



*Preparing Yourself*  
FOR CFOT LIFE AND OFFICERSHIP

CANDIDATE WELLNESS GUIDE





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# Congratulations!



Receipt of this information means you have taken the first step toward a life of full time ministry, as an Officer in The Salvation Army!

Officership is a very demanding lifestyle and is much more than a career or vocation. It is also a change in discipline and focus. There is great Joy in Officership, but it is also spiritually, emotionally, and physically demanding. By establishing healthy habits and practices now you will ensure a good reserve of energy and stress management resources.

## *Holistic Wellness and Personal Stewardship*



We would all agree that we should be good stewards of our personal finances, property, time, and talents. As an Officer, The Salvation Army will also expect you to be a good steward of all that is entrusted to you. The people you shepherd, and the communities you lead in, will expect you to be a good steward of the funds you raise, the programs you oversee, and the properties in your care. Before you can be the most effective steward in those areas, you must be a steward of your own life and your own resources. This stewardship extends to your personal and physical life.

A Healthy Lifestyle or “Wellness” is not just about one or two areas of your life. It is about being healthy in every area of your life; body, mind, soul/spirit and in your relationships.

## *Your Personal Health and Wellness Plan*

You are being asked to create a personal wellness plan. This can, and should, incorporate activities and healthy disciplines that are already a part of your life. It is also a chance to assess what may be missing and to incorporate and prepare for some of the activities that will be a part of your time at CFOT.



## *Seek Wise Counsel*

If, in your preparation, you find yourself frustrated at, or unsure of what is expected, ask questions! Your Corps Officers, DCS, other DHQ staff and the THQ Candidates Department are all on your “team” and available to you, we want to be of help and support. Once your case has received preliminary acceptance, you will start working in The Coaching Action Plan (CAP) Program, a program that provides ongoing personalized support to you as you journey through the candidate process. You will have the opportunity to work with a licensed mental health professional who will help you design and implement your own customized health and wellness plan that incorporates the recommendations made in the pages of this Candidate Wellness Guide.

## *Sharing your Plan and progress*

While engaged in The Coaching Action Plan (CAP) Program, your progress toward your health and wellness goals will be followed and shared monthly with the Candidate Department, allowing you the opportunity to demonstrate everything you are doing to purposefully prepare yourself for training and officership. Sharing your goal and progress will give you the chance to receive support and encouragement from your Divisional and Territorial Candidate Secretaries. Sharing your goals and progress in this way increases accountability for you and will help you maintain consistency with everything you are hoping to achieve!



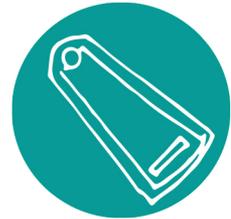
# Soul Care

## *Spiritual Coach / Mentor*

You may have already experienced the interest and influence of mature Christians, who have sought to mentor and disciple you. This may have happened formally, in an intentional mentoring relationship, a discipleship partnership or group, and/or informally in the context of friendships and the influence of mature Christian friends and leaders in your life.



One support for every candidate is the involvement of a Salvation Army officer coach/mentor, coming along-side and supporting you in addressing spiritual growth and personal development in identified areas, before you enter CFOT. This is an important relationship. You will work together, to expand your understanding of Officership but also, to support your development in any areas requested by CBA as a part of your psychological preparedness for the training college.



While all of those relationships mentioned are important, and should be encouraged, you are also personally responsible for your own “soul care”. The disciplines of daily time in the Word of God, prayer and seeking after understanding and knowledge are part of your personal investment in your own spiritual growth. If you “neglect” your own spiritual formation, the care and nurturing of your own spiritual life, how can you; grow, mature, gain depth, and be equipped to “feed” and nurture those you have influence on and those you are seeking to lead?

*"Blessed are those, whose way is blameless, who walk in the law of the LORD! Blessed are those who keep his testimonies, who seek him with their whole heart, who also do no wrong, but walk in his ways! You have commanded your precepts to be kept diligently. Oh that my ways may be steadfast in keeping your statutes!" (Psalm 119)*

You are being challenged to establish your own goals for soul care and to develop and grow in your devotional life.

Consider disciplines that work for your current life situation, work schedule and family needs and incorporate them into your daily life;

- An undisturbed time to read your Bible, to meditate and to search the scriptures in areas you are seeking understanding in or personal Bible study. Consider being involved in a Bible Reading Plan that helps you make regular reading of God's Word a part of your life. Don't just read to study, read to listen and to absorb.



- Make time for prayer and intercession, for listening to the Lord, and seeking His leading and direction.
- Stretch yourself spiritually; Read quality books, articles, and Christ honoring blogs. Listen to podcasts and sermons (ask your CO about accessing RightNow for good resources.) Check out and utilize the resource list in the back of this guide. These practices will help you grow spiritually and challenge you to draw closer to the Lord, as you gain understanding and knowledge. Further, it will help you prepare for your time at CFOT, where reading college level theology and spiritually based texts will be required.
- Seek to expand your understanding of "spiritual disciplines" and to put them into practice, allowing



the Lord to use those experiences and disciplines to strengthen your soul and your relationship with the One who has called you.

- More than preparing for your time at CFOT, you are entering a new season in your spiritual life. Self-care and equipping, in the area of the spiritual, will influence and bring health to all the other areas of your heart and life. Stress, anxiety, fear, or other weapons the enemy brings against us, may factor into our “story” but they cannot defeat us if we are, spiritually, well-grounded, and residing in the shelter of His love. Be vigilant in seeking the Lord, as you do, you will, more and more, enjoy the spiritual and emotional well-being He makes possible.

*It is not a trivial thing to seek to be a Shepherd and Leader in the Body of Christ. Regardless of your natural gifts and talents, to be the Spiritual Leader of a congregation of God's people, to represent Him in the day to day of Officership, will demand more than you have in your own reserves. Seek first to know Him and to be fully His.*



# Notes

# Mind and Emotions

*Academics* – not everyone’s favorite subject!!



Depending on your own personal aptitudes and life experiences, you may find CFOT challenging or not as demanding as some of your past educational pursuits.

If you have not been in school for a long time, if you are young with little or no college experience, if you found school challenging, boring or that it interfered with your social life, and your grades reflect that ... you may have received the recommendation to “take some classes.”

When any type of “education” is required or recommended before CFOT it is NOT an indication that you have been found “wanting”. Instead, it reflects the desire of the Territorial Candidates Council that you begin your Cadetship, with every advantage and, empowered for success. CFOT is an intense learning environment, with a variety of stressors, which can make the pressures of grades and learning new information a challenge. By preparing yourself, you give yourself a huge advantage.

Please take your classes at accredited institutions. You will want your hard work to result in credits that you can apply to other educational pursuits.

*“Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.” (Romans 12:2)*

Even if no college or remedial classes are required you will want to prepare yourself for the educational demands of CFOT.

**Read** – it is desirable that you read at a college level. If you are not a “reader” or have been out of school for some time ... read! Read material that challenges you and use a dictionary to help you build your vocabulary.

**Grammar** – Refresh your understanding of basic grammar and rules of writing. Take an English Comp class and test your skills before you are under pressure to produce essays, sermons and research papers.

**APA Formatting and Style** – Become familiar with this college writing format and practice it. Be prepared to do college level writing and to use the required format. You will receive a packet with the book “Who Are These Salvationists” and an assignment to complete and return to OfficerCandidate. This paper should be completed in the CFOT Shortcut APA style (addendum #3). The papers will be reviewed and handed off to CFOT prior to your arrival.

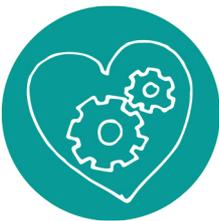


**How to Study** – Unless the discipline of studying is a part of your recent past, chances are, you will require an adjustment time to get into a good study pattern. You can shorten that time, and the frustration of struggling to keep up, or to find balance in the homework and study demands. Do a “How to Study” course (there are many good ones available on line).

Build discipline into your life now. Lessen TV, Facebook, gaming, etc., time and use that time for intentional study, reading, note taking etc. Ready yourself for the pressures of being a full time student and so much more!

An excellent tool for you to consider is "Where there is a will there is an 'A'" Ask your DCS about having access to this resource to help you develop your learning and study habits!

There can be a temptation to minimize the importance of "learning" and succeeding academically, as if that is somehow less spiritual than other pursuits. Be reminded that you will be handling the Word of God, responsible for the spiritual "food" for those who come under your leadership. You will represent Christ to your Advisory Board and in the business community, when interviewed by local "press" and when you are called on to present and speak on behalf of The Salvation Army. Paul said to Timothy ... "Study to show yourself approved, a workman that need not be ashamed, rightly dividing the Word of Truth." II Timothy 2:15, Should we, as those who represent the Lord today, do any less?



## *Emotions*

Change is stressful, study and the close community of CFOT, with so many new demands on your time and personal resources, is stressful. Leadership and ministry are stressful. It is well known that circumstances can increase anxiety and can cause emotions and emotional responses that are real and debilitating. Do not wait until the stressors become a problem. Have, what CBA refers to as, "tools in your toolbox" to help you reduce and cope

with stress. If you have dealt with stress in unhealthy ways in the past; eating, shopping, anger, excessive sleeping, pornography, or any other destructive practice, learn new responses!

Develop healthy ways of responding to stress and triggers for anxiety that work for you. Being able to recognize what causes your stress reactions and having the resources you need to cope in times of stress and anxiety are incredibly helpful in your personal life and in ministry. Some find; meditating on the scriptures, breath prayers, exercise, music & private worship, having a trusted confidant to share your fears and concerns, art and various expressions of it, sports,



fellowship and laughter, and even just quiet reflection are helpful. The important thing is to recognize that stress is common, we all experience it and finding healthy ways to cope with your stress and anxiety will help you find good balance and to prevent emotional burn out.



Don't discount the value of the Spiritual Disciplines you are learning about and engaging in to help in times of great stress. The One who promises Peace is faithful and will come along side as you seek His help in the "all thing" of life.

The Coaching Action Plan (CAP) Program will help you determine what types of academic-readiness or emotional-health resources might be best for you. The active and intentional preparation of one's mind (intellectual and emotional) through goal setting can be a transformative and life changing process!

# Notes



# Notes

# Body

It is really tempting for people to reduce this part of your preparation to “weight”. While that is a factor it is not the only factor and, not even, the most important one.

The individual interested in a “healthy body” is not just looking at weight or BMI. They are realizing that what we eat (and don’t eat), how active we are and how we care for our bodies are all important and ultimately determine our future health and wellness.



## Healthy Lifestyle

We are becoming more and more aware that a sedentary lifestyle is dangerous for your health! Some medical experts are saying that being inactive is more dangerous to your long time health than smoking! If you are an inactive person ... consider how you can “get moving!” There are abundant resources and possibilities. Find something that works for you and “just do it!”



## Food and Diet at CFOT

While those at CFOT responsible for the meals offered in the cafeteria strive for healthy and well balanced meals, it is still cafeteria food. Special diets and allergies are only accommodated in a very general sense. If you

*“Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own” (1 Corinthians 6:19)*

have specific or serious concerns for yourself or one of your children, please contact Officer candidate and we will put you in contact with the appropriate person at CFOT. If you have serious / life threatening allergy concerns, in the day to day cafeteria service, CFOT cannot insure that there is no risk of cross contamination. You will need to consider an alternate eating plan that should be worked out with CFOT in keeping with their policies and provisions. Please budget for extra food expenses at CFOT if you have any dietary concerns that may require you to, out of need or desire, prepare your own meals.



## *Stress Can Impact Health*

As mentioned above – Stress can have serious negative impact on our lives ... in all areas! So be proactive. Develop good physical responses to stress that will benefit you and help alleviate, or at least minimize, the impact of stress on your wellbeing!!

## *Health Concerns*

If you have chronic health concerns you will want to understand the impact of stress on your personal health and be proactive in seeking your medical doctor's advice on how to best manage the impact of stress on your health.





## **BMI** – Maximum for entry to CFOT 40

If you struggle with keeping your BMI in a healthy range, you will want to be especially diligent in the areas of healthy eating and adopting a more active lifestyle. The BMI requirements are not intended to discourage or defeat you. We live in a culture where obesity is one of the most pressing health concerns. The impact on an individual's health in general, and the higher risk for some very specific and serious health issues, is real. Weight loss and healthy lifestyle are two things, solely within your control, that will minimize risk and complications to your on-going health.

## **CFOT Activity Requirements and BMI**

At CFOT it is expected that you will be able to meet the physical demands of campus life. To help illustrate those expectations CFOT has provided the following list and narrative.



- ✓ Climb stairs several times a day with books, computer etc.,
- ✓ Participate in regular physical activities – sports, aerobic exercise, walking etc.,
- ✓ Walk for distances of a mile or more on a daily basis.
- ✓ Maintain an active, daily schedule with “work” days that may exceed 10 – 12 hours.
- ✓ Shovel snow as needed for minimum 30 – 45 minutes.
- ✓ Complete household / community “details” which could include; vacuuming, ironing, buffing floors, moving furniture, as assigned.
- ✓ Meet variable disaster services expectations if required to assist during a disaster.



## *Territorial BMI Policy for Cadets*

“If a cadet’s BMI reaches or exceeds 40 at any point during their training process, the cadet will be required, by the Health Officer, to see a physician. At that time, a recommendation will be made to place the cadet on Unsatisfactory Personnel Status. This recommendation will be communicated by the Health Officer to the Director of Personnel. Placement of a cadet on Unsatisfactory Personnel Status is an administrative decision made by the Training Principal, at the recommendation of the Director of Personnel. The Director of Personnel will notify the Training Principle when the cadet’s BMI is 40.”

Those candidates/cadets entering CFOT with the maximum BMI of 40 or greater will be subject to the recommendations and restrictions of the Territorial policy immediately. These include addressing weight loss, and meeting minimum loss expectations, in keeping with Territorial policy.

To help you prepare for the BMI accountability you will receive in training, your BMI will be tracked and reported to your Divisional and Territorial Candidates’ Secretaries each month while you are engaged in the Coaching Action Plan (CAP) Program. The CAP Program will help you determine what kinds of exercise or nutrition-related goals might be best for you and will even help facilitate any professional health services or resources that might be needed to help you achieve any goals.

*You are being asked to assess your physical wellbeing and stamina, incorporating activities and behaviors that will result in better health and wellness. This time of change and transition is a perfect opportunity to establish healthier habits and to commit to the Lord your physical self and seek to honor “Christ in you” as you recognize your personal responsibility for your own self-care.*

# Notes



# Notes

# Relationships



It is no secret that the life of an Officer, who is fully engaged, makes demands on time and energy. No one will tell you how to manage your time, you will make those choices. If you are not an attentive spouse, parent, sibling, child or friend now, those relationships can become a casualty of busyness. This is not because

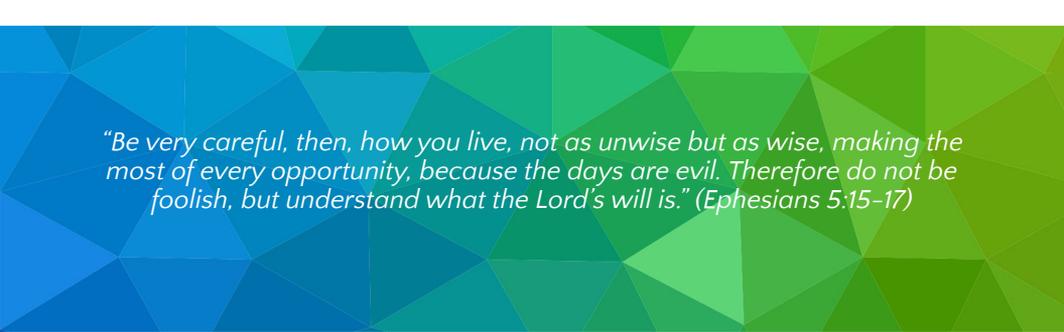
The Salvation Army expects it of you, but because you have not learned to balance life.

Utilize the time before CFOT to consider your habits in the areas of family and friends. Are you intentional about building good relationships? How can you structure life so that you have time for your family and time for your studies? If the pressure is on, and sometimes it will be, how will you modify your time and maximize your energy, so your relationships do not suffer? Your most important place of influence is in your home and in your relationships. Plan to be one who takes those relationships seriously and who gives them priority in your day to day life and in your affections.

This is not to say that there won't be times when an assignment deadline or a task must come before "family time", or a social commitment, that will most certainly happen. But the balanced life will not be constantly torn



between the two. Time wasters will be minimized as you use that time to focus on children or "date night". Good study habits



*“Be very careful, then, how you live, not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord’s will is.” (Ephesians 5:15-17)*

and “working smart” can help you be efficient in your work and assignments.

*Guard your heart, and don’t make your family the scapegoat for your poor planning, and don’t use the Army, or the expectations of your studies or Officership, in the role of scapegoat, as you neglect the important relationships in your life. Seek to be one who manages your time and priorities, and who loves well.*

# Notes

***In Closing** – “For no one can lay a foundation other than that which is laid, which is Jesus Christ. Now if anyone builds on the foundation with gold, silver, precious stones, wood, hay, straw— each one’s work will become manifest, for the Day will disclose it, because it will be revealed by fire, and the fire will test what sort of work each one has done.” (1 Corinthians 3:11-13)*

When working on this type of “plan” and goal setting, it is easy to think that success is being able to check off the “list”. We can be deceived into thinking it’s about; how we look, knowing the answers or having it “all together.” The reality is, what we build is only as stable as the foundation it is built on. The “Called according to His purposes” (Eph 2:10) must build on the foundation of Christ Himself, we are seeking to honor Him, to be His witnesses, and are being “transformed into His likeness!” (2 Cor 3:18)



We, who are supporting you as you move into Officership, pray you will be successful. Not in rank or position, but in all that matters most. That you will know the assurance of your own Salvation, the sweet awareness that you are entrusted with responsibility that you are not “enough” for, and the strong conviction that He who has called you is enough and will equip, strengthen, and enable you as you put your full trust in Him.



Blessings on your Journey!

# Candidate Healthy Lifestyle and Wellness Plan

Candidate: \_\_\_\_\_

Division: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

You are a complex individual. To be truly “healthy” the four main areas of your life need to receive attention and care. When any one of these areas is untended or “unwell”, the whole of you suffers.

Create a personal wellness plan using the guide below. This is a “developing” plan that you should adjust as you achieve goals, gain strength or experience changes in your life circumstances that impact this plan.

## *Soul Care:*

I am responsible for “drawing near to God” and being intentional in developing a close relationship with my Lord. I will; Gain Knowledge, Develop Disciplines and Influence Others by:

- **Being intentional in:**

When \_\_\_\_\_

Where \_\_\_\_\_

How will you hold yourself accountable for this commitment?

- **Being consistent in:**

When \_\_\_\_\_

Where \_\_\_\_\_

What material / resources will you utilize?

How will you hold yourself accountable for this commitment?

- **Intentionally sharing my faith & testimony:**

When \_\_\_\_\_

Where \_\_\_\_\_

Who are people in your life today that you could influence for the Kingdom and with whom you could, potentially, share the gospel as you build relationships and God gives you opportunity?

- **Spiritual Formation / Development:** How will you attend to your own spiritual development? For example; personal practices, discipleship, accountability partnerships, practicing of spiritual disciplines?

How will you hold yourself accountable for this commitment?

**My measurable and attainable goals for spiritual growth are:**

# Mind & Emotions:

Good emotional health takes effort on my part. I will develop good habits and increase my self-awareness as a way of growing and developing myself. Learning new things, reading good books etc., and stretching myself are healthy pursuits. I will limit those activities that are not profitable (TV, gaming, social media) and increase those that improve a sense of mental well-being and provide a release for pent up stress and anxiety by:

- Stress Release and Mental Health activities:

When \_\_\_\_\_

Where \_\_\_\_\_

What are specific activities you have identified as those that build up your sense of wellbeing and decrease stress and anxiety? (ie physical activity, reading, mental exercises, family games)

How will you “grow yourself” through study, reading or other intentional “education”?

What are specific activities you have identified as those that rob you of time, add to your stress and / or are activities that are “non-productive” and should be limited? (What are the limits?)

How will you hold yourself accountable for these commitments?

**My measurable and attainable goals for my mind & emotions are:**

## *Body / Physical:*

My physical wellbeing impacts every area of my life. How I care for myself and my physical needs is a type of stewardship. I will be intentional in “self-care” by:

Health concerns you will monitor and address to do your part in being in the best physical health you can be:

How will you hold yourself accountable for these commitments?

**My measurable and attainable goals for my physical health are:**

**Relational:** In the busyness of life it is too easy to take for granted important relationships and to compromise my commitments to them. I will protect my relationship with Spouse, Children, parents, family, and friends (as these apply) by:

Important people / relationships you will intentionally protect:

How will you hold yourself accountable for these commitments?

My measurable and attainable goals for my relationships are:

# *Suggested for Reading and Study*

## **The Salvation Army Doctrines, History and Officership**

Equipped for Battle – James Garrington

Who Are These Salvationist – Shaw Clifton

Mapping our Salvationist DNA – Steve Hedgren & Rob Lyle

Leading the War – James Knaggs & Stephen Court

The Salvation Army Year Book – Current Year

## **Holiness**

Heart Talks On Holiness – Samuel Logan Brengle

Helps to Holiness – Samuel Logan Brengle

Forgotten God – Francis Chan

## **Devotional and Spiritual Growth**

My Utmost for His Highest – Oswald Chambers

Aggressive Christianity – Catherine Booth

Strengthening the Soul of Leadership – Ruth Haley Barton

Soul Care Resources – Mindy Caliguire

Spiritual Disciplines Handbook – Practices that Transform Us – Adele Calhoun

Celebration of Discipline – Richard Foster

The Way of the Heart, Connecting with God through Prayer, Wisdom and Silence – Henri J M Nouwen

## **Personal Growth and Development**

Boundaries for Leaders – Townsend and Cloude

Pause Points – Gene Harker

Margin – Richard Swenson, MD

Made to Crave – Lysa Terkeurst

Fierce Conversations – Susan Scott



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