

Advanced Studies

CHARITY WORK PROGRAMME

1. General information on the Study Programme

Besides theology, the Faculty of Theology at the University of Ljubljana has since its beginnings also cultivated charity teaching and Christian social teaching as one of the fundamental research and educational areas. Charity work is namely a constitutive part of Christianity and therefore the functioning of Christian churches as well as their educational institutions. Two thousand year old Christianity has therefore a rich history of charity work (serving, voluntary work, charity, solidarity) leading to modern social work.

Concern for education and the practical training of charity workers that work in the Church pastoral area as well as the broader area of society today remains its primary mission (even more so because of the socio-political circumstances in the second half of 20th century, which were not favourable to (the development of) such education). The advanced studies entitled 'Charity work programme' enters into this perspective to fill the existing gap.

The programme discusses two fundamental realities: on one side a modern man with different social or other problems that may cause him (physical, material, mental, social, developmental, spiritual) distress, and on the other hand a charity worker (a volunteer, a religious person), that wishes to be of assistance and support to a man with social issues and problems as appropriately and efficiently as possible.

That is why the objective of the programme is the 'target audience' (actual and potential receivers and seekers of assistance, charitable or social), their needs and distress and concern for their human dignity. The needs and distress of people are met by the whole of social work, nonetheless charitable institutions, respectively their (co-)workers and volunteers try to be of assistance and of support in their own way.

Students of this programme will be discovering the forms of social issues and distress of people in our place and time and the responses to these issues of the social work and *Karitas* (students will become familiar with the fundamentals of charity as well as broader humanitarian-social

work), and particularly acquire the necessary skills characteristic to both areas – charity work and social work. The logic of the whole programme can be therefore illustrated with an outline: social issues ('target audience': the socially excluded, people in distress) are researched and solved by the two pillars (social and charity work), which evolve some common and particular 'tools' of assistance namely skills (communication, advising, organizational, leading, research, liturgical and team-working skills etc.) and train their own charity (co-)workers and volunteers.

The programme as such is related to other programmes within the Faculty (<http://www.teof.uni-lj.si/>). It is horizontally related particularly to the pastoral care and spirituality advanced studies programmes of, and in no small measure with marital and family studies (especially in the counselling content). Vertically it is related to theological programmes (especially to the programmes of theological studies and theological religious studies).

2. Purpose

The purpose of the advanced studies Charity Work Programme is to acquire competences particularly for professional work in the pastoral care-charity area as well as for researching social issues. Students of the Faculty of Theology have participated in various charitable projects in Slovenia and abroad, for example in the missions. Students will participate above all in the project of discovering, monitoring and researching social issues and distress that is organized by the *Slovenska Karitas* (the most recent research was conducted by *Slovenska Karitas* together with the Faculty of Theology in 2010). The programme presupposes knowledge of fundamental pastoral theology. The purpose of the programme is to upgrade and deepen existing knowledge and skills in pastoral theology in such a way that the charity workers will become competent, equipped with content and methodological approaches and to be of assistance to as great a number of people with social issues as possible.

The advanced studies also provide the acquisition of necessary psychological, sociological, ethical and pedagogical/therapeutic (counselling) knowledge as well as the strengthening of personal and social competences that are, according to the tradition of charitable-social Christianity, a constitutional part of religious competences. Counselling competences are hoped to be as much in the service of the prevention dimension of the charitable activities.

The programme is intended for:

- Those who would like to participate (or are already participating) in different areas of charitable activities;
- Leaders of parish *Karitas* and other charitable institutions;
- Current and future employees of *Slovenska Karitas*, diocesan and other regional *Karitas*, their programmes and institutions;
- Leaders of parishes (parish priests) to be able to balance the integration of charity work (serving) in the system of parish functioning;
- Priests, religious brothers and sisters, pastoral workers that work with the sick;
- Catechists to be able to assist with the religious education of the young and with lifelong religious education in the values of solidarity, fairness and charity;
- Theology graduates that would like to upgrade their knowledge in the field of charity work;
- Professionals and co-workers in the field of social protection that wish to complement their knowledge with the charitable and spiritual dimensions;
- Graduates of any other studies that wish to become familiar with the nature and work of *Karitas* and strengthen their solidarity and charitable (or volunteer) posture and/or acquire some of the skills of charity work (for example with older people, palliative accompaniment etc.).

3. Objectives of the Programme as the Basis for Student Results Assessment

The objective of the advanced studies Charity Work programme is to strengthen existing knowledge and skills in humanistic pastoral theology and upgrade it to enable the students to assist as great a number of people with social issues as possible with new content and methodological approaches, and to become the makers of new forms of charity work. The programme therefore aims at:

- Rendering graduates of the Faculty of Theology a deepening, completion and upgrading of their knowledge; assisting graduates of other fields interested in specific theoretical and practical knowledge in the area of charity work in realizing their interest; enabling all the participants to perform their charity work and mission in a better manner;

- Training and sensitizing charity workers, namely those working in pastoral care, to be able to quickly recognize and define a social issue and distress and concretely and creatively form a suitable response i.e. a form of assistance.
- Training (religious) pedagogues to successfully pass on social values (especially, but not exclusively to the young) – especially the values of solidarity, fairness, charity, voluntarism, and the ways of strengthening human social vigour;
- Forming a solidarity-ethics posture in students to be able to create respectful and constructive and dialogic relationships with people with different religions, nationalities, opinion and culture.

The students' work is assessed by written and/or oral examinations, seminar work, reports/reflections and tutorial work. The required conditions to attend an examination are completed obligations: tutorials, seminar papers and reports/reflections. The grading scale is from 6 to 10 (positive) or from 1 to 5 (negative), in other words passed/failed. Examinations take place in accordance with the Statutes of the University of Ljubljana and Rules and Study regulations of the Faculty of Theology at UL.

4. Competences to be Passed to the Participants

a) Charitable and social competences:

- Sensibility to questions in the field of social, sociological, religious and cultural activities;
- Identifying the complexity of the social processes;
- Focusing on social and existential issues and forming appropriate professional responses;
- Sensibility to social relations and considering weaker individuals;
- Knowledge of relations and forming relations (communities) that enable overcoming the forms of social exclusion;
- Sense of the heteronomous nature of various social and other groups and capability of solving conflicts and conflict situations;

b) Religious competences:

- Forming religious and theological questions and forming open religious social visions;

- Knowledge of and consideration of the biblical and theological fundamentals of charity work;
- Knowledge of Christian social teachings or social ethics;
- Connection and fructifying of charitable and social activity with spirituality, liturgy and evangelization;
- Identifying and accepting one's own religious biography and its meaning to charitable social work.

c) Counselling competences:

- Capability of active and emphatic listening;
- Knowledge of the fundamentals of communication in counselling;
- Ability to provide the necessary support to individuals looking for solutions in their social issues and distress;
- Motivation of individuals or groups to provide suitable support to people in need of assistance;
- Communicativeness and ability to coordinate different interests.

d) Personal competences:

- Identifying one's own life story as a starting point for charity work;
- Discovering and identifying one's personal resources and their limits.

e) Leadership and organizational competences:

- Leading a parish, a diocesan *Karitas* and *Slovenska Karitas* and other charitable social (humanitarian) institutions;
- Coordinating parish *Karitas* with diocesan *Karitas* and *Slovenska Karitas*;
- Coordinating charity work with other areas of parish functioning;
- Cooperating with social and other humanitarian organizations;
- Applying Church, Slovene and European social legislation;
- Communicating with the public;
- Acquiring the (material, financial) means, necessary for charitable social activities.

Subject-specific competences:

A graduate:

- Identifies and (emphatically) understands (defines) human issues, distress and crises in their heterogeneousness and in a social and religious-cultural context;
- Acknowledges the Bible as the basis (regarding values and spirituality) of the whole of charity work and the motivation for it;
- Knows the social doctrine of the Church and social ethics (its basic principles) and knows how to apply them in charity work that centres around a person;
- Knows the theoretical basis (the terms) of social work, basic methods of social work, knows a holistic image of a man that is the basis of social work.
- Knows the modern organization of a social state and the role and functioning of the non-governmental sector (various humanitarian systems, various forms of voluntarism in a society and the Church; especially in the area of charity work);
- Knows the bases and laws of conversation/communication in counselling;
- Is proficient in basic methods and forms of pastoral work in the promotion of health and in the accompaniment of patients;
- Knows the characteristics of human old age in the holistic aspect with a special emphasis on the social aspects of aging and old age in modern social circumstances;
- Knows the parish organization and its basic pastoral activities and the place and the role of charitable activities (and various charitable organizations) in a parish;
- Knows how to form, organize and lead charitable and social programmes in a parish and at a local level (including partner cooperation);
- Knows and understands the laws and criteria of spiritual accompaniment in the area of pastoral/charity work;
- Knows church and civil legislation regarding charitable and social activities;
- Understands a man as a personal, community and social being and knows the ways and methods of solving social issues and distress via community work;
- Knows the human resources situation in charitable organizations in Slovenia and knows the roles, the character and the duties of a leader of a professional or voluntary team in a charitable organization;
- Can identify strategic objectives, plan strategic directions, has knowledge of leading and team leading, is capable of evaluating the exercised strategies;

- Knows the environment of an organization (institutionally, organizationally and professionally), the influential and critical factors important for the success of a charity project;
- Knows and understands the role of the media for successful charity work and knows the basics of working with the media.

5. Admission Criteria

The study programme is open to the graduates of old high school and university programmes and the first or second degree Bologna study-programme of theological, social and sociological programmes and graduates of other high school/professional and high school fields. These last may be required to pass differential examinations set by the Commission for Academic Affairs at the Faculty of Theology UL.

When the number of applicants is higher than the number of available places, the candidates who meet the general admission criteria have to meet following additional criteria: Average grade of previous study (50%), grade at selection examination (50%). Selection examination consists of: Bibliography, awards, references (40%), existing professional work (40%), and interview with the commission (30%).

6. Criteria for Completing the Study

To complete the study according to the programme, a student should obtain all 36 ECTS credits.

7. Curriculum

	Course		Contact hours					
			Lecture	Seminar	Tutorial	Student's independent work	Hours total	ECTS
1	Research of Social Issues and Social Distress		15	15	10	60	100	4

2	Biblical Anthropology and Biblical Practice in Charity Work		15	15	10	60	100	4
3	The Social Doctrine of the Church: Ethical and Moral Dilemmas in Charity Work		20	10	10	60	100	4
4	The Basics of Social and Charity Work		15	15	10	60	100	4
5	The Structure of Charitable and Social Work in Society and in Church		15	15	10	60	100	4
6	Counselling and Communication in Charity Work		10		30	60	100	4
	TOTAL COMPULSORY SUBJECTS		90	70	80	360	600	24
	ELECTIVES							
1	Charity Work in the Local Environment		10	10	10	45	75	3
2	Organizing and Leading Charity Work in a Parish		10	10	10	45	75	3
3	Spiritual Assistance in Charity Work		10	10	10	45	75	3
4	Legislative Aspects of Charitable Work and Social Work		10	10	10	45	75	3
5	Community Practice in Charity Work		10	10	10	45	75	3
6	Work With Human Resources		10	10	10	45	75	3
7	Strategic Management as a Response to Change		10	10	10	45	75	3
8	Project Management and Acquiring Finances		10	10	10	45	75	3
9	The Media and Charitable-Social Engagement		10	10	10	45	75	3
10	Pastoral and Spiritual Accompaniment of the Sick		20	20	20	90	150	6
11	Old Age in Enriching, Hope and Passing Away		10	10	10	45	75	3
12	Charity Work in the Structure of a Parish		10	10	10	45	75	3

	<i>12 ELECTIVES AVAILABLE</i>	130	130	130			39
	<i>A PARTICIPANT SELECTS AMONG THEM</i>	40	40	40	180	300	12
TOTAL		130	110	120	540	900	36
PERCENTAGE		14,4%	12,2%	13,3%	60%	100%	

8. Short Introduction to Courses

Course	ECTS
Research of Social Issues and Social Distress	4

Content: various forms and dimensions of human social issues and distress (on the basis of various methods and sources, empirical data and research).

Theory of human needs: issues and distress as unfulfilled human needs (physical/material, psychological, social, spiritual).

Theories of social inequality, social exclusion phenomenon of individuals or groups (for example the poor, the sick, the disabled, the elderly, minorities, foreigners, refugees) and the factors of exclusion; modern society as society of risk;

Shortage as a threat to human identity;

The meaning of life crisis as a social issue; suicide rate problem, particularly in Slovenia;

Globalization of solidarity or individualism? Issues and dilemmas of inequality and freedom;

Social problems and distress in the light of Christianity;

The understanding, experiencing and meaning of suffering (theology of suffering, logotherapy);

Social monitoring.

Course	ECTS
Biblical Anthropology and Biblical Practice in Charity Work	4

Content:

Basics of biblical anthropology and relationships in relation to the experiences of human growth, distress and conflict solving; presentation of basic aspects of a person in the theology of creation, incarnation and salvation; biblical patterns of conflict solving, evil, fear, death and personal sin and its consequences; charity and social dimension in the Bible: charity, solidarity, forgiveness, reconciliation, interpersonal relations, existential dimension of hope and salvation relations and biblical practice of charity and social nature in various levels of the programme.

Course	ECTS
The Social Doctrine of the Church: Ethical and Moral Dilemmas in Charity Work	4

Contents:

Ethical and moral basics and dilemmas in charitable social work in the light of key principles of the Social Doctrine of the Church (solidarity, subsidiarity, fairness, dignity of a person, altruism etc.), relationship to morally problematic groups (an addict, an idler, a murderer, a prostitute, a divorcee etc.);

Questions of euthanasia, treatment at any price, bioethics, abortion etc.;

Social responsibility, fair trade etc.;

Moral and ethical nature of business decisions (to protect an organization or to reveal the truth?);

Ethical principles (ethical code of organizations, *Karitas*);

Relationships with believers of other denominations (in a multi-religious society, helping believers of other denominations);

Case study

Course	ECTS
The Basics of Social and Charity Work	4

Definition of basic notions (a social issue, a problem, distress, social network, social security, social protection etc.);

Holistic anthropology as a basis of social work;

Methods of social work (with individuals, families, groups, community social work, supervision);

Models of social work around the world;

The social immune system (self-help and charity). Types of social work (prevention, curative, provision);

The modern social work structure (immunity, social anthropology, social doctrine, social politics, social activity);

Diakonia – serving others (the third pillar of the Church) – difference between social work and charitable (serving) work.

Course	ECTS
The Structure of Charitable and Social Work in Society and in Church	4

The modern organization of the social state in Slovenia:

- An overview of the network and short presentation of social protection within the existing legislation,
- An overview of the healthcare system and an overview of health legislation,
- An overview of legislation in the humanitarian field,
- An overview of legislation in the field of legal organizational forms (association, institute, institution, religious community etc.);

Definition of governmental, non-governmental sector, non-profit and profit sector and the role of NGOs;

Voluntarism (the role in society, ways of organizing, motivation, altruism, management and accompaniment);

Presentation of humanitarian systems (actors in humanitarian system, definitions: natural disasters, wars, poverty, structures and response mechanisms and functioning principles, developmental cooperation, education in order to develop);

The *Karitas* network in Slovenia and abroad;

Charitable organizations in the Church (Faith and Light, *Krščansko bratstvo bolnikov in invalidov*, *Vincencijeva zveza dobrote*, *Kolpingovo združenje*, *Zavod Salezianum – OE Skala*, the Ark, *Jezuitsko združenje za begunce* etc.)

Course	ECTS
Counselling and Communication in Charity Work	4

Definition of basic counselling terms:

- Communication (the course of communication, distractions and obstacles in communication, limit setting and responsibility setting, listening, self-respect, respect for others);
- Conversation;
- Counselling;
- accompaniment.

Religious/ evangelical aspects of counselling: the ‘*Emmaus*’ paradigm, the healing effects of accompaniment/Christ-centred therapy, spiritual accompaniment.

Basics of counselling work according to an individual, family and counselling work in groups

- The role and meaning of supervision and intervention;
- Ethical principles of counselling (ethical code).

Course	ECTS
Pastoral and Spiritual Accompaniment of the Sick	6

Contents:

Sickness in modern society:

- Anthropologic aspects;
- Psychology of a sick person;
- Theology of illness, suffering and health;

Health and health systems in the European and Slovene legislations;

Practical theology in the world of health, illness and suffering

- The sacrament of anointing of the sick.

Pastoral planning and (co) operation in the pastoral health care;

Pastoral concern for special groups of the sick: psychiatric patients, oncologic patients, the disabled, sick children, patients after stroke, the deaf-mute, the blind etc.;

Pastoral work with the relatives of patients;

Pastoral conversation and pastoral counselling (theory and practical work).

Course	ECTS
Old Age in Enriching, Hope and Passing Away	3

1. Quality old age:
 - Definition of aging and old age (physical, mental, spiritual, social and other changes);
 - Culture of old age in modern society;
 - Preparation of the individual for a quality old age;
 - Significance of old age, quality of old age;
 - Complementary nature of generations and intergenerational solidarity;
 - Family and old age;
 - Widowing, loneliness and solving problems;
 - Care in old age exhaustion;
 - Role of the old in the Church;

- Social and parish work programmes for quality aging and intergenerational cohabitation;
- Pastoral work in the care of exhausted old people.

II. Accompaniment of the dying and the grieving

- Theological and social aspects of death;
- Fear of dying;
- Phases of dying;
- Accompaniment of the dying (communication, listening, the way to tell the truth of imminent death etc.);
- Palliative care (when to stop treating and when to start with palliative care);
- Phases of grieving and accompaniment of the grieving;
- Children grieving;
- Burnout in work with the dying;
- Mission of the *Hospice* and similar institutions for accompaniment of the dying.

Emphasis on experiential learning

Course	ECTS
Charity Work in the Structure of a Parish	3

The system of a parish and its basic activities;

The place of charitable and social activities in a parish;

The role and place of *Karitas* and other charitable institutions in the functioning of a parish: incorporation in *ŽPS* (parish pastoral council), common pastoral planning, cooperation of confirmation or other groups, *Oratorij* etc. Connecting with parish liturgy (sacraments, holidays, celebrations, blessings, special events etc.);

The meaning of charity programmes in relation to pastoral and educational aspects;

Preparation of a practical charity programme for a parish (seminar);

Course	ECTS
Charity Work in the Local Environment	3

Charity work in the most common groups: families, children, the disabled, persons with mental health issues (possible choice)

Forming of a personal social plan for solving distress and issues (considering the elements of first social assistance):

- Awareness of discovering distress;
- How to approach a person in distress;
- Searching for the core of an issue (a common background in material distress);
- Preparation of a solution plan.

Leading conversation with people in distress

- Case study and role playing

Measures in extreme situations on a local level (fire, floods, storms)

Forming charity programmes on a local level (good practice cases)

Course	ECTS
Organizing and Leading Charity Work in a Parish	3

I. Organizing charitable in a parish:

- Role of the statutes and regulations;
- Preparation of an annual plan;
- Preparation of projects;
- Searching for sources of finance;
- Management of documentation, including financial;
- Preparation of reports;
- Evaluation;
- Relationship with the public;

- Protection of personal information.

II. Leading

- Roles in a parish *Karitas* or other charitable institution in a parish (role of a minister, a secretary, volunteers, a responsible for individual areas of work, cashier – accountant)
- Transfer of authorities, trust (presentation of different models)
- Acquisition and leading of volunteers, work motivation, rewarding, including young volunteers etc.
- The problem of burnout at work,
- Meaning and forms of partner cooperation with other groups in the territory of a parish and with other social and humanitarian institutions in general (helping solving the problems of other organizations, for example, gathering funds for other countries, other organizations, other parishes).

Course	ECTS
Spiritual Assistance in Charity Work	3

Contents:

- The difference between therapy, pastoral counselling and spiritual accompaniment;
- The meaning of spiritual accompaniment in charity work;
- Spiritual accompaniment and inner wounds (comprehension of human wounds, treatment, healing);
- Spiritual accompaniment directed to individual groups: family, the young, the sick, women, addicts, divorcees, the elderly etc. where spirituality is an added value (Community *Srečanje*, Cenacolo, The Arc, Faith and Light, AA, group *Srce* etc.);
- A practical experience of spiritual accompaniment.

Course	ECTS
Legislative Aspects of Charitable Work and Social Work	3

Contents:

Church legislation:

- The canon law on charity work;
- The canon law on marriage and family (assistance to the divorcees and those remarried);
- The homeless and minors;
- The canon legal sanctions against social transgressions;
- The social role of the Church courts.

Civil legislation:

- The Constitutional and state regulation of RS;
- The organization and function of local autonomy;
- The organization of public services;
- The regulation of EU institutions;
- The protection of personal information;
- The basic legal regulation of social security;
- The system and organization of social security;
- The legal regulation of marriage and family relations;
- The security of the disabled and security of children with special needs;
- The criminal process and material law and the execution of criminal sanctions;
- Non-contentious procedural law;
- Protection of children and adults;
- Social prevention.

Course	ECTS
Community Practice in Charity Work	3

Contents:

- A human being as a personal, social and communitarian being;
- Presentation of different forms of community in society;
- Relation to communitarian forms of charity work – solving issues and distress through community work;
- New concepts in social work and the process of solving issues;
- A community and considering a personal level;
- Work in the field of social networks;
- Forming groups for self-help, the role of existing communities and groups.

Course	ECTS
Work With Human Resources	3

A. Leading and work with human resources in charity organizations

1. Planning work with human resources in the organization and their personal and professional development (organizational structure, relation and relations among volunteers and non-governmental organizations);
2. Acquisition, motivation, selection and initiation of workers (volunteers and professionals);
3. Forming of a work and organizational culture and positive work environment, interpersonal relationships (team work, leading, mission and vision of the organization);
4. Fairness, integrity, clear roles and tasks (formal and actual roles in a team);
5. Measuring and assessing success, monitoring and control;
6. Learning, education and training of human resources (formal, informal and occasional learning; learning through work);
7. Pay checks and awarding;
8. Supervision of human resources politics.

B) Handling conflicts and conflict situations

1. Types of conflicts, causes and consequences;
2. Strategies and techniques with efficient conflict handling;
3. Techniques of communication in conflict situations;
4. Mediation;
5. Supervision.

Course	ECTS
Strategic Management as a Response to Change	3

Contents:

- The paradigmatic basis of strategic management;
- The process of strategic management;
- The vision and mission of an organization;
- Analysis of the environment of the organization (internal, external),
- Managing change;
- Forming strategic objectives;
- The terms and types of strategies (corporate, business, functional);
- Selecting and forming the organizational strategy;
- Human resources, leadership, coaching and team work for exercising strategy;
- Monitoring and control;
- Exercising a strategy.

Course	ECTS
Project Management and Acquiring Finances	3

Contents:

1. Project management:
 - The paradigmatic definitions of work in charitable activities (CA);
 - Approaches to project organization in the field of CA;
 - The elements of project success and their planning;
 - Critical elements – risk factors of a project;
 - Tasks, roles and responsibilities of a project manager and members of a project team
 - Project work according to time, expenses, quality and demands from contracting authority and human resources and communication;
 - The informational system of project;
 - Partnerships;
 - Project meetings – EU regulations in the field of project management and co-financing from structural funds;
 - The approaches to applying for EU resources;
 - The basics of fund raising.
2. Acquiring means:
 - Definition of the terms public, personal means, donations, sponsorship;
 - The techniques of fund raising;
 - The motivation for donating;

- Applying to call for tenders (EU, ministries etc.);
- Preparation of a financial plan;
- Transparency.

Course	ECTS
The Media and Charitable-Social Engagement	3

1. The role of the media in modern society from the point of view of anthropological and social approaches.
2. Important aspects of public appearance with the emphasis on the affected people and the people in distress.
3. Becoming familiar with actual work with the media.
4. Ways of representing and advocacy of people in distress in public.
5. Simultaneously becoming familiar with the requirements that need to be considered:
 - Charity workers as representatives of the Church in public;
 - Exposure to the critical public (of charity workers, users of assistance);
 - The dialogical nature and determination;
 - Public appearance when something has gone wrong (something happens in one of the programmes etc.);