiting list at a later time.

Classes are from 8:30 a.m. – 5:00 p.m. from Monday, February 19<sup>th</sup> through late Thursday evening, March 1<sup>st</sup>. Students may plan their travel home anytime on Friday, March 2<sup>nd</sup>. Throughout the weekend of February 24<sup>th</sup> – 25<sup>th</sup> time you are free to worship, recreate and enjoy the Houston area.

#### EXPECTATIONS

We expect prospective students to be involved in working with seafarers. We prefer those candidates who have already had at least one-year experience working in maritime ministry. However, we realize that not everyone has had that opportunity. You will therefore find that the topics range from the very simple, down-to-earth, practical knowledge of ship visitation to legal and contractual issues dealing with seafarers. All presentations are in English so students must be fluent in English. In addition to attending class each day, the students are required to do a partial Night Duty (7:00 p.m. – 9:00 p.m.) at the Seafarers' Center, lead a brief worship service (20-25 minutes including a brief message/homily), prepare a verbatim for Clinical Pastoral Education (CPE), and go ship visiting with one of the Houston chaplains. Please bring appropriate attire for ship visiting and your TWIC Card. The off-site activities and sessions are part of the class schedule.

In order to facilitate group dynamics and the building of rapport, we request that no more than two persons attend from the same port ministry. The Coordinator will maximize the use of emails in communicating with the students, so please include your email address or create a web-based email address with Yahoo or Hotmail that we may use in getting communications out quickly to all students.

## **CLINICAL PASTORAL EDUCATION (CPE)**

There will be 10 hours of Clinical Pastoral Education (CPE) included in the school curriculum. This fulfills the CPE requirement by the Apostleship of the Sea (AOSUSA) for the certification process of its chaplaincy team. Each student is expected to present a pastoral conversation between you and a seafarer. This is to be written in a “verbatim” form, namely, what the seafarer said, then what the minister said, and so on. This will be read out loud by you and another student and the group will have the opportunity to review the interaction. It can be a situation you think went well or one in which you would have liked to have interacted differently in some way. This process provides an opportunity for students to have tangible situations to learn from by the input and interactions of the students and faculty. You will be receiving more information upon your arrival at the School about how to “write a verbatim.” If your role at your seafarers’ ministry is more center-based, you still have direct interaction with seafarers and will be expected to present a verbatim as well. If you have additional questions about the CPE experience prior to your arrival, please contact the Coordinator.

## **COMPUTER ACCESS**

The Seafarers' Center has a strong wireless network if you wish to bring your laptop. You may also bring any other electronics you may wish to use for recording classes or communicating with others.

## **EXHIBIT YOUR CENTER! SHARE RESOURCES!**

Please bring information about your home agency and ministry: descriptive/historical materials, brochures, posters, and resources you find most useful. A list of web-sites that assist you in your ministry would also be appreciated by all.

## **ESTIMATED EXPENSES**

Training Program fee	\$200.00
Accommodations	\$200.00
Spending Money	\$200.00
Car Rental	\$400-\$450 for two weeks (add insurance of \$200.00 +)

Send, as soon as possible, a **check for \$200.00 payable to Ministry to the Port of Houston** and write “**Maritime Ministry Training Program**” in the notation section of your check. Please also let us know your flight arrangements: airport, airline, arrival time, date, flight number—and let us know the same details about your departure. Please let us know if you plan to rent a car or if you will need transportation to and from the airport.

The Houston Maritime Ministry Training Program has been endorsed and supported by the Apostleship of the Sea in the United States of America (AOS), and the North American Maritime Ministry Association (NAMMA).

## **SCHOLARSHIP GRANT**

A Scholarship Grant is available for the Roman Catholic chaplains and pastoral team **who minister in the U.S.A.** through the Apostleship of the Sea, National Office of the United States (AOS). To apply for AOS scholarship, contact Sr. Joanna Okereke, HHCJ; Assistant Director for Pastoral Care of Migrants, Refugees and Travelers; United States Conference of Catholic Bishops at 202.541.3359 or JOkereke@usccb.org. The scholarship application deadline is November 15, 2017. Note that approved AOS scholars are expected to pay their tuition fee prior to the training—and have the lodging donation on arrival in Houston. AOS scholars will then seek reimbursement from AOS. The general requirement for this grant is that you are officially assigned to your chaplaincy by your bishop. The scholarship is limited and will be granted on a “first-come, first-serve” basis.

## **ARRIVAL AND DEPARTURE TIMES**

Please arrive no later than 4:00 PM on Sunday, February 18<sup>th</sup> in order to get settled into your lodging accommodations and meet your host. When arranging your departure, please note that the school concludes late Thursday evening, March 1<sup>st</sup> with a closing worship service and the presentation of certificates of completion followed by a special celebration. Please arrange your travel home anytime on Friday, March 2<sup>nd</sup>.

## **AIRPORTS AND AIRFARE**

If possible, plan your arrival/departure destination at the Houston Hobby (HOU) airport which is just 20 minute-drive to the Port of Houston/Seafarers' Center; otherwise, plan to arrive at the Bush Intercontinental Airport (IAH) which is a 45 minute-drive from the Seafarers' Center. Please arrange your flights well in advance and let us know your itinerary (forwarding your email confirmation to us would be great)! The cost of the airfare depends on which airline, their promotions, travel dates, and the arrival/departure airport.

## **WELCOMING DINNER RECEPTION**

You will need to arrive in Houston mid- to late afternoon on Sunday, February 18<sup>th</sup>. We will have a dinner reception for you on Sunday evening from 6:00 p.m. – 8:00 p.m. to give you the opportunity to meet with other students and with some of our staff. If you will be arriving earlier than February 18<sup>th</sup> or plan to leave later than March 2<sup>nd</sup>, please let us know so we can make the necessary arrangements. Our physical address is: **9750 High Level Road; Houston, TX 77029.**

## **TRANSPORTATION**

Please plan to rent a car while in Houston, as there is minimal public transportation around the port area. There is free time in the evenings and on the weekend, so having a car will greatly enhance your leisure time while in Houston. The cost should be \$400 – \$450 (with another \$100 – \$200 if you add insurance). Calling the 800 numbers of car rental agencies will let you know of any special deals and get you a better estimate of the rental expense. Also check with your credit card company about your Insurance coverage for car rental when paid with a major credit card. Also some automobile policies for your own vehicle have some coverage when you are renting another vehicle. Check with your insurance carrier.

You may choose to share transportation with another student, and we can help with coordinating transportation for all the students from among those who have rented cars. For those students who are not renting cars, we will provide free transportation for you to and from the Houston airports; however, the rectories are all some distance from the Seafarers' Center, so it is most helpful if several folks have rented cars and can carpool with other students to the Seafarers' Center each day. For those students riding along with someone who has rented a car, some appropriate reimbursement to them would be most appreciated.

## **ACCOMMODATIONS**

Upon acceptance, unless otherwise requested, we will endeavor to house you in a Catholic Church rectory at minimal cost. Please bring a \$200.00 donation to offer to your host. A private residence is made available for women students. This may mean you have the place all to yourself or you may have an opportunity to interact with your host. Different arrangements can be made for married couples but we need to know as soon as possible if you plan to bring your spouse.

## **MEALS**

There is a light breakfast provided as you arrive each morning, but your host rectory may provide breakfast as well. Also, at some rectories there is a refrigerator where you may keep some groceries for your meals. Lunch will be provided Monday through Friday by various local churches and/or organizations. Dining out in the evening would be on your own or dinner may be provided by your host rectory.

Since meals are provided by many different groups, it is difficult to accommodate special dietary needs. Please come prepared to make arrangements to take care of your dietary needs. It would be helpful for us to know in advance how we can best prepare for you in terms of the breakfast and snacks that we provide ourselves.

## WEATHER IN FEBRUARY

Usually mild weather but temperatures can vary from the low 40's to high 70's or even 80's. The humidity is high (80%). There is usually plenty of sunshine, but also the very likely possibility of rainy days.

## CLOTHING

Bring at least one sweater or jacket, warm trousers and raingear. Summer clothing may also be appropriate! Dress during the training program days and ship visitation is casual. Slacks, work gloves, and good (leather) walking shoes (soles should be a non-slip type for ship visitation) are necessary and appropriate for ship visitation, which we do once during the school. We will provide each student with a hard hat. If you desire more ship visitation experiences, let us know. Clergy may want to wear their collars but this is not a requirement. Throughout the school, simply dress in such a way as to ensure maximum safety and comfort. Generally, the atmosphere in the Seafarers' Center is relaxed and people tend to dress casually. You may want to bring more formal dress for the Class Graduation pictures which will be taken on Thursday, March 1<sup>st</sup>. ***Bringing your TWIC card will greatly facilitate your entry into the Port of Houston.***

## ENTERTAINMENT

**Houston:** There are numerous opportunities for entertainment in the Houston area. **The Museum** district (several different kinds of museums, and some free of charge) is about 30 minutes by car from our center. There are many **restaurants**, ranging from those with reasonable prices to those that are ridiculously expensive. **The Galleria** is a very large shopping area on the near West side that also includes an ice skating rink.

**Galveston:** Galveston is a well worth visiting. There are the **Moody Gardens**, which includes a tropical rainforest as well as an aquarium, a butterfly garden, and an **I-Max theater** (entrance fees vary as to how many events you wish to see). Galveston also has **The Strand** which is a very popular historical and shopping area; **Galveston Beach**; and the **Bishop's Palace** but you need to make reservations for a tour. Galveston is approximately one hour by car from our seafarers' center.

**NASA Space Center:** Take I-45 South (approximately 45 minutes) from the Center. It is definitely worth a trip. See **I-Max movies**, a mock-up of the space shuttle, displays of the various rockets, lunar modules and related information regarding space. The Entrance Fee is from \$29.95 but there are usually additional discounts available. Their website is [www.spacecenter.org](http://www.spacecenter.org).